

West Hill Estates Homeowners Association
Regular Meeting Minutes
August 15, 2019

I. CALL TO ORDER (Establish Quorum)

President Scott Gilbert called to order the regular meeting of the WHEHOA Board at 7:00 pm on August 15, 2019 at the Salem Public Library.

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: George Lanning, Leslie Pitchford, Lorre Euen (sign-in sheet attached).

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

- a. June 14, 2018 Annual Meeting minutes were provisionally approved.
- b. June 20, 2019 Annual Meeting minutes were provisionally approved.
- c. July 18, 2019 Regular Meeting minutes were approved.
(The annual meeting minutes are subject to final approval at the next annual meeting.)

IV. OPEN FORUM

Homeowners were given an opportunity to ask questions. George Lanning pointed out that several light poles appear to need paint. Tom will look into that with the City or Salem Electric. George also submitted a draft of a proposed flagpole policy resolution for our consideration. The draft has been tailored to our CC&Rs and will be reviewed later in the meeting. Lorre Euen briefed the Board on a meeting Monday night regarding a plan to rezone three acres on the SE corner of Doakes Ferry and Orchard Heights Roads from agricultural use to Neighborhood Commercial and Residential Multi-family. This change would allow businesses and multi-family housing. The West Salem Neighborhood Association encourages attendance at the meeting to oppose the change. We will post the information on our website and send it out via our email mailing list.

V. REPORTS

- a. **President:** Scott is updating the website as time allows; gave an update on the comprehensive HOA management software previewed earlier this week which costs \$375/month. The presentation was sent to the Board members to review and give feedback to Scott. We also need to research the option and cost for a management company.
- b. **Vice President:** Tom had nothing to report.
- c. **Secretary:** Doug had nothing to report, but is working with the prior Secretary to locate the minutes from May.
- d. **Treasurer:** Lorna advised there are still 54 unpaid annual assessments out of 321. Also distributed the monthly Balance Sheet, Profit & Loss and Transaction by Detail reports (attached).
- e. **Architectural Review Committee Chair:** Lorna reported fourteen ACC applications for July and August, to date.

- f. **CC&R Committee Chair:** Doug reported we have eight open enforcement cases. The issue came up about people allowing lawns to go brown. The current rules require lawns be sufficiently watered and fertilized to be maintained in a healthy state. Failure to do so is subject to the CCR enforcement process.
- g. **Common Maintenance Area Committee Chair:** Scott reported that he, Lorna and Doug walked this area to get a perspective on the overall condition. There are significant issues with the sprinkling system in some areas, and comprehensive planning is needed to determine how to approach it. At a minimum, the sprinkler system needs to be repaired or replaced. The night-scaping is also essentially ineffective. Next step is to determine what we want to do with the area and to secure some professional design and cost proposals to present to the Owners.
- h. **Welcome Committee Chair:** Sami said she has visited five new homeowners since the last month. She also has a couple she hasn't been able to contact, plus a couple where the sale closed but they haven't moved in yet.

VI. OLD BUSINESS

- a. Policy Resolution Review – Doug distributed updated copies of the CCR Enforcement Policy and a proposed flagpole resolution for review. Doug will work with Lorna to create the cover sheets needed to put them into a form we can vote on. We will have Kyle review to be sure we have the correct format then will have a brief meeting to vote on these two resolutions on August 29.

VII. NEW BUSINESS and ISSUE DISCUSSIONS

- a. Newsletter: Scott made a motion to prepare and deliver a newsletter before the September Board meeting. Lorna seconded and the motion passed unanimously. Scott will address the Common Maintenance Area issues; Lorna will address ACC issues, Doug will address CC&R enforcement policy and a reminder of the 25 mph limit on Chapman Hill. Doug will also continue to contact the City trying to schedule the informational radar speed sign for our neighborhood (no call-back after three messages).
- b. General discussion of the options, pros, and cons of the HOA software demo presentation mentioned in the President's report.

VIII. NEXT MEETING: Work meeting August 29, 2019, 7:00 at Tom's house primarily to vote on two policy resolutions. The next regular monthly meeting will be September 19, 2019, 7:00 pm, tentatively at Chapman Hill Elementary.

IX. FINAL COMMENTS AND ADJOURNMENT

The meeting was adjourned at 8:28 pm.

Minutes submitted by: Doug Austin, Secretary

Attachments: August agenda; June 14, 2018 and June 20, 2019 Annual Meeting minutes; July 18, 2019 regular meeting minutes; homeowner sign-in sheet; Treasurer's Balance Sheet, Profit & Loss Report, and Transaction Detail by Account Report; proposed CC&R Enforcement Policy Resolution; proposed Flagpole Policy Resolution.