

WESTWINDS HOA Meeting
 Wednesday, October 18, 2006 • WestWinds Golf Club Pavilion

Introductions

- BOD members in attendance: Jim Urchasko, Karen Urchasko, Stan Swoyer, Sonja Rossig, Peg McGreevy

Certification of Proxies

Approval of September, 2006 Minutes

Monthly Reports/Status Updates

Items	Comments/Resolution
Treasurer	<p>Sonja reported no change in the finances. She learned that in lieu of filing a lien against residents who are delinquent in paying dues, we should go through the District Court and get a judgment. She will contact the Court to determine the process. Sonja intends to send the fourth and final notice to residents who are delinquent in paying dues by the end of December via certified mail.</p> <p>To follow-up from last month's suggestion to raise the percentage rate charged to residents delinquent in paying dues, Karen confirmed with Gary Jenkins (LLA) that a 1% per month fee was charged to LLA residents who did not pay LLA dues within 30 days. Stan suggested we also research state laws pertaining to this process. Sonja will investigate the legal restrictions, if any, on this increase and report at the next WW HOA meeting.</p> <p>Sonja provided Stan with a copy of the Financial Statements Year Ending 2004 and 2005 as prepared by Carol Ann Greenwood, CPA. To ensure our record keeping was adequate, Stan recommended verifying our bank could provide us with photo stat copies of checks presented for payment. Sonja will verify this service is available through our bank.</p> <p>Sonja will email the preliminary budget to the Board who will vote on it in December. The biggest question that has been identified to date is whether landscaping will be covered.</p>
Village Chair	<p>Jason Flint was absent and did not submit a report.</p>
Landscaping Committee	<p>Jim, who reported that the Committee did not meet, will contact Clay or Doug to have the trees in the community trimmed, as this service is covered under the current LLA contract. Specifically, several tree limbs in the neighborhood hang low and impede safely walking on sidewalks and parking on streets.</p> <p>Jim emailed Clay to determine when the light at both the second entrance and Club House Circle would be turned on. Clay said he was working with Alleghany to get the lights running.</p> <p>Jim will check with Brian about how to replace the missing street sign for SanAndrew at the second entrance.</p>
ECC Committee	<p>All three applications received in October were approved.</p> <p>The basketball survey was distributed to resident mailboxes October 5th. It is due October 31st. To date, 75 responses have been received.</p> <p>The ECC is conducting a survey to identify mailboxes in need of repair. Residents will be notified by the ECC if repairs need to be made.</p> <p>Potholes that were reported to the ECC have all been repaired. Should new potholes emerge, residents are encouraged to contact a member of the Board with the location of the pothole.</p>

Items	Comments/Resolution
	The Board will keep a list of these problem areas and report them to the County.
Parcel Transfers to LLA	Stan reported the lien release was received last week from Carroll Creek Title. All leases were granted; they are just waiting for execution. Jim encouraged us to obtain a map (versus legal description). Stan will determine if Carroll Creek Title can provide this.
Developer Status	<p>Stan reported Country Club to SanAndrew in Section 5 was top coated. He noted that landscapers were hired for the storm water management pond on 13. Additionally, the retaining wall work is being completed on 16 (ie: trench, foundation. Although the exact completion date for planting trees on SanAndrew is unknown, it is anticipated that planting will occur by year-end.</p> <p>Regarding Jason Flint's property, Masonry Homes is not responsible for the problem; the developer is. According to Brian, the developer is committed to rectifying the situation when the new road is installed.</p> <p>Stan reported the new Developer would attend the December HOA meeting to brief the Committee on who they are and what they plan to do.</p>

New Business

Items	Comments/Resolution
	No new business was discussed.

Old Business

Items	Comments/Resolution
LLA/WW Relationship	Jim is still working to schedule a meeting with LLA to determine whether we have a legal WW HOA. Stan suggested verifying the legality of LLA's opinion.
Christmas Lighting and Wreaths	<p>Brian Lippy was absent and did not provide a report regarding the status of the lights believed to be stored at Holtson Brothers.</p> <p>Sonja will clarify what Holston will charge to install two artificial wreaths at the entrances. A charge of \$220 for the installation and storage of two wreaths and lights at the entrance was incurred last year.</p> <p>Stan will contact Ted Myers (with the tennis facility) to see if he has extra street lights in storage.</p>
Election Committee	When the existing developer's seats on the Board expire, Tyler WestWinds will provide three developer replacements. There will be no need for an Elections Committee.
Audit	With regard to analyzing our financial statements, Sonja presented the option of conducting either an audit or compilation, both of which are permissible under HOA guidelines. The audit would cost at least \$1500 while the compilation would run approximately \$800. Karen motioned that we complete a compilation, and Stan seconded.
Insurance Policy	<p>Both Sonja and Jim contacted specialists in the industry to help us identify our insurance needs. We currently pay \$1762 for our policy. An insurance person to whom Sonja talked indicated that in the event of a law suit, he thought our policy would be valid despite how it is currently set up.</p> <p>Overall, we have been asked to consider if we were underinsured. Jim's contact in the industry recommended a minimum of \$4million given the number of homes in the neighborhood. Jim also suggested a rider to cover the use of automobiles. Additionally, he learned that each committee needs to have a Board member as it's chair so that the</p>

Items	Comments/Resolution
	committee is covered in a legal event. Sonja will contact insurance agents who specialize in HOA policies and ask for estimates. She will provide Stan a copy of the current policy this Friday so that he can obtain a third opinion. All estimates will be presented at the next HOA meeting.
Lighting at 2nd Entrance	As noted under the report from the Landscaping Committee, Jim will check with Brian about how to replace the missing street sign for SanAndrew at the second entrance.
Developer Punch List	No updates other than that described under Developer Status were presented.
Vacancies (2) for Street Captains:	Although the vacancies still exist, the Board discussed whether there was a need to fill these two vacancies at this time. Jim motioned to remove this item from the agenda; Stan seconded.
Posting of WW HOA minutes to LLA site	Peg will continue to follow-up with Doug to have HOA meeting minutes posted to the LLA site.

Resident Forum

Items	Comments/Resolution
	No comments or issues were raised.

The meeting was adjourned at 8:20pm.

Reminder: WW HOA meetings will be at the LLA office until April. We hope to see you there! Feel free to contact any Board member with questions or concerns. Your input is appreciated and welcome.

To receive a copy of the HOA minutes via email, please contact Peg McGreevy (301.865.4987 or mmmcmcgreevy@leggmason.com)