

Westfield Estates HOA Meeting
07/09/08
7:00pm at Stewart Rodgers Residence

Board Members in Attendance:

Stewart Rodgers
Liana Brennan
Tony Daly
Julie Hillman
Brenda Ory

Absent:

Mike Adams
Michael Beaudry
Larry Henson

Denise Daly was present at the meeting and was available to answer any questions.

Meeting was called to order at 7:15pm. Stewart motioned to accept the minutes from the 6/4/08 meeting. Julie seconded the motion and the minutes were approved and the motion was carried.

First Item of Business: Management Issues

- After Stewart met with Steve O'dell from our Management Company, Realty World, it was decided that an email account should be created for Homeowners to submit their complaints. This would give a paper trail as well as field some of the calls placed to Realty World. Stewart created a hotmail account with the address, westfieldestateshoa@hotmail.com Homeowners can submit a complaint and Shelly will be able review the complaint and take appropriate action. The Board may be consulted on some items that are not specifically outlined in the CC&R's. The Board will then advise Realty World how to proceed.
- Realty World had not proceeded with any violations, as they required a copy of the minutes from the Annual meeting outlining any amendments and the approved budget. The Board also had to set up and approve a violation and fee schedule. Possible violations to begin August 1st. Tony requested that the large issues be addressed first and then address the smaller issues.

- Realty World to send all Homeowners a copy of the minutes from Annual meeting, approved budget, letter drafted by Stewart and invoices for remaining/outstanding HOA dues.

Second Item of Business: Letter to Homeowners.

- Stewart to draft a letter to Homeowners. Information to be included in letter: outline of fee schedule to include fines and enforcement, landscaping pass due or not fully installed and screening of RV's. To include sections of the CC&R's: Article IV. No. 4 Location of Dwelling and Landscaping. Article IV No. 28 Landscaping. Article IV No. 29 Default in Fulfillment of Landscaping Obligation or Unauthorized Structure. Article VII No. 10 Late Fees and Default Interest.
- Violation fees: 1st notice of violation will be a warning with no fee.
2nd notice will result in a \$50.00 fee.
3rd notice will result in a \$250.00 fee.
4th notice will result in a \$500.00 fee and an appearance before the Board and the initiation of a lien.

The Homeowners are always able to contact the Board for review of the violation. If it is something that may require time they will have to show that they are working on resolution and will be asked to sign an affidavit that the issue will be resolved by the date specified in the affidavit.

Stewart motioned a vote on the violation fees. Tony seconded the motion. All were in favor of violation fees except Jill Hillman who was opposed to the 3rd notice fee. Motion was carried.

Third Item of Business: Water Bill

- Received bill for \$771.00 for secondary water.
- Steve to contact Davis and Weber Secondary Water by Friday July 11, 2008. Westfield Estates is being billed at a business rate of \$771.00. If incoming pipe at the connection is larger than 1" it is billed at the business rate of \$771.00. Currently our intake pipe is 1 ½ " inches. If we taper it to a 1" pipe, then have it inspected, Westfield will be charged the residential fee of \$286.00. Ted from Lakefront Landscapes who installed the system said that if we taper it to a 1" we would jeopardize the water pressure. Steve to contact

Davis and Weber office to see if they will accept the 1 ½ " pipe and bill at a residential rate and then ask to prorate back to start 2008 season. If Davis and Weber office will not accept the 1 ½" pipe we will have to increase the annual water budget to \$771.00.

Fourth Item of Business: Election Terms

- To establish continuity on Board at all times President, Secretary and Treasurer (Officers) will serve a 2-year term and will be up for election at general meeting in June 2010. The additional Board Members (Non- Officers) will serve a 3-year term. This will allow for overlap of Board Members creating a seamless transition.

Stewart motioned to change the Non- Officers term to 3-year instead of a 4-year term that was voted on in 2/26/08 meeting. Brenda seconded the motion and motion was carried.

Fifth Item of Business: Requirement for Management Company

- Brenda inquired to the need of a Management Company. It is a requirement of the CC&R's: Article IX No. 2. Management. The Association shall be managed by a professional manager or professional management company, and may not be self-managed without the prior written unanimous consent of all Owners.

Sixth Item of Business: Landscaping

- Landscaping contract fee is excessive for the service what we are receiving with our landscaping contractor. Julie to obtain a bid from Double Diamond Landscaping. May have to increase the Landscaping budget to get a contractor to maintain the common area in an acceptable manner. Double Diamond to visit common area Friday July 11th to see what the HOA is requiring for the common area. Will then submit a bid based on our requirements. Is Double Diamond licensed and bonded and we will require a copy of the certificate. They also offer snow removal but will not be including this in our bid.
- Stewart to check with Justin from the Liability Insurer if Board Members/Homeowners will be covered for snow removal in the

common areas? Or can a rider be placed on our policy to cover Board Members/Homeowners for snow removal?

Seventh Item of Business: CC&R Amendments

- Steve from Realty World to type changes to the CC&R's. Will only charge for time typing changes. Once completed Steve will have an Attorney review so the changes can be added to the CC&R's and By-Laws. To be completed by fourth quarter.

Stewart motioned for adjournment. Julie seconded the motion and the meeting was adjourned at 9:17pm.