

Westin Hills Townhome Owners Association Board of Directors
Meeting Minutes for October 12, 2018

Attending: Lee Schaller, Ed Honig, Richard Furst, Mike May, Cara Woosley, (Zach Ahlf did present the financial results at his office on October 11th and could not attend today)

1. Minutes of September meeting were approved.
2. Financial Results through September were reviewed and the initial draft of the 2019 budget was reviewed. Additional tree trimming is included in the 2019 budget as proposed. The Board also took a look ahead to 2020 to better evaluate the effect on our reserves of changes we are considering in the 2019 budget package.
3. Collection actions were discussed and Cara will follow up regarding attorney action and billing for recent Lien filings. Lee reviewed the necessity to make sure owners are always notified of pending collection action because some residents are receiving information and not passing word along to the owners.
4. Tree trimming: The week of Oct. 15th is scheduled for the trees to be trimmed. Five (5) owners have submitted ACR's with invoices seeking reimbursement up to \$125 for trimming they paid for already in 2018. These and any others received will be processed for payment provided the project completes next week as scheduled. Richard announced he is withdrawing his support for the project this year with Lee and Ed continuing to support going ahead.
5. A Newsletter is under construction for delivery by November 15th. The following topics are being considered: Annual meeting date, time and location; requests for homeowner proof of insurance coverage; Board member nomination forms; announcement regarding 2019 Assessments (FEES); Tree trimming update; request for "Block Captains"; Owners own their yard's drainage problems and are responsible for fixing yard drainage issues causing problems for the Lawn Services company.
6. Miscellaneous items discussed: Cara will take ownership from Lee of the contacts/owners/residents spreadsheet pertaining to the 100 lots in our HOA and maintain it ongoing; held a general discussion surrounding questions concerning the HOA's rights and obligations and the individual owner/members rights and obligations regarding such things as refusal to accept HOA services, requesting custom arrangements of general services provided by the HOA, and the HOA requiring owner's to fix drainage problems or driveway faults.
7. Cara will develop a draft document for the Board to consider for use when considering whether to grant an owner's request for exception to an HOA provided service.
8. The annual meeting agenda was discussed and will likely be the same as last year's.
9. Other HOA business: Cara provided the timeline of events leading up to the election of a new Board Member and the Annual Meeting itself. She is following up on the insurance policy due to renew in December for the Association. Cara reviewed her plans for the next painting cycle which is a few years off but may require some special handling due to our experience in the most recent cycle doing it all in only 2 summers vs. 3. Cara also indicated her plans are in place and ready to proceed in the Spring with the every-two-year cycle of Fence maintenance reviews.

10. Lee announced she will soon be moving from the HOA and will not be able to complete her full term which runs through 2019. Richard's term ends in 2018 and a new Board Member will be elected to take his seat. The Board will need to appoint a replacement to complete Lee's term per our By-Laws.

11. There being no further business to conduct, the meeting was adjourned.

Respectfully submitted, Richard Furst, Secretary