

**West Hill Estates Homeowners Association**  
**Regular Meeting Minutes**  
**September 17, 2020**

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

President Scott Gilbert called to order the regular meeting of the WHEHOA at 7:03 pm on September 17, 2020 via the internet.

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

Homeowners present: George Lanning

**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 August 20, 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 the newsletter went out and the website was updated. We advised our bank that our debit card was compromised and that has been dealt with. President Gilbert said that he walked through the first completed section of the common area and it looks good.
- b. **Vice President:** Tom Gwynn was absent.
- c. **Secretary:** Doug Austin had nothing to report.
- d. **Treasurer:** Lorna O'Guinn submitted the August financial reports noting there are fewer than 20 unpaid annual assessments and the late fee notices have been sent out. The bills for common area repairs completed to date have been paid.
- e. **Architectural Review Committee:** Lorna O'Guinn reported several applications were submitted last month including fence repair, tree removal, house painting, and roof replacement.
- f. **CC&R Committee Chair:** Doug Austin reported that there are currently 3 open violation items.
- g. **Common Area Committee Chair:** Scott Gilbert gave his update with the President's report.
- h. **Welcome Committee Chair:** Sami Wright had nothing to report.

**VI. OLD BUSINESS**

- a. **Home photos** - A Board member offered to take pictures of all homes in the subdivision, but has not started yet. Greg Malkasian suggested we ask homeowners to take pictures of their home and submit them. President Gilbert said he would send an email blast asking homeowners to do that.
- b. **Neighborhood Watch** - We are too big to do this for the entire subdivision. We will look at doing it in smaller sections. Rainier Loop is already doing this, so Greg Malkasian and Chuck Strauss will contact them for input and start looking at how to implement in other sections of the neighborhood.
- c. **Annual Meeting** - We need to make a list of candidates for future Board positions. Per the newsletter announcement, names are supposed to be submitted by Sept. 24. At this time we have not received any. Open seats are: Lorna O'Guinn who plans to run for re-election, and Doug Austin who will not seek re-election. Chuck Strauss was previously selected by the Board to temporarily fill the

vacant position created by Gudrun Hoobler's resignation, and he has volunteered to complete her term which expires in 2021. Greg Malkasian was selected by the Board to complete Steve Masten's term which expires in 2022.

**d. Annual Meeting mailing:**

- Doug Austin will create a form for mailing which includes a vote for Board members, approval of Annual Meeting minutes for 2019 and 2018, and a proxy to be effective through the end of the year since we do not know the exact meeting date. The proxy will also allow us to establish a quorum under the Bylaws.
- Scott Gilbert will send out an email blast telling homeowners there will be a virtual meeting where candidates have a chance to speak as to why they want to be on the Board.
- We will then mail to each homeowner:
  - A list of candidates
  - The date of an online meeting where candidates will be given an opportunity to say why they want to be on the Board (possibly a video of the speeches will be available online).
  - A ballot that will include a vote for candidates, an option of counting for attendance purposes only, and approval of minutes for the last two Annual Meetings.
  - A stamped envelope to return the ballot.
  - Once we have a sufficient number of ballots for a quorum, we will schedule the Annual Meeting and send an announcement postcard to homeowners

- e. Pursuant to the criteria listed above, Greg Malkasian made a motion that, for the purpose of conducting a virtual Annual Meeting, the Board will send a proxy to all owners which meets the requirements to achieve a quorum, vote on the minutes of the past two Annual Meetings, and elect Board members consistent with the candidate submissions received in a timely manner, and to request submission of those proxies with votes by a specified date, recognizing those who submit proxies would still be able to attend the virtual meeting and participate in any other business aspects of the meeting. President Gilbert seconded. It will be conducted through a paper ballot with a stamped return envelope included. Lorna amended the motion to include that the date of the Annual meeting will not be named until we have enough votes to guarantee a quorum. Greg accepted the amendment. The motion carried unopposed.

**VII. ACTION ITEMS:** President Gilbert will contact the homeowner who expressed interest in serving on the Board to see if she is still interested. He will send out an email blast next week about house photos, and again solicit candidates to run for the Board. Greg and Chuck will research information on starting Neighborhood Watch units.

**VIII. MISCELLANEOUS – Clarification of Open Board Positions**

Doug Austin - will not seek to run again.

Lorna O'Guinn - will seek to run again.

Chuck Strauss - will fill the remainder of Gudrun Hoobler's term of 1 year.

Greg Malkasian - will fill the remainder of Steve's term of 2 years.

This leaves two positions to be voted on this year, each of which is a three-year term.

**IX. NEW BUSINESS – None.**

**X. FUTURE MEETINGS –** Next meeting: October 15, 2020 at 7 pm via the internet.

**XI. FINAL COMMENTS AND ADJOURNMENT –** The meeting was adjourned at 8:51 pm.

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