

**Westview Estates Homeowners Association
Quarterly Board Meeting Minutes
September 5, 2023**

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 – excused absence)

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

Minutes of Previous Meetings:

July 11, 2023 Quarterly Board Meeting - **M/S/C with corrections**

Treasurer's Report (as of 07/31/23): unanimously approved

- Checking account balance is \$40,582.01
- Reserve account balance is \$22,859.86
- Debit/Credit card has a balance of \$2,932.50
- One outstanding bill for liability insurance \$658.00
- Transfer of General Fund amount to Reserve Fund of \$3,000.00
 1. Request will be sent to CSM requesting the amount be sent from our general operating fund, to be deposited into our local Reserve Account
 2. **M/S/C unanimously approved**

Old Business:

1. CSM Contract

- More than dissatisfied with lack of service from CSM
- No clear idea who is doing what at CSM
- Charged HOA \$400 for changing owners name
 1. First time this charge has been implemented
 2. Not in our current contract to charge this fee
- Contract requires 90 days' notice to end the contract
- Letter will be sent to CSM to end contract

1. They will not be handling any vendor bills or homeowners fees for 2024

- **M/S/C unanimously approved**

2. Architectural and Landscape Report

- **Architectural Review Requests**

1. Lot 129 LVC – white vinyl fence on side yard (M/S/C unanimously approved)
2. Lot 91 LVC - paint house (M/S/C unanimously approved)
3. Lot 35 LVC – * paint house (M/S/C unanimously approved)
4. Lot 68 MCL – * paint house & new roof ((M/S/C unanimously approved)
5. Lot 47 MCL – paint house & new fence (M/S/C unanimously approved)
6. Lot 81 LVC – handicap ramp (M/S/C unanimously approved)

* the paint color approved was an exception to the rule and will not be approved in the future

- **CC&R Issues**

1. Lot 13 LVC – formal notice sent, 30 day extension given, fine letter sent, unauthorized fence and play structure removed, fines stopped, owner will submit request for wood fence
2. Lot 54 MCL – formal notice sent, boat removed from driveway, fine stopped
3. Lot 97 LVC – formal notice sent for yard and make shift fence, owner complied, no fines
4. Lot 74 MCL – Class A & B fines applied
5. Lot 85 LVC – believe the home is illegally rented, working with attorney
6. Lot 78 MCL – formal notice sent, homeowner has finished painting the soffit and trimmed the tree, no fines
7. Lot 12 LVC – formal notice sent regarding dead tree and inoperable vehicle, owner has complied, no fines

New Business

1. Bookkeeping Service

- In light of the dissatisfaction with CSM the HOA Board Members interviewed two local bookkeeping companies to establish service in place of CSM
- Selected BC Professionals
 1. Local company owned by four women

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2. They use QuickBooks, which is our preferred software
3. The rate is \$100/hr or less depending on who is doing the work
 1. Initial set-up will be less do to staffer selected to input the data
4. Will notify BCP immediately of our decision to move forward

- **M/S/C unanimously approved**

2. CSM Transition Work

- President and Treasurer will open a checking account, including a debt card for HOA business
- \$10K will be transferred from Reserve Account to new checking account to be used as working capital during the transition
 1. All funds transferred out of the Reserve Account will be redeposited once CSM returns our operating capital
- Treasurer will notify all vendors to bill HOA directly and stop using CSM
- BC Professionals will set-up homeowner accounts and prepare for billing
- **M/S/C unanimously approved**

Neighborhood Watch, reported by Marlyn Dinsmore

1. 3497 LVC had a delivered package stolen from their property
2. Be aware and ask neighbor to lookout for you if you are not home for a delivery

Good of the Order

1. Member Complaints

- President Gary Willcoxon talked with homeowner who has worked on his car in the driveway. Reminded him of the CC&R's regarding working on vehicles.
- Lot 80 MCL – has black berries growing out of bark in the front yard, also has commercial trucks parked on the street that make it hard to see cross traffic. President will contact homeowner.
- Lot 19 LVC – half of the birch tree has died and needs to be removed. President will contact homeowner.
- Lot 127 LVC – no shrubs in the front yard bark dust, previous letter sent. Formal notice will be sent.

- Lot 97 LVC – complaints that homeowner is letter her cats out at night. President will contact homeowner.
- Several homeowners have complained about cats pooping in their yards at night. A reminder email will be sent out to all homeowners regarding the requirement for cats to be kept inside.

Adjournment

There being no further business, the meeting was adjourned by President Gary Willcoxon at 8:14 P.M.