

# Westfield Estate Phase III

## Board of Directors Meeting Minutes

### November 10, 2010

- I. Call to Order: The meeting was called to order at 7:39 p.m. Board Members Present: Brenda Ory, Brigitte Tucker, Mike Southerd, Tony Daly, Krista Baggiano, Chris Hillman, Jane Whitaker, Stewart Rogers and Larry Henson.
- II. **Presentation by Attorney Michael Miller of Vial Fotheringham, LLC**  
Michael Miller briefly discussed what his firm would have to offer the HOA specifically the collection processes and procedures.
- III. **Approval of 10/6/10 Meeting Minutes:**  
A copy of the October 6, 2010 Meeting Minutes were disbursed for review.
  - Stewart made a motion to not to approve the minutes until he could review them. Larry seconded the motion.
- IV. **October Treasurer/Financial Review:**  
There was nothing to report.
- V. **Presidents Report**
  - Waiver letters for tan fences (Board Approval...Grandfather?)  
The attorney had suggested the board grandfather in lots 303 & 322.
    - Brigitte made a motion to grandfather in the remaining tan fences as approved by the board. Jane seconded the motion. All were in favor.
  - Street Lights  
All the Street Lights have been repaired
  - Landscaping Issue (Brian's Latest site visit)  
An e-mail was sent regarding the onsite visit.
  - New Bids for Common Area in the Spring  
Brian at Welch Randall Agency will be happy to obtain the bids in the spring for the common area. Brian will give notice to the current landscape provider (On the Grow).
  - Payment of HOA Invoices...3 Officers to approve?  
The HOA Invoice approval process was discussed.
    - Mike made a motion for Chris, Brigitte or Mike approves the HOA invoices. Brenda seconded the motion. All were in favor.
  - Open Work Orders (On Welch website)  
There was discussion of open work orders.
    - Tony made the motion that work orders be placed on the HOA Website and will stay for 3 years. Stewart seconded the motion. All were in favor.
  - Brad Baggiano's e-mail concerns (Front fence heights...CCR's?)  
Mike will address a response to the owner.

- Bank account signatures  
Julie Hillman, Stewart Rogers and Michael Beaudry are assumed to still need to stop by America First Credit Union to sign the appropriate documents for the HOA.
- Welch Management to provide information/further information/training  
Mike had a meeting scheduled with Steve Randall on November 12, 2010 to discuss making Governing Policies and a Board Constitution.

**VI. Recreational Vehicle/Landscaping:**

- Boat on side of house at Lot 317  
The board discussed all correspondence from the first annual meeting to current regarding the boat in question. It was decided to table this issue until the next board meeting to do some further research with the City of Layton to discuss property lines/setbacks.
- Flooding in Stewarts Backyard  
Tabled till next meeting
- Un-resolved violations (Put on notice?)  
The board discussed violation notices.
  - Mike made a motion to put owners that are in violation on notice by requesting Welch to send out letters for violations previously found by onsite inspections. Brigitte seconded the motion. All were in favor.

**VII. Insurance Policies:**

- Stewart provided a copy of the insurance policies. The policies have been paid and are currently in effect. The board was told that Matt Barber at Western States Insurance was the agent on the account.

**VIII. Welch Management:**

- Wording on Mgmt Contract
- Mgmt Contract – using subs  
Both items were tabled till next meeting.

**IX. Committees:**

- Creating Committees for CC&R's, By-Laws, Insurance, Grounds Keeping, Management Contract, etc...  
Tabled till next meeting

X. **Action Items:** See below.

XI. **Next Meeting:** The next board meeting is January 12, 2011 at 7:00 p.m. at Mike Southerds home.

XII. **Adjournment:** Brigitte motioned to adjourn. The meeting was adjourned at 9:32 p.m.

Respectfully Submitted by:

*Krista L. Baggiano*; Recording Secretary

## **Action Items:**

1. Flooding in Stewart's back yard.
2. Wording on Management Contract
3. Management Contract – Using Subs.
4. Mike to contact Welch and provide response to Brad Baggiano's e-mail.
5. Street Light Reimbursement for Model Home.
6. Discussion of Proxy Format
7. By-Law Changes
8. Officer Descriptions
9. Committees
10. Spring: Landscaping Bids for Common Area
11. Spring: Mulch for Common Area.
12. Spring: Follow up on Broken Fence by Common Area
13. Spring: Welch to obtain bids for Insurance Policies.
14. Mike to contact Welch Agency to place On the Grow on Notice.
15. Mike will advise Welch Agency to leave the work orders on the website
16. Mike will contact Welch Agency regarding the Courtesy Violation Letters to be sent out.

Next Meeting January 12, 2011 at 7:00 p.m. at Mike Southerd's home.