

**West Hill Estates Homeowners Association**  
**Regular Meeting Minutes**  
**October 15, 2020**

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

President Scott Gilbert called to order the regular meeting of the WHEHOA at 7:05 pm on October 15, 2020 via the internet.

Board Members Present: President Scott Gilbert; Vice President Tom Gwynn; Treasurer Lorna O'Guinn; Secretary Doug Austin; Chuck Strauss; Greg Malkasian; and Sami Wright. Board Members Absent: none

Homeowners present: Stephanie Truex

**II. ANNOUNCEMENTS**

**Meeting Rules:**

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

**III. MINUTES** - The September 17, 2020 minutes were approved and will be posted to the website.

**IV. OPEN FORUM** - Homeowners were given an opportunity to ask questions. No one chose to speak.

**V. REPORTS**

- a. **President:** Scott did quite a bit of behind-the-scenes work on the HOA website, including a critical security update that had to be done manually.
- b. **Vice President:** Tom reported he took pictures of all the homes in the HOA and they will need to be loaded into the management software.
- c. **Secretary:** Doug had nothing to report beyond routine duties.
- d. **Treasurer:** Lorna submitted the monthly financial reports. She noted no unusual activity. A \$750 charge for September under Explore Management Services and Software actually belongs under Computer and Internet Expenses. A corrected report will be issued. Housing sales have been up with two houses in escrow and three other sales closed.
- e. **Architectural Review Committee:** Lorna reported there were six new applications since the last meeting including fence repair, a patio, tree trimming or removal, screen door, stucco replacement and painting.
- f. **CC&R Committee Chair:** Doug reported there are currently two open CC&R issues. He will be doing the fall neighborhood review this weekend.
- g. **Common Area Committee Chair:** Scott talked with the landscaper who did the slope work near the Chapman entrance. He asked us for the rest of the payment but lost our paperwork so hasn't sent a bill. Lorna will prepare payment for the balance based on the original contract. A suggestion was made to plant roses in the more sparse areas to dress it up. We decided to wait until things have had a chance to grow to before proceeding.
- h. **Welcome Committee Chair:** Sami said she would not visit any new neighbors until Covid is under control. She said she would mail welcome letters explaining the functions of the HOA and how to contact us.

**VI. OLD BUSINESS**

- a. **Home photos** - Some homeowners have submitted home photos to be added to our management software for a baseline record. Vice President Tom Gwynn also took photos of each home. See his

VP report above.

- b. **Annual Meeting** - Doug has written a draft letter to send homeowners explaining the process for this year's Annual Meeting. There are two open positions and two candidates – Stephanie Truex and Lorna O'Guinn. It includes a cover letter, proxy ballot, Annual Meeting minutes for 2018 and 2019, and a post-paid return envelope. Scott said it is ready to be sent out. Since no homeowners joined the meeting to hear the candidates speak, we agreed the candidates would submit a brief written statement to introduce themselves and explain why they want to be on the Board. Doug will format them for inclusion in the mailing.

## **VII. NEW BUSINESS**

- a. **Neighborhood Watch** - Greg Malkasian reported that he talked to homeowner Jill Adams who has an active Neighborhood Watch on Ranier Loop. She agreed to take the lead on helping volunteers form new Neighborhood Watch groups throughout the subdivision. The Board decided we will not be a formal sponsor, but will act in an advocacy capacity only to help get information to the neighborhood. Greg will tell Jill we are interested in supporting her and ask her to send us any information she wants distributed to the neighborhood.
- b. There is an HOA virtual conference hosted by our attorney firm Vial Fotheringham titled: *Governance and Leadership in Challenging Times* on Saturday, October 24. Lorna will send us the information and all Board members are invited to attend.

## **VIII. FUTURE MEETINGS**

Next meeting: November 19, 2020 at 7 pm via the internet.

## **IX. FINAL COMMENTS AND ADJOURNMENT**

The meeting was adjourned at 8:08 pm.

**Minutes submitted by:** Chuck Strauss and reviewed by Doug Austin, Secretary