

MINUTES
WESTWOOD COMMUNITY 5 ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 8, 2018

Board Members Present

Roy Atherton, President
Brian Riedmayer, Vice President
Paul Fraschilla, Treasurer
John Hartnet, Director
Adam Koenig, Director
Jonathan Valbuena, Director

Board Members Absent

Sara Costa, Secretary
Madison Peley, Director
Alecia Sinclair, Director

Property Manager Present

Ann Campbell, Phoenix Management Services, Inc.

Call to Order:

The meeting was called to order by Roy Atherton, President, at 7:30 PM.

Roll Call:

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

Because the Association's Secretary was absent from the meeting, Brian Riedmayer motioned to table the reading of July's Minutes. Roy Atherton seconded the motion and it passed unanimously. Brian Riedmayer read the Minutes of July's Special Meeting. John Hart motioned to approve the Minutes, as read. Paul Fraschilla seconded the motion and it passed unanimously.

Paul Fraschilla gave the Treasurer's report. He advised that as today, the Association had \$15,316 in its Operating account and \$287,484 in its Reserve account. He reported that the pool was finished and the final payment of \$5,000 had been paid to the pool company. Additionally, bills totaling \$18,920 were paid, including the monthly lease for the clubhouse at \$9,347. He advised that the Association brings in about \$27,000 a month, with \$21,000 going out. He advised that final payments had been made on all work. The clubhouse's roof repair was the only big item to be paid in the near future. He noted that the parking lot's payment of \$5,000 to the Paving Lady would be coming up soon. It was agreed that the Association would obtain proposals to do an audit for 2017 along with the first six months of 2016.

The City's Beautification Project was discussed. It was noted that Westwood 5 had won. The Association is getting \$5,000 towards the project. The Association, however, cannot find what was turned into the City. Michelle Gomez is looking into this.

The Association's sign was discussed. It was noted that it is still in permitting with the City. Michelle Gomez will get involved and find out what is going on with the permit. It was noted that the outside sign needed to be spruced up and placed on the other side.

It was noted that Phoenix Management had started August 1st and that the Customer Service Representative, Diana Cinisi, would be on-site, in the clubhouse, Monday through Friday, from 4 to 6 PM. It was also noted that the Property Manager, Ann Campbell, would be on-site on Friday mornings, from 9:30 AM to 12:30 PM, and that the Quik Books transfer would be done soon.

BB&T is the Association's current bank and it is not Association friendly. The Association is looking into transferring to an Association friendly bank.

It was reported that the roof of the clubhouse leaked in five areas. Proposals to repair the clubhouse roof were discussed. Roy Atherton motioned to accept the proposal from Atlas Roofing for \$5,600, with a one-year warranty. Brian Riedmayer seconded the motion and it passed unanimously. Other proposals received were from D. Hodges for a silicone roof at either \$3,500 or \$7,000; and from Roof Doctors, with hourly rates applied for labor and materials billed at cost plus 20%. It was noted that the gutter to the clubhouse is 1" to 2" about the roof. The Association will be getting bids for gutters once the roof is repaired.

The City takes ownership of the clubhouse in 2023, which is currently on a rec lease. Shelly Goldberg of Phoenix is to look into the rec lease, which is in the public records, for a one-year extension. The Association is hoping to purchase the clubhouse from the City, using its Reserve funds.

The Board discussed the HUD house at 8104 NW 91st Avenue. It was noted that new owners should be closing on the property on August 19th. If the closing does not take place in two weeks, the Association will have Tom, the landscaper, enter the property and clean it up, as the neighbors are complaining. Adam Koenig motioned to clean the property up on two weeks. Paul Fraschilla seconded the motion and it passed unanimously.

The Association's fining procedure was discussed. It was agreed that homeowners would get two warnings and then go to the fining committee for the imposition of fines. The Association will look into the 2009 violation and fining procedure and will rewrite.

Two Architectural Requests were discussed. One was to replace the roof at 9504 NW 81st Court and the other was to install a chain link fence, with black gates on either side. The fence request was tabled, pending further review. The Association has to re-establish fence guidelines, including allowing the installation of pressure-treated wood fences, which have to be maintained in good condition; gate widths have to be determined; and fence setbacks have to be discussed.

Shelly Goldberg of Phoenix Management is to set up a free class and workshop for Board certifications. The class and workshop is to be held in Phoenix's office on Nob Hill Rd.

It was noted that the grand re-opening of the pool and back-to-school event was taking place on Saturday, August 11th. Pizza and Italian ices were being served. The pool coping is now done and the deck has been pressure cleaned. The Association will check with its attorney as to whether it can use the bounce house for this event. The Association is looking into putting in a small wading pool at the pool area and exercise equipment in the clubhouse.

General equipment in the game room was discussed. Brian Riedmayer motioned to approve spending up to \$175 for the replacement of general equipment. Paul Fraschilla seconded the motion and it passed unanimously.

There being no further business to discuss, the meeting was adjourned at 9:05 PM.