

**Westfield Park Home Owners Association
Board of Trustee Meeting
June 21, 2005**

Razzle's / Rocker's Café
7:00 p.m.

Attending:

Bob Stone, Trustee
Tom Longo, Trustee
Debbie Holhman, Trustee
Eric Miller, ADR Committee Chair
Brian Riordan, Finance Committee Chair
Tom Hartwick, Website Committee Chair
Ed Hausknect, Oversight and Compliance Chair

Meeting was called to order at 7:00 pm by Bob Stone

OLD BUSINESS –

- First full meeting of the Board with Committee Chairs since the meeting on May 9, 2005. No minutes have been submitted from the May 9 meeting. No minutes were approved

NEW BUSINESS –

- Board of Trustees discussed assigning titles to the officers on the board as suggested by residents
Board approved a resolution 3-0 to make Tom Longo the President of the Board of Trustees. The other members of the board were not assigned titles
- Board of Trustees delivered the vendor list and transaction detail to the Finance Committee
- Board of Trustees delivered the check register detail to the Finance Committee
- Board of Trustees discussed the current Architectural Design and Review Committee standards for exterior improvements
Board of Trustees approved a resolution 3-0 that all exterior alteration requests must be submitted to the Board of Trustees and the O/C Committee before the ADR can make a decision on the alteration request.
- President Tom Longo presented for an amendment to the current ADR Standards.
“All plans for homeowner exterior modifications will be reviewed when all outstanding association invoices are current and paid.”
Board of Trustees approved the amendment 3-0.
- The Oversight and Compliance Committee introduced a plan to consolidate the current Architectural Design Standards document, the Code of Regulations document and the Declaration of Covenants document into one ‘user-friendly’ document.
Timeline was established to have this consolidation completed no later than November 1, 2005.
Board of Trustees will work with O/C Committee and the ADR Committee to eliminate the contradictory and redundant language contained in the three documents
- Bob Stone presented a resolution to ‘grandfather’ all homeowner exterior modifications made prior to June 21, 2005 as acceptable.
Board of Trustees discussed with the input from both the O/C Committee and the ADR Committee.
Board of Trustees did not vote on the ‘grandfather’ option
- Board of Trustees presented a ‘case-by-case’ review standard for all homeowner exterior modifications
Board of Trustees approved the ‘case-by-case’ standard 3-0.
- Board of Trustees discussed the need for more signage in the development.
The O/C Committee (Ed) will obtain bids on signs for SNOW BANS

Bob Stone will obtain bids on all signs from a contact within the Township Service Department
Board of Trustees set a soft cap of \$45 on each new sign

- Board of Trustees requested that each committee submit an updated roster of all current members of the committees.
No date for submission was approved
- Board of Trustees received the Web Site Committee report.
Committee reported that a new forum section has been added to www.westfieldpark.com. Tom Hartwick discussed the ground rules for forum posts and has been granted control of the content of those message boards.
Board of Trustees discussed limiting the content of the message board and registered user to only homeowners within the development.
Board of Trustees approved the user limitations 3-0.
- Board of Trustees discussed the current bill payment methods for the Associations monthly obligations.
Finance Committee will inquire with Lorain National Bank regarding an electronic funds transfer option for bill payment
Board of Trustees conditionally approved the implementation of EFTs 3-0 for set monthly payables (such as Landscaping, CEI) with the stipulation that Lorain National Bank charges no fee for the EFTs.
- Board of Trustees received the Finance Committee report.
Committee reported that the first quarter audit was completed and the books were balanced for the first quarter. Committee also reported that after the first two months of the second quarter, the Association remains in balance
Finance Committee will complete and submit to the Board of Trustees a collection process for outstanding invoices. This process will be submitted within two weeks
Finance Committee will meet in the next week to discuss the homeowners currently delinquent with the annual fee
- Board of Trustees discussed the implementation of a late fee matrix for outstanding homeowner invoices.
Board of Trustees approved a late fee matrix of \$30 per month per home regardless of the number of invoices outstanding 3-0.
- Board of Trustees discussed the current Water and Sewer Assessment Lawsuit vs. Ryan Homes and NVR.
Legal Fees for the class-action lawsuit are currently \$15,500.00. Of that total, \$13,000 has been paid by the Association to Steven Ott, attorney at law.
- Board of Trustees discussed the \$20 billed to all homeowners for the Water and Sewer Assessment Lawsuit.
Board of Trustees approved a \$20 special assessment to all homeowners who have not voluntarily contributed to the Water and Sewer Assessment Lawsuit. Assessment was approved 3-0.
- Board of Trustees discussed a \$100 supplemental special assessment for all homeowners to pay for the Water and Sewer Assessment Lawsuit.
Assessment to be billed to all homeowners on July 1, 2005
Board of Trustees approved the \$100 supplemental special assessment 3-0.
- Board of Trustees discussed the muskrat problem that has developed in and around the retaining pond.
Board of Trustees has contracted Aquatic Weed Control to trap the muskrats. Aquatic Weed Control is charging the Association \$35 per animal trapped. Board will seek a cap on the total amount billed
- Board of Trustees discussed the algae problem that has developed in the retaining pond
Board of Trustees approved by a vote of 3-0 to accept the bid of AquaDoc to correct and prevent the build-up of algae in the retaining pond
- Board of Trustees will receive a recommendation for an electrician for all electrical issues related to the retaining pond.
AquaDoc will provide the name of an electrician

- Board of Trustees discussed the lighting of the monuments at the front of the development. The lighting has been out since a service truck disrupted the lines. Bob Stone will contact Jack Duff or Republic Developers regarding the electrical issues with the monuments
- Board of Trustees discussed the repairs and weather treatment needed for the exterior perimeter privacy fence
 The O/C Committee agreed to find an estimate for the repairs and weather treatment.
 The O/C Committee suggested a volunteer committee be formed to conduct the repairs with homeowners rather than an outside firm
 The Board of Trustees and O/C will discuss at a later date the best course of action for repairs to the fence
- Board of Trustees discussed vandalism to Association property within the common areas of the development and excessive driving speeds within the development.
 Board of Trustees will be notifying homeowners in writing that the Olmsted Township Police Department can and will intervene in cases of vandalism to the common areas and will be ticketing speeders within the neighborhood.
 Board of Trustees suggest that all homeowners contact the Board with issues of vandalism
- The Board of Trustees and the O/C Committee will meet at a later date to discuss all homeowner landscaping issues that have been recorded by the Board and the O/C.

The Board of Trustees approved the next meeting date as Tuesday July 12, 2005

Meeting adjourned at 8:45 pm

Minutes submitted
 (electronically)
 Ed Daugherty
 June 25, 2005

Minutes approved by

_____ (signature)

_____ (printed name)

_____ (title)

_____ (date)