

West Hill Estates Homeowners Association
Regular Meeting Minutes
November 16, 2017

I. CALL TO ORDER (Establish Quorum)

President Lorre Euen called to order the regular meeting of the WHEHA at 7:08 pm on November 16, 2017 at Sami Wright's home.

Board Members Present: President Lorre Euen; Treasurer Lorna O'Guinn; Secretary Chuck Strauss; Terry Witt, Sami Wright, and Doug Austin. Board Members Absent: Vice President Scott Gilbert.

Homeowners present: Leslie Pitchford, Allen Cranston, and Diane Stewart.

II. ANNOUNCEMENTS

- a. **Meeting Rules;** No audio or video recording allowed by attendees. The Secretary, however, may record the meeting to aid in the preparation of minutes. Members may observe the meeting but may not participate in the Board's deliberations or votes. Members may address issues only if acknowledged by the President or during the Open Forum portion of the meeting.* Time allotted for each person may be limited based on the number of members wishing to comment. All meetings will be conducted in accordance with Roberts Rules of Order.

III. MINUTES

A motion was made to accept the October 19, 2017 minutes by Terry Witt, seconded by Doug Austin, the motion passed unanimously.

IV. OPEN FORUM

No homeowners wished to speak.

V. REPORTS

- a. **President:** President Euen said we have many new homeowners moving into West Hill Estates.
- b. **Vice President:** Scott Gilbert was absent so there was no report.
- c. **Secretary:** Chuck Strauss had nothing new to report.
- d. **Treasurer:** Lorna O'Guinn handed out the Profit and Loss and Balance sheets (attached). Lorna requested help from the Board going to homeowners that have not paid their assessments.
- e. **Architectural Review Committee:** Terry Witt handed out the current list of ARC applications (attached). There were five new Architectural Review Committee applications, each were standard in nature and approved.
- f. **CC&R Committee Chair:** Doug Austin reported that during a drive through the neighborhood a few homes were identified by the committee that need attention, mainly lawns. He would like to add to the newsletter about proper care of lawns. Terry Witt suggested Sami Wright include an ARC form when she visits new homeowners. The Board approved the idea.
- g. **Common Area Committee Chair:** President Euen said five or six mole traps were set, but someone was springing them. They were still able to get one. She reported that the landscaping was being properly maintained my Russell's and the bark dust people are working on finishing the common area. Terry Witt asked when the landscaping renovation of the common area would start. President Euen said that project will start in the spring.
- h. **Welcome Committee Chair:** Sami Wright reported that she went to six homes to deliver candy to the new homeowners (list attached).
- i. **December HOA meeting:** President Euen made the motion to not have a December meeting. It was seconded by Chuck Strauss and passed unanimously. The next meeting will be January 18th.
- j. **Newsletter:** The newsletter has been mailed to homeowners. President Euen thanked Terry Witt for doing it and noted it was posted on the website. Terry Witt suggested the spring newsletter be mailed to homeowners by the end of February. President Euen said the due date for articles to Terry

Witt would be February 22nd.

VI. NEW BUSINESS

President Euen said at the January meeting the Board will set up a plan for the CC&R rewrite.

VII. FUTURE BOARD MEETING DATES: The next HOA Board meetings will be January 18th and then February 15th at 7pm at the Wright home.

VIII. FINAL COMMENTS AND ADJOURNMENT

President Euen asked to move to adjourn the regular meeting at 7:45 pm. President Euen made the motion and Lorna O'Guinn seconded it. The motion passed unanimously.

Minutes submitted by: Chuck Strauss, Secretary _____

Attachments: Agenda, WHEHA Architectural Review Applications, Treasures Balance Sheet and Profit and Loss statement, the homeowner sign-in sheet.