

# **Westfield Estate Phase III**

## **Board of Directors Meeting minutes**

### **May 6, 2020**

- I. Call to Order:**
- II. Roll call/Opening meeting comments:**
- A) Roberts rules for meetings suspended
  - B) Board members that participated in the meeting: Angela Kimball, Jennifer Reed, Craig Thomas and Mike Southerd
- III. Board teleconference meeting minutes:**
- Meeting minutes from June 26, 2019 Annual Homeowners Meeting were approved!
- IV. President's Report and approved actions by Board**
- 1) HOA dues in arrears:
    - None! All HOA dues are current.
  - 2) Pavement hole and street cracks sealing
    - HOA president informed the Board with an update on the following:
      - Street pavement hole in front of lot# 309: Layton City will repair the first reported hole and two more holes (Lots# 321 & 322) were reported to the Board by a Board member. Those pavement holes will be reported to the City
      - Street cracks(pavement) and sealing: Layton City will seal the cracks and slurry the pavement if enough money is in the budget.
      - Water leak in pavement by mailbox near lot# 314: The City will repair the leak
  - 3) Community street's lights
    - All street lights are working
    - Board needs to verify the light reimbursement amount: The amount was determined to be \$17.71 per the power company formula in the CC&Rs.
    - The light post on lot #307 is loose and wiggling: The Board president will fix the loose condition.
  - 4) Mail box stands paint peeling off
    - The community has five (5) mail box stands that need to be blasted and repainted
    - Welch/Randall will seek bids: The lowest bid is \$1,500. The Board approved the repair.
  - 5) The Board approved the 2021 HOA budget:
    - Discuss and approve 2021 budget: Approved (dues to stay same as 2019, \$385)
    - Schedule annual homeowners meeting: Will schedule at later date due to COVID
    - Discuss Board member voting and ballots process: info will be mailed at later date when a meeting date can be confirmed.

- Notify homeowners of annual meeting date and voting process: Date to be determined
- Send Spring Newsletter to all homeowners: Board president will send to property management for mailing to homeowners

6) Welch/Randall will verify the following expenses for this year

- Common area landscaping company cost: Same as 2019
- Community Insurance cost: Property management will take a closer look. More follow up needed with the Board.

**V. Landscaping/Common Areas:**

- Common area expenses provided by Welch/Randall and sent out to the Board members
- Common area sidewalk expenses from snow removal for 2019 & 2020: Welch/Randall will provide that information.
- Mulch application and cost this year (2020): more follow up needed!

**VI. Treasurer Budget & Financial Information for 2020 & 2021 (projected):**

- Financial information will be provided by the Treasurer
  - Year to date financial information
  - 2019 taxes and cost: \$60.00
  - Treasurer will perform an annual review of the financials with Welch/Randall: The Board treasurer and property management will perform this task.
  - Treasurer will make recommendations on 2021 budget and HOA fees: HOA dues will stay the same as 2019 at \$385.00.
  - Board will review recommendations and vote on the budget and HOA fees: The Board approved the 2021 budget.

**VII. Annual homeowners meeting:**

- The annual homeowners meeting will be held on August/September?, 2020 at location and time? To be determined at a later date due to COVID19.
- Discuss nomination committee/voting process & notifications to homeowners: Will send out notices to the homeowners when a meeting date can be confirmed.
- Discuss timelines for nomination committee, nominations and ballots: Same as above.
- Welch/Randall will assist with the process

**VIII. Committees:**

- Creating Committees for CC&R's & By-Laws: No action taken.
- Amend By-Laws concerning Board members' term limits: No action taken.

**IX. Open discussion with Welch/Randall:**

- Monthly activity report will be discussed and approved: Further follow up needed.
- Standard spring news letter will be discussed and approved (Will be placed on the HOA website)

X. **Action Items:** See below.

XI. **Next Meeting:** \_\_\_\_\_, 2020

XII. **Adjournment:** \_\_\_\_\_ p.m.

**Action Items:**

1. By-Law Changes
2. Officer Descriptions
3. Committees