

## MINUTES

Westin Hills Townhome Owners Association

November 14, 2017

Attending: Susanne Clair, Lee Schaller, Richard Furst, Zachary Ahlf from *Integrity Tax*, Cara Woosley and Ryan Liberty from *PJ Morgan co.*

1. Meeting called to order and minutes approved from October meeting.
2. Financial Report was presented by Zachary and accepted by the Board. Invoices were approved by the Board and checks signed by Richard for their payment. Zach says he needs a decision on lawn, snow, and sprinkler services in order to produce a good budget for 2018 for Board Review and presentation at the annual meeting.
3. One ACR for a deck remodel was presented for approval along with the required proof of building permit from City of Omaha; it was approved. Cara will follow up regarding two other owners who recently remodeled their decks with ACR approval but who have not followed up as required with a building permit copy to the Association. If necessary, the City Inspection Department will be notified by Cara to inspect the work and determine Permit requirements directly with the owners involved.
4. Discussion by the Board regarding bids for lawn care, snow, and sprinkler on/off to take effect when our current contract with BEST LAWNS expires on 3-31-2018. The Board decided to meet with one of the vendors face to face on Nov. 21, 2017 at 1 PM to ask questions and move closer to a final decision.
5. Discussion by the Board regarding a problem we have in reaching owners and/or tenants to gain access for sprinkler system turn on/turn off. This year we had a big problem requiring many extra hours of work by BEST LAWNS and Lee to resolve. The discussion expanded to include concerns for reaching someone in case of emergency, especially in a case of problems starting in an adjacent townhome. Lee brought up examples from research in to prior year letters and emails sent to owners to obtain this information. She advocated increased use of email and suggested ways we could get better contact information. This lead to discussion of the Directory and gathering good contact information for the Property Managers use only, that would not appear in the general Directory. It was stated that we also may need this information when we seek to obtain proof of insurance from the owners. Nothing resolved at today's meeting.
6. Planning for the annual meeting was discussed. Two meetings were scheduled to finalize the agenda and presentations, Dec. 7th at 1 PM and Jan. 11, 2018 at 1 PM, both at PJ Morgan office.
7. The Board discussed what action to take with a CD we have maturing. The Board could not agree on a term of 12-19-or 36 months for a new CD. Susanne directed Richard to take care of it for now. There being no further business to conduct, the meeting was adjourned. Submitted by Richard Furst, Secretary-Treasurer.