

**Minutes of a Special Telephonic Meeting of the Board of Directors of
*Westlake Homeowners Association***

November 28, 2017; 7:00 p.m.

A special telephonic meeting of the Board was called by secretary Chris Heuer at the request of three other directors. Members of the Board were notified of the meeting and its purpose in accordance with the procedures set forth in section 4.10 of the Association's bylaws.

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

President Fritz Gerwe called the meeting to order at 7:00 p.m.

The board considered complaints regarding two dead trees and the condition of a fence on a property located on Westfield Court. After discussion, the members of the Board in attendance voted unanimously to notify the property owner that the Board intends to engage a landscape company to have the trees removed and to engage a fencing company to repair or replace some or all of the backyard fence. The costs incurred in removing the trees and repairing or replacing the fence will be billed to the property owner, and if not promptly paid will be assessed against the lot. The members in attendance also unanimously approved the form of letter to be sent to the property owner and authorized the taking of all actions consistent with the provisions of the letter.

The meeting was adjourned at 7:20 p.m.