

**West Hill Estates Homeowners Association
Regular Meeting Minutes
October 19, 2017**

I. CALL TO ORDER (Establish Quorum)

President Lorre Euen called to order the regular meeting of the WHEHA at 7:10 pm on October 19, 2017.

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

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 two Open Forum portions 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. OPEN FORUM

A homeowner requested information on how the money was allocated for the budget in terms of landscaping and maintenance. The information will be put on the website.

IV. MINUTES

A motion was made to accept the September 22, 2017 minutes by Terry Witt, seconded by Scott Gilbert, and the motion passed unanimously.

V. REPORTS

- a. **President:** President Euen reminded everyone that homeowners should use the WHEHA website contact form. The Board will try to respond within 72 hours to the homeowners. The website will have a copy of the recorded documents for the tree height amendment.
- b. **Vice President:** Scott Gilbert had nothing new to 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).
- e. **Architectural Review Committee:** Terry Witt handed out the current list of ARC applications (attached). There were seven new Architectural Review Committee applications, each were standard in nature and approved.
- f. **CC&R Committee Chair:** Doug Austin reported there are a few homes that need attention. The committee will be driving around soon to look at other homes that need attention.
- g. **Common Area Committee Chair:** President Euen reported that there is backlog of mole/gopher problems in Salem and the person who handles that for us will deal our problem soon. The bark dust people are in the process of getting their equipment repaired and will be back in business soon. If not, Chuck Strauss made a motion to authorize President Euen to request bids from other companies to do the bark dust in the common area. Scott Gilbert seconded it and it passed unanimously.
- h. **Welcome Committee Chair:** Sami Wright reported that she went to two houses to deliver candy to new homeowners and is trying to reach two other homes.

VI. NEW BUSINESS

- a. **HOA board of director's seminar** – Lorre Euen and Lorna O'Guinn attended a seminar on how a board of directors for homeowners associations should conduct meetings and communications. Lorre will give the Board a link with the information that was shared with she and Lorna.
- b. **Newsletter:** Terry Witt is putting it together. Doug Austin has written an article on CC&R. Terry is

writing an article on ACC. President Euen asked Lorna O'Guinn to write an article on the status of assessments from HOA. President Euen will write an article and asked Scott Gilbert to write a blurb saying that every homeowner should use the website for any business regarding West Hill Estates. President Euen is hoping to have it complete by November 9th.

VII. FUTURE BOARD MEETING DATES: The next HOA Board meetings will be November 16th and December 21st at 7pm Sami's house.

VIII. FINAL COMMENTS AND ADJOURNMENT

President Euen asked to move to adjourn the regular meeting at 10:01 pm. Scott Gilbert made the motion and Lorre Euen 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.