

West Hill Estates Homeowners Association
Regular Meeting Minutes
June 10, 2020

I. CALL TO ORDER (Establish Quorum)

President Scott Gilbert called to order the regular meeting of the WHEHOA Board at 7:09 pm on Thursday, June 10, 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,

Board Members Absent: Steve Masten.

Homeowners present: Leslie Pitchford, Chuck Strauss, Brian Fowler, Greg Malkasian.

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. MINUTES – The May 20, 2020 and May 28, 2020 meeting minutes were approved.

IV. OPEN FORUM – No homeowner comments.

V. REPORTS

- a. **President:** Besides routine duties, Scott reported increasing activity with preparations for the management software and dealing with the Board staffing issue.
- b. **Vice President:** No report.
- c. **Secretary:** Doug reported that aggregate coverage of \$5,000 is included in our HOA insurance for neighborhood volunteers while participating in Board sanctioned activities. An increased limit of \$25,000 (aggregate) is available for an annual premium of \$300 and \$500,000 (aggregate) for \$500. Our Directors and Officers premium could be reduced with a clear loss report from our prior agency, but they were taken over in 2017 and Doug has been unable to track down the information through the new company. Next year we will have been with our current agency for over three years so should be eligible for a premium break at that time.
- d. **Treasurer:** Lorna distributed the May monthly reports via email. Annual assessment bills will be sent out around July 1 and there are only four neighbors whose accounts are not paid up and current.
- e. **Architectural Control Committee Chair:** No report.
- f. **CC&R Committee Chair:** Doug reported that after the May 2 neighborhood drive-around review we had 42 open cases. We are down to 9 as of today.
- g. **Common Maintenance Area Committee Chair:** Scott heard back from the landscaper for “the slope” at Orchard Heights and Chapman Hill who said he is 3 to 4 weeks out. Scott advised Russell’s Landscape of our bid acceptance for the comprehensive landscape and irrigation work approved at the May 28 budget meeting. They are working on preparing the formal contract for Scott to sign.
- h. **Welcome Committee Chair:** Sami reported there is still one new homeowner she has not been able to contact. Lorna added there are three new neighbors she will be sending to Sami.

VI. OLD BUSINESS

- a. Annual Budget 2020/2021 – No additional comments or questions have been raised. Lorna moved and Sami seconded a motion to approve the 2020/2021 annual budget as discussed at the May 28 meeting (which is based on a one year only annual assessment increase to \$225 allowing completion of the necessary Common Maintenance Area restoration this fiscal year). There was no additional discussion and the motion passed with unanimous consent of those present.

VII. NEW BUSINESS:

- a. Homeowner Brian Fowler presented an appeal of the Architectural Control Committee decision to deny his request for a brushed concrete driveway finish. A Q&A session followed. The Board went into executive session for discussion at 7:38pm and ended the executive session at 7:57pm. Discussion followed about alternate options. The Board will consult with concrete experts and will render a final decision within 14 days per Policy Resolution #5-19A.
- b. Scott advised Steve Masten has announced his resignation because he is moving from the neighborhood in a few weeks. Scott will take over as temporary chair of the Architectural Control Committee and asked former Board member Chuck Strauss to come on the Board temporarily. Scott moved and Doug seconded a motion to accept Chuck as a temporary Board member to fill Steve's vacancy until the next annual meeting. After discussion, the motion carried by unanimous vote of the members present.

VIII. NEXT MEETING: The next meeting will be Thursday, June 18 at 7:00pm to finalize our decision on the driveway appeal. Our next regular monthly meeting will be Thursday, July 16 at 7:00pm.

IX. FINAL COMMENTS AND ADJOURNMENT: The meeting was adjourned at 8:37 pm.

Minutes submitted by: Doug Austin, Secretary

Attachments: June 10, 2020 agenda; May 20, 2020 and May 28, 2020 meeting minutes; Treasurer's monthly reports for May.