

West Hill Estates Homeowners Association
Regular Meeting Minutes
November 14, 2019

I. CALL TO ORDER (Establish Quorum)

President Scott Gilbert called to order the regular meeting of the WHEHOA Board at 7:05pm on Thursday, November 14, 2019 at a neighbor's home.

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

Board Members Absent: None.

Homeowners present: Lorre Euen; Robert Bowlin (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 – The October 17, 2019 Regular Meeting minutes and October 30 Work Session minutes were approved.

IV. OPEN FORUM

- a. Lorre Euen asked about whether the house on the SE corner of Chapman and Mousebird had ACC approval for the siding and window replacement. We will review the situation.
- b. Robert Bowlin reported an incident where a young male driver (a WHE neighbor) drove around a stopped school bus with its lights flashing. The parents would not talk to Robert about it. That sounds like a police matter as it is outside our scope of authority.

V. REPORTS

- a. **President:** Scott reported the house paint issue covered in Executive Session last month has been resolved by a repaint of the body color at the Association's expense (\$4,480.00). To avoid this issue in the future we will require large samples of proposed paint colors be applied to the house for evaluation, as opposed to relying on the small "paint chip" samples available from paint vendors. Scott has purchased a projector for presentations, document collaboration, and other uses. This will make discussions more efficient and has a side benefit of reducing the amount of printed material we need to produce and distribute.
- b. **Vice President:** Tom outlined proposals for the neighborhood meeting sign upgrades and distributed a sheet of possible designs. We will review and discuss under old business at our next meeting.
- c. **Secretary:** No report.
- d. **Treasurer:** Lorna distributed the monthly financial statements. We have 7 homeowners remaining with unpaid annual dues. We will consult with legal counsel on the procedure for filing any needed liens, per last month's Board approval.
- e. **Architectural Review Committee Chair:** Steve reported ACC application activity is way down, with some of the current cases being in response to CC&R enforcement letters.
- f. **CC&R Committee Chair:** Doug was able to contact the police department to schedule the radar speed trailers for both Mousebird and Chapman Hill. We are on the list but they could not say

exactly when we would see them. Follow-up on the neighborhood drive-around letters is ongoing. One case of a \$50 fine was levied and paid for failure to secure ACC approval prior to some landscaping. Gudrun said she has been asked if the Board has been going around inspecting homes and taking notes. CC&R enforcement follow-up is the only such Board activity at this time.

g. Common Maintenance Area Committee Chair:

1. Scott reported the pest company has removed two gophers or moles from our Chapman entry area and pronounces the area critter-free, which they guarantee for 90 days.
2. Lorna did some research and we do actually own a very small piece of land in the Common Maintenance Area on the northeast side of the Chapman Hill entrance. This is what generates the annual property tax bill for about a dollar.

h. Welcome Committee Chair: Sami has delivered two welcome packets since the October meeting and just got a list of three more new neighbors. There are also two older cases outstanding where she has not been able to make contact.

VI. OLD BUSINESS

- a. Reviewed draft Policy Resolution #3-19 Maintenance and Appearance Standards. Steve moved to approve with the discussed changes and Lorna seconded. Motion passed unanimously.
- b. Reviewed draft Policy Resolution #5-19 Architectural Standards and Guidelines. Lorna moved to approve with the discussed changes and Scott seconded. Motion passed unanimously. It was noted that if we wish to create a list of specific unapproved trees it would be best to create a separate resolution. It was also noted we need to be sure ACC forms specify the kind of trees to be planted.
- c. Reviewed updated ACC Application form. Doug moved to approve with the discussed changes and Lorna seconded. Motion passed unanimously. It was suggested we add an example of a completed ACC form on the website to help people fill it out.

VII. NEW BUSINESS

- a. Reviewed situation from the Open Forum regarding the house on the corner of Mousebird and Chapman Hill. We agreed we need to watch for ACC placards when projects are visible and, if none, check to verify whether an ACC application has been received. Doug will review and report at the next meeting on the CC&R wording to determine whether ACC applications are necessary if the final appearance is not changed (i.e. this will apply primarily to maintenance issues).
- b. Discussed the possibility of having periodic “new homeowner orientation” meetings to review neighborhood rules.

VIII. NEXT MEETING: The next meeting will be December 12, 2019 at 7:00 pm. (Note: the meeting date was subsequently changed to Wednesday, December 11, 2019 at 7:00 pm.)

IX. FINAL COMMENTS AND ADJOURNMENT

The meeting was adjourned at 9:14 pm.

Minutes submitted by: Doug Austin, Secretary

Attachments: November agenda; October 17, 2019 and October 30, 2019 meeting minutes; Treasurer’s monthly reports for October; Homeowner sign-in sheet.