

**West Hill Estates Homeowners Association**  
**2019 Annual Meeting Minutes**  
**June 20, 2019**

**I. CALL TO ORDER**

President Scott Gilbert called the WHEHOA Annual Meeting to order at 7:03 pm on June 20, 2019 at Roth's Conference Center, 1130 Wallace Road NW, Salem, OR 97304 in West Salem.

Board Members Present: President Scott Gilbert; Vice President Lorre Euen; Treasurer Lorna O'Guinn; Secretary Chuck Strauss; Gudrun Hoobler; Sami Wright; Doug Austin.

Board Members Absent: None.

Homeowners present: See attached list.

**II. PROXIES**

President Gilbert asked that any proxies be delivered to the Secretary for validation.

**III. ESTABLISH QUORUM**

President Gilbert advised that based on passage of the recent vote to amend and restate our Bylaws, at least 20% (65) of the eligible voting lots must be represented to establish a valid quorum. All members present and eligible to vote have registered and were given one ballot per eligible lot, as well as one vote per valid proxy presented to the Secretary. The Secretary advises we have a quorum.

**IV. PROOF OF NOTICE OF MEETING**

All members were given notice of the Annual Meeting by 1<sup>st</sup> Class Mail on May 16, 2019, on the WHEHOA website, and on Facebook.

**V. READING OF MINUTES from the June 14, 2018 Annual Meeting**

A motion was made and seconded to waive the reading of the minutes. Motion passed.

**VI. ANNOUNCEMENTS**

**Secretary Strauss read the meeting rules --** No audio or video recording allowed by attendees. The Secretary, however, may record the meeting to aid in the preparation of minutes. Members may observe the meeting but may not participate in the Board's deliberations or votes. Members may address issues only if acknowledged by the President or during the Open Forum portion of the meeting. Time allotted for each person may be limited based on the number of members wishing to comment. All meetings will be conducted in accordance with Roberts Rules of Order. Please silence your cell phones.

**VII. OFFICER REPORTS**

- a) **President** – Scott Gilbert
  - i) The proposal to amend and restate our Declarations (a.k.a. the CC&Rs) and Bylaws has passed by a vote of 244 yes and 15 no votes. It has been recorded with Polk County and the updated documents are posted and available on the WHEHOA website.
  - ii) Addressed recent feedback regarding the CCR enforcement process, and the annual assessment (no increase this year).
  - iii) Recognition comments and thanks to Board Member Lorre Euen for her long-time service on the Board.
  - iv) Priorities for the coming year include figuring out how to fix up the common maintenance area, streamlining Board duties to make neighborhood management easier and more efficient going forward, and updating the Policy Resolutions to match with our updated Bylaws and CC&Rs.
- b) **Vice President** – Lorre Euen
  - i) Thanked the neighbors for coming and showing their support, and by voting to approve the update to our documents. She also thanked the rest of the Board for their time and hard work over the last year, and said it has been an honor working with them.
- c) **Secretary** – Chuck Strauss
  - i) Reviewed the Secretary responsibilities, including posting meeting signs and conducting the annual election of officers.
- d) **Treasurer** – Lorna O'Guinn

- i) Budget information is now regularly posted on the website so it is available to all neighbors.
- ii) Noted the level of work required to update the Bylaws and Declarations, including canvassing the neighborhood for the support and votes needed to get them passed.

### **VIII. NOMINATION OF DIRECTORS**

Three positions were open this year. Candidates nominated and seconded from the floor were: Scott Gilbert, Steve Masten, Chuck Strauss, and Tom Gwynn. Scott, Steve, and Tom gave a brief introduction then answered three questions from the Board. After hearing from those candidates, Chuck Strauss indicated his confidence in them and withdrew his name from consideration.

### **IX. GENERAL Q&A and DISCUSSION TIME while ballots were counted.**

- A homeowner shared a compliment from a friend visiting who said our neighborhood always looks so great and has never seen it deteriorate – she wishes her neighborhood was the same way.
- Each eligible household has one ballot with a place to vote for each open Board Director position.
- Election is for three open director positions, not Board officers; Board officers will be elected by the Directors at their next meeting.
- Vice President and ACC Chair Lorre Euen explained the overall Architectural Control Committee process.
- The current non-officer Board members introduced themselves and gave a brief recap of their duties: Sami Wright, Welcome Committee; Doug Austin, CC&R Enforcement Committee; Gudrun Hoobler, Common Maintenance Area.
- Two homeowners expressed ongoing tree height concerns.
- A homeowner asked about legal enforceability of our new CC&Rs if some of old ones weren't enforceable. The concern with the old rules was some of them were not consistently enforced over the last 25 years creating legal issues for the neighborhood. The updated CC&Rs establish a new starting point.

### **X. ELECTION OF OFFICERS**

Ballots were distributed, collected, and counted. Scott Gilbert, Steve Masten, and Tom Gwynn were elected.

### **XI. NEW BUSINESS**

- a. A homeowner expressed concern that people renting in the neighborhood are not advised of the rules. The landlords (Owners) are responsible to tell their renters. The new CC&Rs reinforce this. If anyone in the neighborhood sees a violation, we encourage them to let their neighbor know or to report it via the WHEHOA website contact form.
- b. A couple homeowners asked about earlier comments related to management companies. President Gilbert explained we will be looking at all different options with the goal of reducing the workload of any Board going forward, so the Board can better focus on the actual needs of the neighborhood.
- c. Budget question re: total legal costs last year. Majority was due to the document update costs, costs due to a CC&R construction conflict with a homeowner, as well as routine legal needs. We take attorney consultations seriously because, while attorney time is not cheap, it is a necessary expense in order to properly run the HOA.
- d. Reminder to all – please give us your email address so we can send you neighborhood related notices.

### **XII. FINAL COMMENTS AND ADJOURNMENT**

Kudos and deep appreciation were expressed to retiring Board member Chuck Strauss recognizing his strong character and years of service to the neighborhood while on the Board.

The meeting was adjourned at 8:06 pm.

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

#### **Attachments:**

Agenda  
Sign-in sheets  
Proof of notice for June 20, 2019 Annual Meeting  
June 14, 2018 Annual Meeting Minutes