

Westfield Estate Phase III

Board of Directors Meeting Minutes

April 27, 2011

- I. Call to Order: The meeting was called to order at 7:01 p.m. Board Members Present: Brenda Ory, Brigitte Tucker, Mike Southerd, Tony Daly, Krista Baggiano, Jane Whitaker and Larry Henson. Chris Hillman and Stewart Rogers were not present. Visitor Brian Morris of Welch Randal Agency was also in attendance.
- II. **Approval of 1/19/11 Meeting Minutes:**
A copy of the January 19, 2011 Meeting Minutes were disbursed for review.
Tony motioned to approve the minutes with changes, Jane Seconded the motion. All were in favor.
- III. **Presidents Report**
- Common area bids & company selection:
Two companies were interviewed by the Landscaping/common area upkeep committee (Tony Daley, Brenda Ory, Brigitte Tucker & Mike Southerd). Ben Lomond and Lakefront were interviewed and Ben Lomond was selected to maintain the common area because their company was the lowest bidder.
 - HOA Dues Collection:
 - One homeowner still owes \$135.54. Their home is on the market as a short sale.
Krista made a motion to place a lien on the homeowner as a payment has not been made since February and the HOA needed to protect its interest as per the collection policy. Brenda seconded the motion. A vote was made, All were in favor.
Brian will send a 10 day notice to the homeowner prior to filing the lien. Krista will type the lien once Brian provides a copy of the legal description and tax id number. Brenda will take it to the County Recorder if necessary.
 - Another homeowner has filed Bankruptcy which will wipe out the dues owed to the HOA if the owners fulfill the bankruptcy obligations. A lien was placed on the property and will remain until the dept is paid.
 - HOA Insurance bids:
The financial committee (Chris Hillman, Brigitte Tucker & Mike Southerd) decided to stay with the insurance company currently under contract and bid out again in 2012.
 - April 8, 2011 site visit by Welch/Randal (Brian Morris)
Brian conducted an inspection of the neighborhood with no significant concerns. The fence in the common area is still broken, the homeowner has unit May 1, 2011 to have it repaired. Brian will address the fence after May 1st.
 - Welch/Randall using new accounting/financial program:
Welch website has been updated and Brian will ensure the board is sent proper information to access the site.
 - Welch/Randall management to provide further information/training:
Steve Randall is still willing to provide training for all Board members (Board policy setting, Board governance, decision making meetings, working meetings, etc.).

- Welch/Randall attorney collection fees:

Welch will work the collections needed for delinquent accounts or assessments for violations.

- Mike advised the board that Chris Hillman has turned in his letter of resignation leaving an open seat on the board for the remainder of the term (1 year).

IV. **Treasurer Financial Review, 2011 & 2012 Budget:**

- The Landscaping committee approved Ben Lomond as the company to provide landscaping maintenance service for the common areas (2011 cost with 1 pruning & with 2 pruning's)
- Street/monument light reimbursement for model home & 2012 street light reimbursement rate for 2012 (Monthly reimbursement rate). The feels the owners are being under reimbursed for the lighting on owner's lot.

Brenda made a motion to increase the reimbursement amount in 2012 for lighting to \$30.12 per year and the model home will receive reimbursement for the three lights on their property. Mike seconded the motion. A vote was made, all were in favor.

Brian will contact Rocky Mountain Power to see why the electricity fluctuates monthly.

- The treasurer will discuss the budget 2011 budget and the 2012 proposed budget. The proposed budget for 2012 was presented to the board for review.

Mike made a motion to present the budget presented to the board to the owners at the annual meeting as written. Tony seconded the motion. A vote was made, all were in favor.

- Reserve account policy

The board discussed the need to open a Money Market account to start putting the Capital Reserves collected.

Brigitte made a motion to have Welch Randall open a Money Market/Capital Reserve account for the HOA. Brenda seconded the motion. A vote was made, all were in favor.

Brigitte made a motion to approve the Capital Expense Budget Policy as presented on the proposed budget and to move \$2,500.00 into the Capital Reserve account. Krista seconded the motion. A vote was made, all were in favor. It was also discussed to add 4% each year into this fund.

- Mulch for common areas??

Adding new mulch to the front common area was discussed. After moving the Capital Reserve money over it was determined there would be enough money to have the mulch added this year. Krista wanted us to receive one more bid before we chose a landscaper to do this work. Krista will contact another landscaper and get us another bid.

V. **Annual Homeowners Meeting & Nominating committee discussion:**

- Nominating committee volunteers & discussion
- June annual homeowners meeting preparation discussion
- Spring newsletter

A spring Newsletter will be mailed out to the owners with the Annual Meeting Notice. The Annual Meeting Notice will include requests to volunteer as a board members and a nomination committee volunteers.

Mike made a motion to conduct the Annual Meeting on June 15, 2011 at the Layton Library Conference Room at 7:00 p.m. Jane seconded the motion. A vote was made, all were in favor.

VII. Committees:

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

VIII. Action Items: See below.

IX. Next Meeting: The next board meeting is May 25, 2011 at 7:00 p.m. at Mike Southerds home.

X. Adjournment: The meeting was adjourned at 9:07 p.m.

Respectfully Submitted by:

Krista L. Baggiano,

Recording Secretary

Action Items:

1. Wording on Management Contract
2. Discussion of Proxy Format
3. By-Law Changes
4. Officer Descriptions
5. Committees
6. Spring: Mulch for Common Area.
7. Spring: Follow up on Broken Fence by Common Area