

West Hill Estates Homeowners Association
Regular Meeting Minutes
February 20, 2020

I. CALL TO ORDER (Establish Quorum)

President Scott Gilbert called to order the regular meeting of the WHEHOA Board at 7:10pm on Thursday, February 20, 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 January 16, 2020 Regular Meeting minutes were approved.

IV. OPEN FORUM – Leslie Pitchford commented that the new signs asking neighbors to check the HOA rules before beginning a project are very functional and easy to read.

V. REPORTS

- a. **President:** Scott has made some organizational website updates and all current documents have been posted. Our attorney at Vial Fotheringham, Kyle Grant, has moved to a new law firm and we need to decide whether to keep VF or Kyle for legal representation (see New Business.)
- b. **Vice President:** Tom recapped new meeting and HOA rules reminder signs. We agreed to rotate locations on the rules reminder sign for greater exposure.
- c. **Secretary:** Doug reviewed confusion with City on the radar speed signs as the one for Chapman Hill Drive was also placed incorrectly. Will work with City to determine a way to avoid future miscommunication.
- d. **Treasurer:** Lorna distributed the monthly financial statements. It's time to start budget planning, so please let her know if any of your committees have budget needs which should be considered.
- e. **Architectural Review Committee Chair:** Steve reported ACC applications activity has been low.
- f. **CC&R Committee Chair:** Doug reported there are currently 11 open enforcement cases, all with plans in place. All four cases with fine letters sent have been resolved.
- g. **Common Maintenance Area Committee Chair:** Scott reported this area looks good now due to the fall/winter rains. See further discussion under old business.
- h. **Welcome Committee Chair:** No report.

VI. OLD BUSINESS

- a. Common Maintenance Area – Scott asked for suggested approaches for updating the Common Maintenance Area and options to pay for it. Scheduled a Town Hall meeting at Salem Electric on March 19 at 7:00 pm with a regular Board Meeting before that to prepare. We will present some options, possibly review pictures of the area, and ask for neighbor input. The Town Hall will be publicized through Scott's article in the newsletter, a post card mailing (est. cost \$210), the meeting sign post, and an email blast to the email addresses we have.

VII. NEW BUSINESS

- a. Discussed change in legal representation with Kyle Grant's move to a new law firm. Scott moved and Sami seconded a motion to stay with Vial Fotheringham and work with the managing partner to select an experienced attorney to be assigned to us. Discussion followed and the motion passed unanimously.

- b. We will plan on sending a newsletter to be received a week or two before the Town Hall meeting. We have several general articles already, but might add ones reminding of the upcoming Spring neighborhood review, soliciting email addresses, and an Architectural Control Committee article.
- c. Reviewed draft Policy Resolution #4-20 Annual Assessment Late Fees. Scott moved and Lorna seconded a motion striking the reference to the \$180 annual assessment. Motion failed. Tom moved and Scott seconded a motion to add the year “2019-2020” clarifying the \$180 annual assessment. The motion passed unanimously. Scott moved and Steve seconded a motion to approve the resolution as discussed. The motion passed unanimously.
- d. Reviewed draft Policy Resolution #5-20 Real Estate Transfer Fee. Scott moved and Sami seconded a motion to approve the resolution. There was no additional discussion and the motion passed unanimously.
- e. Reviewed draft Policy Resolution #6-20 Collection Procedures. Scott moved and Lorna seconded a motion to approve the resolution. There was no additional discussion and the motion passed unanimously.
- f. Reviewed draft Policy Resolution #7-20 Expense Payment Procedures. Scott moved and Lorna seconded a motion to approve the resolution. After additional discussion the motion passed unanimously.
- g. Reviewed draft repeal of Policy Resolution #3-18 Confirmation of CC&R Violations. Scott moved and Lorna seconded a motion to approve repeal of the resolution. There was no additional discussion and the motion passed unanimously.
- h. Reviewed draft repeal of Policy Resolution #10-18 Rule Establishing Criteria or Granting Exceptions to the Architectural and Appearance Standards Relating to Shrub Height. Scott moved and Doug seconded a motion to approve repeal of the resolution. There was no additional discussion and the motion passed unanimously.

VIII. NEXT MEETING: The next regular meeting will be Wednesday, March 11, 2020 at 7:00 pm.

IX. FINAL COMMENTS AND ADJOURNMENT

The meeting was adjourned at 9:00 pm.

Minutes submitted by: Doug Austin, Secretary

Attachments: February agenda; January 16, 2020 meeting minutes; Treasurer’s monthly reports for January; Homeowner sign-in sheet.