West Lake Condominium Association  
Board of Directors Annual Meeting Minutes  
January 24th, 2012

The Board of Directors Annual Meeting of the unit owners of West Lake Condominium Association was held at the West Lake Clubhouse, Chesapeake, Virginia on Tuesday, January 24th, 2012. The West Lake Annual Meeting was called to order by Interim-President Andy Brower at 7:02.

**BOARD MEMBERS PRESENT**
Andy Brower (Interim-President)  
Fred Cook (Treasurer)  
Jenny Menke (Secretary).  
Clay Atkinson and Michelle Conway representing Atkinson Management Group

**HOMEOWNERS PRESENT**

There were 8 homeowners present (plus 3 board members).

The number of valid proxies totaled nine (9). The total number of homeowner’s represented being 20. The total number for a quorum is twenty-five percent (25%) of the Association or fifteen (15) unit owners. At this meeting four (4) positions on the Board of Directors were open. No member may be elected to the Board of Directors or hold an officer’s position so long as there are unpaid assessments against his/her unit. The candidate receiving the most votes will serve for a period of 3, 2, or 1 years. Clay Atkinson certified that notice had been sent to all unit owners and that a quorum was present.

Introduction of Michelle Conway, new property manager.

**ANNUAL MEETING MINUTES 2011**

Jenny read the minutes from the January 25, 2011 Annual Homeowner’s meeting. Fred fixed a date error on minutes. Andy made a motion to accept the minutes as read. Fred seconded, motion carried.

**DIRECTORS REPORTS**

*President’s Report*
- Andy expressed appreciation for the support of the board and the neighbors and has hopes for more volunteers to serve. Thanks to Angela for creating and compiling newsletter. We need help in printing newsletter and the costs associated with it. Issues in the community have led to a new property manager being assigned to West Lake to ensure that business is
handled in a timely fashion. Contact Michelle Conway for repairs and issues and she will follow up and keep residents posted. We are prioritizing issues to take care of structural issues before smaller problems. Volunteers are needed for architectural, landscaping, covenants, rules & regulation, and social committees. The water investigation continues to see if water should be individually billed. The board and neighbors are reminded to keep homeowners forum to issues and solutions.

**Vice-President Report**
- Position vacant

**Treasurer’s Report**
- See Attached addendum
  Jenny made a motion to accept Treasurer’s Report; Andy seconded. Motion passed.

**COMMITTEE REPORTS**

A. **Landscape Committee**
   Fred Cook reports: See Attached Addendum

B. **Rules and Regulations Committee**
   Fred Cook reports: See attached addendum

C. **Architectural Committee**
   Fred Cook reports: See attached addendum

D. **Clubhouse Committee**
   Fred Cook reports: See attached addendum

E. **Water Committee**
   Carole Sroka reports: Found all water meters. Steve Carnes will attend the board meeting in March. It will cost $24-$54 a year per unit to have meter read, billed, and mailed. Carole requested help reminding her to read meters at given times and come up with ideas about what we should ask at the March HOA meeting. The water committee hopes that individual meters would help to conserve water usage and lower the appearance of condo dues. Meters are read every 30 days. Andy will help read meters and take a sampling. Individual meters would make sure each unit is paying its share of the water treatment and sewage bill. If a homeowner does not pay its sanitation bill, then the association is responsible for the entire bill. The management company tracks who does not pay the bill. Jerry Wells volunteered to help with the committee.
   Clay explained how individual billing would work. The individual units should add up to total cost of water for the neighborhood. The City of Chesapeake posts the fees, the billing company charges the usage times the billing fee, and the billing should equal
what the city charges the neighborhood. When meters fail, they cost about $250 to replace. They fail slowly and are detected as the management company tracks the billing. Meter companies keep up with charges to adjust billing. Rates are increasing significantly and often the difference is not what people are anticipating; however, low condo fees do help sell properties.

**Election of Board of Directors**

Clay Atkinson certified the proxies received, distributed ballots to homeowners present and counted proxies. Angela Anderson (638), John Burnett (630), Jenny Menke (704), and Andy Brower (706) were voted to the Board of Directors unanimously by all present.

Board of Directors to vote on board positions during Organizational Meeting to be conducted immediately following homeowners’ meeting.

**Old business:**
- No old business

**New business:**

**Manager’s Report:**

Clay Atkinson: see attached (Verifying that resale certificate is required for home purchase)

**HOMEOWNERS FORUM**

**Resident #1**
- Over the last week and a half, scratching noises have been heard on the roof. There is no evidence in the attic. Clay suggested starting with an exterior inspection. Once they are inside the building, then they are the homeowner’s responsibility.

**Resident #2**
- The city has been contacted regarding the dumpsters from nearby business park and church. A notice will put notice in the newsletter and damage and concerns will be observed during walk-around.

**Resident #3**
- Inquired as to when the gutters will be cleaned. A work order will be placed for the cleaning.

**Resident #4**
- Andy suggested that we start forming groups during the Spring to help take on some of the responsibilities around the neighborhood to help keep rates low. A system like this was in place when West Lake was a new neighborhood.

**Resident #5**
- Outside of unit was repaired after to fix leaking issue. The owner said it was a good job,
but they are still waiting on the inside to be repaired.

**Resident #6**

- People picking up after their pets is a continuing problem. The owner was pleased to see that it was addressed in the newsletter.
- It was also mentioned that trash is an ongoing problem, too.

There being no further business for the Board of Directors Annual Meeting, Treasurer Fred made a motion to adjourn the Homeowners Annual Meeting. Jenny seconded, and the motion passed. Meeting adjourned at 7:57.
Organizational Meeting

January 25th, 2011

BOARD MEMBERS PRESENT
Andy Brower (Interim-Pres) Fred Cook (Treasurer) Jenny Menke (Secretary)
Newly elected: Angela Anderson

Clay Atkinson and Michelle Conway representing Atkinson Management Group.

ELECTION OF BOARD MEMBERS
The Board of Directors concurs that each elected member remains in current position. And new Board members serve as President, Vice President, Secretary, and Member-at-Large. Fred made a motion to accept decision; Angela seconded. Motion passed.

Andy Brower as President - serve for 3 years.

Jenny Menke as Vice-President – serve for 2 years

Fred Cook as Treasurer - serve for 1 year

Angela Anderson as Secretary - serve for 2 years

John Burnett as Member-at-Large – serve for 1 year

There being no further business Jenny made motion to adjourn meeting and was seconded by Angela. Meeting Adjourned at 8:21.