

**West Hill Estates Homeowners Association**  
**Regular Meeting Minutes**  
**Jan. 17, 2019**

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

President Scott Gilbert called to order the regular meeting of the WHEHOA at 7:04 pm on January 17<sup>th</sup>, 2019 at Salem Electric.

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

Homeowners present: Liz and Max Klicker (sign-in sheet attached).

**II. ANNOUNCEMENTS**

**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 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. OPEN FORUM**

Homeowners were given an opportunity to ask questions. No one spoke at this time.

**IV. MINUTES**

- a. A motion was made to accept the December 20, 2018 regular Board Meeting minutes by President Gilbert. The motion passed unanimously.
- b. A motion was made to accept the January 3, 2019 and January 10, 2019 Work Session minutes by President Gilbert. The motion passed with unanimous consent.

**V. REPORTS**

- a. **President:** President Scott Gilbert gave his report.
- b. **Vice President:** Lorre Euen gave her report.
- c. **Secretary:** Chuck Strauss gave his report.
- d. **Treasurer:** Lorna O'Guinn presented her report, Balance Sheet, and Profit, Loss and Transaction by Detail sheets (attached).
- e. **Architectural Review Committee:** Lorre Euen gave her report.
- f. **CC&R Committee Chair:** Doug Austin gave his report.
- g. **Common Area Committee Chair:** Gudrun Hoobler gave her report. She reported that to fix the lights that were not working would cost \$2,195 and to replace them with low cost lighting (ex. LED) would cost \$4,300. The Board said we would hold off on any decision regarding this until the Amended and Restated Declaration of Covenants, Conditions and Restrictions was complete. With future landscaping WHEHOA might want to change the way the lighting is done.
- h. **Welcome Committee Chair:** Sami Wright was absent and there was no report.

**VI. OLD BUSINESS**

- a. Amended and Restated Declaration of Covenants, Conditions and Restrictions – President Gilbert reported that the Board has been meeting weekly and good progress has been made toward the final document for homeowners to review.
- b. Online storage – President Gilbert gave a demonstration of ways G-Suite (a Google program) might aid us in conducting online storage and tasks. The Board will look at this further after the Town Hall meeting.

## **VII. NEW BUSINESS**

- a. Mailing of the Amended and Restated Declaration of Covenants, Conditions and Restrictions draft to homeowners – There will be a postcard mailed to homeowners announcing the Town Hall meeting. A letter to announce the ballot will follow this. A motion was made by Lorre Euen to send a postcard to the homeowners with information about the Town Hall meeting and how to get a copy of the proposed Amended and Restated Declaration of Covenants, Conditions and Restrictions. Doug Austin seconded it and all Board members voted yes except Gudrun Hoobler who abstained. The motion carried.
- b. Newsletter –The next newsletter will be mailed prior to the Town Hall meeting and another after the vote and prior to the annual meeting.

## **VIII. FINAL COMMENTS AND ADJOURNMENT**

The meeting was adjourned at 9:10 pm.

**Minutes submitted by:** Chuck Strauss, secretary

**Attachments:** January agenda, November regular meeting minutes, homeowner sign-in sheet, Treasurer's Balance Sheet, Profit and Loss Budget Performance Report, Profit & Loss Budget vs. Actual Report and Transaction Detail by Account Report.