

# WESTMINISTER HOMEOWNERS ASSOCIATION

A Michigan Non-Profit Organization

Board of Directors

*Philip G. Vera, Esq., President*

*Dr. Athena Marsh, Vice-President*

*Steven Jackson, Treasurer*

*pgverajd@gmail.com*

*dr.athenamarsh@gmail.com*

*stevenjackson2699@gmail.com*

Date – Wednesday, February 17, 2021

Location - Zoom

Time: 7:15 pm

Attendees – Philip Vera, Esq. (President), Dr. Athena Marsh (Vice-President), Steven Jackson (Treasurer), Antony Hawkins, CPA of AHC Advisors PLLC

## MINUTES

1. **Call to Order – Philip Vera at 7:15 pm**
  
2. **Notice to Members: An election of the Westminister Homeowners Association Board of Directors was conducted on February 1, 2021 in accordance with the Westminister Homeowners Association Bylaws. A meeting was conducted with the three newly elected Board Members and then President Lionel Scott on February 3, 2021. At that meeting the newly elected Board appointed Philip Vera, Esq. as President of the Board, Dr. Athena Marsh as Vice President of the Board and Mr. Steven Jackson as Treasurer of the Board.**
  
3. **Old Business:**
  - a. **Philip Vera expressed appreciation to outgoing President, Lionel Scott, outgoing Vice-President, Anthony Messina, and outgoing Treasurer Dr. Kiesha Wadell, PhD for their service to the Westminister Community.**

**b. Upcoming Renewal On Contracts – Specific Information On Renewal Dates.**

- i. Landscaping/Snow Removal Contract – the Board has reviewed the contract with current service provider Thoms Brother’s. Philip Vera was concerned with the language contained in the contract and specifically the hold harmless clause contained therein. Also that our current contract is expiring on April 15, 2021 and that the Board will need to determine whether we would renew the current contract or solicit bids from other service providers.**

**Steven Jackson also expressed concern about that provision.**

**Dr. Athena Marsh expressed that the company who plows her work commonly damage property and holding the service provider.**

**Steven Jackson mentioned that he tried reaching out to the Westminister II Board of Directors in order to potentially team up and negotiate a more advantageous contract for both subdivisions. He has not been successful.**

**Homeowner/Former Board President Tony Clemons said he would send a list of service providers to solicit bids.**

**Steven Jackson stated that a homeowner posted on one of the Facebook pages that the Thoms Brothers had blocked all corner walkways with snow from the road. Philip Vera stated that he called Scott Thom, owner of Thoms Brother to indicate the problem but had not heard back from him.**

- ii. Webmaster Contract – Philip Vera expressed concern about the design and functionality of the current website.**

**Dr. Athena Marsh expressed that the website appeared**

outdated and that she was not pleased with the look.

Steven Jackson stated that in reviewing the email linked to the website that it was a good forum for member complaints; however the Board could save members \$1,200 per year by maintaining the website ourselves.

Homeowners/Immediate Former President Lionel Scott stated that there was no contract for the webmaster, and it was on a month to month basis.

#### **4. Treasurer's Report – Financial Health of HOA**

- a. Steven Jackson deferred the report to Antony Hawkins, CPA.
- b. Antony Hawkins, CPA informed members that there was approximately \$15,600 in the Association's operating account and approximately \$28,000 in the Association's reserve account.

Mr. Hawkins stated that members will receive their annual dues invoice of \$343 in approximately 6 weeks. Late fees would be assessed to unpaid dues on April 25, 2021.

Mr. Hawkins also informed the Board and members that the largest expense for the Association was not simply the plowing of the roads but the application of salt to treat intersections. Mr. Hawkins stated that the most recent invoice assessed \$1,700 for plowing the road (the installment pursuant to the current contract) and \$2,200 for salt application at \$80 per ton.

Philip Vera asked Mr. Hawkins if he knew how much salt was applied to the roads. Mr. Hawkins advised to speak to Thoms Brothers.

## **5. New Business:**

- a. Philip Vera suggested the Board solicit volunteers for non-voting/advisory position to encourage community involvement.**

**Some ideas for potential positions:**

- i. Secretary – Maintain roll of present members, ensure quorum if a quorum is necessary, maintain minutes of board meetings, advise board as needed.**
- ii. Community Activity Advisor/Chair – Promote community activities such as subdivision sales/garage sales, food truck schedule and other neighborhood activities.**

**Dr. Athena Marsh suggested posting solicitation for volunteers on Facebook.**

- b. The Board suggested a community sponsored event for the neighborhood.**

**Homeowner Bill Starrs suggested that since there were persons in the subdivision who sponsor minor league baseball players, the Association could sponsor a night at Jimmy John's Field. Mr. Starrs indicated that he had hosted an event for work and gets solicited from Jimmy John's Field frequently. He indicated he would get information on a neighborhood night out.**

## **6. Open Floor to Discussion/Questions –**

- a. Homeowner Bill Starrs stated that he has experience with website development and that he would volunteer his time to working to improve the design and functionality of the current website.**

**Steven Jackson stated he would contact the current webmaster to work to transition into a internally-ran website. Steven Jackson also indicated he would be in contact with Bill Starrs to discuss website development further.**

- 7. Motion by Philip Vera to send the monthly Board meeting into closed session. Motion was seconded by Steven Jackson. Vera – Aye, Marsh – Aye, Jackson - Aye**
- 8. Open Session Concluded at 7:53 PM**
- 9. Closed Session Meeting of the Board of Directors Commenced at 7:53 PM**
- 10. Meeting adjourned at 8:45 PM**