

WESTLAKE HIGHLANDS COMMUNITY ASSOCIATION
Regular Session Board Meeting
Minutes
October 12, 2016

Call to Order: The meeting was called to order at 9:30 a.m. at 391 Hilltop Way, Thousand Oaks, CA

Roll Call: Lisa Daley, Kira Volpi and Barbara Andrews were present. Carol Stephenson of Anchor Community Management was also in attendance.

Open Forum: No homeowners in attendance

Vendor Visitors: Paul Townsend and Jerry Eriks from Animal and Pest Management attended and explained the different chemicals and practices to control insects and rodents.

Minutes: Motion made by Daley to approve the minutes of the Board Meeting held August 25, 2016. Volpi seconded and the motion carried unanimously.

Motion made by Daley to approve the minutes of the Executive Session held September 16, 2016. Volpi seconded and the motion carried unanimously.

Treasurer's Report: The Financial Statement for August was reviewed. Daley motioned to accept the Financials as presented. Volpi seconded and the motion carried unanimously.

In accordance with Title 6, Section 5500 of the California Civil Code, the Association's bank reconciliations and reserve account accounts have been reviewed by the entire Board of Directors.

Manager's Report: No report necessary.

Committees:

Architectural: Motion made by Daley to approve the Architectural Application from Unit 21 to replace garage door to 'as built' condition. Volpi seconded and the motion carried unanimously.

Motion made by Daley to approve the Architectural Application from Unit 19 for racks inside garage on wall. Andrews seconded and the motion carried with Volpi abstaining.

Landscape: It was noted that Slade Industrial Landscape's contract would increase 4% effective January 1, 2017.

Pool: Pool heat to be turned off for the winter.

Unfinished Business: N/A

New Business:

Motion made by Daley to approve the proposal from TCA Specialized Services to prep and paint 10 garage doors and 10 utility doors for \$1,900.00, seconded by Volpi and approved unanimously.

Motion was made by Daley to approve the window washing proposal from Tri-County Power Wash for \$1,700.00. Volpi seconded and the motion carried unanimously.

Motion made by Daley to approve proposal from Asphalt Professionals, Inc. to connect unfinished V-ditch for \$3,350.00; expense to be referred to developer.

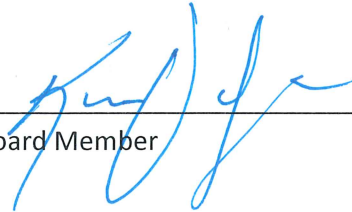
Motion made by Daley to approve the 2017 Budget as prepared by Anchor Community Management with no increase in the monthly assessment. Volpi seconded and the motion carried unanimously.

The matter of restating the CC&Rs was tabled; the Board will meet to discuss the changes desired prior to engaging the legal firm.


Next meeting: Scheduled for January -----, 2016, 9:30 a.m., 401 Hilltop Way, Thousand Oaks, CA

Adjournment: The meeting was adjourned at 10:00 a.m.

Submitted by: Carol Stephenson, PCAM, MCM



Board Member



Date