



## Westridge Place Homeowners Association Inc.

### Board of Directors Meeting

October 1, 2011

9:00 a.m.

*Northwest Management Exclusive, Inc.  
1401 SE 163<sup>rd</sup> Avenue, Vancouver, WA 98683*

**Board of Directors in Attendance:** Bill Dalton  
Ron Lewallen  
Chris Clay  
Buck Milliken

**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 9:03 a.m.

**Establishment of a Quorum:** A quorum was established with the attendance of four (4) of the seven (7) Board Members. Ronil Prasad, Christina Baird-Smith and Jeff Wooden were not present.

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

*Motion: Ron moved to accept the minutes of the August 25, 2011 meeting of the Westridge Place Board of Directors. Chris seconded the motion. The motion passed unanimously.*

### Finance and Budget Report

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

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

2. **Status of Delinquent Owners and Collections:** The Board members reviewed and discussed the delinquent owner report. The members requested the accounts with larger balances to have liens recorded against the properties.

## Committee Reports

### ▪ **Architectural Control Committee:**

- **Review Architectural Recap:** The Board members reviewed and discussed the Architectural Recap report – no action.
- **Letter of Reprimand:** The Board members reviewed the request from the ACC recommending a letter of reprimand for a homeowner that started a home improvement project prior to receiving ACC authorization.

*Motion: Bill moved to forward a letter to the homeowners reprimanding them for starting a home improvement project while their application was pending. Chris seconded the motion. The motion passed unanimously.*

### ▪ **Landscape Committee:**

- **Landscape Maintenance Report:** Ron reported the landscape company was addressing needs when requested and attending to the Association's common areas as outlined in the landscape maintenance contract.
- **Median Maintenance:** The Board members reviewed the proposals and requested additional information.

## Unfinished Business

- **Wetlands Matter:** Bill reported the HOA's attorney contacted the City of Vancouver. The City's attorney has not responded yet.
- **Nominating Committee:** Ron reported that three (3) people had voiced an interest in volunteering for the WPHOA Board of Directors. The Board members requested the resumes and/or nomination questionnaires for the volunteers to be mailed to the homeowners prior to the membership meeting.
- **Annual Membership Meeting:** NWME reported the meeting announcement was mailed to the Association's members.
- **Reserve Study:** Deferred until the November meeting.

## New Business

- **Homeowner Request For Late Fees To Be Waived – Acct #\*\*\*13:** The Board members reviewed and considered the homeowner's personal correspondence dated August 29, 2011 in which the homeowner requested the late fees to be waived. Prior to rendering a decision, the Board members reviewed the homeowner's payment history and the Association's governing documents.

*Motion: Chris moved not to grant the homeowner's request for \$150.00 in late fees to be waived but instead agreed to waive \$100.00 of the assessed late fees. Buck seconded the motion. The motion passed unanimously.*

- **Homeowner Requests For CC&R Fines To Be Waived:**

- a. **Account #\*\*\*08:** The Board members reviewed and considered the homeowner's personal correspondence dated September 23, 2011 in which the homeowner requested the assessed CC&R fine to be waived. Prior to rendering a decision, the Board members reviewed the monthly inspection report, the photographs and the Association's governing documents.

*Motion: Bill moved not to grant the homeowner's request. Ron seconded the motion. The motion passed unanimously.*

- b. **Account #\*\*\*26:** The Board members reviewed and considered the homeowner's personal correspondence dated September 2, 2011 in which the homeowner requested the assessed CC&R fine to be waived. Prior to rendering a decision, the Board members reviewed the monthly inspection report, the photographs and the Association's governing documents.

*Motion: Bill moved not to grant the homeowner's request. Ron seconded the motion. The motion passed unanimously.*

- c. **Account #\*\*\*27:** The Board members reviewed and considered the homeowner's personal correspondence dated September 2, 2011 in which the homeowner requested the assessed CC&R fine to be waived. Prior to rendering a decision, the Board members reviewed the monthly inspection report, the photographs and the Association's governing documents.

*Motion: Bill moved not to grant the homeowner's request. Chris seconded the motion. The motion passed unanimously.*

- d. **Account #\*\*\*29:** The Board members reviewed and considered the homeowner's personal correspondence dated September 20, 2011 in which the homeowner requested the assessed CC&R fine to be waived. Prior to rendering a decision, the Board members reviewed the monthly inspection report, the photographs and the Association's governing documents.

*Motion: Bill moved not to grant the homeowner's request. Ron seconded the motion. The motion passed unanimously.*

- e. **Account #\*\*\*36:** The Board members reviewed and considered the homeowner's personal correspondence dated July 12, 2011 in which the homeowner requested the assessed CC&R fine to be waived. Prior to rendering a decision, the Board members reviewed the monthly inspection report, the photographs and the Association's governing documents.

*Motion: Bill moved not to grant the homeowner's request. Chris seconded the motion. The motion passed unanimously.*

- f. Account #\*\*\*47:** The Board members reviewed and considered the homeowner's personal correspondence dated August 22, 2011 in which the homeowner requested the assessed CC&R fine to be waived. Prior to rendering a decision, the Board members reviewed the monthly inspection report, the photographs and the Association's governing documents.

*Motion: Bill moved not to grant the homeowner's request. Ron 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, October 20, 2011 at Fire Station #42 following the membership meeting.

**Adjournment:** Bill moved to adjourn. Ron seconded the motion. No discussion. The motion passed unanimously. The Westridge Place Homeowners' Association's Board of Directors' meeting adjourned at 10:25 a.m.

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

Approved: \_\_\_\_\_ Date: Approved November 10, 2011

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Signatures on File