

Westfield Estates HOA
Minutes of Annual Board Meeting
June 16 and 17, 2010

June 16, 2010, Barlow Park, 2100 S 500 W, Clearfield

Present board members: Stewart Rodgers (president), Julie Hillman (secretary), Brenda Ory (treasurer), Mike Southerd, and Brigitte Tucker.

At 7:15PM the President called the meeting to order and noted that less than 50% of unit owners were present – therefore, according to the Westfield Estates bylaws, the annual meeting was adjourned for 24 hours. The follow up meeting will be at the Tuckers' home at 920 N 3500 W in Layton.

June 17, 2010, 920 N 3500 W, Layton, UT

Present board members: Stewart Rodgers (president), Julie Hillman (secretary), Brenda Ory (treasurer), Mike Southerd, and Brigitte Tucker.

Larry Henson, Jerry Whittaker and Tony Daly were excused.

Present Homeowners: Jane Whittaker (#327), Jim Lamb (#326), Leonard Nandkeshwar (#324), Bill Berdt (#316), Krista & Brad Baggiano (#310), Stewart Rodgers (#337), Julie Hillman (#333), Brenda Ory (#307), Mike and Katrina Southerd (#312), David and Brigitte Tucker (#304). The following families were represented by proxy: Movel (#315), Roberts (#313), Adams (#314), Gowans (#317), Kimball (#319), Click (#318), Collier (#320), Pickard (#321), Newman (#331).

1) Call to Order

- a) The President called the meeting to order and introduced all trustees to the homeowners.

2) Budget and Financials

- a) The board presented the budget for fiscal year 2011 (see Attachment #1) and Profit and Loss vs. Actual for 2009 (Attachment #2)
- b) Bad debt (uncollected dues) was reduced to \$500 from \$900 because of a recent payment. This is the reason the dues will only increase by \$2 to \$306.
- c) Several homeowners asked questions to clarify the term “bad debt” and “capital reserves - sprinklers”.
 - i) The board explained that “bad debt” refers to either a reserve for uncollected funds from association dues or unpaid association dues from previous years. The Board of Trustees is actively pursuing the collection of all unpaid dues and recently adopted a new collection policy. (Attachment #3).
 - ii) “Capital reserves - sprinklers” should be just one line item “capital reserves”. The purpose of this account is to have money available for necessary repairs or replacement of common area property. The board will rename these line items to “Capital Reserves” in future communication with home owners.

- d) Mr. Rodgers made a motion to pass the budget. Ms. Ory seconded. The budget passed 11 affirmative, 9 against (by proxy).

3) General Question and Discussion

- a) A homeowner expressed a concern that not all the board meetings were being announced. The board explained that the minutes of each meeting are posted on the HOA website at Welch Agency and should contain an announcement regarding the next HOA meeting so that is where homeowners can find that information.
- b) Homeowners can review non confidential financials at any time by contacting the property management company. The management company reserves the right to charge the Association and person requesting this information for any services that go above the agreed upon contract and would create additional work for their staff.
- c) There is a new Utah law requiring a reserve study for HOA's reserve accounts. The management company has explained to the board that this law has just been passed and will not go into effect until mid 2012. Currently no guidelines are available for Utah HOAs. The board will monitor this issue and the property management company will provide the necessary guidelines to stay in compliance.
- d) Board members must be re-elected this year, according to the bylaws on #2, item c.
- i) A homeowner suggested to just re-elect the current board and voiced his appreciation for the work that the board is doing on behalf of the owners.
- ii) After some discussion, the board and homeowners opted to call a special meeting to elect board members. Board apologized for not calling a nomination committee for elections. Krista Baggiano and Bill Berndt volunteered to be on the nominating committee. The board will elect the full nominating committee once we receive additional volunteers. The special meeting was scheduled for Tuesday, August 3, 7 p.m., at 962 N 3550 W 337 (Rodgers' home).
- e) The current bylaws calling for 2 year terms with only 1/3 of the current board members being up for election cannot be followed with 9 trustees. The bylaws need to be changed to correct this.
- f) A homeowner asked for a special meeting where the owners would review the CC&R's and decide whether or not to change any of the CC&R's and pay the attorney and recording fees.
- g) One homeowner said he has never been received a reimbursement from the HOA for the street light connected to his home. The board agreed to follow up and to do an audit for the reimbursements to make sure the proper homeowners are being paid.
- 4) No other business came before the Association and Mr. Rodgers moved to close the annual meeting, Mr. Southerd seconded and the meeting was adjourned at 9:00PM.

**Voting for Board Members will take place at Stewart Rodgers' Home,
962 N 3550 W, Tues August 3, 7p.m**