

WESTIN HILLS TOWNHOME OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES FOR MARCH 10, 2020

ATTENDING: ED HONIG, MIKE MAY, RICHARD FURST, CARA WOOSLEY,
ZACHARY AHLF

NOTE: ONLINE, THE AGENDA APPEARS FOLLOWING THE MEETING MINUTES

1. Mike is authorized along with Ed to sign checks and other required financial and legal documents for the Association. Mike replaces Lee Schaller in this capacity. Ed continues in his role as President, Mike will serve as Vice President, and Richard as Secretary.
2. Zachary reviewed the tax filing reports and Ed signed the returns for 2019. Also, checks were approved and signed by Ed for Best Lawns, Integrity Tax, and PJ Morgan. Zachary reviewed the finances YTD through February and we are in good shape starting out the year. Cara and Zach will be following up with members slightly in arrears for assessments and Cara will followup regarding the next steps we need to take to collect past due assessments for which a Lien was filed and a change in ownership has taken place through foreclosure.
3. Cara reviewed the two open cases of lawn repairs needed following the winter snow removals saying Cliff intends to complete repairs by the end of March. The Board approved Cliff's plans to begin Spring lawn work and sprinkler readiness by mid April weather permitting. Cara is to obtain a list from Cliff of any specific addresses where he has an issue with landscaping or trees hindering his work crews and the Board will take under consideration any action requested to remedy these situations.
4. Cara will meet with Tom and Ron to review the fence problem reported by Richard and report to the Board via email as to her recommendation or resolution of the problem and will communicate with the home owner as needed.
5. Cara said she has received a number of "proof of homeowner insurance" forms so far and will include a report in the Spring Newsletter. She also will begin work on the Newsletter to go out in April using a list of subjects she reviewed in the meeting. Ed suggested including highlighting one of our By-Laws/Covenants in each issue going forward and this was approved.
6. Cara reported the annual meeting packets and welcome packets all were mailed out to homeowners as appropriate and on time. No comments were received from any of the parties.
7. Next 3 meetings are April 16 at 3 PM; May 19 and June 9 both at 10:00 AM; all at PJ Morgan offices.
8. The Board approved for Cara to proceed making plans for our next paint cycle to take place over a three year period of 2023, 2024, and 2025. Meeting adjourned.