

**West Hill Estates Homeowners Association**  
**Regular Meeting Minutes**  
**June 17, 2021**

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

President Scott Gilbert called to order the regular meeting of the WHEHOA at 7:12 pm on June 17, 2021 via the internet.

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

Board Members Absent: none

Homeowners present: Doug Austin, Bill Truex, and Fernando Goicochea

**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** - May 20th, 2021 minutes were approved and will be posted to the website.

**IV. OPEN FORUM** - No homeowners wished to comment.

**V. REPORTS**

- a. **President:** President Scott Gilbert had nothing to report.
- b. **Vice President:** Greg Malkasian had nothing to report.
- c. **Secretary:** Chuck Strauss had nothing to report.
- d. **Treasurer:** Lorna O'Guinn submitted the May budget report. She said we needed to approve the 2021-2022 budget.
- e. **Architectural Review Committee:** Lorna O'Guinn reported that Stephanie Truex has agreed to chair the ARC. There was nothing to report at this time.
- f. **CC&R Committee Chair:** Tom Gwynn reported that he and President Gilbert did the annual drive around and sent out forty-nine letters to homeowners. At this time all but eighteen have responded.
- g. **Common Area Committee Chair:** President Scott Gilbert reported that the lights at the Mousebird entrance are supposedly fixed. The electric company made the repairs for approximately \$500 compared to the previous bid of \$1,500. He also has a bid to put bark dust in the common area along Orchard Heights. The work should begin soon. Greg Malkasian said that we need to look at getting a bid to remove dead bushes and weeds along the same common area. President Gilbert said that we need to look at getting insurance for volunteers.
- h. **Welcome Committee Chair:** Sami Wright reported that there were two new homeowners and they were sent all HOA welcome documents. She said she would be visiting them soon.

**VI. OLD BUSINESS**

- a. **2021/22 Budget** - Lorna O'Guinn presented next year's proposed budget (attached). Lorna O'Guinn made the motion to accept the proposed budget. Greg Malkasian seconded it and the motion passed. President Gilbert said we might need to have our finances audited. **Action item:** President Gilbert will consult our attorneys to get their opinion.
- b. **Annual Meeting** - Lorna O'Guinn requested that we move the meeting to August. We need to send

out a newsletter. It was mentioned that we are having a difficult time finding homeowners willing to serve on the Board. **Action item:** President Gilbert and Lorna O'Guinn will write articles and get them to the printer this month.

## **VII. NEW BUSINESS**

- a. Management Company** - Board members said that because the work load and the fact that we are all volunteers, we need to look at the possibility of delegating some of our responsibilities to a management company. President Gilbert said the base price of doing this is approximately \$2,000 per month. The pros and cons of this were discussed. It was decided that at this time the Board needed to look at relieving some of the duties of the treasurer. **Action item:** President Gilbert said he would look at engaging a mail service to send out mailings. Stephanie Truex, Greg Malkasian, and Bill Truex said they would meet with Lorna O'Guinn to help with the duties of the Treasurer.

## **VIII. FUTURE MEETINGS**

Next meeting: August 26th (Annual meeting).

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

The meeting was adjourned at 9:04 pm.

**Minutes submitted by:** Chuck Strauss, Secretary