

**West Hill Estates Homeowners Association
Work Session Meeting Minutes
May 28, 2020**

I. CALL TO ORDER (Establish Quorum)

President Scott Gilbert called to order the regular meeting of the WHEHOA Board at 7:01 pm on Thursday, May 28, 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: Leslie Pitchford; Rhoda Cheney.

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.
- **Everyone, please silence your cell phones.**

III. OLD BUSINESS

- a. Budget – Reviewed the latest update of the proposed 2020/2021 budget. Discussed options for the Common Maintenance Area plan and financing, including comprehensive bids from Russell's Landscaping to address the minimum required sprinkler and plant repair/replacement. Scott Moved and Lorna seconded a motion to accept the Russell's Landscaping bids. There was no additional discussion and the motion passed unanimously. Agreed to adjust proposed budget to include these repairs and present it for final review at our June meeting. Also, if we have an opportunity to use volunteer labor, our insurance agency indicated Board-authorized volunteers from the neighborhood have minimal coverage under our basic policy, with the maximum upgraded limits available at the cost of \$500/yr.
- b. Management Software – Scott reported we will soon start weekly meetings with the company representative for training. We will also receive access to a stand-alone test system to try it out.

IV. NEXT MEETING: The next meeting will be Wednesday, June 10, 2020 at 7:00 pm.

V. FINAL COMMENTS AND ADJOURNMENT: The meeting was adjourned at 9:08 pm.

Minutes submitted by: Doug Austin, Secretary, as corrected 7/11/2020.

Attachments: May 28, 2020 agenda.