

Westin Hills Townhome Owners Association Board of Directors Meeting

June 11, 2019

Attending: Ed Honig, Lee Schaller, Richard Furst, Cara Woosley, Zachary Ahlf

MINUTES

1. Following approval of the May meeting minutes, Zachary presented the financial reports. No surprises, everything is good compared to our budget with the ongoing exception of the increased snow removal costs from the winter. Zach reported on a latent snow removal invoice just received from Best Lawns which will require him to spend time researching before he can report to the Board on a recommended action.
2. Discussion ensued regarding invoicing and communications issues with Best Lawns and potential responses to those problems. Cara will begin including future examples of administrative issues involving Best Lawns in our vendor problem log along with operational problems reported from members and the detail incident report will be given each Board Member to view at future meetings rather than just a summary.
3. The Board voted to approve a transfer of \$20,000 in reserve funds to achieve more liquidity by placing funds in the Money Market at Edward Jones and not in additional CDs at this time.
4. Four Invoices were approved and checks signed.
5. Cara sent letters to the 17 members whose attached neighbors have not submitted proof of insurance, informing them. She will send a copy of the letter to each board member. General discussion to update the Board regarding Contact List changes, Fall Newsletter, "Blast emails" to inform members of vendor activity, and the tree trimming project which is completed.
6. Cara reviewed the responses so far to the notice of Fence Repairs provided to 11 members. Cara will advise the Board via email in mid July as to the status of the required repairs. No board meeting is scheduled for July but followup will be required then to obtain a repair plan commitment by October if an ACR or equivalent has not already been received by then from an affected member. Members owning a fence have one year from the initial notice to make repairs before the Association is scheduled to step in. Cost is a barrier stated by some of the fence owners. Estimates averaged about \$230 with a low of \$120 and a high of \$500.
7. Cara will begin using the new "Services Exception" form and requesting a "re-up" from those who wish to continue performing their own lawn service(s) on the annual anniversary date for each affected owner based on their initial request approval date.
8. There being no further business come before the Board, the meeting was adjourned. Respectfully submitted, Richard Furst, Secretary.