

**Westwood Towns HOA  
Board Meeting Minutes  
Westbriar Elementary  
11 Sep 2017**

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

**Call to order:** 7:01 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 Aug 2017 were approved (3/0) - Roger did not read the minutes and therefore did not vote

**Round Table Discussion**

- We were charged a monthly fee from Franks for \$817, but we paid in advance. How are we being charged for their service? Is it a big down payment plus monthly fees? We need to review the contract and make sure we are being charged properly.
- Roger left the meeting at 7:18pm.
- Board discussed the overgrown tree at the end of Battery Park and how it's obstructing the light.
- Board reviewed the final architectural walk through results, and moved forward with further action for residents that are non-compliant.
- A board member attended the Sept 7 court date for the homeless man that has been trespassing on our property. The homeless man did not attend the court hearing. The prosecutor for his case is planning to consolidate all the complaints and bring that back to court in November. A board member may not be required for that hearing.

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

- ✓ (July) Board: eFile the tax return for VA – submitted to BCM
- ✓ (Aug) BCM: Explanation of the postage charges – we pay for all mailings that we produce, like: newsletters, tax filings, stamps, etc.
- ✓ (July) BCM: For 2017, have any funds been reimbursed to the WTHOA due to collections? No.

#### Open Actions:

- (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
- (Sep) The Board will 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.
- (Sep) Parking rules: We would like to revisit the parking rules. The board 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.
- (Sep) Board: Look into purchasing no trespassing signs
- (Sep) Board: Place more “no pooping” dog signs

#### New Actions

- (Sep) BCM: We were charged a monthly fee from Franks but we paid in advance. We need clarification on the charge.
- (Sep) BCM: Provide Frank’s contract for review
- (Sep) BCM: Have we received the road repair invoice?

Board meeting adjourned at 8:00 PM

**Next meetings:** Next meeting scheduled for 10/23/17 at Westbriar Elementary

**Other meetings:** 11/13/17 (tentative), and 12/11/17.