

**Westwood Towns HOA
Board Meeting Minutes
Westbriar Elementary
23 Oct 2017**

Position	Name	Attendance
President	Sharon Fairbrother	Present
Vice President	Aziz Wakilpoor	Present
Treasurer / Secretary	Mike Murphy	Present
Member	Roger Morton	Present
Homeowner	Doris Cooper	Present

Architecture Hearings: Started at 6:39. No homeowners showed up.

Call to order: 6:56 PM by Sharon Fairbrother.

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

Minutes of Sep 2017 were approved (4/0) – Location was changed to Westbriar

Round Table Discussion

- The Board opened the meeting at 6:39 for homeowner hearings for those that had outstanding issues from the architectural walk-through. No home owners showed up for their hearings. The Board reviewed the final results, and moved forward with further action for residents that are non-compliant.
- Ronco irrigation charges of \$510 were approved. The main controller on the Vienna side of WTW was replaced, three broken sprinkler heads were repaired, and the shut off valve on the Tysons side was repaired.
- The snow contract was approved for renewal 4/0.
- The 2016 audit is complete and it was sent out for review.
- The Board discussed the street conditions within the community and how they could use a new top coat to hide all the repair work. As part of the discussion it was suggested that we look at the life projection of the streets because it might be better to repave rather than black-top and then repave soon after. If we do repave then we should use commercial strength depth so that the heavy trucks won't crack the roads. Any improvement will also require repainting. In either cases, the logistics of closing down the streets for two days is quite challenging.

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

- ✓ (Sep) We were charged a monthly fee from Franks for \$817, but we paid in advance. This amount was voided in July. (this is the voided \$817 charge)
- ✓ (Sep) BCM: Have we received the road repair invoice?
- ✓ (Sep) BCM: Provide Frank's contract for review.

- ✓ (Sep) BCM: Have we received the road repair invoice? (Yes, and paid)
- ✓ (July) BCM: Will ask the auditor about refunding the lawyer charge of \$450 to 2016.
- ✓ (July) BCM: 2017 legal-collection charges were determined to be \$315 and should be reflected in the September financials.

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/>:

 <p>PRIVATE ROAD FOR RESIDENTS AND GUESTS ONLY NO TRESPASSING</p> <p>Q zoom</p>	<p><u>Private Road For Residents And Guests Only No Trespassing</u></p> <p>Color : Green Reversed</p> <p>Size : 18" x 24" (H x W)</p> <p>Material : Aluminum Architecturally Designed Signs</p> <p>Part # : K-6063-DZ-18x24</p> <p>Price Group : DZ-18x24</p> <p>Expected ship date : November 10</p> <p>Delete</p>	<p>\$32.17/Sign</p> <p>Package : 1 Sign</p>	<p>1</p> <p>Sign</p> <p>Update</p>	<p>\$32.17</p>
 <p>PRIVATE PROPERTY NO TRESPASSING</p> <p>Q zoom</p>	<p><u>Private Property No Trespassing</u></p> <p>Size : 12" x 18" (H x W)</p> <p>Material : Heavy-Duty Aluminum Sign, 63 mil</p> <p>Part # : K-1125-AL-12x18-D4</p> <p>Price Group : AL-12x18-D4</p> <p>Expected ship date : November 10</p> <p>Delete</p>	<p>\$8.87/Sign</p> <p>Package : 1 Sign</p>	<p>1</p> <p>Sign</p> <p>Update</p>	<p>\$8.87</p>
 <p>PRIVATE PROPERTY NO TRESPASSING</p> <p>Q zoom</p>	<p><u>Private Property No Trespassing</u></p> <p>Color : Green Reversed</p> <p>Size : 18" x 18" (H x W)</p> <p>Material : Aluminum Architecturally Designed Signs</p> <p>Part # : K-4944-DZ-18x18</p> <p>Price Group : DZ-18x18</p> <p>Expected ship date : November 10</p> <p>Delete</p>	<p>\$22.37/Sign</p> <p>Package : 1 Sign</p>	<p>1</p> <p>Sign</p> <p>Update</p>	<p>\$22.37</p>

- (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: Review the 2016 Audit and provide comments

New Actions

- (Oct) **BCM**: Review \$204 charge to Frank’s that is not showing in the financials
- (Oct) Board: Walk the grounds and review the sidewalks for damage and needed repairs
- (Oct) Board: It is time to start reviewing the reserve plan.

- (Oct) Board: Review community bylaws for the rules on towing
- (Oct) Board: Update bylaws for acceptable colors of driveways and stairs
- (Oct) Board: Find history of dry pond cleaning
- (Oct) Board: Talk to Frank's about fresh planting at the entrance
- (Oct) Board: The street lamp at the end of Westown Way and Pollard needs to be repaired (#E088)

Board meeting adjourned at 8:00 PM

Next meetings: Next meeting scheduled for 11/13/17 at Westbriar Elementary

Other meetings: 12/11/17 (tentative).