

Westin Hills Townhome Owners Association
Board of Directors Meeting MINUTES
Date: May 14, 2019

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

1. Approved minutes from April 11th, incorporating the agenda, for posting on the web.
2. Zachary reviewed the financial reports through April and provided an update on the accounts receivable which all showed good improvement. Invoices were presented and approved and checks signed and issued.
3. Cara reviewed the status from the current complaints and resolutions log. There was general discussion on what steps might be more effective in completing some of the "grounds damaged" complaints that came from winter snow removal or lawn care equipment caused by Best Lawns.
4. Cara gave an update on recent changes to our Contact List due to ownership or occupancy changes. She reported our records remain around 80-85% accurate and is an ongoing management activity. She also reported good progress in receiving insurance coverage forms from owners and said we are up to 82% compliance. The Board discussed publishing an updated general report on this in our Fall/September Newsletter with plans for a followup letter only to the immediate attached neighbor of a non-compliant member notifying them of the missing coverage notice.
5. Cara reported on the Tree Trimming project now rescheduled for the first week of June. She has informed members who have asked about front yard trees that they would need to pay for those trees to be trimmed themselves, however, our contractor agreed, if requested, to do the work while he is doing back yard trees which will save some expense to those owners.
6. Ed has requested Cara to come up with a method to inform our members via email whenever she is aware of workers being in the neighborhood in exception cases (where the work is not in our normal routine such as trash or lawn mowing) and she said she can do that.
7. Cara reviewed the plans for notifying fence owners of the result of our every-two-years inspection. Her plans were approved by the Board. There were eleven (11) owners this year who will receive notice of required fence repairs.
8. The Board approved the form for "Services Exceptions Applications" and Cara will proceed to obtain the required annual renewal from our three members taking advantage of this option.
9. There being no further business come before the Board, the meeting was adjourned.
Respectfully submitted, Richard Furst, Secretary.