

Westfield Estate Phase III

Board of Directors Meeting Minutes

October 6, 2010

- I. Call to Order: The meeting was called to order at 7:47 p.m. Board Members Present: Brenda Ory, Mike Southerd, Tony Daly, Krista Baggiano, Chris Hillman, Jane Whitaker, Stewart Rogers and Brigitte Tucker. Larry Henson was not present.
- II. **Approval of 7/9/10 & 9/1/10 Meeting Minutes:**
A copy of both the July 9, 2010 and September 1, 2010 Meeting Minutes were disbursed for review.
- Brenda Ory made a motion to approve the July 9, 2010 minutes with corrections. Mike Southerd seconded the motion. All were in favor.
 - Brenda Ory made a motion to approve the September 1, 2010 minutes as written. Chris Hillman seconded the motion. All were in favor.
- III. **September Financial Review:**
- Transfer of bank account – Trustee names. Chris Hillman had already signed the required documents. Mike Southerd and Krista Baggiano agreed to sign the necessary documents by October 15, 2010.
 - Insurance policy (Review & copy of policy for the records). Stewart Rogers had obtained a copy of the Insurance Policy and will scan and e-mail a copy to all the board members to review.
 - Stewart will review the policy in more detail at the next board meeting and he will also have the specifics on why there is a \$52.00 increase on the Directors and Officers policy. Board Members can e-mail any questions to Stewart to be answered at the meeting.
 - Lien on homeowner (Verify it has been removed) – Mike had spoke with Brian Morris at Welch Agency and confirmed the Lien Release was to be recorded on 10/7/10.
 - Reserve expenses (What falls into this & what should the level be?) – The Board discussed what the amount in the Reserves should be and decided to ask Welch Agency for what they would suggest from experience. Krista noted that once a Reserve Study was completed the Board would know where the HOA should be at. A Policy and Procedure will be created for Reserves, this item was tabled for further discussions.
 - Street Lights – The electrician had tried to repair the light in front of lot 315, however the electricity is hooked up to lot 314 and the gate was locked. The electrician had left a card at lot 314 to call for access to the electrical in the back yard. Krista will contact the owners of lot 314 to ask them to make arrangements so the electrician can complete the needed repairs.
 - Mike will contact Welch to see if the switch for lot 328 was switched on by the electrician as it was still not working. The city ordinance requires the street lights to be on. If a homeowner is switching off the lights the board will send the owner an invoice for the cost of the electrician to turn the lights back on.

- Brenda requested a spreadsheet of lights that have been repaired and bulbs replaced. Mike will request Welch to provide a listing for prior repairs/replacements.

IV. Landscaping/Bids/Issues:

- Follow up letters on fencing and easements
- The Fence in front of Lot 312 is HOA responsibility until the road is extended for future homes to be build by the developer.
- Letters previously sent to homeowners regarding the 10' easements were discussed. The board agreed not to take any further action regarding the easement notifications as it is in the CC&R's.
- Five homes in the community have beige fencing of the five homes only three have provided letters requesting the colored fencing. Mike will direct the management company to notify the two home owners in which the HOA does not have letters on record.
- Broken Fence – Stewart discussed the issue regarding the broken fence with the homeowner. The owner is aware of the broken fence and is working with his contractor responsible for the damage. The issue was tabled till spring at which time the board will review and ensure the fence has been repaired.
- Mulch for Common Area – Tabled till Spring
- Landscaping Bids for Common Areas (requirements needed for 2011) – Mike will ask Welch's to provide bids that may include sub contracts with other HOA's. This needs to be done prior to April 2011.
- Insurance Bids – The Board discussed whether the HOA should obtain new bids for May 2011 to remain competitive with the insurance policy premiums. The Board agreed to task Welch Agency to obtain bids in April 2011.
- Violations – Violations brought to the Boards attention by Brian Morris at Welch Agency were discussed. The newsletter sent out in September covered all the issues on the list of violations. The Board will send another newsletter at the end of winter advising owners to maintain their landscaping in good and violations will be sent to those that are not in compliance with the CC&R's.
- "Outstanding violations", particularly those that have been put on a back burner (Vehicles, boats, landscaping etc.) – Lot 317 – Boat on side of house: Stewart brought up the issue of the owner with the boat partially in front of their house and partially on the side of their house. He explained it was Ivory's fault for not leaving enough room for the RV lot as the owner requested and it wasn't feasible to install a fence. Stewart also stated that he had agreed to allow the owners to keep the boat there for a few months during the summer until he could discuss the issue with the Board.
 - Mike advised the board that neither the City Ordinances nor the CC&R's allowed the boat to be where it currently is being stored.
 - Krista noted that at the first Annual Meeting of the HOA a proposal to allow RV's to be parked on pads beside homes in the community with a minimum setback of 3' without being behind a "screen" was voted down by the owners. Krista also noted other owners within the community abided by the vote and placed fences in front of their RV's

and boats. Krista also noted the owner should not have signed the loan docs if the house was not completed to their satisfaction, the owners accepted the home as it was once the loan docs were signed.

- Brenda noted the board had sent a letter declining the owners request to park the boat in the current location and the August 13, 2008 meeting minutes also stated the board unanimously declined the owner's request.
 - Krista made a motion that the homeowner in question must abide by the CC&R's or remove the boat. Brenda seconded the motion. Brigitte made a motion to table the vote until the next meeting where she would compile all the letters and minutes regarding this issue and present to the board at the next meeting for discussion and vote. Tony seconded the motion. All were in favor.
- Flooding in Stewart's back yard – Tabled till next board meeting.
- E-mail from Homeowner – A Homeowner had sent an e-mail to the Management Company in June 2010 that has not yet been answered. The board reviewed and discussed the issues. Mike will discuss the e-mail with Brian Morris at Welch Agency and send an official response.

V. **Welch Management:**

- Wording on Management Contract – Tabled till next meeting.
- Management Contract – Using Subs – Tabled till next meeting.
- Classes offered by Welch Management – Mike will meet with Steve Randall owner of Welch Management on October 8, 2010 to discuss classes offered to the board and the reserves with Steve.
 - Brenda advised the board of a webinar class on October 21, 2010 at 7:00 p.m. The class covers "Preparing next year's budget". If the board is interest they must call Welch Management in advance for a log access prior to the class. Brenda also advised the board that there is a complete list of classes available on Welchagency.com website.

VI. **Committees:** A board member suggested in the future the board would like to break down in committees. This was tabled till next meeting.

VII. **Action Items:** See below.

VIII. **Next Meeting:** The next board meeting is November 3, 2010 at 7:00 p.m. at Mike Southerds home.

IX. **Adjournment:** Krista motioned to adjourn. The meeting was adjourned at 9:30 p.m.

Respectfully Submitted by:

Krista L. Baggiano, Recording Secretary

Action Items:

1. Stewart to provide copy of insurance policy to the board via e-mail.
2. Stewart to discuss insurance policies in more detail and discuss the \$52.00 increase for the D&O policy.
3. Flooding in Stewart's back yard.
4. Wording on Management Contract
5. Management Contract – Using Subs.
6. Krista to contact owner of lot #314 for Light Post Repair issues.
7. Mike to contact Welch to see if the electrician flipped the switch on at lot #328.
8. Mike to request Welch to send follow up letters to lots #303 & 322 for the beige fencing.
9. Mike to request spreadsheet for light repairs/bulb replacements from Welch.
10. Mike to contact Welch and provide response to Brad Baggiano's e-mail.
11. Street Light Reimbursement for Model Home.
12. Discussion of Proxy Format
13. By-Law Changes
14. Officer Descriptions
15. Committees
16. Spring: Landscaping Bids for Common Area
17. Spring: Mulch for Common Area.
18. Spring: Follow up on Broken Fence by Common Area
19. Spring: Welch to obtain bids for Insurance Policies.
20. Unsolved Violations

Next Meeting November 3, 2010 at 7:00 p.m. at Mike Southerds home.