

**MINUTES OF THE
WESTERLEY HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING
Monday March 24, 2008**

A: Call to Order

The President called the meeting to order at 7:04 p.m.

Board Members and officers present:

Mr. Kevin Gilfedder	President
Mr. Dale Pontiff	Vice President
Ms. Cheryl Hammes	Director
Mr. Ed Barrow	Treasurer
Mr. Stephen Reed	Secretary
Ms. Anne Welsh	Landscape Committee Chairperson

Board Members and officers absent:

Ms. Courtney Heykoop	Community Coordinator
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Staff members & Service Providers present were:

Mr. Mike Marcolla	Community Manager, Legum & Norman, Inc.
Mr. Christopher Swemba	Recording Secretary, C&C Securities, LLC

B: Homeowners Forum

The President opened the floor to homeowners to voice their questions or comments.

Andrew inquired if any repairs had been made to the sidewalk in need of repair. Mr. Gilfedder explained that he had spoken with Jan Montgomery with Centex Homes who explained that Centex is aggressively working to get off bond with Loudon County in three phases. Phase I includes the west-side townhomes; Phase II includes the east-side townhomes; and Phase III includes the single family homes. Centex will be required to inspect the development with a representative from Loudon County and make all required repairs before being released from Bond.

A homeowner explained he had submitted an ARB application to Mr. Marcolla. Mr. Marcolla noted that the ARB is scheduled to be reviewed by the Board this evening.

A homeowner inquired the proper procedure to submit an ARB application. Mr. Marcolla presented an ARB application and explained how to complete the form. The completed should then be submitted to management, who will forward to the ARB Committee for review.

A homeowner inquired if he could remove the shutters from the exterior of his home as a number of them have fallen off. The Board explained that the homeowner is required to keep the appearance of his home consistent with the original design as required by the Association's governing documents. The shutters that have fallen off are required to be replaced. In addition, proof that significant effort has been made to replace the shutters in the next thirty days must be provided to the Board or a fine will be issued for the architectural violation.

A homeowner noted a tree from the common area had fallen in his yard and that he had cut up the fallen trees and will have the wood removed. Mr. Gilfedder explained that he needs to confirm with Jen Montgomery and Mark Flynn (both employed with Centex Homes) to determine if the Association or Centex (while on bond) is responsible for the trees located in common area. Mr. Marcolla explained that trees on private property are the responsibility of the homeowner, unless they are under warranty by the developer, and that trees on common area property are generally the developer's responsibility if they are defective or improperly installed. Mr. Gilfedder noted he would contact Mark Flynn for a definite answer before consulting with the Association's legal council.

C. Approve Minutes:

The President submitted the Minutes of the February 19, 2008 Regular Meeting of the Board of Directors for approval. It was:

**MOVED and Seconded: That the approval of the February 19, 2008 Regular Meeting of the Board of Directors, be approved as submitted.
UNANAMOUSLY APPROVED**

D. Officers Reports:

The President called for Officer Reports.

President's Report:

Mr. Gilfedder had no report for the Board.

Vice President's Report:

Mr. Pontiff had no report for the Board.

Treasurer's Report:

Mr. Barrow had no report for the Board.

Secretary's Report:

Mr. Reed had no report for the Board.

Landscape Committee Report:

Ms. Welsh noted her report would be given in Unfinished Business.

Architectural Review Board Report:

Ms. Heykoop was not present to give a report.

E: Management Report:

The President called for the Management Report by the Community Manager.

Mr. Marcolla requested authorization to pay two invoices from Palmer (\$805.00 & \$840.00) to remove two common area trees that had fallen as a result of storms. Mr. Gilfedder explained that the bills should be paid as the work has already been completed. Mr. Gilfedder noted that he would double check with Mark Flynn (with Centex Homes) to ensure the invoices are the responsibility of the Association. Mr. Pontiff noted that the remaining tree trunk is still 6 ft tall in the common area and also noted that the wood still remains. Mr. Marcolla explained that he would review the scope of work to confirm the job is complete before payment is processed.

Mr. Marcolla explained that the Association's financials are looking good. The Association currently has \$231,000.00 in total equity; the BB&T account has decreased by \$1,600.00; the money market account is up \$3,400.00; the New York Life account is up from the prior month; and delinquencies are up \$300.00. Mr. Marcolla also noted that all budgeted line items are within budget except for administrative costs resulting from unanticipated legal costs. The payroll variance is due to Courtney working more than the budgeted hours and the \$1 an hour increase.

Mr. Marcolla explained that he has been recalled to serve in Afghanistan and will be leaving for duty mid-May. He is currently working with Legum & Norman to ensure the manager left to fulfill his duties is well aware of all ongoing Association business. Mr. Marcolla's predecessor is expected to attend next month's Board meeting.

Mr. Marcolla noted that he intends to provide a draft budget to the Board before he leaves for Afghanistan.

Mr. Marcolla explained that he is currently documenting the Association's meeting procedures and putting together a detailed annual calendar for his predecessor.

Mr. Marcolla noted that the collection status report and bank statements are included in the Board Package.

Mr. Marcolla distributed the final FY06 and FY07 audit. The audit has been incorporated in to the Association's Resale Package.

Mr. Marcolla reminded the Board that the Association is still owed both the federal and state tax refunds from 2005 and 2006.

Mr. Marcolla presented a proposal from Continental Pools to make recommended repairs for \$2,400.00.

MOVED and Seconded: That the Board approve the proposal from Continental Pools to make the recommended repairs for \$2,400.00
UNANAMOUSLY APPROVED

Mr. Marcolla presented a proposal from Continental Pools to provide suggested parts for \$1,300.00.

MOVED and Seconded: That the Board approve the proposal from Continental Pools to provide suggested parts for \$1,300.00
UNANAMOUSLY APPROVED

F: Unfinished Business:

The President called for Old Business on the Agenda that had not already been discussed.

Ms. Welsh presented 4 quotes for paving the area next to the tot lot where the picnic tables are located. The proposals received from Meadow Farm and Palmer were for the installation of pavers in the ground instead of pouring concrete. The proposals received from Jetco and Crigger were for pouring concrete slab where the picnic tables are located, install a sidewalk to this area, and to fill in the grassy area around the pool. Jetco's proposed to complete the work for \$9,600.00 while Crigger proposed to complete the same job for \$4,481.00. Mr. Marcolla noted that \$10,000.00 had been budgeted in 2008 for the tot lot. Mr. Marcolla recommended requesting a two-year warranty for cracks in the slab.

MOVED and seconded: That the Board approve Ms. Welsh to move forward with contracting Crigger to pour concrete slab where the picnic tables are located, install a sidewalk to this area, and to fill in the grassy area around the pool. The Board also authorized the purchase of new pool furniture. Both the concrete work and purchasing of pool furniture are not to exceed \$7,000.00.
UNANAMOUSLY APPROVED

Ms. Welsh inquired if the Board wanted to proceed with the installation of steps from Augusta to Southern Oaks. Mr. Gilfedder explained that this project was not budgeted for in 2008. The Board will discuss budgeting for this project.

Ms. Hammes inquired if Mr. Marcolla had made any headway with the "No Outlet Sign" the Board had discussed a few months earlier. Mr. Marcolla noted he will research if the sign is allowed to be posted and the cost of obtaining the sign.

G: New Business:

The President called for New Business on the Agenda that had not already been discussed.

Mr. Marcolla noted that there are three ARBs to be discussed and voted on in Executive Session.

Mr. Marcolla explained that the Board will review the Trash, Parking, Pool, Handicap Accessibility, and Collections Policies in Executive Session.

H. Close of Business

There being no further business to come before the Board in Regular Meeting, it was

MOVED and seconded: That the March 24, 2008, Regular Meeting of the Board of Directors be adjourned to be immediately followed by Executive Session.

UNANAMOUSLY APPROVED

Meeting was adjourned at 8:14 p.m.

Minutes respectfully submitted by:
Michael C. Marcolla

The foregoing minutes of the March 24, 2008 regular meeting of the Board of Directors of the Westerley HOA were approved on the 21st day of April, 2008.

Attest:


Stephen Reed, Secretary