

Westwood Towns HOA Minutes (no Dec 2016 meeting) 9 January 2017

Call to order (Westbriar Elementary School). A Board meeting was called to order at 7:30 PM. Attendance: Sharon Fairbrother-president; Mike Murphy-Vice president, architecture; Roger Morton-treasurer/secretary, and Aziz Wakilpoor and John Tincoff.

Executive session (for homeowner appeals not needed)

Open forum (§55-510) - 5 minutes per homeowner for open discussion was not needed

Minutes of previous meeting (11/14/16) were approved by vote 5-0. No meeting held in October

Old Business

- Review of 2016 legal reporting –discussed missing bills on monthly reports
- Insurance discussion- existing policy is \$1,679(\$1019(10/17 /\$ 660(12/17)). Two lower bids have been received. BCM provided an additional bid. Open issues are termination liability, need for full coverage if only Board has access to some funds,
- Storm door style-awaiting analysis of community door style

Architecture report-

Treasurer's report- BCM was contacted and has made corrections to record only the fixed contract landscaping costs in the contract line item and place all Ronco bills in the same account as other Ronco bills. This should make the financial report more readable and easier for BCM to uncover miscoding. A 2016 finances- to- date spreadsheet was attached for information. It was created by going back to all original invoice documents.

November 2016 legal bill included \$531 for visit by Segan and Mason.

New business

- November financial report-inconsistent content makes for tracking difficulty
- Negative late fees talking paper was discussed
- Changes to 2017 budget were proposed to make finding coding errors easier to find.
- Agreed to send correspondence to BCM, after receiving comments from, all on service improvements and Mike to schedule a meeting with BDM to discuss
- Recommended changes to audit display-display insurance as paid during year(accrual is in prepaid number allowing comparison and showing accrual calculation, previously done as auditor work papers, to explain numbers for owners.
- Policy 2017-01, Collection Policy, was approved 5-0 and signed. This is a modification of 2016-01 with the Board making the decision to refer an account to the attorney.

Meeting was adjourned at 8:40 PM

Next meetings: Next meeting scheduled for 2/13/2017. Next meeting dates are: 3/13/17, 4/10/17, 5/8/17, 6/12/17, 7/10/17, 8/14/17, 9/11/17, 10/9/17, 11/13/17, and 12/11

Roger S. Morton, treasurer/secretary

J. Fairbairn

20 March 2017 .