

West Hill Estates Homeowners Association
Regular Meeting Minutes
July 18, 2019

I. CALL TO ORDER (Establish Quorum)

President Scott Gilbert called to order the regular meeting of the WHEHOA Board at 7:02 pm on July 18, 2019 at Salem Electric.

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

Board Members Absent: Steve Masten

Homeowners present: Lorre Euen, Leslie Pitchford, Doug Montgomery, Sherl Hill, Allen Cranston, Tony Hoobler, Diane Stewart, Other guests: James and Michelle O’Guinn (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. MINUTES

- a. Minutes from the regular HOA meeting on June 27, 2019 were approved.
- b. Minutes from the regular HOA meeting on July 2, 2019 were approved.

IV. OPEN FORUM

- a. Lorre Euen asked whether we have considered any rules regarding a time limit for having moving pods on a lot. We will research and deliberate on the issue at a future meeting.

V. OLD BUSINESS

- a. Reviewed proposed update to the CC&R enforcement process and fine schedule. Doug will update with the suggested changes for review during the August meeting.

VI. REPORTS

- a. **President:** Scott had nothing new to report.
- b. **Vice President:** Tom had nothing new to report.
- c. **Secretary:** Doug had nothing new to report.
- d. **Treasurer:** Lorna presented her report and distributed the monthly financial reports (copies attached and will be posted to the website).
- e. **Architectural Review Committee:** Lorna reported there have been three new ACC requests since she took over the committee.
- f. **CC&R Committee Chair:** Doug Austin reported 9 open enforcement cases. Four are in the process of resolution and 5 with the first enforcement letter sent. Also presented information about “detention basins” on several properties. These portions of a lot are still owned by the homeowner, but are subject to required maintenance based on City of Salem rules.
- g. **Common Area Committee Outgoing Chair:** Gudrun distributed information on Common Maintenance Area expenses over the last year (copy attached). She has received one bid of under \$10,000 for a minimal update to this area including removal of much of the grass and four dead trees, planning shrubs, and repairing the sprinklers. The work to move the floodlights out to four feet

from the entrance monuments for improved lighting has been completed. In addition, Judson's will replace the incandescent lights with LEDs.

- h. **Common Area Committee Chair:** Scott had nothing new to report.
- i. **Welcome Committee Chair:** Sami Wright gave an update on her homeowner contacts.

VII. NEW BUSINESS and ISSUE DISCUSSIONS

- a. Doug suggested we review Annual Meeting minutes shortly after that meeting while memories are fresh, even if we must wait for official approval until the next Annual Meeting. Scott will check with our attorney on when those may be officially approved. If necessary, we could post them to our website with a note that they are "Pending official approval at the next Annual Meeting."
- b. Scott discussed planning for the next year. The two main priorities are determining what to do with the Common Maintenance Area and updating the Policy Resolutions to mesh with the updated Bylaws and CC&Rs. We will include these discussions in our regular meeting agendas. If we find more time is needed, we will schedule additional dedicated work session meetings.

VIII. NEXT MEETING will be August 15, 2019 in the main floor conference room at the Salem Library.

IX. FINAL COMMENTS AND ADJOURNMENT

The meeting was adjourned at 8:36 pm.

Minutes submitted by: Doug Austin, Secretary

Attachments: Agenda, Homeowner sign-in sheet, June 27, 2019 and July 2, 2019 minutes, Draft CC&R enforcement process and fine proposal, Common Maintenance Area expense summary, May and June Treasurer's reports (Balance Sheet, Profit & Loss Budget Performance Report, Profit & Loss Budget vs. Actual Report and Transaction Detail by Account Report).