

West Hill Estates Homeowners Association
Regular Meeting Minutes
January 21, 2021

I. CALL TO ORDER (Establish Quorum)

President Scott Gilbert called to order the regular meeting of the WHEHOA at 7:05 pm on January 21st, 2021 via the internet.

Board Members Present: President Scott Gilbert; Vice President Tom Gwynn; Treasurer Lorna O'Guinn; Secretary Chuck Strauss; Greg Malkasian; and Sami Wright. Board Members Absent: Stephanie Truex

Homeowners present: Doug Austin

II. ANNOUNCEMENTS

Meeting Rules:

- No audio or video recording allowed except by the Secretary to aid in the preparation of minutes.
- Members may address issuers only if acknowledged by the President.
- **Everyone, please silence your cell phones.**

III. MINUTES - The November 20th, 2020 and December 3rd, 2020 minutes were approved and will be posted to the website.

IV. OPEN FORUM - No one wished to speak at this time

V. REPORTS

- a. **President:** President Scott Gilbert reported that the lights at the entrance on Mousebird Dr. were out. Scott called an electrician and repairs are underway. The website will be updated and Scott will consolidate the 2020 budget reports.
- b. **Vice President:** Greg Malkasian reported that a new sidewalk was installed next to the vacant cell tower property. He also reported a large trailer has been parked in a homeowner's driveway. Doug Austin said a CCR ovulation letter had been sent out to that homeowner.
- c. **Secretary:** Chuck Strauss reported that he has taken over the duties of secretary. Minutes have been updated and meeting announcements have been posted on Facebook.
- d. **Treasurer:** Lorna O'Guinn submitted the November and December budget reports. She reported that a check to Acura Accounts written in October was lost in the mail. The check was voided and a new one was written. A foreclosed house has sold and WHEHOA received a check for about \$11,000 for accrued annual assessments, late fees, filing fees, penalties and legal fees.
- e. **Architectural Review Committee:** Lorna O'Guinn reported that the ACC committee is herself, Sami Wright, and Doug Austin. She said few project applications have been received during November and December. Some projects include: fix and replace fences, paver paths, and tree removal.
- f. **CC&R Committee Chair:** Tom Gwynn reported that a boat that had been parked on a homeowner's property has been removed. He noted that CCR violation letters have been sent to homeowners where trailers were parked.
- g. **Common Area Committee Chair:** Scott Gilbert gave his report with the President's report.
- h. **Welcome Committee Chair:** Sami Wright had nothing to report.

VI. OLD BUSINESS

- a. **Neighborhood Watch** - Greg Malkasian reported that Jill had written a letter outlining the steps to start a Neighborhood Watch and President Gilbert and Greg Malkasian will edit it. He also said that the Salem Police Department is not doing much with Neighborhood Watches during COVID.

VII. NEW BUSINESS

- a. **Political Signs** -- A discussion was held about signs on homeowners properties in general. The board agreed this is something that could require a policy resolution to be drafted, but at this time doesn't seem to be an issue. The board will continue to monitor and will respond if needed.
- b. **Newsletter** –The Board agreed to prepare a Spring newsletter. Doug Austin will assemble it. Articles need to be submitted to Doug by February 11, 2021. Secretary Chuck Strauss will send reminders on February 8th. Topics will include:
 - I. Presidents report - President Gilbert. Include Annual meeting report along with future use of proxies.
 - II. New Sidewalk - Greg Malkasian
 - III. ACC applications - Lorna O’Guinn
 - IV. Treasurer report - Lorna O’Guinn
 - V. Updates to Common Area - Scott Gilbert

VIII. FUTURE MEETINGS

Next meeting: February 18th, 7 pm via the internet.

IX. FINAL COMMENTS AND ADJOURNMENT

The meeting was adjourned at 7:58 pm.

Minutes submitted by: Chuck Strauss, secretary