

**West Hill Estates Homeowners Association
Regular Meeting Minutes October 17, 2019**

I. CALL TO ORDER (Establish Quorum)

President Scott Gilbert called to order the regular meeting of the WHEHOA Board at 7:06pm on October 17, 2019 at Chapman Hill Elementary School.

Board Members Present: President Scott Gilbert; Treasurer Lorna O’Guinn; Secretary Doug Austin; Gudrun Hoobler; Steve Masten; Vice President Tom Gwynn; Sami Wright

Board Members Absent: None.

Homeowners present: Lorre Euen; Leslie Pitchford (sign-in sheet attached).

II. ANNOUNCEMENTS

Meeting Rules: No audio or video recording allowed by attendees. The Secretary 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.

III. MINUTES – September 19, 2019 Regular Meeting minutes were approved.

IV. OPEN FORUM – No homeowner comments.

V. EXECUTIVE SESSION

- a. Began Executive Session at 7:10 pm.
- b. Delinquent account review discussion.
- c. CC&R house paint discussion.
- d. Exited Executive Session at 7:35 pm; recalled visiting neighbors, and resumed regular meeting.

VI. ACTION ON EXECUTIVE SESSION ITEMS

- a. Scott moved we approve the write-off of the uncollectable delinquent account. Doug seconded. The motion passed unanimously.
- b. Scott moved we negotiate with the subject homeowner on the paint issue attempting to rectify the situation. Tom seconded. The motion passed unanimously.

VII. REPORTS

- a. **President:** Scott announced Steve will take over as the ACC Committee Chair. Lorna will remain on the committee.
- b. **Vice President:** No report.
- c. **Secretary:** No report.
- d. **Treasurer:** Lorna distributed the monthly financial statements. We have 8 homeowners remaining with unpaid annual dues, all of whom have multi-year delinquencies. Lorna asked for approval to pursue the next step of filing a lien for these homeowners with chronically delinquent accounts. Scott moved and Tom seconded a motion to authorize Lorna to take this action.
- e. **Architectural Review Committee Chair:** Lorna reported ACC application activity has slowed down quite a bit and is seeing some activity as a result of CC&R enforcement committee letters.
- f. **CC&R Committee Chair:** Doug reported the neighborhood review was completed September 28. There were 58 letters sent, of which 34 were only for unscreened waste cans. We also inventoried

homes with unapproved flagpoles and permanent basketball poles. Excluding the waste can issue, the number of issues seems about average.

g. Common Maintenance Area Committee Chair:

1. Has done some research on how to structure the process of improving this area. Appears nothing we do will be cheap, but we need to put together a plan. We discussed options and approaches. Decided as a general approach to send an informational communication to homeowners in the next few weeks to start the dialogue, then maybe a town hall type of meeting early next year before moving on to getting specific bids.
2. Discussed bids for the mole/gopher/other critter problem at the Chapman entrance.

h. Welcome Committee Chair: No report.

VIII. OLD BUSINESS

- a. Discussed the management company presentation and the management software demo. Scott will research to find other potential software providers for comparison.

IX. NEW BUSINESS

- a. Scott proposed and the rest of the Board agreed with acquiring a computer projector for making presentations, working on projects together, and making Board discussions more efficient. Estimated cost for a decent machine is in the neighborhood of \$500.
- b. Policy Resolution draft review will be covered at a work session meeting on October 30, 2019.
 1. #3-19 Maintenance and Appearance Standards
 2. #4-19 Long-Standing Violation Enforcement
 3. #5-19 Architectural Standards and Guidelines

- X. NEXT MEETING:** The next meeting is a work session on October 30, 2019 at 7:00 pm, and the next regular meeting is scheduled for Thursday, November 14, 2019 at 7:00 pm.

XI. FINAL COMMENTS AND ADJOURNMENT

The meeting was adjourned at 8:59 pm.

Minutes submitted by: Doug Austin, Secretary

Attachments: October agenda; September 19, 2019 meeting minutes; Treasurer's monthly reports for September; Homeowner sign-in sheet.