

**WESTCHESTER SQUARE CONDOMINIUM ASSOCIATION, INC.**  
**SPECIAL MEETING MINUTES**  
**January 29, 2024**

**I. Call to Order**

Charlie Cooper called the meeting to order at 6:07 p.m. A quorum was present with 22 owners present in person or by proxy.

The purpose of the Special Meeting was to provide information and to gather feedback from the community concerning the design and implementation of a new plan for the common area.

**II. Improvements for the Common Area**

Bill Johnson made a presentation of Alex Smith Garden Design's plan for the common area improvements. There was much discussion and some of the concerns included:

Garden Committee Matters

- \* Because this plan looks like a mini-botanical garden, can Alex change the plans to make it simpler, more drought-resistant, and less maintenance?
- \* Is there an example of the path/sitting area material? How much is the grade going to raise the dirt?
- \* Can we stake out the design for visualization and mark it with red flags to show how big the paths and seating area are?
- \* How will the Anise hedge height be, and how high will we maintain it?
- \* Tables and chairs are preferred over benches – an illustration of the variety of sitting areas. Perhaps we could modify the central gathering spot to allow for better casual seating/more seating with tables (e.g., an oval or more relaxed form
- \* Access - We need to add a curb cut for wheelchair access.
- \* Irrigation - Before moving forward, can we firm up the irrigation plan/costs?
- \* Tree health - Can Chris Hastings examine the trees (x-rays?) and advise us on their health and how long they may live?
- \* What will be done with the existing Azaleas?
- \* Can the project be staged over time?

Other Financial Matters - Maintenance Issues

- \* Cost to paint – removing old paint back to bare wood.
- \* Repairing brick stairs and mortar.
- \* Additional fencing behind units 1-7 for security purposes.
- \* Cost to hide from view the HVAC systems and trash cans – units 17-23.
- \* Updating of the reserve study including an upcoming property inspection with the engineering company.

MOTION: Barrie McFarlane moved to have the owners to vote on the following motion: "Do you like the general direction of the Alex Smith design?" Ross Ethier seconded the motion.

ACTION: The owners voted, and the motion passed with 12 owners voting in favor.

MOTION: Ross Ethier moved to have the owners vote on the following motion: "Do you feel Alex Smith is the right person to execute plan for the common area improvements with the understanding that the total cost shall not exceed \$100,000." Sandy Majors seconded the motion.

ACTION: The owners voted, and the motion passed with 14 owners voting in favor.

Note: A vote to officially enter into a contract with Alex Smith for the overall project and a vote to approve a special assessment to fund the project was not part of the purpose of this meeting.

**VIII. Adjournment**

The meeting was adjourned at 8:15 p.m.