

**West Hill Estates Homeowners Association**  
**Regular Meeting Minutes**  
**June 20, 2017**

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

President Lorre Euen called to order the regular meeting of the WHEHA at 7:02 pm on June 20, 2017 at Sami Wright's home. Agenda is attached.

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

Homeowners present (list attached): none

**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.

**III. OPEN FORUM - 1**

No homeowners were at the meeting.

**IV. MINUTES**

A motion was made to accept the May 19, 2017 minutes by Lorna O'Guinn and seconded by Terry Witt. The motion passed unanimously. Terry Witt commented that the secretary only post minutes of information that could be made public.

**V. NEW BOARD MEMBER**

President Euen asked for a motion to nominate Sami Wright to fill the Board vacancy left by Spencer Wintersteen who resigned. Sami agreed to fill the position until a permanent replacement is chosen. Terry Witt made the motion; Chuck Strauss seconded it, and it was passed unanimously.

**VI. REPORTS**

- a. **President:** President Euen reported her information would be shared later in the meeting.
- b. **Vice President:** Scott Gilbert had nothing to report at this time.
- c. **Secretary:** Chuck Strauss had nothing new to report.
- d. **Treasurer:** Lorna O'Guinn reported that she is learning a lot in her first couple of weeks as the new treasurer. Lorna reported WHEHA's bookkeeping service, AccurAccounts, assures that the president has access to all financial records. President Euen asked when their service began. Lorna said it was about a year-and-a-half ago and their service provides a valuable service to WHEHA. Terry Witt said that an audit of our financial records should be conducted, President Euen agreed. Lorna then handed out a balance sheet for May and the proposed budget (attached) and said all of the figures from the previous treasurer were accurate. Lorna said that we have 320 homeowners in the association and assessments have been mailed at \$150 each. She said that some of the escrow demands had already gone out at \$120 for new homeowners who are in the process of purchasing a home. She asked the Board that 2017-18 assessment be accepted at \$120. Scott Gilbert made the motion to accept this and Lorre Euen seconded it. The motion passed unanimously. Scott Gilbert asked if this included all of the vacant lots. Lorna said she is working on reconciling these. President Euen asked Lorna to provide a current mailing list of homeowners. Lorna said that we have a line of credit at the bank, which the bank said was unusual for a business account. Lorna said she would take care closing the line of credit. Terry Witt asked if the proposed budget would be the one that

goes out to homeowners. Scott Gilbert asked for clarification on the proposed budget items in terms of landscaping and common area. Also legal fees and professional fees were a little unclear. Scott mentioned that we need to have a better way to preserve our records electronically. Lorna said she scans everything and saves it to her computer. Terry Witt expressed concerns about the proposed budget having numbers that are not accurate because we don't have final bills yet and we have a large surplus while asking homeowners to increase their assessments. President Euen said that we have large bills coming in for the new bark dust and a just discovered leak in our common area sprinkler system. The approved annual budget is the only one that goes out to homeowners. President Euen will check the bylaws to see if we are required to send the homeowners anything other than the approved budget. The budget needs to go to homeowners within ninety days of approval by the Board. President Euen said the bark dust bill will be paid from the 2016 budget. Terry Witt suggested that when we get an actual end of year budget at the end of July, we could then send out the proposed budget based on where we ended the fiscal year of 2016. President Euen said she would like to see the annual budget go to the homeowners at the same time as the assessments go out adding the Board can vote on the proposed budget via email.

- e. **Architectural Review Committee:** Terry Witt reported eight requests have been filed since the last Board meeting with one being withdrawn at this time (see attached). President Euen asked about the new fence going up on Chapman Hill. The fence goes beyond the side of the house (it is a corner lot) and is six feet in height. Terry said he would review the ARC application and will let the Board know what was proposed by the homeowner. The rest of the applications were approved.
- f. **Tree Height Amendment:** President Euen said that the proposed amendment concerning tree height has nothing new in it. The amendment proposes removal of the tree height restriction in all phases. She said there would be two mailings to homeowners. The first will be a cover letter by President Euen explaining the process with an explanation of the amendment change. The second mailing will have the new amendment, a ballot, and a stamped envelope to return homeowners' completed ballots to the Board. President Euen explained a cover letter will be sent to homeowners before the ballot is sent to them. She said she would send the letter to the Board to review before it is sent to homeowners. The ballot mailing to homeowners will include a copy of the amendment along with a stamped envelope to return their ballot. A suggestion was made to post signs reminding homeowners to turn in their ballots.
- g. **CC&R Committee Chair:** Doug Austin reported that Spencer Wintersteen (previous Board member and chair of the CC&R committee) has not contacted him regarding records Spencer may have. Scott Gilbert reported there are a couple of properties that need to be dealt with as being out of compliance. He added that one of the properties is a house on Olympia that has excessive weeds for which corrective action has been initiated and needs to be followed up with. He also added the Board needs to know what actions Spencer has taken first and then a reset may be required because the Board's time limit has been exceeded. President Euen will contact Spencer about what has been done regarding obtaining CCR Committee records and that the CCR Committee can proceed with new infractions until Spencer's records can be obtained.
- h. **Common Area Committee Chair:** President Euen reported the landscaper, Westside Landscaping, has declined to accept WHEHA as a client citing increases in minimum wage and insurance costs as the reason for that decision. President Euen then met with A. Lopez Yard Maintenance, LLC to review the Board's landscaping expectations with him. Mr. Lopez gave her a bid of \$1,485 per month which is less than the landscaping company who declined us. Mr. Lopez advised President Euen that hedge trimming would be a separate charge. The Board approved A. Lopez Yard Maintenance, LLC for six months on a month-to-month basis. President Euen will draw up a contract with A. Lopez Yard Maintenance, LLC for 6 months that includes the condition that if we are unsatisfied during any month, we can terminate his service. Common area maintenance and common area improvement will be new line item titles for the budget. President Euen said she would provide the revised budget line item categories to Lorna.
- i. **Welcome Committee Chair:** Sami Wright reported she has visited three homes over the last two

weeks. She said one of the new homeowner might be interested serving on the Board in the future.

**VII. D&O Insurance:** President Euen reported she has obtained a package deal insurance quote that includes liability insurance with \$1,000 deductible and \$1 million liability limit and D & O insurance with a deductible of \$2,500. She reported the liability insurance premium quote of \$2,958 per year could be reduced to \$2,536 per year and possible D&O insurance premium reduction to \$1,000 if an inactive lawsuit against WHEHA is cleared from the public record. President Euen reported she is in the process of obtaining documentation needed to clear the public record of the lawsuit. She also reported it might take up to a year after the lawsuit record is cleared for the premiums to be reduced. Scott Gilbert suggested WHEHA attorney Vial Fotheringham should be able to clear up this matter. Doug Austin agreed to review the policies. President Euen provided additional detail about the proposed policies and will send the policy to the Board for review. Chuck Strauss made a motion to accept the new insurance company and Scott Gilbert seconded it. The motion passed unanimously.

**VIII. Attorney for WHEHA:** President Euen made a motion for Vial Fotheringham continue to represent WHEHA in the interim until a new attorney is selected. Scott Gilbert seconded the motion and it passed unanimously. President Euen asked to be the contact with the attorney. She will share all attorney communication with the Board. All bills from Vial Fotheringham will be submitted to Travelers Insurance for payment. Any remaining balance is to be paid by WHEHA.

**IX. Future Board Meeting Dates:** The next HOA Board meeting will be August 3<sup>rd</sup>, 7pm at the Wright home at 1675 Ashland Court. NW.

**X. OPEN FORUM – 2**

No homeowners were present.

**XI. FINAL COMMENTS AND ADJOURNMENT**

President Euen asked to move to adjourn the regular meeting at 9:25 pm. Scott Gilbert made the motion and Lorna O’Guinn seconded it. The motion passed unanimously.

**Minutes submitted by:** Chuck Strauss, Secretary \_\_\_\_\_

**Attachments:** Agenda, WHEHA Architectural Review Applications,, ARC Approval placard, Treasures Balance Sheet, Treasures Profit & Loss statements, Pro Forma Budget.