

**Westwood Towns HOA Annual Meeting Minutes 8 February 2016**

**Call to order** (Freedom Hill Elementary School). The meeting was called to order at 7: 10 PM by Sharon Fairbrother-president. Others in attendance were Mike Murphy-Vice president, architecture; Roger Morton-treasurer/secretary, and Doris Cooper and Aziz Wakilpoor. Terri Jenkins from BCM. Also present were 3 proxies (Gaul, Akers and Williams/Stephens) and homeowners (Harriett Markowitz, and David Wexelblat)

**A quorum** was present based upon the number homeowners present or represented by proxies per Terri Jenkins of BCM.

**Notice** was provided in accordance with the By-laws per Terri Jenkins of BCM

**Annual Meeting minutes** of 10 February 2015 were read and approved 7-0

**December meeting minutes** of 14 December 2015 were read and approved 7-0. There was no meeting in January 2016.

**Financials**-the 2014 audit was discussed and there was a small surplus that was returned to owners rather than pay federal taxes per IRS regulation 1120H. There will be no surplus for 2015. The letter of engagement was approved by the board by email and was confirmed 7-0

**Directors elections**-Ms. Doris Cooper was elected to another 3 year term.

**Unfinished business** from last annual meeting-none

**New business and Open forum**

- Comments were made about the adequacy of the snow plowing during the recent snow storm. However, piles still remained well after the snow was over and apparently VDOT plowed snow over the entrance and the sensor for the signal.
- Concerns were voiced over the trash receptacles left in the street as well as not being removed promptly from the front of the property. Identification of individual properties are to be identified to BCM for written notification
- The street light closest to 8514 WTW is not operating. Aziz to identify the pole number to BCM to have them call Dominion as it is Dominion's responsibility under Schedule 27.

Annual Meeting was adjourned at 7: 52 PM

Executive session was held. Discussion was conducted on the status of collecting on two properties. Also, a proposed policy to be developed on special assessment for late fees and returned checks and possibly accelerating yearly dues for those not paying on time. A decision was made to refer one property to collections.

Roger S. Morton, treasurer/secretary

Minutes approved 13 February 2017