

# WESTMINISTER HOMEOWNERS ASSOCIATION

A Michigan Non-Profit Organization

*Board of Directors*

*Philip G. Vera, Esq., President*

*Dr. Athena Marsh, Vice-President*

*Steven Jackson, Treasurer*

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*stevenjackson2699@gmail.com*

Date – Wednesday, March 17, 2021

Location - Zoom

Time: 7:00 pm

Attendees – Philip Vera, Esq. (President), Dr. Athena Marsh (Vice-President),  
Steven Jackson (Treasurer)

## MINUTES

1. **Call to Order – Philip Vera at 7:00 pm**
2. **Motion to Waive the Reading and Approve of the Minutes from the Board of Directors meeting of February 17, 2021.**
  - a. **Motion was seconded by Steven Jackson. Vera – Aye, Marsh – Aye, Jackson – Aye**
3. **Old Business:**
  - a. **Status of Website – Homeowner Bill Starrs provided an update on the [www.westministerhoa.org](http://www.westministerhoa.org) website. The updated website is live.**
  - b. **Soliciting Volunteers – Vice President Dr. Athena Marsh is spearheading effort to solicit volunteers for committee positions and other roles. Solicitations will be going to homeowners on the Facebook page and website.**
    - i. **Discussed having Homeowner Bill Starrs post solicitation along with a contact sheet to volunteer on the website.**

4. **Treasurer's Report** – Treasurer Steven Jackson provided an update on the finances of the Association.

- a. **Thoms Brother's invoice for February 2021 was approximately \$8,100. This was due to a high number of salting in the month. A follow up with Former President Lionel Scott regarding procedures authorizing salt applications will be done.**

5. **New Business:**

- a. **Annual Meeting will take place on April 21, 2021. Items on the agenda will include budget for upcoming year, financial update for previous year. Board will open the agenda to members on Facebook to suggest agenda items or concerns for the annual meeting.**

- b. **Snow and Lawn Contract**

- i. **Solicited bids from 5 companies. 4 companies replied:**

- 1. **Thoms Brothers' Landscaping – Current Service Provider**

- 2. **Big Lakes Lawncare, LLC**

- 3. **Green Meadows Lawnscape, Inc.**

- 4. **Tony's Landscaping**

- 5. **RC Lawn Care and Landscaping.**

- ii. **Board discussed costs and services from all bids provided.**

- Out of privacy for the companies, an anonymous comparison was discussed.**

- iii. **Board selected two companies to follow up with. President Philip Vera will contact both companies and inquire about tree services, flower planting and Christmas light decoration.**

- 1. **Treasurer Steven Jackson moved to follow up with these two companies and convene a special meeting of the board to vote on the contract on March 31, 2021 at 7:00 pm. Motion seconded by President Philip Vera.**

- Vera – Aye, Marsh – Aye, Jackson - Aye**

- c. **Board has been solicited by a couple homeowners regarding forgiveness of late fees and fines.**

- i. **Board will contact members with outstanding fees and fines to discuss options to get caught up.**

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

- a. **Homeowner Bill Starrs stated that he will be contacting the Board regarding a concern he has. Board will follow up.**

**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 8:05 PM**

**9. Closed Session Meeting of the Board of Directors Commenced at 8:05 PM**

**10. Meeting adjourned at 8:17 PM**