

Westin Hills Townhome]Owners Association Board of Directors Meeting
September 12, 2018

Minutes

Attending: Susanne Clair, Lee Schaller, Richard Furst, Cara Woosley, Zachary Ahlf

1. Minutes were approved for August 17th meeting after deleting one sentence.
2. Finances were presented by Zachary showing our actual results through August and his initial look at our end of year position and a first look budget for 2018 including necessary reserves as we view them today. Four Invoices and checks were presented and approved for payment.
3. Approval was unanimous for Susanne to purchase one new 36 month CD at SAC FCU replacing one of our CDs maturing at Pinnacle Bank later this month.
4. Cara reported that the main part of our painting project is completed pending only a final quality check of the punch list items that Shaver was asked to complete prior to Cara's submitting the final invoices for approval and payment. One of the vinyl sided townhomes remains to be power washed by a different company and then all will be finalized; Cara to confirm that we are not billed from Shaver's for power washing the vinyl siding.
5. Cara reported that she is awaiting final details from "Tom and Ron" before she can prepare checks to our owners who provided water for the fence power washing. Some owners provided water for numerous sections of fence and are due more than the \$10 we had anticipated paying to 17 owners, (water budget is \$170). The final invoice for the power washing is pending.
6. Discussed the ACR from Steve Rohwer to replace his deck with a larger one without steps leading to the ground. This ACR was approved with the condition attached that a City Building Permit must be obtained and a copy provided to Cara before construction.
7. Cara presented more information on bids for lawn care, snow removal, and sprinkler system turn-on and turn-off. Discussion took place regarding these bids and a response from BESTLAWNS for overseeding when aeration is done. The Board approved overseeding after Cara said it could be accomplished for \$45 per yard, down from the initial bid of \$75 per yard. We are seeking stand-alone sprinkler system maintenance bids and Cara is working to provide more of these for the next meeting. The Board discussed the possibility of utilizing more than one company for different lawn care services, such as "chemicals only", as an example.
8. The Board requested that a Newsletter be prepared for distribution no later than October 31st to contain the following topics: Trees replaced within one year; painting project status; sprinkler system maintenance including replacement of aging control panels; request for candidates for the Board election upcoming in December; and notice of our Annual Meeting date, time, and place.

9. Cara will bring formal insurance documents for review, selection decision, and approval at our next Board Meeting in October. (Our present policy expires November 4th). Companies we may see bids from are: *Farmers Insurance, State Farm, the Hartford, and St. Paul*. Cara reported cancelling the fence insurance with State Farm but she has not received confirmation of anything from the agency as of today's meeting. Susanne raised some questions concerning the effective date of the cancellation with Cara. Cara stated the new insurance quotes are for standard HOA Board Liability risk only.
10. Meeting was adjourned, submitted by Richard Furst, Secretary-Treasurer.