

May 8, 2018

MINUTES

Westin Hills Townhome Owners Association Board of Directors Meeting Attending: Lee Schaller, Ed Honig, Richard Furst, Ryan Liberty (PJM).

1. Approved April meeting minutes and reviewed the financial results through April. We are right on target with our budget helped by a combination of delayed lawn service cuttings in April that helped defray the extra costs for snow removal this winter.
2. Lee presented details on her efforts to finish collecting contact information from the remaining 29 units for whom we have no valid record of occupants, ownership, phone numbers, or emails. She has some information in the pipeline that may yield results for 7 of those 29. However, we know of some turnover taking place with rental turnover and member sales that could impact our contact records.
3. Ryan reported that he is able to obtain a copy of City Inspection Permits from public records and will attempt to obtain one on the deck project for which one of our members has not been cooperative. Ed went over the research he has performed on the city and our covenant requirements for ACR's and City Permits and he has provided Ryan with an article on the subject for the Newsletter.
4. Ryan reported that to file a Lien for unpaid Member Fees/Assessments, when acted upon one at a time, will cost approximately \$125 each time. If performed, we would be filing a Lien for the full Annual Assessment amount all at once plus any costs incurred for the filing, administering, and releasing of such a Lien. They are good for a 3 year period and must be kept current.
5. In view of Ryan's report on Liens, we reviewed our collections policy for Late Fees. We decided to change our policy on this and not submit members to a Collections Agency but to file a Lien when a member reaches 90 days in arrears. This provides our best option for keeping the Association financially Whole. This decision will be shared with all members. Ryan reported we have no current active agreement with any Collections Agency.
6. We reviewed the DRAFT contents provided by Ryan of our Newsletter due out the end of May. Tree trimming as a subject will be held over for the Fall Newsletter. We discussed the recent SID #415 letter regarding illegal dumping by our members over the SID's fence onto our neighbor's (SID 415) "yard". Ed is going to discuss this with the SID concerning members who violate this order. This may be addressed also in the Fall Newsletter. With a few other changes needed, Ryan's draft was commended and accepted pending the corrections required to the DRAFT version.
7. The original list of eleven priority items this Board established in February of this year was brought up for review and discussion because we have completed the first three on the list. Richard reviewed #4, the practices being proposed for ongoing monitoring of the perimeter fence maintenance, to begin in the Spring of 2019. The suggested changes will be incorporated for further review. Ryan reported he would be able to meet all the management requirements for this practice.
8. There being no further business to conduct, the meeting was adjourned. Submitted by Richard Furst, Secretary.