

WESTIN HILLS TOWNHOME OWNERS ASSOCIATION BOARD OF DIRECTORS
MEETING MINUTES FOR OCTOBER 10, 2016

Final version approved and accepted November 14, 2016

In attendance: Lee Schaller, Richard Furst, Cara Woosley, Zachary Ahlf and Board Member Susanne Clair able to join later for a subsequent review and revisions as noted; and members in attendance: Mary Lou Sortino and Jackie Byers

1. Minutes from Sept. 12th were approved with one change which will be made and the minutes reissued.
2. Cara gave a report on the paint project: Shavers contract has been amended to include only 26 homes in 2016 and a new contract has been signed with JB Innovations to paint the remaining 24 homes planned for 2016. Cara distributed a list of addresses assigned each company and these will be included in the Newsletter to go out later in the month. Shaver's refused to order all of next year's paint now (at a lower price/gallon) unless we would commit to safe storage of it ourselves. We declined. WE ESTABLISHED THAT THE PAINT CONTRACTORS MUST OBTAIN an ACCEPTANCE SIGNATURE ON A WORK ORDER/INVOICE AND THIS MUST BE INCLUDED WITH THEIR INVOICE BEFORE WE WILL ACCEPT IT FOR PAYMENT. CARA WILL COMMUNICATE THIS TO THE PAINTERS. Subsequently, we decided that PJ Morgan's project manager will review and approve all painting since home owner's are difficult to coordinate with for this approval and Cara's person is an expert.
3. One ACR was reviewed and approved and Cara placed it in our files.
4. Held a short discussion of our covenants as there may be some we wish to amend, add, or delete in the future. In particular, today we discussed changes in satellite dish sizes and some observed installed in the neighborhood in violation today.
5. Cara reported that we have been paying ABE's Trash Service an excess of \$10 per month to pick up trash at a non HOA address (14467 Saratoga St.) since some time back in the year 2009; and there is one ownership change on record in 2014. Susanne had noted this discrepancy back in 2015 but Cara did the research and we now have to figure out what to do about it. We (or Lamb Real Estate on our behalf) have overpaid around \$720 to \$840 (for 6 or 7 years), or possibly more. Cara will followup and provide us some information on options at our next meeting.
6. Zachary presented the financial report for September and the YTD. He will begin work on our 2017 Budget and bring his first view to our November meeting.
7. We need to go to SAC Fed Cr Union to add a second Board Member name to the CD we have there, one in addition to Susanne's, and prepare for future CD's maturing at Pinnacle Bank.
8. Agreed on a check writing procedure: Requests for a check to be provided by Zachary must have prior Board Member review and approval by all three Board Members; this may be obtained over the phone, by email, or in writing if not already reviewed and included as approved in a regular Board Meeting.
9. Meeting Dates established: Annual Meeting January 24th 6-8 PM; FLATLAND CHURCH, CARA TO MAKE THE RESERVATION.
10. Rest of year meetings: November 14th, December 12th both at Saddlebrook Library at **CORRECTION: START HOUR AT 3 PM** ALSO, A JANUARY 9, 2017

EXECUTIVE SESSION (ONLY BOARD MEMBERS) MEETING IS SCHEDULED FOR 1 PM AT PJ MORGAN OFFICE TO PREPARE FOR ANNUAL MEETING.

11. Cara is investigating some of the accounts in arrears before turning them over to their attorney for collections because she thinks she can collect some of them without our having to incur a collection fee. She also proposed a new collections fee for the association. We discussed this subject and she agreed to email her proposed new policy to us before the next meeting. There are potentially 6 accounts she may turn over to the attorney for collection if she is not successful on her own. *Subsequently, we agreed on a contract with a collection firm for Cara to pursue; And, Cara and Lee have been successful in reaching those in serious arrears and obtained payment so we enter November with zero members in collection status.*
12. Zachary and Lee will be meeting to review financial documents and plan to write a letter to Lamb's requesting missing reports from 12-31-15 that would provide us with beginning balances for 2016. We are missing that information, complicating our financial reporting and tracking. We also discussed requesting missing information as to home owners addresses where the owner does not live in the unit. We are missing some of this information also. *Subsequently, we agreed Cara would make the request to Lamb for the missing financial information only.*
13. The following checks were presented for signature in payment of invoices received:

Abe's Trash Service for \$1,000 (invoice is for \$1,010)
Best Lawns for \$6,700 cuttings and aeration in September
Integrity Bus. Services for \$540
PJ Morgan for \$1,000
14. Zach will be mailing out statements directly using PJ Morgan envelopes rather than taking them to PJ Morgan office for stuffing and mailing from there. This should save us a day delay in issuing statements for those in arrears.
15. Cara reported on the following carryover items: a. Insurance policy is updated with current board members; b. A claim has been filed on hail damage to the fence, should know outcome by next meeting; c. Issued a draft of the Newsletter for approval; d. presented a one year ABE's contract which we signed and a letter will go from the Board to the SID #415 attorney Brian Doyle from our secretary regarding the SID's plans for offering Trash Removal Service in the district.
16. Zachary will bring the necessary documents to the next meeting for updating our corporate records with the NE Secretary of State.

END of meeting, submitted by R. Furst, Secretary