

Westwood Estates Association
Minutes of Board Meeting Held on January 18th 2022 at 6.30 pm

An agenda of the Meeting is attached hereto:

Board member in attendance: Keith Holder, Gene Dackonish, Stella Lopez, Mike Yougren, Linda Afton and Mike Gazdak.

Homeowners in attendance: Marilyn Dorn, Helen Eldridge, Phillis and Kawna Safford, Kate Deegan, Alan and Marlene Fitzgerald, Carolyn DeBush, Sherly Rogers, Kathy Begg, Lane Newby, Lois and Edward Gardner, Avelia Wimber, Beverly McClure.

Guests in attendance: Karen Houlihan and Barbara Butzen both from Heritage.

- 1) Meeting called to order at 6:29 by Keith Holden, President
- 2) Prior meeting minutes read and approved. Read by Stella; move to accept - Gene; second – Linda
- 3) HERITAGE
Barbara Butzen (community association manager) and Karen Houlihan (bookkeeper) both of Heritage were present at the meeting .
Keith announced after their presentations, the Board has approved and hired Heritage Property & HOA Management as our new HOA Manager. They will be replacing Stranger, Tallman & Lautz (STL) effective February 1st 2022. However, Heritage will commence to takeover duties as of today. The books and records now in the possession of STL will be transferred on 01/24/2022.
 - a. Heritage's Barbara Butzen, Westwood's main account manager, introduced herself. Brought forward the letter that they plan to send to WW homeowners as soon as it receives Board approval. Letter includes specific items that Heritage will handle for WW and who to contact at Heritage with issues or questions. They will handle any and all direct contact by phone or email as quickly as possible, typically within 24 hours. They both said they'd prefer email as it allows them to attend to the issue more effectively. (Letter of exact services provided will be attached.)
 - b. Barbara went on to explain that the website is essentially built, just waiting on financial specs from outgoing CPA. Website currently is loaded with CCIOA (CO State) required documents, By-Laws, CCRs, Rules & Regs, Policies & Procedures.
They will manage the website, keep it updated with any & all community information provided by the Board, including producing a newsletter (if requested) and include on the website. All community financials will also be included on the website and readily accessible to the homeowners. New photos can be added, Mike Youngren asked to add his drone photos which he had taken at the outgoing Board's request. Barbara welcomed the addition and will work with Mike on that item.
 - c. Linda Afman asked Heritage if they expected any issues with the transition. Barbara responded that they do this all the time, in fact they have done 2 HOA transitions last

week. Their HOA management portfolio currently totals in excess of 30 communities and that they don't anticipate anything they can't handle.

4) FINANCIAL REPORT

- a. Keith asked Heritage how the transfer of information from outgoing CPA was progressing. Heritage said it's slow. As soon as they receive some bank statements, they can establish the financial starting place. Karen, our Heritage contact for all matters financial says Heritage will prepare a monthly Balance Sheet and P&L for the Boards review together with posting it to the website.

Keith advised that the agreement with outgoing CPA is that his firm will finish posting and close out all matters regarding the 2021 books. Including the 2021 tax returns.

Keith clarifies that the Board is authorizing Heritage to be in charge of the Westwood check book, making all payments for the community. He clarified that the maximum they are authorized to pay with one signature is not to exceed \$2,000. Anything over that amount requires a second signature from a Board member. Barbara from Heritage appreciated that clarification and made a note of it. It was agreed that Stella Lopez (secretary/treasurer) and Mike Yougren would be the two Board members with signing power on checks in excess of \$2,000

Keith introduced an open IRS issue, year end 2017 tax filing, that has come to the Boards' attention. We have received the latest letter from the IRS about an ongoing issue with the 2017 taxes which is in dispute. CPA says proper amount was paid; IRS disagrees. Most recent IRS correspondence claims amount now owed, \$2362.73, reflects additional fees and penalties. Keith says he has asked outgoing CPA to stay on the issue and get it cleaned up. It will not be handed off to new HOA manager.

Keith advises that the \$10 dues increase was passed by the homeowners. This increase takes effect as of January 2022. The increase will go directly to the Reserve Account. Keith also would like to know if we have any historical Capital Improvement information available. Stella says that information is not readily available at this time but can be made available in a week. Keith asked to make that happen. The Board would like to address and anticipate and hopefully schedule any Capital Improvements into a Long Range Planning Budget.

Keith addressed the 2022 Budget. Noted that the budget, as it was adopted last year, needs to be re-evaluated and updated based on Westwood's current situation. Including the change in HOA manager, the eliminating last year's employee and other changes made in the community situation. The Board will be re-evaluating the Westwood expenditures and budget needs and hopes to have an updated budget available soon.

Linda Afman asked if we should create a 'grounds' committee to interface with what's needed here and Heritage. Board said they didn't think that was necessary. Barbara

agreed. said Heritage would appreciate if they could just get input from homeowners as they walked around ...calling to Heritage's attention any grounds maintenance items to be addressed. Barbara with Heritage says that will all go through them.

Regarding grounds keeping, she went on to clarify that they have vendors they use or will review any vendors we have used (or request); hire; post vendor info and schedule on website; manage that service and field any homeowner calls about the grounds, or buildings and the contractors hired. Barbara also noted they appreciated the way Coppersmith handled the situation in their most recent dealings, responding immediately to the call for boiler repairs, they are now on our vendor list

Keith announced the creation of the new Audit committee. Appointees are Kate Deegan, Mike Youngren and Denyce Cornell-Vandiver. Kate will head the committee. Keith would like for the members to get together once every 2 months or so to review the latest expenditures against the budget. Keeping the Board informed as to the status of the budgeted categories any budget disparities.

Keith announced that we were done with everything and asked for any further items or questions from the homeowners.

Bev McClure asked about what was happening with the Boilers. Said this discussion has gone on too long and we need answers. The question is when will they be replaced and how will they be paid for. Carolyn Debusk and Marlene echoed those sentiments. Keith agreed noting that we had just recently had two separate emergency boiler service calls for buildings 900 and building 700. Coppersmith was called. Mike Gazdak met with Coppersmith on the call for the 900 building & noted that invoice for one call was \$650, he didn't know about the cost as he was not involved in that call.

Kate Deegan asked if Coppersmith provided a report of the work that was done on the boilers. Mike Gazdak said he had not but would be seeing him the next day and would request that information.

All board members agreed that the boiler issue needed to be handled. They expected to gather, discuss and determine what questions exist, where to get answers and how to proceed.

No further questions. Keith asked to adjourn the meeting; Linda second; meeting adjourned at 7:45pm