

Westfield Estate Phase III

Board of Directors Meeting Minutes

September 1, 2010

- I. Call to Order: The meeting was called to order at 7:39 p.m. Board Members Present: Brenda Ory, Mike Southerd, Tony Daly, Krista Baggiano, Chris Hillman, Larry Henson, Jane Whitaker, Stewart Rogers and Brigitte Tucker.

II. Nominations:

The floor was opened for nominations for Board Positions.

- i. Krista motioned to nominate Mike for President, Brenda seconded the motion.
- ii. Larry motioned to nominate Stewart for President, Jane seconded the motion.
- iii. Tony motioned to nominate Brigitte as Treasurer, Jane seconded the motion.
- iv. Stewart motioned to nominate Chris as Secretary, Tony seconded the motion.
- v. Brenda motioned to nominate Krista as Treasurer, Jane seconded the motion.
- vi. Stewart motioned to nominate Chris as Treasurer, Larry seconded the motion.
- vii. Krista motioned to nominate herself as Secretary, Mike seconded the motion.

The floor was closed to nominations and a vote was taken and the following members were elected as the Board of Director Officers:

President: Mike Southerd with 5 Votes
Treasurer: Chris Hillman with 9 Votes
Secretary: Krista Baggiano with 9 Votes

- III. **“Assistant Officers”**: Brigitte made a motion to nominate “Assistant Officers” for the Treasurer and the Secretary in the event one of them is unable to attend a meeting and the “Assistant Officer” will be able to ensure transparency on the Board. Stewart seconded the motion. All were in Favor.

The floor was opened for nominations for “Assistant Officers”.

Krista motioned to nominate Brenda as “Assistant Secretary”, Brigitte seconded the motion.

Brenda motioned to nominate Brigitte as "Assistant Treasurer", Mike seconded the motion.

Chris made a motion to close the floor to Assistant Officers, Mike seconded the motion and a vote was taken. All were in favor.

Assistant Treasurer: Brigitte Tucker
Assistant Secretary: Brenda Ory

- IV. **Committees:** Brenda noted that she would like to see the Board set up Committees/Teams to work with the Landscaping, Lighting, CC&R Changes/Updates, and Annual Meetings so that the entire Board shares the responsibilities.

Larry motioned to table the Committees until officers can meet with the Property Manager and discuss the Management duties and responsibilities. Mike seconded the motion. All were in favor.

Mike will contact Brian Morris at Welch Management and request a copy of the Signed Management Agreement and a meeting with Steve Randall (owner of Welch) and Brian Morris so the Board can discuss concerns and expectations for both parties. Mike will contact the Board with a date and time for the meeting.

- V. **Transfer of Bank Info:** Mike will work with Welch Management to ensure the Bank Account signature cards are transferred over to the new Board Officers.
- VI. **Reserves:** Brigitte asked what the amount we had allotted towards the Reserves was. Brenda said the balance was \$2,936.94 as of August 2010.
- VII. **Common Area Fences:** Who is responsible for repairing/replacing the fence on the Common Area? It was discussed and determined that if the fence is on the Home Owners property then it would be the Owners responsibility to repair/replace the fence if needed.
- VIII. **Weeds and Broken Fence in the Common Area:** Krista commented about the weeds and broken fence in the Common Area. Brenda noted the landscaper is spraying for weeds weekly and morning glory is growing from under an owner's fence causing the additional cost to spray for weeds more frequently. Stewart will contact owners regarding the weeds and fence to be repaired.

The landscaper also wants to add more mulch to the common area. Tabled for future discussion.

- IX. **Adjournment:** Larry motioned to adjourn. The meeting was adjourned at 9:05 p.m.

Respectfully Submitted by:

Krista L. Baggiano,

Recording Secretary

Action Items:

1. Stewart to contact owners regarding weeds in back yard protruding into the common area and the owner with the broken fence showing on the common area.
2. Mulch for Common Area.
3. Approval of 7/9/10 & 9/1/10 Meeting Minutes.
4. Street Light Reimbursement for Model Home.
5. Discussion of Proxy Format
6. By-Law Changes
7. Officer Descriptions