

Westfield Estate Phase III
Board of Directors meeting minutes
June 29, 2023
Layton City Library @ 7:00 pm

I. Call to Order:

A- Roll Call/Opening meeting comments:

Board members in attendance: Mike Southerd, Angela Kimball, Jennifer Reed, Craig Thomas

II. Board Meeting minutes approval:

- Meeting minutes approval: None approved!

III. President's Report and approved actions by Board

1) HOA dues:

- Welch/Randall will provide an update on Lot# 339 (The homeowners are making monthly payments on the 2023 HOA dues): \$45.75 remaining on the 2023 HOA dues!

2) Community pavement/sidewalks repairs, street sweeping etc.

- The Board will contact Layton city to have the community streets swept
- The community will be encouraged to report any concerns, via the summer Newsletter

3) Community street lights

- One street light requires re-wiring in the ground and conduit put around the new wires
- Three street lights required the light bulbs to be replaced. One street light required some repairs. Welch/Randall will provide the repair costs.
- Repair costs for the three lights were \$272.15
- The other street lights repairs will be determined at a later date.

4) The Board scheduled meeting items

- The Board Discussed and approved the 2024 budget (The HOA dues remained at the same amount as 2023 {\$385.00})
- The Board scheduled the annual homeowners meeting one day before the reserved conference room date (August 3rd, 2023 at 7:00pm, Layton City Library)
- Discussed Board member voting and ballots process
- The Board tasked Welch/Randall to send out the HOA homeowners notice of the annual meeting date, voting process documents and instructions
- The Board approved the summer Newsletter and asked Welch/Randall to mail it out to all homeowners

5) Welch/Randall will verify the following expenses

- Common area landscaping company costs for 2023: \$3,600
- Community Insurance cost for 2023: \$1,660 (\$150 increase from 2022)

IV. Landscaping/Common Areas:

- Common area sidewalk expenses from snow removal for 2023 & 2024 was: \$1,800 for 2022 & 2023
- Mulch purchase and spreading cost in 2022: \$7,200
- May 1, 2023 HOA landscaping inspections resumed

V. Treasurer Budget & Financial Information for 2023 & 2024 (projected):

- Financial information will be provided by the Treasurer
 - Year to date financial information
- 2023 HOA tax cost: Zero tax cost!
- Annual audit of financials with Welch/Randall needs to be completed: Matt will complete with Craig
- Treasurer will make recommendations on 2023 budget and HOA fees
- Capital reserve funds analysis and recommendations: \$1,660 moved to capital reserves

VI. Annual Homeowners meeting:

- The annual homeowners meeting will be held on August 2nd, 2023 at 7:00pm at the Layton City library, and then rescheduled for August 3rd, 2023 at the Layton City library at the same time due to a lack of a homeowners quorum.
- Discussed nomination committee/voting process & notifications to homeowners
- Discussed timelines for nomination committee, nominations and ballots
- Welch/Randall will assist with the process

VII. Committees:

- Creating Committees for CC&R's & By-Laws: None created!
- Amend By-Laws concerning Board members' term limits: None amended!

VIII. Open discussion with Welch/Randall:

- Neighborhood inspection checklist will be discussed and approved if necessary: Not required!

IX. Action Items:

- 1)
- 2)

X. Next Meeting: August 3rd, 2023

XI. Adjournment: 7:00 p.m.