

West Hill Estates Homeowners Association
Regular Meeting Minutes
November 19, 2020

I. CALL TO ORDER (Establish Quorum)

President Scott Gilbert called to order the regular meeting of the WHEHOA at 7:04 pm on November 19, 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: none

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 October 15, 2020 minutes were approved and will be posted to the website.

IV. OPEN FORUM - No homeowners present.

V. REPORTS

- a. **President:** Scott reported some website maintenance. Administrative business was otherwise routine.
- b. **Vice President:** Tom reported all pictures of homes in West Hill Estates have been taken and Scott will begin loading them into the management software.
- c. **Secretary:** Doug reported we have received 102 proxy/ballot replies to date (66 are required for a quorum). He will have a complete report at the Annual meeting. Doug collaborated with Lorna on the Annual Meeting postcard announcement. Lorna submitted a postmarked announcement postcard for our records as proof of mailing. Lorna suggested we adopt the practice of sending proxy forms with future Annual Meeting announcements to help be sure we have a quorum.
- d. **Treasurer:** Lorna submitted the monthly financial reports. There was no unusual activity. The December budget report will show a higher than usual water bill representing two months of usage because the City was not able to read meters during the smoke advisory. Three homes completed escrow since the last meeting and one more is in the process. Greg asked if we are charged for waste water. Lorna will check.
- e. **Architectural Review Committee:** Lorna reported activity has slowed down now that winter is coming. She has seen some projects with a requested start date before the application is received. Applications include: tree removal, painting, flag pole installation, siding replacement, and garage door replacement.
- f. **CC&R Committee Chair:** Doug reported he completed a neighborhood review October 17. There are currently 5 unresolved issues.
- g. **Common Area Committee Chair:** Scott reported that Russel's hopes to be done with the Common Maintenance Area repair/refurbishing by the end of the calendar year. There is one large tree encroaching onto a neighbor's back yard and Scott arranged with Russel's to prune it back.
- h. **Welcome Committee Chair:** Sami had nothing to report.

VI. OLD BUSINESS

- a. Annual Meeting** – With the proxies received everything is set for the Annual Meeting December 3. It should be a quick meeting since we have received enough proxies to elect the two Board candidates and to approve minutes of the 2018 and 2019 Annual Meetings. We will include an open forum to allow homeowners to address the Board if they desire. Doug will send an agenda draft to Scott. Lorna will provide Doug a current list of homeowners to verify attendees.
- b.** Brainstormed ways to increase our email contact list and ways to make it easier for neighbors to attend the virtual meetings.
- c. Neighborhood Watch** - Greg said Jill Adams is open to leading a Neighborhood Watch program within our community. Scott will distribute an email on her behalf after the Annual Meeting.

VII. NEW BUSINESS

- a. Election of Officers** – Scott said we need to be thinking about officers (President, Vice President, Treasurer, Secretary) for the remainder of the current fiscal year through next June. We will have a Board meeting to elect officers immediately after completion of the Annual meeting.
- b. Lien Processing** - Lorna said we need help from our attorney to outline the legal procedures on handling liens. Scott made a motion to engage legal services to request they draft instructions on lien processing. Doug seconded and it passed unopposed. Lorna will outline the request and send it to Scott.

VIII. FUTURE MEETINGS

Next meeting: December 3, 2020 Annual Meeting.

IX. FINAL COMMENTS AND ADJOURNMENT

The meeting was adjourned at 8:06 pm.

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