

# **Westwood Hills Homeowners Association**

## **Minutes from November 20, 2022 Board Meeting**

### **Call to Order:**

The meeting (via ZOOM) began at 4:00 pm and was called to order by Ellen Willets at 4:02 pm

**In attendance** were Ellen Willets, Brian Kingsley, Curtis Lesslie, Joe Meyers and Bill Wilson. Shannon Kimball was not present. Melissa Hickam, HOA manager was also present.

A total of 22 people were signed on to the ZOOM meeting and were asked to complete the on line ballot if they had not already done so. A total of 52 ballots were cast and 16 proxies were in hand, for a total of 68 (74 needed for a quorum).

### **Approval of Minutes:**

Minutes from September, October and Special Board Meeting of November 3<sup>rd</sup> were presented for approval.

Motion: Curtis moved to approve the minutes from all three meetings as presented. Brian seconded the motion and the minutes were approved 5-0

### **Homeowners Forum:**

Marty Bregman mentioned that the Agenda references January 23, 2023 as next meeting and it should be 22<sup>nd</sup>. He also noted that the HOA website lists the meeting location, which has not been held in person for some time. Ellen will look into the website and make arrangements for any corrections needed.

Bill Schulties suggested that we consider addition of “keep off the ice” signs to the common area ponds.

### **Manager’s Report:** Melissa

- Melissa reported that 2023 bids were awarded to the following services:
  - Schedel for lawncare and snow removal
  - Low Maintenance for landscaping
  - Waterfront for pool maintenance
- Motion detector installation has been completed for the pool lights and no trespassing signs have been installed.
- The common area sprinkler systems have been winterized.
- Grass carp were not added to the ponds as planned due to pond levels being too low.
- A bid for the pond 2 brush removal has not yet been received.
- Also need to get approval of the board for completion of a survey to ensure that the west side/Enclave area is recognized before any work is completed.

### **Committee Reports:**

**Social Committee:** Shannon was not present so no update was provided.

### **Architectural Committee:** Joe

Nothing unusual in the past month. The most recent meeting was cancelled as there were no new applications to consider.

### **Financial:** Bill Wilson

Bill dropped off the call before being able to report. AP reports from September, October and November were provided for review. No further update was provided.

### **Landscape:** Ellen

Nothing new to report since the last meeting.

### **Strategic Committees:**

- Pool Enhancement Committee - Joe reported that there has been no new activity by the committee since the annual meeting

- Entrance Signs/Decorative Signpost Committee - Brian reported that there was nothing new to report since the annual meeting but provided a brief review for those on the call.
- Sidewalk/HOA Common Area Maintenance Committee – Curtis provided an overview of the 2023 mowing map approved in the annual meeting and described the new buffer area that will be maintained between common areas and homeowner properties. There has been no new activity by the committee since the annual meeting.

**New Business:**

- Posting draft board minutes prior to approval during regular board meetings has been requested by one homeowner.  
Curtis noted that changes to draft minutes are rare, so posting them before approval by the Board should not be an issue. Joe, Ellen and Brian each agreed, as long as they are marked “DRAFT”. This new practice will be implemented moving forward.

**Election:**

- Due to having insufficient ballots and proxies necessary to meet the 74 needed for a quorum after having failed to obtain a quorum during the previous meeting, Ellen invoked provisions of Article II, Section 6 of the bylaws allowing the Board to appoint vacancies after the annual meeting fails to achieve a quorum.  
Motion: Brian moved that Bill Schulteis and Joe Meyers be appointed to fill the two 3-year open positions on the Board. The motion was approved 4-0.

**Old Business:**

No old business.

**Other:**

- Cancellation of December HOA Board Meeting  
Motion - Ellen moved that the next regularly scheduled meeting for December 25 be cancelled. Curtis seconded and the motion was approved 5-0 (Bill Schulteis included)
- January 2023 HOA Board Meeting  
Ellen noted that the next regularly scheduled Board meeting will be on January 22, 2023 at 4:00pm. She would also like to begin meetings in person again, with a ZOOM option. Ellen requested that anyone having a location that would serve the purpose was asked to please volunteer.

The meeting was concluded at 4:32pm.

Post meeting note: The purchase of Lot 0 (adjacent to the pool) was completed on November 7, 2022.

Respectfully submitted.  
Curtis Lesslie, Secretary