

**West Hill Estates Homeowners Association**  
**Regular Meeting Minutes**  
**August 20, 2020**

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

President Scott Gilbert called to order the regular meeting of the WHEHOA at 7:05 pm on August 20<sup>th</sup>, 2020 via the internet.

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

Homeowners present: Greg Malkasian.

**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** - The July 16th, 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:** President Scott Gilbert reported that we are one Board member short at this time. We need to find a temporary member. Greg Malkasian was nominated by President Gilbert, moved by Doug Austin, and seconded by Lorna O'Guinn. The motion carried.
- b. **Vice President:** Tom Gwynn had nothing new to report.
- c. **Secretary:** Doug Austin had nothing to report.
- d. **Treasurer:** Lorna O'Guinn submitted the monthly reports. Between 75 and 80% of assessments have been turned in. There was nothing out of the ordinary to report.
- e. **Architectural Review Committee:** Lorna O'Guinn reported that there were mostly house painting requests. She said that she was able to work with homeowners. Fence repairs are also being submitted.
- f. **CC&R Committee Chair:** Doug Austin reported that there were four open items on his list, two have moved to a first violation letter. It was also reported that there are geese apparently being kept as pets by a homeowner. Doug will send the homeowner a letter. President Gilbert asked how the management software was working. Doug said there were many variables, but they are getting on board. President Gilbert asked if we should be live by October. Doug and Lorna O'Guinn thought yes.
- g. **Common Area Committee Chair:** Scott Gilbert reported that the landscape project is happening at the Chapman Hill the entrance and Russell's has started working near the entrance at Mousebird. The mole problem at the Chapman entrance has been dealt with. The drip lines at that entrance are being damaged by signs that are being put in the ground. President Gilbert said that we need to consider having a position regarding signs in a homeowner's yards. Doug Austin has dealt with some vendor signs that are left up too long.
- h. **Welcome Committee Chair:** Sami Wright reported that she has visited one house, but will wait until Covid subsides before resuming visits.

**VI. OLD BUSINESS**

- a. Annual meeting - President Gilbert said we need 20% of properties (approximately 65) represented

by attendance or through proxy to have a quorum. We will have four open board seats. Discussion was had whether someone who fills a vacant seat remains until the next annual meeting or until the end of their term. The Board can appoint someone to fill the remaining term of a person who resigns. President Gilbert asked the Board whether or not to have a physical meeting. The majority of the Board said they wanted an online meeting. We need to solicit a list of candidates interested in serving on the Board. President Gilbert proposed that we have three mailings to homeowners:

- I. a newsletter explaining what we are about to do and asking for nominations of directors. The newsletter would include a picture of the improved common area. We will only mail this newsletter to those who did not sign up for electronic notification. These mailings would include a statement that these homeowners have not signed up for emails.
- II. a ballot and proxy ballot.
- III. a postcard announcing the annual meeting.

## **VII. NEW BUSINESS**

- a. **Software** - We need to take a picture of each homeowner's house so we can have a baseline of what a home looks like. We will announce this in the newsletter. We will divide up this task among Board members.
- b. **Neighborhood Crime Report** - There have been two recent burglaries. Police have apprehended suspects. Maybe we need to relook at starting back the Neighborhood Watch.

## **VIII. FUTURE MEETINGS**

Next meeting: September 17th, 7 pm.

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

The meeting was adjourned at 9:13 pm.

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