

Westwood Estates Homeowner's Association  
Board of Directors Monthly Meeting  
December 14, 2021

The meeting was called to order at 6:30pm by President Mike Gazdak. Board members in attendance were; Kathy Begg, Mike Youngren, Susan Gazdak and Stella Lopez. Homeowners in attendance were Marilyn Dorn (202), Keith Holder (505), Denyce Vandiver (503), (Patricia Winder (602) Linda Afman (604), Gen Dackonish (706), Sheryl Rogers (808).

The October 12, 2021 Minutes were read and approved with one addition.

**FINANCIAL REPORT:** In the absence of our CPA, Mike Gazdak reported the Year to Date Profit and Loss appears to be a small amount over on our utilities. This is a common report as Westwood goes into the cooler months and typically balances out over the 12 month period.

- There was discussion to transfer any additional funds in the Operating account to the Reserves account if there are any additional funds at the end of the 2021 year. Since Westwood is a non-profit corporation and operational funds that were not spent are transferred to the Reserve fund. Mike Youngren motioned to transfer Operational Account funds, if any, overage to be deposited in the Reserve Fund. Kathy Begg seconded the motion and the motion passed unanimously.

**FACILITIES AND GROUNDS REPORT**

Mike Gazdak reported:

- 710/712 corridor light was replaced.
- Leaf pickup was completed for 2021. Ivy trimming was completed at the trash bin between 400 & 500.
- Leaking membranes in 500 & 100 roofs have been sealed around all flues. We have a bid for interior repair.

Since the interior damage is due to the General Common Elements failure of the roof membrane, the HOA is responsible to repair the non-routine interior damage. The interior bids are estimated at:

Unit 501 \$590

Unit 504 \$580

Unit 103 \$200

- Coppersmith Plumbing continues to check the 12-plex boilers and has reported no problems.

**NEW BUSINESS:**

- Unit 501 is still experiencing leak issues that may be related to where the asphalt meets the flashing. Mike G. would like to have Advanced Roofing, LLC ascertain the persisting leak problem in unit 501. (Advanced Roofing is the same company that completed the 200 carport re-roof.) Stella made a motion to have Advanced determine the leak issue and repair as needed. Susan seconded. Motion passed unanimously.

- Westwood is out of contract with our CPA. We will be working with our current CPA to extend his contract short term until Westwood hires a new bookkeeper. He will complete the end of year bookkeeping and prepared the 2021 tax filing.

- Election of 2022 Officers: Mike Gazdak announced he wants to step down as President to a Director's position.

The Officers are: Keith Holder – President  
Gene Dackonish – Vice-President  
Stella Lopez – Secretary  
Linda Afman – Director  
Mike Youngren – Director  
Mike Gazdak – Director

There being no further business the meeting was adjourned 7:35pm.

The next Board of Directors meeting will be January 11, 2022 at 6:30pm.