

**Westwood Towns HOA  
Board Meeting Minutes  
Westbriar Elementary School  
18 April 2017**

Position	Name	Attendance
President	Sharon Fairbrother	Present
Vice President / Secretary (Acting)	Mike Murphy	Present
Member	Aziz Wakilpoor	Present
Treasurer (Acting)	John Tincoff	Present
Member	Roger Morton	Present
BCM	Terri Jenkins	Not Present
Doris Cooper	Homeowner	Present
Jeff Gaul	Homeowner	Present

**Call to order:** 7:12 PM by Sharon Fairbrother.

**Executive session for homeowner appeals:** One violation was addressed. The homeowner was not present, but corrective actions have been taken and the board agreed that the owner has satisfied the Board's concerns. No further action.

**Homeowner Open forum (§55-510):** Jeff Gaul attended the meeting to address his concerns about Roger Morton being asked to step down from the board. Due to the personal nature of the discussion, no details are provided in the meeting minutes.

**Architecture report:** See New Business below

**Treasurer's report:** Questions were submitted to BCM for clarification.

Minutes of Mar 2017 were approved (3) / not approved: (1) / abstain (1)

**New business / General Discussion**

- **Tree trimming:** The entire board was asked to walk the common grounds and see if there is any need for tree trimming. Specific mention was to look at the trees behind the homes on the West side of Fawncrest.
- **Tennis court sign:** The tennis court sign came down and the Board volunteered to fix it.
- **Street signs:** Three of the street signs in the community are damaged. The Board agreed to call Top Notch (the original sign installer) to get estimates for fixing them.
- **Fire Sign:** The fire sign at the end of Fawncrest is leaning against the wall and needs to be fixed.
- **Dry pond cleaning:** The dry pond cleaning schedule was brought up and the fact that the county only cleans 25 feet in front of the screen. Cleaning is scheduled for every September. The board may need to call the county to remind them and make sure the dry pond is cleaned properly.
- **Sprinklers:** The Board has called the sprinkler company to come in and clear the lines and have them turned on by the end of April. We will then set the timers so that we are not watering too much, too early.
- **Roadway cracking:** BCM was asked to get three estimates for fixing the roadway cracking. This is particularly visible at the intersection of Fawncrest and Westtown Way

- **Storm door style:** The Board looked into various designs and it does not appear that there are any acceptable solutions for adding a storm door to the front doors of our homes. They need to be mounted on the outside of the door frame which means additional construction. This ends up covering the house number and is not visually appealing. If an owner wants to add a storm door then they can bring their design solution to the board for review and acceptance/rejection. If accepted, the design will go into the Architectural Guidelines.

**Old Business (deferred)**

- Start discussion about parking rules to reduce the time a car can be left in a parking spot, and how many slots can be taken by a single home. (annual meeting request)
- Review county rules for how many dogs are allowed per house (annual meeting request)
- Excess water buildup behind 1807 Vance (annual meeting request)

**Closed Session 8:00 – 8:47**

- A closed session was called to discuss board dynamics. Roger was unable to attend, and John had to leave at 8:20. The closed session continued in their absence. Due to the nature of a closed session, no further information will be provided in these minutes.

Board meeting adjourned at 8:50 PM

**Next meetings:** Next meeting scheduled for **5/8/17**

Meeting Schedule at Westbriar Elementary: 6/12/17, (7/10/17 and 8/14/17: *alternate location TBD*), 9/11/17, 10/9/17, 11/13/17, and 12/11/17.