

**Westwood Towns HOA
Board Meeting Minutes
Westbriar Elementary
13 Nov 2017**

Position	Name	Attendance
President	Sharon Fairbrother	Present
Vice President	Aziz Wakilpoor	Present
Treasurer / Secretary	Mike Murphy	Present
Member	Roger Morton	Present
Burke	Terri Jenkins	Present

Call to order: 7:02 PM by Sharon Fairbrother.

Executive session for homeowner appeals: NA
Homeowner Open forum (§55-510): NA
Architecture report: Discussed below
Treasurer's report: September finances discussed.

*appeals -
S Fairbrother*

Minutes of Oct 2017 were approved (3/0) – Mr. Morton did not review/vote

Round Table Discussion

- Call the dry pond people about the buildup in the drain and the hole near the cement fixture.
- Order No Trespassing signs: approved 4/0.
 The 2016 audit had a question about the \$3,000 adjustment. We contacted the auditor and she replied with the following: “\$3,000 was for the 2015 audit and tax fee and per 2015 audit performed by the prior auditor, this was recorded as 2015 expenses as a accounts payable. Since it has been expensed for 2015, this amount needed to be reversed from the 2016 book.”

Closed Actions (some actions get closed in the same month they appear)

- ✓ (Oct) Board: Review the 2016 Audit and provide comments

Open Actions:

- (Sep) Board: Look into buying No Trespassing signs for display along the front entrance, the Battery Park entrance, and the trail head coming from Freedom Hill Park. Example from <https://www.roadtrafficsigns.com/>:
- (Sep) Board: Continue discussing the parking rules. The board has discussed cutting the amount of time a car can be left in a regular parking spot, to three (3) days. Visitor slots would be limited to 24 hours. A car can be cited once those numbers are reached. After the citation is placed, they have 48 hours to move the vehicle or be towed. If any spot is needed longer, then the homeowner must contact the management company and provide the make, model, year, plate number, and house number.
- (Oct) Board: Buy more “no pooping” dog signs

- (Oct) Board: The street lamp at the end of Westown Way and Pollard needs to be repaired (#E088)
- (Oct) Board: Talk to Frank's about fresh planting at the entrance
- (Oct) Board: Find history of dry pond cleaning
- (Oct) Board: Update bylaws for acceptable colors of driveways and stairs
- (Oct) Board: Review community bylaws for the rules on towing
- (Oct) Board: It is time to start reviewing the reserve plan.
- (Nov) Board: Find out how much we paid for insurance in 2017

New Actions

- (Nov) No December meeting
- (Nov) Board: Begin planning for annual meeting in February
- (Nov) Board: Start working the annual budget for 2018

Board meeting adjourned at 8:09 PM

Next meetings: No meeting for December