

West Hill Estates Homeowners Association
Regular Meeting Minutes
January 16, 2020

I. CALL TO ORDER (Establish Quorum)

President Scott Gilbert called to order the regular meeting of the WHEHOA Board at 7:03pm on Thursday, January 16, 2020 at Salem Electric.

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

Board Members Absent: None.

Homeowners present: Leslie Pitchford.

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 December 11, 2019 Regular Meeting minutes were approved.

IV. OPEN FORUM – No homeowner comments.

V. REPORTS

- a. **President:** Scott has made some website updates and researched additional management software options. We will review under old business if time permits, otherwise at next meeting.
- b. **Vice President:** Tom presented updated meeting sign proposals and we selected our preferred option. Three double-sided signs would cost \$112. Scott moved and Steve seconded the proposal which was approved unanimously. Tom also presented proposals for educational signs reminding people to check the HOA rules before remodeling or landscaping. We agreed on a simplified layout for three such double-sided stand-alone signs for display around the neighborhood at an additional cost of \$112 (plus minimal cost for the double-stake aluminum wire frames, as needed). Tom moved and Scott seconded the proposal which passed unanimously.
- c. **Secretary:** Doug reported the radar speed sign requested for Mousebird was placed on Mousebird *outside* our neighborhood in error. City was unwilling to correct it so our Mousebird location has been added to the rotation again, but at the end of the line (2 to 3 month wait). The Chapman Hill location, however, is next in line.
- d. **Treasurer:** Lorna distributed the monthly financial statements. We are currently on track with the budget. Personal visits regarding the two oldest delinquent accounts will be done as early as next week.
- e. **Architectural Review Committee Chair:** Steve reported just one new ACC applications in the last month. Has also been in contact with a neighbor still researching the best way to screen a yard waste bin.
- f. **CC&R Committee Chair:** Doug reported there are currently 10 open enforcement cases, of which 4 just received the final notice with fines potentially assessed beginning Jan 28. There are an additional 8 pending cases with scheduled springtime work (mostly lawn repair/replacement). Following are summaries of three previously discussed cases:
 - Siding and windows replaced w/o ACC approval: Since final appearance did not materially change, no notification or fines are appropriate.
 - Screening gate built w/o ACC approval: The neighbor was in contact with a Board member who said OK but did not remind him to get prior approval, and the enforcement letters did not mention ACC approval might be needed. Conclusion - no notification or fines are appropriate. The neighbor has completed an after-the-fact ACC application for our records.
 - Property on right at Chapman entrance: FYI the neighbor advised they will be doing some major front landscaping, replace the remainder of the fence (which they previously repaired), and build permanent waste

bin screening. He's hired a contractor who said to call him in a month when the weather gets better and will submit an ACC form when he has some solid plans.

- g. **Common Maintenance Area Committee Chair:** Scott reported the additional gopher(s) seem to have been taken care off as no new mounds have appeared.
- h. **Welcome Committee Chair:** No report.

VI. OLD BUSINESS

- a. There has been confusion over the side hill on the right next to the Chapman Hill entrance. After researching online property maps, various current and former Board member recollections, as well as the owner's recollections, it is clear the maintenance of that side hill is our responsibility. Doug recommends, in order to save money, we NOT send this to our attorney for confirmation. We just need to notify our landscaping crew to include it in their normal maintenance.
- b. Per comments at the end of the last meeting, we had a general discussion of violation/fine process timing. Concerns were also raised about fining people for not getting prior ACC approval when there appear to be many people who just are not aware of the requirements. This can lead to fining people for doing things that end up being acceptable. Would it be sufficient to apply the enforcement process only if someone does something unacceptable? The other side of the coin is trying to maintain a system of review and approval rather than people just doing whatever they want in spite of the rules.
- c. Discussion of the 2019-2020 Common Maintenance Area update plan will be taken up next month.

VII. NEW BUSINESS

- a. Reviewed draft Policy Resolution #1-20 Renewable Energy Devices. Steve moved and Lorna seconded a motion to approve the resolution. There was no additional discussion and the motion passed unanimously.
- b. Reviewed draft Policy Resolution #2-20 Use of Legal Counsel. Scott moved and Steve seconded a motion to approve the resolution. There was no additional discussion and the motion passed unanimously.
- c. Reviewed draft Policy Resolution #3-20 Standing Committees. Scott moved and Lorna seconded a motion to approve the resolution. There was no additional discussion and the motion passed unanimously.
- d. Reviewed draft repeal of Policy Resolution #10-18 Shrub Height Exceptions. No action due to questions about the net effect of the repeal. Discussion will be continued next month.
- e. Scott asked for input on some website updates to save space and improve usefulness/organization of the information.
- f. Also need to do a newsletter soon. Since it won't be done prior to the next meeting, we will go ahead and send a postcard announcing the resolutions which have been updated so far. Cost for the mailing will be approximately \$230.

VIII. NEXT MEETING: The next meeting will be at Salem Electric on February 20, 2020.

IX. FINAL COMMENTS AND ADJOURNMENT

The meeting was adjourned at 9:13 pm.

Minutes submitted by: Doug Austin, Secretary

Attachments: January agenda; December 11, 2019 meeting minutes; Treasurer's monthly reports for December; Homeowner sign-in sheet.