

**West Hill Estates Homeowners Association**  
**Regular Meeting Minutes**  
**May 20, 2020**

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

President Scott Gilbert called to order the regular meeting of the WHEHOA Board at 7:13 pm on Thursday, May 20, 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.

**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 April 23, 2020 regular meeting minutes were approved.

**IV. OPEN FORUM** – No homeowner comments.

**V. REPORTS**

- a. **President:** Scott reminded the board that any meeting of four or more members conducting board business (in person or via electronic means) constitutes a quorum and requires notice to the neighborhood. Each board member individually indicated they understand. Scott also clarified that questions about any board member's actions or duties should first be directed to that board member in order to keep communication above-board. If not comfortable with that, contact Scott to discuss. All board members indicated they understand.
- b. **Vice President:** Tom recommends posting the neighborhood maintenance reminder signs in the entrance signposts rather than as separate signs around the neighborhood. He would avoid times close to board meeting announcements to prevent possible confusion. There was general agreement.
- c. **Secretary:** No report.
- d. **Treasurer:** Lorna distributed the monthly budget reports by email prior to the meeting. No unusual activity was noted.
- e. **Architectural Control Committee Chair:** Steve said spring ACC activity is increasing, primarily house painting requests. He shared plans for a proposed house addition asking for the board's review and feedback. Suggestions and observations were offered and no concerns were noted. He will proceed with an on-site ACC evaluation.
- f. **CC&R Committee Chair:** The Spring neighborhood drive-around review was completed Saturday, May 2. With those items added we currently have 42 open cases. Two-thirds of the cases noted on May 2 involved unscreened waste bins.
- g. **Common Maintenance Area Committee Chair:** Russell's, our landscape company, is looking into one water meter for us which seems to be reading very high. It was also noted that the City sidewalk workers appear to have removed a section of PCV pipe – unknown if it was part of our sprinkler system. See Old Business for an update on the overall refurbishing plan.
- h. **Welcome Committee Chair:** Sami reported there is still one new homeowner she has not been able to contact.

**VI. OLD BUSINESS**

- a. Common Maintenance Area Plan – Scott has been working with Russell's about the current project to update and renovate the landscaping along Orchard Heights Road. He and homeowner Doug Montgomery met with them to discuss options and they estimated a complete overhaul could be over \$100,000. Scott explained our

goal is to target the irrigation system and some basic areas in need of visual improvement, rather than a complete overhaul, then make sure we have an ongoing maintenance plan to keep it up. The question was again raised about using neighborhood volunteer labor for some of the work. Doug will contact our insurance carrier to nail down the premium for July through June as well as what is needed to cover volunteer activity.

- b. HOA Management Software – After having a neighbor with extensive contract experience review the TOPS management software agreement, he signed the contract. The next step is to set up the software training and pull together the data to be entered.
- c. Budget – Reviewed the categories and figures used to arrive at the second draft budget proposal based on an annual assessment of \$190/yr for illustration purposes. Biggest area still to be nailed down is how much we plan on spending toward repair/refurbishing of the Common Maintenance Area this year. A budget work session meeting will be scheduled to finalize the details.
- d. Annual Meeting timing still unknown due to the pandemic restrictions. Will continue to review timing monthly.

**VII. NEW BUSINESS:** Scott presented an unsolicited landscaping plan and bid received from the contractor doing work for the homeowner adjacent to the steep slope at the Chapman Hill entrance. The proposal is very reasonably priced and would take care of a primary eyesore at that entrance. It will also blend in nicely to the work being done for the homeowner. The cost could be covered with funds from this year's budget. Lorna moved and Doug seconded that we accept the bid/proposal. After discussion, the motion passed unanimously.

**VIII. NEXT MEETING:** The next meeting will be a budget work session Thursday, May 28, 2020 at 7:00 pm. At that meeting we will confirm the date for a regular monthly meeting.

**IX. FINAL COMMENTS AND ADJOURNMENT:** The meeting was adjourned at 9:34 pm.

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

**Attachments:** May 20, 2020 agenda; April 23, 2020 meeting minutes; Treasurer's monthly reports for April.