

**West Hill Estates Homeowners Association**  
**Regular Meeting Minutes**  
**April 23, 2020**

**I. CALL TO ORDER (Establish Quorum)**

President Scott Gilbert called to order the regular meeting of the WHEHOA Board at 7:10 pm on Thursday, April 23, 2020 via the Internet.

Board Members Present: President Scott Gilbert; Vice President Tom Gwynn; Treasurer Lorna O’Guinn; Secretary Doug Austin; Sami Wright, Gudrun Hoobler, Steve Masten.

Board Members Absent: None.

Homeowners present: Blair Grames, Dawn Sisk, Greg Malkasian; Leslie Pitchford.

**II. 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.**

**III. MINUTES** – The March 11, 2020 Regular Meeting minutes were approved.

**IV. OPEN FORUM** – Blair asked for feedback to an email he had sent about the common maintenance area. Greg thanked the Board for how the common maintenance area planning is being handled and for getting neighborhood input.

**V. REPORTS**

- a. **President:** Scott reported making website updates as needed and working with each Board member to get them set up for this virtual meeting.
- b. **Vice President:** No report.
- c. **Secretary:** No report.
- d. **Treasurer:** Reviewed the monthly reports. Lorna indicated no unusual activity and reminded everyone to let her know of any upcoming expenses or changes which would affect the new fiscal year budget projections.
- e. **Architectural Review Committee Chair:** Steve said spring ACC activity is picking up.
- f. **CC&R Committee Chair:** The Spring neighborhood drive-around review is scheduled for Saturday, May 2.
- g. **Common Maintenance Area Committee Chair:** Scott reviewed the common maintenance area survey results, and noted several neighbors indicated an interest in being on the committee to help with the project.
- h. **Welcome Committee Chair:** Sami reported her activities have been affected by the pandemic rules. Scott suggested pivoting to a welcome letter to replace the personal visits currently suspended and for use in cases where Sami is not able to contact someone.

**VI. OLD BUSINESS**

- a. Common Maintenance Area Plan – Discussed our approach. Agreed the neighborhood feedback indicates a major overhaul is not needed and there is a desire to keep costs as low as possible. It was also suggested another reason to be very sensitive to the cost burden is that we have neighbors experiencing economic hardship due to the pandemic.
- b. Budget – Reviewed the first draft budget proposal based on a \$10/ year increase in the annual assessment. Lorna will prepare a budget comparison showing the numbers for no increase and two or three different increase amounts.
- c. HOA Management Software – Discussed and decided to move forward with the TOPS management software reviewed last fall. Scott will consult with a neighbor who has applicable expertise to see if there are any important considerations we missed. There is a one-time setup fee of \$1,250 and a monthly minimum maintenance fee of \$375. This will improve record-keeping, make transition to new board members easier, and increase overall Board management efficiency.

**VII. NEW BUSINESS**

- a. Annual Meeting options – The Bylaws require at least one annual meeting each calendar year so we have flexibility to delay the meeting until later in the year. The Annual Meeting is postponed indefinitely due to the pandemic and we will review timing monthly.

**VIII. NEXT MEETING:** The next meeting will be Wednesday, May 20, 2020 at 7:00 pm.

**IX. FINAL COMMENTS AND ADJOURNMENT:** The meeting was adjourned at 8:54 pm.

**Minutes submitted by:** Doug Austin, Secretary

**Attachments:** April agenda; March 11, 2020 meeting minutes; Treasurer's monthly reports for March are posted online.