



Westridge Place Homeowners Association Inc.

Board of Directors Meeting

May 31, 2011

6:30 p.m.

*Northwest Management Exclusive, Inc.
1501 SE 163rd Avenue, Vancouver, Washington 98683*

Board of Directors in Attendance: Bill Dalton
Ron Lewallen
Ronil Prasad
Christina Baird-Smith
Jeff Wooden
Buck Milliken

Guest: Catherine Reneau, ACC Chairperson

Managing Agent: Leslie Willey, Association's Managing Agent, represented Northwest Management Exclusive, Inc.

Call To Order: Bill Dalton, President of the Board of Directors, called the Westridge Place Homeowners' Association's Board of Directors' meeting to order at 6:33 p.m.

Establishment of a Quorum: A quorum was established with the attendance of six (6) of the seven (7) Board Members. Chris Clay was not present.

Board of Directors' Meeting Minutes – April 25, 2011: The Board members reviewed the minutes presented.

Motion: Ron moved to approve as written the minutes of the April 25, 2011 meeting of the Westridge Place Board of Directors. Ronil seconded the motion. The motion passed unanimously.

Committee Reports

▪ **Finance and Budget Report**

1. **April Year-To-Date Financial Reports:** The Board members reviewed and discussed the April 2011 financial reports for both the Westridge Place Homeowners' Association and the Westridge Place Homeowners' Association-Gated Community.

Motion: Ron moved to approve as presented the Westridge Place Homeowners' Association's April 2011 financial documents that included the balance sheet, the income statement and the budget comparison report. Jeff seconded the motion. The motion passed unanimously.

2. **Status of Delinquent Owners and Collections:** The Board members reviewed and discussed the delinquent owner report.
- **Architectural Control Committee:** Catherine reported the ACC had seven (7) requests to be considered at the June 2, 2011 meeting. She stated the Architectural Control Committee's Guidelines were revised. Two of the revisions were the addition of the tree guidelines and the revision of the length of time to complete a project.
 1. **Review Architectural Recap:** The Board members reviewed the Architectural Recap report – no action.
 2. **ACC Guidelines:** The Board members reviewed and discussed the revised ACC Guidelines. They provided several comments and recommendations for changes to the document. The Board members agreed not to take action until the final version with the requested changes was presented.
 - **Landscape Committee:**
 1. **Landscape Maintenance Report:** Ron reported the grounds were being maintained pursuant the contract. The Board members discussed the maintenance of the storm water swales located throughout the neighborhood.
 2. **Fountain Pond Area – Monthly Maintenance Proposal:** The Board members reviewed and discussed the proposal to maintain the fountain pond area from Pacific Landscape Services, Inc. Ron volunteered to speak to Geoff to request a revised proposal to not include inside the fence and to discuss the maintenance of the gazebo area one (1) time per month from October through May then two (2) times per month June through September. The Board members requested NWME to secure an additional bid for tending to the tall grass around the ponds.

Motion: Jeff moved to pre-approve authorization to proceed with the revised proposal (mow outside of fence) for an amount not exceed \$500.00. Buck seconded the motion. The motion passed unanimously.

3. **Drainage Swale Obstruction – Status Update:** NWME reported the swale was monitored frequently for beaver activity. The Board members agreed to re-locate the beaver. NWME was requested to employ a beaver trapper.

Motion: Ron moved to re-locate the beaver and to employ a professional beaver trapper at a cost not to exceed \$300.00. Ronil seconded the motion. The motion passed unanimously.

Consent Agenda

Westridge Place HOA & Bowler – Attorney Representation Agreement:

Motion: Bill moved to ratify the motion (moved by Bill Dalton, seconded by Ron Lewallen and unanimously passed by the Board members) to retain Jesse Conway as

counsel for the matter between Westridge Place Homeowners' Association and Mr. Bowler. Christina seconded the motion. The motion passed unanimously.

Unfinished Business

- 1. Garage Sale Update:** The Board members reviewed the flier reminding the Westridge Place homeowners of the upcoming garage sale.

Motion: Buck moved to approve the garage sale reminder as written and for distribution to the Westridge Place homeowners. Jeff seconded the motion. The motion passed unanimously.

- 2. Newsletter Update:** The newsletter was completed and distributed to the Westridge Place homeowners.

New Business

- 1. Vancouver Land Law Correspondence Re Fence Matter:** The Board members reviewed the correspondence from Vancouver Land Law. No action taken on the matter.
- 2. Commercial Vehicles in Driveway Overnight Parking:** The Board members discussed commercial vehicles parked in driveways overnight and the Association's governing documents. The Board members requested NWME to conduct additional research on the rule referencing commercial vehicles.
- 3. Homeowner Requests For Late Fees To Be Waived:**

- a. Acct # ***05**

*Motion: Bill moved to waive two (2) late fees from the homeowner's account #***05. Ron seconded the motion. The motion passed unanimously.*

- b. Acct # ***10**

*Motion: Christina moved to waive three (3) late fees from the homeowner's account #***10. Ron seconded the motion. The motion passed unanimously.*

- c. Acct # ***14**

*Motion: Christina moved to waive three (3) late fees from the homeowner's account #***14. Buck seconded the motion. The motion passed unanimously.*

- d. Acct # ***17**

*Motion: Ron moved to waive two (2) late fees from the homeowner's account #***17. Christina seconded the motion. The motion passed unanimously.*

e. Acct # *22**

*Motion: Ron moved to waive three (3) late fees from the homeowner's account #***22. Buck seconded the motion. The motion passed unanimously.*

f. Acct # *77**

*Motion: Christina moved to waive three (3) late fees from the homeowner's account #***77. Buck seconded the motion. The motion passed unanimously.*

Next Board of Directors' Meeting Date: The next Westridge Place Homeowners' Association's Board of Directors' meeting was scheduled for Thursday, June 16, 2011 at the office of Northwest Management Exclusive, Inc.

Adjournment: Christina moved to adjourn. Buck seconded the motion. No discussion. The motion passed unanimously. The Westridge Place Homeowners' Association's Board of Directors' meeting adjourned at 8:28 p.m.

Written By: Leslie Willey, Managing Agent, Northwest Management Exclusive, Inc.

Approved: _____ Date: Approved July 14, 2011

Approved: _____ Date: _____

Signatures on File