

Westfield Park Homeowner's Association
Finance and Budget Committee
Meeting Minutes

January 31, 2005

Location: Mary Ballantine's house – 8558 Bentley Dr.

Present: Brian Riordan, Mary Ballantine, Janelle Stillman, Craig Banning, Kim Lewis, Keith Sperling, Bob Stone

1. Bob Stone handed out a copy of the depositing procedures to everyone in attendance. The Association uses Lorain National Bank as their depository.
2. As soon as the Association receives the books from the former management company, the Finance and Budget Committee will meet to review them.
3. A discussion was held on the record keeping of the Association's receivables and payables.
4. The invoices for the 2006 dues will be sent out on December 1, 2005. Letters will be sent out in the middle of February for anyone who hasn't paid.
5. The Committee will rotate meetings between each committee member's homes.