

MINUTES
WESTWOOD 5 COMMUNITY ASSOCIATION
BOARD MEETING
January 8, 2019

Board Members Present

Adam Koenig, President
Tom Labombarda, Vice President
Brian Riedmayer, Treasurer
Sara Costa, Secretary
Madison Peley, Director
Jonathan Valbuena, Director
Roy Atherton, Director
Joel Bronstein, Director

Board Members Absent

Alecia Sinclair, Director

Property Manager Present

Ann Campbell, LCAM, Phoenix Management Services, Inc.

Call to Order

The meeting was called to order by Adam Koenig, President, at 7:30 PM.

Roll Call

It was determined a quorum of the Board was present and a meeting could be conducted.

The Minutes of the last three Board meetings were presented to the Board, with the instructions that they were to advise of any corrections.

Adam Koenig reported that the Association's Nominating Committee had been selected, as follows: Brooke Gehr, Karen DaSilva, and Xavier Rivera. He advised that all Notices of Intent to be a candidate for next year's Board of Directors must be received by February 1st.

Adam Koenig reviewed the scope of duties for private contractors. He noted that Phoenix Management has its Customer Service person in the clubhouse from 4 to 6 PM, Monday through Friday; and its Property Manager is on site three hours a week, on Friday mornings. He advised homeowners missed having a representative in the office all the time. He read a scope of duties for a new Administrative Assistant to perform. To provide the best service to the community, Tom Labombarda motioned to bring Sandra Fisch back, as an Administrative Assistant, to work in the clubhouse office part time Monday through Friday, from 8 AM to 12 noon. She is to provide the services just described in the scope of duties; she is to receive \$24,000 a year; she is to be paid weekly; and she will pay her own taxes. He noted the Association's attorney had drafted a contract, protecting the Association and giving

her 90-days notice, should things not work out. The motion passed, with Joel Bronstein voting against. Sandra accepted and signed the contract. She will start on Monday, January 14th.

Adam advised that the maintenance part of Phoenix Management's contract was not being met. He noted the janitor was not cleaning to the standards of the community. He would like Phoenix to waive the cleaning part of its contract with the Association. The Property Manager advised she would have someone at Phoenix contact Adam to discuss renegotiating that part of the contract.

Adam motioned to increase the Association's maintenance from \$60 to \$65 a month, effective March 1st of 2019. He advised that because of repairs to pool coping and other expenses, the Association was using its Reserve funds to cover its Operating costs. He noted the maintenance should be increased \$65 to cover all costs and start building up the Association's Reserves. The motion passed unanimously. The Property Manager advised the Association could not send out notices to homeowners regarding the increase without first advising the homeowners two weeks in advance of the proposed increase. The Board advised it would check into the legalities of this with its attorney and advise.

Adam motioned to hire Josh Giancarlo, a tax attorney, to reconcile the Association's books to get them right. The motion passed unanimously. Adam noted that anyone still found owing, would have to provide proof of payment or pay the Association.

Maintenance and repair issues were discussed. Tom Labombarda motioned to make Glenn Fisch an Associate Member of the Board to offer advice on things that need to be repaired. Tom noted he would not be paid a salary. The motion passed unanimously. It was agreed that Glenn would have a \$500 spending limit on the Association's credit card and he would have to turn in receipts.

Adam advised that ACH transfers with BB&T had been declined.

Tom advised that the house at 8114 NW 91st Avenue, being used for an Airbnb, was being addressed by the Association's attorney and that either the owner must live in the house or it must remain empty for a year from its date of purchase.

The following Architectural Requests were reviewed and approved by the Board of Directors: 8201 NW 93rd Avenue for a circular driveway; and 9405 NW 80th Place for impact windows and doors.

The Property Manager was asked to notify the law firm of Stevens and Goldwyn that its services would no longer be needed by Westwood Five and to send a status report to the Association on the matter it was handling.

There being no further business to discuss, the meeting was adjourned at 8:35 PM.