

West Hill Estates Homeowners Association
Regular Meeting Minutes
August 22, 2017

I. CALL TO ORDER (Establish Quorum)

President Lorre Euen called to order the regular meeting of the WHEHA at 7:13 pm on August 22, 2017 at Sami Wright's home, 1675 Ashland Court. NW. Agenda is attached.

Board Members Present: President Lorre Euen; Vice President Scott Gilbert; Treasurer Lorna O'Guinn; Secretary Chuck Strauss; Terry Witt, Sami Wright, and Doug Austin.

Homeowners present (list attached): Leslie Pitchford, Mary and Jeff Kroft, Diane Stewart, Allen Cranston, Gudrun Hoobler, Jim Liechty, Greg Malkasian, Glenna Caton, Darren Sisk, and Cindy Lane.

II. ANNOUNCEMENTS

- a. **Meeting Rules;** No audio or video recording allowed by attendees. The Secretary, however, 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 two Open Forum portions 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.
- b. President Euen made the announcement that we are at a homeowner's house and would act accordingly.

III. MINUTES

A motion was made to accept the June 20, 2017 minutes by Terry Witt and seconded by Doug Austin. The motion passed unanimously.

IV. OPEN FORUM – 1

- a. Secretary Chuck Strauss said that with the large crowd of homeowners, we would ask everyone to limit their time to two minutes.
- b. One homeowner asked for an exception to the height of his fence.
- c. The rest the homeowners wanted to speak about the tree height amendment. They made comments for and against the tree height amendment. This portion of the meeting lasted over one hour of the meeting.

V. REPORTS

- a. **President:** President Euen gave a copy of a letter from Kyle Grant summarizing the meeting at Roth's regarding the tree height amendment (attached). She asked us to take it home and let her know if we had any questions.
- b. **Vice President:** Scott Gilbert reported he updated the security of our website.
- c. **Secretary:** Chuck Strauss had nothing new to report.
- d. **Treasurer:** Lorna O'Guinn reported there are only sixty-eight homes that need to pay their annual assessments. President Euen asked for a list of these homeowners so we could send a reminder. President Euen asked if the Board would go to the doors of these homeowners to remind them to send in their assessments. The Board said they were not willing to do this. Lorna requested sending a postcard as a reminder and she would take care of this. The Board agreed. Lorna submitted the July balance sheet. Nothing unusual was noted. President Euen asked for a cash flow analysis report as well. Lorna said we need to have a clear understanding of each of the Boards duties and responsibilities. Terry Witt suggested we do this soon.
- e. **Architectural Review Committee:** Terry Witt handed out the current list of ARC applications (attached). There were ten new applications since the last meeting. All were approved and are in progress. We are getting emails from a couple of homeowners who are interested in being on the

Board in the future. The Board recommended that we contact any homeowner who expresses any interest in being on the Board to come to a homeowners meeting. President Euen complimented Terry on his excellent job of record keeping.

- f. **CC&R Committee Chair:** Doug Austin asked who was responsible for keeping correspondence between the homeowners and the committee members. President Euen said each committee chair should keep all correspondence. Chuck Strauss suggested that we keep all of these records electronically. Doug is getting up to speed on what has been done and what needs to be done. He has been going through Spencer Wintersteen's files and organizing the information. Doug said that we will need to go around and inspect properties at some point. Doug said he liked to visit the homeowner and have a verbal conversation before writing any correspondence. He said he would like to rewrite some of the letters that go out to homeowners to make them friendlier. President Euen asked that when he does this, please send them to the Board to look at.
- g. **Common Area Committee Chair:** President Euen reported she is hoping to implement the new landscaping person beginning September 1st. Russell's still needs to fulfill some outstanding obligations. President Euen said she has contacted Russell's and showed them the problems. They are taking care of these. President Euen said that she wanted to have these issues finished before bringing in the new landscapers.
- h. **Welcome Committee Chair:** Sami Wright presented a list of new homeowners (attached). There are seven new homeowners in West Hill Estates.
- i. **Board Committees:** President Euen said we need to have other people on the committees besides just the committee chairperson. She asked Chuck Strauss to be on the ARC committee with Terry Witt and Scott Gilbert to be on the CC&R committee with Doug Austin. President Euen asked that each committee chairs write a description of their duties. This could be done in the next couple of months. This could possibly be done in a executive session.

VI. Fence Exception Vote: The Board voted on whether to accept the fence exception from the homeowner who spoke during the Open Forum. The Board voted unanimously to deny the exception. Terry Witt said he would let the homeowner know.

VII. Future Board Meeting Dates: The next HOA Board meeting will be September 21st, 7pm at the Wright home at 1675 Ashland Court. NW.

VIII. FINAL COMMENTS AND ADJOURNMENT

President Euen asked to move to adjourn the regular meeting at 9:24 pm. Lorre Euen made the motion and Terry Witt seconded it. The motion passed unanimously.

Minutes submitted by: Chuck Strauss, Secretary _____

Attachments: Agenda, Minutes from June 20, 2017, WHEHA Architectural Review Applications, Treasures Balance Sheet, Letter from attorney Kyle Grant, homeowner sign-in sheet, and welcome committee report.