

**WESTCHESTER SQUARE CONDOMINIUM ASSOCIATION, INC.**  
**BOARD MEETING MINUTES**  
**January 15, 2024**

Board Members: Charlie Cooper (Pres), Ross Ethier (Trea), Teri Bond, Judy Hamilton, Bill Johnson (via Zoom)  
Others Present: Scott Carter, Bill & Lyn Reed, Tom Callaway

**I. Call to Order**

Charlie Cooper called the meeting to order at 7:02 p.m.

**II. Approval of Minutes**

*Board Policy – The minutes emailed to the Board will be deemed to be approved if no corrections are made after 7 days.*

MOTION: Ross Ethier moved to approve the December 13, 2023, Budget Meeting minutes.

Teri Bond seconded the motion.

ACTION: Passed

The November 27, 2023, Board Meeting minutes were approved via email.

**III. Financial Matters**

**A. Financial Review**

Ross Ethier reviewed the financial statements.

**IV. Maintenance & Landscaping**

**A. Maintenance**

The draft of the reserve study for future maintenance requirements will be sent to the board members.

**B. Landscaping – Common Area Improvements**

The Board of Directors has called for a Special Meeting to be held on Monday, January 29, 2024, at 6:00 p.m. in Unit 6. The purpose for the special meeting is to provide information and to gather feedback from the community concerning the design and implementation of a new plan for the common area. The design from Alex Smith Garden Design will be attached to the meeting notice.

MOTION: Ross Ethier moved to have the following questions presented to the owners at the Special Meeting:

1. Are you in favor of the common area design from Alex Smith Garden Design?
2. Are you in favor of hiring Alex Smith Garden Design to proceed as the project manager, with the understanding that his will require a special assessment?

Charlie Cooper seconded the motion.

ACTION: Passed

**V. Adjournment**

MOTION: Ross Ethier moved to adjourn the meeting at 9:02 p.m. Charlie Cooper seconded the motion.

ACTION: Passed