

**Westfield Park Home Owners Association  
Board of Trustee Meeting  
July 12, 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  
Ed Gray, Website Committee Chair  
Ed Hausknect, Oversight and Compliance Chair

Meeting was called to order at 7:00 pm by Tom Longo

**OLD BUSINESS –**

- The minutes from the June 21st Board of Trustee meeting were approved conditionally. The Board of Trustees was to review the text of the minutes and post to the website within 72 hours

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**NEW BUSINESS –**

The Board of Trustees received a report from the ADR Committee  
Discussion topics included:

- Homeowners conducting exterior home improvements without ADR authorization  
The ADR has forwarded all requested received for exterior modifications to the Board of Trustees. There have been exterior modification projected started and completed within Westfield Park without ADR authorization
- Homeowners completing exterior home improvements outside the ADR parameters
  - ▶ The Board of Trustees voted 3-0 to amend the Addendum A – Application for Modification agreement of the ADR Standards. The new amendment will now require all homeowners to submit a TOPO document with all Applications for Modifications
- The ADR is currently working with other local HOAs to draft and submit 'Letters of Approval' and 'Letter of Enforcement' – no letters have been submitted to the Board of Trustees for approval
- The ADR is working with the Board of Trustees on the encroachment issues with regard to structures, including fences, build too close to the homeowner's property line. The township can enforce encroachment, but only if notified by an HOA  
The Board of Trustees will contact the HOA attorney for clarification on the enforcement within the community of the encroachment rules and laws. The Board will be asking the attorney for an enforcement hierarchy – do township laws or HOA declarations take precedent?

The Board of Trustees received a report from the Oversight and Compliance Committee  
Discussion topics included:

- Notifying homeowners of violations to the ADR (including landscaping, tree installation, encroachment, etc).  
A 'Notification of Violation' letter was submitted from the O/C Committee to the Board of Trustees for review.
  - ▶ The Board of Trustees voted 3-0 to allow all homeowners who receive a 'Notification of Violation' letter the option of presenting information to the Board of Trustees either in a formal or informal meeting
  - ▶ The Board of Trustees voted 3-0 to have the authority to make final decisions on all ADR violations.

- The O/C Committee continues to work to consolidate the Declaration of Covenants, the Code or Regulations and the Architectural Design and Review Standards documents into one chaptered document. The O/C has set a date of October 1, 2005 as the due date to deliver the combined document to the Board of Trustees for review.  
The Board of Trustees will present the consolidation idea to the HOA attorney for review. The Board of Trustees has concerns about combing the Declaration of Covenants with the ADR and Code of Regulations due to recording issues with the county.
- O/C Committee submitted a plan and finance request for the exterior perimeter fence repair.  
The weather-proofing project is to be completed on the weekend of August 26, 27, and 28, 2005. (rain/weather date will be the second weekend of September)  
The plan calls for a notice to be delivered to all homeowners indicating the need to complete the fence repair, asking for volunteers to complete the task, and to have all grass and vegetation removed from affected areas. This letter is to be delivered to homeowners the first week of August.  
A second notice will be delivered to all homeowners in the third week of August, reminding them to clear the area of any and all affected vegetation.  
There is approximately 36,000 square feet of surface area to be weather-proofed on the exterior perimeter fence.  
O/C Committee submitted documents that indicates a 5-gallon bucket of sealant will cost between \$65 and \$92 per bucket. The buckets cover approximately 1,500 square feet of surface area.  
The Board of Trustees will also investigate pricing on larger quantities of sealant, including a 55-gallon drum.  
▶ Board of Trustees voted 3-0 for a future special assessment for the materials required to complete the weather-proofing project (sealant, brushes, sprayers, etc). The Board will discuss the amounts and due dates at a later date

The Finance Committee submitted a report to the Board of Trustees  
Discussion Topics included:

- The balancing of all finances in the HOA  
Finance Committee reported all balanced through May 31st. Specific line items show a surplus because the accounts for specific utilities remain in the developer's name.  
The HOA is working to have the tax coding on specific common area plats in the development redefined with county to obtain a savings in the property taxes on those specific common area
- Finance Committed submitted a proposal to have the full financial reviews completed on a yearly basis as opposed to a quarterly basis.  
▶ The Board of Trustees accepted the proposal 3-0 to have a full financial review completed on a year basis. A quarterly balance report will still need to be submitted
- The Finance Committee will meet in the next 2 weeks to begin developing the budget for FY 2006.  
The budget will be submitted to the Board of Trustees in early October.  
The budget will be delivered to the homeowners at the annual meeting in November.  
The current FY2005 budget and the new FY2006 budget (once approved by the Board) will be posted to the website
- The Finance Committee presented a list of the total dollar amount still needed to be collected by the HOA. The Board of Trustees provided a detailed list of the delinquent accounts to the Finance Committee.  
A letter will be delivered in the next few days to each homeowner with an outstanding balance indicating the homeowner has until July 31 to bring the account current.

The Website Committee submitted a report to the Board of Trustee

- The message board and community bulletin board are being used more than expected

No reports received from the Landscaping or Social Committees.

The Water and Sewer Assessment Lawsuit

- The Ryan Homes appeal was received by the attorney, Steven Ott, on July 12, 2005.  
The judge has yet to make a decision on the bond request for Ryan Homes  
Steven Ott has requested \$1.22 million in bond for Ryan Homes
- Steven Ott estimates the bill for remaining six months of 2005 for the Water and Sewer Assessment Lawsuit to be \$6,000.  
This will bring the total legal bill for the Water and Sewer Assessment to over \$20,000. As of July 12, 2005, \$13,000 has been paid to Steven Ott for his services  
▶ The Board of Trustees voted 3-0 to approve an increase in the Water and Sewer Special Assessment from \$100 (as approved on June 21) to \$150. Notices to be sent to all homeowners by August 1, 2005

General Updates from the Board of Trustees

- The Board discussed opening a fire hydrant to water the common areas of the development  
The Board will seek permission from the Olmsted Township fire department
- The Board of Trustees will be replacing the 'No Pets Allowed' Sign near the soccer field entrance  
Vandals bend and destroyed the previous sign
- The Board of Trustees is still seeking a way to control the muskrats in and around the retention pond  
Professional trappers have informed the Board that muskrats go dormant in the hot weather and there is no need to set up traps until the weather cools  
A fee cap is still being discussed with the firm contracted to trap the muskrats
- The Board is still working with Republic Developers and Ryan Homes to complete all concrete repairs, sewer cleanout and reseeding of the common areas.
- The Board will not be able to allow each individual homeowner the option of contracting trash collection for a specific house.  
BFI/Allied Waste Collection will only deal with a Board of Trustees if a development has an HOA in place

The Board of Trustees approved the next meeting date as either Tuesday August 9, 2005 or Tuesday August 16, 2005. The decision on time and location will be posted to the website within 72 hours

Meeting adjourned at 8:15 pm

Minutes submitted  
(electronically)  
Ed Daugherty  
July 24, 2005

Minutes approved by

\_\_\_\_\_ (signature)

\_\_\_\_\_ (printed name)

\_\_\_\_\_ (title)

\_\_\_\_\_ (date)