

WESTMINSTER COMMUNITY ASSOCIATION

Draft Minutes

October 21, 2014 Board Meeting

- A) **Call to Order:** The meeting was called to order by President Ron Read at 7:00 PM
- B) **Establish a Board Quorum:** A quorum was established with Ron Read, Pat Rich, Mike Patasky, Jeanne St. Jean and Betsy Rosser present. John Hutton, CAM, was also present. Jack McManus and Al Joseph were absent. There were about 35 residents present.
- C) **Welcome & President's Comments:** Ron Read welcomed those in attendance. He advised that a vehicle, with keys in the ignition, was stolen from an open garage on Oxford Ridge recently. He reminded residents to be cautious.
- D) **Board Members' Comments:** Mike Patasky stated that the Community's finances are in excellent shape and that the Board should not hesitate to spend funds to maintain the quality and appearance of the Community.
- E) **Open Forum – Public Comments:** One resident had the following comments: he favors installation of a speed hump at the condo/community center crosswalk; he is concerned about the color used on the Brixton Court house; he favors installing a separate pickleball court; he is dissatisfied with the appearance and condition of the front gate area. Another resident stated that parts of Hampstead Court need resurfacing. (Ron advised that there are reserve funds for repaving in the budget and that all roads in the community were evaluated 2-3 months ago and found to be good for 2-3 more years.) A resident suggested that vehicle permits should be issued to motorcycle owners because the bar code could be placed on the trunk. (Ron said that they will explore this issue to see if it is technically feasible.) Another resident suggested the Board should consider possible noise issues associated with pickleball before moving forward on this issue. A resident stated there is a light out on Fairloop Run and also stated that he felt pickleball and tennis can coexist. A resident stated her disappointment with recent Compliance Committee action, saying the Committee is not following the guidelines and the process has become broken. She further suggested the Board should consider outsourcing the Compliance function. Another resident had the following comments: an area owned by the golf course along Oxford Ridge near the tenth green needs weeding and mulching and asked that the Golf Course Liaisons discuss this at their next meeting; advised that a trailer has been parked in a driveway on Colefax for several weeks; said that the crosswalk between the condos and the community is faded and needs repainting. A resident voiced her support of the installation of a speed hump at the condo/community center crossing. Another resident advised that the community may be liable if accidents occur at speed humps because the community has not installed warning signs at each and every hump. Another resident advised that he knew of two bicycle accidents which occurred at speed humps. (Ron responded that the Property Manager will contact our attorney for a legal opinion.) A resident stated that golfers often do not stop at the stop signs before crossing community roads. Another resident asked if the Sheriff is authorized to issue tickets within in the community since our streets are private roads.
- F) **Manager's Monthly Report:** **John Hutton** submitted a written report dated 10/21/14. In the report he noted the following:
- *Responded to a variety of calls from residents for assistance.
 - *Met with the President and Treasurer regarding the Comcast contract. Also spoke with our attorneys concerning this.
 - *Made arrangements to have a faulty pool pump replaced.

WESTMINSTER COMMUNITY ASSOCIATION

- *Contacted Cardno Entrix, a Lakes contractor, regarding algae growth. As a result, Cardno Entrix increased its spraying to clear up the floating algae.
- *Met with Al Joseph and Turf Titans concerning various landscape issues.
- *Had the Security golf cart repaired.
- *Took water samples to Hyacinth Labs for salinity testing. The salinity levels of the lakes are good.
- *Contacted FGUA about a recurring sewage backup problem on Carnaby Court. FGUA is working to resolve the issue.
- *Received numerous calls from realtors concerning home sales.
- *Received the quote for 2015 insurance coverage and forwarded it to the Treasurer.
- *Received many calls and visits from residents concerning pickleball.
- *Received a report from the County advising that our pool/spa had passed inspection.

G) Treasurer's Report: Pat Rich presented the financial report for September 2014 as follows:

	07/ 31/14	08/31/14	09/30/14
Total Assets	\$773,903	\$681,543	\$771,362
Total Liabilities	149,904	113,924	111,331
Net Worth	623,998	567,619	660,031
Revenue	57,078	103,941	56,104
Expenses	51,682	53,119	30,957
Delinquency (Aged)	25,843	25,606	22,459

There are 4 bankruptcies, the same as last month; 6 foreclosures, also the same as the previous month; and 1 claim of lien, the same as last month. **A motion was made by Pat Rich, seconded by Mike Patasky, to accept the September 30, 2014 Treasurer's Report.** Discussion followed concerning the movement of funds for well monitoring. Pat stated there had been a question as to whether these funds should be in Reserves or moved to another account. The final decision was the funds properly belong in the Reserve account. **Motion passed 5-0.**

Pat presented the budget proposal for 2015 line by line. She noted that the Finance Committee was able to meet directors' requests, in large part, without having to increase the quarterly HOA dues. Dues will remain at \$270 per quarter. In response to a question, Pat clarified that either Miscellaneous Contingency or Reserve Surplus funds may be used in the event of an emergency, if other funds have not been budgeted for it. It was pointed out that Account 1756 was increased by \$5,000 to cover community-wide gutter cleaning in 2015. **Motion by Pat Rich, seconded by Mike Patasky, to accept the 2015 proposed budget for mailing to the residents for input at the next meeting when adoption should take place. Motion passed 5-0.** The budget document will be mailed to residents by 11/6/14.

H) Old Business

1. Committee Reports & Updates:

- a. ARC: Barb Kenworthy** presented the Design Review Guidelines and Color Palate. The palate includes 98 colors which may be used on house exteriors, plus approved colors for

WESTMINSTER COMMUNITY ASSOCIATION

doors and trim. She also stated ARC has a book, prepared by Sherwin Williams, which suggests appropriate color combinations for exteriors, door, and trim. Ron thanked Barb and her committee for all of their work in preparing these materials. **Motion by Ron Read, seconded by Betsy Rosser, to accept the Design Review Guidelines and Color Palette and make both available to the residents for their review via the community website and other means, for input at a future Board meeting when adoption can be voted on by the residents. Motion passed 5-0.**

b. Community Access: Betsy Rosser reported that speeding continues to be a problem in the community and that she has received complaints from residents about the danger this causes when crossing Oxford Ridge near the Community Center. **Motion from the Community Access Committee, seconded by Pat Rich, to expend up to \$1,000 to purchase a speed hump from GNR Technologies to be installed on Oxford Ridge Circle near the crosswalk between the Community Center and the condominiums.** Discussion followed with comments that speed humps do not slow speeders down and that many bicycle riders do not like them. **Motion passed 3-2, with Ron Read, Pat Rich, and Betsy Rosser voting for and Mike Patasky and Jeanne St. Jean voting against.** Ron asked John Hutton to contact our attorneys to determine if we are legally required to post more speed hump warning signs than we currently do. He also asked John to obtain information about installing reflectors as a warning measure.

Betsy reported on the theft of a vehicle from a garage on Oxford Ridge. She said a reminder to residents to keep garages closed and vehicles locked will be included in the next quarterly mailing. The reminder will also advise residents to call the Sheriff at 477-1000 (not 911) to report a crime or suspicious activity. Residents should not call Board members until after calling the Sheriff. Following this incident, the perimeter fence was checked for breaks - one was found and is being repaired. In addition, it was found that the gate to the golf course maintenance area was open, though no workers appeared to be in that area. This allows direct access to the Community at the 18th fairway.

Ron Read told all Board members that in the future, any and all incidents involving the safety and security of the Community must be reported to the entire Board as soon as possible.

c. Compliance: Jeanne St. Jean reported that the Committee met on 10/9/14. Beginning with November, the Committee meeting date will be moved to the first Thursday of the month. The next Hearing will be held on 11/13/14 and after that, Hearings will be held after the Committee meeting (first Thursday of the month). The issue at 2280 Granby has been resolved; letters will be sent to owners who have trees which need trimming so that street lights are not blocked; a reminder will be included in the Westminster Crier telling owners they are responsible for maintaining trees on their property so that they do not block lights, pedestrians, and/or vehicles. At a future meeting, the Committee will review the issue of residents using artificial plants/flowers as part of their landscaping. **Motion from Jeanne St. Jean, seconded by Ron Read to accept the 10/9/14 minutes of the Committee. Motion passed 5-0.**

Jeanne reported that at the hearing on 10/9/14, the Committee voted 3-0 to not fine the owner of 4704 Brixton Court for painting his house a color other than the one approved by the ARC. As Compliance Chairperson, she said she strongly disagrees with that decision. **Jeanne St. Jean moved that the owner of and the residents of 4704 Brixton Court have their use of**

WESTMINSTER COMMUNITY ASSOCIATION

our common areas suspended beginning 14 days from the receipt of a notice for failure to conform to the ARC submission made by the owner on 04/08/14 and approved on 04/09/14. This violation of our documents, specifically Section 6 of the Second Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements for Westminster Community Association, Inc. Architectural and Aesthetic Control, subsection 6.3 Powers, Item (B), whereby the Owner received approval to proceed with a request of the ARC and failed to conform to the approved submission. A copy of our documents is on the association's website and the Manager will provide a copy if so requested. The suspension is in accordance with the association's covenants as stated above, Section 10.5 "Suspension of Use of Rights" and will remain in effect until conformance with the submission is confirmed by the ARC to the Board of Directors. Common areas include, but are not limited to, the Community Center, pool, spa, tennis courts, bocce courts, tot lot and the use of the bar code. Should the Owner appeal this action under Section 10.5 of our documents, the starting date will be delayed until the board appointed hearing is held and a determination is presented to the Board of Directors. Motion seconded by Mike Patasky. Discussion followed. Mike Patasky moved to amend the motion, seconded by Ron Read, to table the motion until Ron Read and Jeanne St. Jean discuss it with our attorneys and obtain a legal opinion. Motion passed 3-2, with Mike Patasky, Ron Read, and Jeanne St. Jean voting for and Pat Rich and Betsy Rosser voting against.

d. Community Center: Ron Read reported that the Pig Roast which will be held on 11/15/14, sold out in two days. The annual December parade will be held on 12/6/14 and will be combined with the Christmas caroling event. Parking lot signs have been installed. A petition is being circulated to determine interest in offering pickleball. The Committee will discuss this at their next meeting, including the possibility of installing a court dedicated to pickleball.

e. Ground Water: Mike Patasky reported that the Committee will meet before the next Board meeting, to discuss possible solutions for the algae growth found on the surface of many of the lakes. The wells have been turned on because lake levels are beginning to drop. Wells 2, 3, and 4 are operating but number 1 did not start up and will be checked/repared. Nitration levels are up in the lakes but are still within acceptable limits.

f. Common Grounds: Al Joseph was absent. Ron noted that the Common Grounds Committee needs more members.

g. Golf Liaison: Mike Patasky reported that a meeting was not held.

h. Community Center Expansion: Jack McManus was absent. Ron reported that if the Community Center is expanded, the cost will come out of existing funds – there will not be a Special Assessment.

J) New Business:

1. Comcast Contract: Ron Read stated that the current contract we have with Comcast is expiring. Comcast is proposing to pay the Community \$62,000 for a new 10-year contract which will allow Comcast to come on to the property to service/install their equipment. The contract does not limit residents in their choice of telecommunications providers. **Motion by Ron Read, seconded by Mike Patasky to approve the proposed Comcast contract following a positive legal review of it by our**

WESTMINSTER COMMUNITY ASSOCIATION

attorneys. Motion passed 5-0. Motion by Pat Rich, seconded by Mike Patasky to include \$6,200 from the Comcast contract in Miscellaneous Income in the draft 2015 budget. Motion passed 5-0
K) Adjournment: Motion by Mike Patasky to adjourn, seconded by Jeanne St. Jean. Motion passed 5-0. Meeting adjourned at 8:20 PM.

L. Next Regular Board Meeting is scheduled for 7:00 PM on Tuesday November 18, 2014, in the Community Center.

Respectively submitted
Mary Maestrelli