

**Westview Estates Homeowners Association  
Quarterly Board Meeting Minutes  
January 9, 2024**

**APPROVED**

**Call to Order**

President Gary Willcoxon called the meeting to order at 7:00 p.m.

**In Attendance**

*Board Members:* Gary Willcoxon, Cheryl Willcoxon, Toni Horton, Virginia Knabe, Jim Burns

*HOA Members:* Darlene Livermore, Marlyn Dinsmore, Pam Lang, Marg Wilson, Maureen Pointer

**Minutes of Previous Meetings:**

September 5, 2023 Quarterly Board Meeting - M/S/C approved

**Treasurer's Report:**

- Checking account balance is \$46,102.55, including \$34K sent from CSM
- Reserve account balance is \$15,863.61
- Two large bills have been paid: Insurance and retaining wall repair

**Old Business:**

**1. Architectural and Landscape Report**

- **Architectural Review Requests**

1. Lot 65 – new shed (M/S/C unanimously approved)
2. Lot 111 – submitted through Polk County Assistance Program: new roof, house/trim color and window replacement (M/S/C unanimously approved)

**2. CSM Transfer of Funds**

- Received initial \$34K from CSM
- Process of finishing out December 2023 issues
- Website will continue to be up for 3 months after term of contract
- Once transition is final we will be able to file the 2023 HOA taxes

**3. HOA Transfer of Funds**

- \$10K was transferred from Reserve Account to new Checking account as working capital during the transition from CSM to BC Professional bookkeeping

- Authorized transfer \$10K from HOA Checking back into Reserve Account (M/S/C unanimously approved)

## **New Business**

### **1. Welcome Jim Burns**

- At annual meeting Jim Burns volunteered for the Member At Large position
- HOA Board interview Jim
- President Gary Willcoxon appointed Jim to position starting January 1, 2024

### **2. Annual Dues Statements**

- All homeowners were mailed invoices the last week of December
- Members have responded nicely

### **3. Update on Entrance Repair**

- Mid December two vehicles collided into each other and the retaining wall
- Received a police report regarding the parties involved
- Greer Brothers has promptly repaired the wall
- Have submitted a reimbursement claim to GEICO insurance

### **4. The Federal Corporate Transparency Act (CTA)**

- Passed by US Congress through the National Defense Authorization Act
- Intended to combat illicit activities such as money laundering, financing of terrorism, tax fraud, counterfeiting and piracy
- HOA Board members are required to complete a Beneficial Ownership form through the FinCEN website
- Report must be filed by January 1, 2025
- There are fines for not filing by the deadline
- Information will not be available to the public
  1. May only be disclosed in response to requests from government law enforcement, prosecutors, courts and national security agencies

### **5. HOA Review of Current Policy re: House Paint and Roof Color Palette**

- Have received complaints from various homeowners
- Wording in current CC&Rs, By-Laws and Resolutions does not state information regarding the color palette
- Board Members will have a work session to review language, past policies and make a recommendation at the next quarterly meeting

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**Neighborhood Watch, reported by Marlyn Dinsmore**

1. Have received no calls
2. Heard about the retaining wall damage through a neighbor
3. A homeowner, who walks regularly, reported that she thought she was being stalked. This information was also learned second hand.

**Good of the Order**

**Darlene Livermore**

1. Member At Large appointee
  - By-Laws state the position is appointed by the President, with approval of the Board
  - The Board Members then M/S/C unanimously approved Jim to the position
2. Annual Dues statements showed incorrect due date of January 31, 2024
  - Per By-Laws due date should be January 15<sup>th</sup> of each year
  - Late if not paid by February 15<sup>th</sup>, with late fee assessed
  - Go to collection if not paid by March 15<sup>th</sup>
3. Paint colors
  - Color palette of 30+ samples available for homeowners to review
  - No requirement for a certain brand of paint
  - Recommend any updated language be made to the appropriate Resolution
4. CC&R Issues
  - Christmas Decorations displayed
    1. Lots 57 & 73 MCL, 37 & 97 LVC
  - Landscaping and personal items
    1. Lots 48, 61 & 97 MCL, 89 & 127 LVC
5. Miscellaneous
  - The hand rail at the bulletin board is broken or missing a bracket
  - Lot 31 LVC has been foreclosed by Medicaid, will be listed for sale

**Jim Burns** – please be aware the Erie Roofing is promoting metal roofs that look like interlocking tiles.

**Adjournment**

There being no further business, the meeting was adjourned by President Gary Willcoxon at 8:04 P.M.