

**Minutes of the Monthly Meeting of the Board of Directors of
Westlake Homeowners Association**
January 22, 2017; 6:30 p.m., 15400 Boones Ferry Road, Lake Oswego

In attendance: Cynthia Gerwe, Fritz Gerwe, Chris Heuer (by phone), Rolland Royce

Fritz called the meeting to order at 6:30 p.m.

Minutes. The minutes of the December meeting were approved.

ADRC matters. Fritz led a discussion regarding the status of the property on Westfield Court for which the board has begun a process to cut two dead trees and repair or replace a fence because the homeowner has refused to act. Given that we are now past the 30-day notice period required by the HOA governing documents, Fritz will contact a tree company for an estimate for the work and discuss the logistics of the project. The ability to act regarding the fence requires a 3-month notice period, which in this case will not run until the end of February. Rolland will contact and provide an update to a homeowner who has made another complaint to the board regarding the fence.

Cynthia reviewed the only other recent ADRC matter, a tree removal request on Amberwood Court that was approved.

Treasurer's report. Rolland reviewed the December 2017 financial information. He also noted that approximately \$30,000 of the annual \$48,000 in 2018 annual assessments has been received to date in January. A certificate of deposit of about \$15,000 has already been transferred from the Association's operating account to the reserve account, and Rolland suggested that an additional \$16,000 be transferred to the reserve account. The suggestion was approved unanimously. Rolland also reported that he had not received a request from Karl Wardrop for a flag expense reimbursement and said he would check with Karl to see if there had been any expenditures.

Open space. Chris reviewed a proposal from Ash Creek Forest Management for work in the HOA's greenspaces. Chris will reach out to Tom Berridge to discuss whether the estimate provided will satisfy the requirements needed for obtaining a grant and to check on the status of other bids.

Upcoming meetings. The board confirmed the date, time and place for the February meeting and set the date, time and place for the 2018 annual meeting and the April monthly meeting as set forth below. All of the meetings (including the 2018 annual meeting) will be held at Hasson Company Realtors, 15400 Boones Ferry Road, Lake Oswego.

- February monthly board meeting: Monday, February 26, 2018; 6:30 p.m.
- 2018 annual meeting: Monday, March 19, 2018; 7:00 p.m.
- April monthly board meeting: Monday, April 23, 2018; 6:30 p.m.

The meeting was adjourned at 7:10 p.m.