

West Hill Estates Homeowners Association
Regular Board Meeting Minutes (Virtual/WebEx)
February 15, 2024 - 7:00 PM

CALL TO ORDER

- a. Board Members present: John Galvin, Andi Stout, Peter Stafford, Steve Gordon, Greg Malkasian, Bob Aceves,
- b. Board Members absent. None
- c. Committee Members Present: Doug Austin, Gudrun Hoobler, Joan Stafford
- d. Homeowners: Doug Montgomery, Bob & Naomi Burns

ANNOUNCEMENTS

Meeting Rules:

- *No audio or video recording allowed except by the Secretary to aid in preparation of minutes.*
- *Members may address issues only if acknowledged by the President or during the Open Forum.*
- *Everyone, please silence your cell phones.*

MINUTES

Approval of minutes from the Nov 16, 2023, Board Meeting minutes approved, and Special Board Meeting Jan 6, 2024, minutes approved.

OPEN FORUM: No homeowners requested to address the Board.

REPORTS or UPDATES

- President: Nothing to report
- Vice President: discussion regarding the stolen sign at Snowbird & Chapman Hill and related damage. Extra sign installed.
- Secretary: nothing to report
- Treasurer: material sent out prior to the meeting. One house sold and one still on the market. Should we send an updated homeowner list with every time a change takes place? Decision to send out when there is a change in ownership. November treasurer report accepted; December report accepted.
- Architecture Control Committee: Sheds in the backyard. Doug Austin suggested the Board go back to the rules and move from there. Peter cited the section and generally supported Doug's position. Steve Gordon supported Doug's opinion that we start with the CC&Rs and move forward. Discussion around what might be acceptable. Greg asked the ACC committee to consider any recommendation they develop and report to the Board.
- CC&R Committee: Peter January drive around in January. 45 violation, 37 violation resolved, cited various violations.
- Common Maintenance Area Cttee: discussed ordering another sign. Peter suggested a new sign. Bob Burns described various issues/ vandalism in the past. Greg to proceed with getting a new sign.
- Welcome Committee: Nothing to report. 4 homes visited. Mentioned a family that has had a visit, may we visit? The Board suggested getting a list of homeowners who received letters only, no visits, during the COVID period, and visit them.

OLD BUSINESS

- Vacant Board Position - Consider Doug Montgomery (term 2023-2026) Greg moved Peter second. Unanimously approved.
- Next Steps Chapman Hill Dr/Orchard Heights Rd Monument & Burns' property. Discussion around the 'common area' at the corner of Chapman Hill and Snowbird Dr. Peter suggested the HOA get a survey to clarify where the property lines are. Doug M. suggested that the survey hasn't been completed. Described the process and supported Peter's suggestion to complete a survey. Steve Gordon moved we have a survey completed, Bob Aceves second. Some discussion ensued. Greg

called the question. Passed unanimously. Bob Burns discussed former HOA agreement over landscaping and planting. He mentioned nothing recorded. Peter discussed the difference between an easement vs a license. Greg requested approval to move forward with the cleanup of the “common area.” The Board agreed.

- Follow up on website updates: Issues around the website and ability to log in and difficulty meeting between John Galvin and Scott. No real update. Steve Gordon moved we identify a 3rd party to establish and maintain a website. Seconded. And passed unanimously. Andi will assist Greg to identify a provider to support our website.

NEW BUSINESS

- 2024-25 HOA Budget Planning: Need to be prepared in May to vote on the budget in advance of the annual meeting. Doug Montgomery suggested he would send out an email with questions to Andi and the board. Greg discussed having a 3rd party evaluate the whether the Board should develop what essentially would be a Reserve Study or hire someone to complete it. Greg asked the committee to send questions to Andi regarding the draft budget to get something together for a work session on the budget scheduled for March 21st to be able to adopt a budget by the May Board meeting.
- Sidewalk Damage: Peter discussed the cracks in sidewalks and potential liability to the HOA. Steve M. questioned what an acceptable gap would be and is this an area that the HOA should get involved in. Discussed whether we should reach out to homeowners suggesting they should be aware of potential issues. This would be along the lines of; “beware of your sidewalks” as our community ages. Peter agrees with communicate through the newsletter.
- Board meeting frequency; format (virtual, hybrid, in-person); and location: March 21, 2024.

OTHER

NEXT MEETING: March 21, 2024

ADJOURNMENT: 9:01 adjourn