

Westwood Hills Homeowners Association

Minutes from October 23, 2022 Board Meeting

Call to Order:

The meeting (via ZOOM) began at 3:00 pm and was called to order by Ellen Willets at 3:11pm after awaiting homeowners signing on for the annual meeting. A quorum for an annual meeting was not met, with only 28 Owners represented and 15 proxies. The meeting continued as a regularly scheduled Board meeting (Note: The by laws require that 30% of 247 Owners /Lots (74) must be represented in person or by proxy to meet the requirements for an annual meeting.)

In attendance were Ellen Willets, Shannon Kimball, Brian Kingsley, Curtis Lesslie, Joe Meyers, Ben Newell and Bill Wilson. Melissa Hickam, HOA manager was also present.

Approval of Minutes:

Minutes from the last Annual Meeting (10/17/2021) were provided for review.

Motion: Curtis moved to approve the minutes as drafted. Bill seconded. The motion was approved by all those present.

Introduction of Board Members and HOA Manager:

Ellen introduced each member of the Board and their role and discussed briefly the election of new board members that would typically occur during the annual meeting. Ben Newell's three-year term has come to an end and he is not seeking re-election. Joe Meyers has served the remainder of the term vacated by Deb Locke and is seeking election to a new three-year term. Bill Schulteis (5002 Chesbro Court) has accepted a nomination to run for the vacant position.

Committee Reports:

Social/Website Committee Report: Shannon Kimball

- Committee has assisted with Pool Committee, who spend time updating the pool rules to reflect county restrictions. Signup Genius was not used for 2022 pool year. The pool committee also planned and executed a pool plunge at the end of the season.
- Committee volunteers planned a July 4 parade that was attended by a number of families with children.
- The Committee looks forward to planning more social events in the coming calendar year.

Architectural Review Committee Report: Joe Meyers

- The Committee updated all of the architectural modification/application forms in 2022.
- Joe thanked committee members for their work in maintaining the work of the committee in the past year.
- The AC is current short one member after a member resignation. The committee has recommended a replacement and is awaiting BOD approval.

Landscape Committee Report: Ellen Willets:

- Worked hard on irrigation in 2022. Pond pump failed after 20 years and was replaced in 2022. Several zone repairs and irrigation fixes were made late in the year.
- Pond maintenance has gotten more attention as more home have now been built directly adjacent to the ponds.
- MIDCO fiber resulted in a number of landscaping items along Dole especially as well as other areas.
- Began a 2-year mulch program in 2022 with Signature Landscape, who mulched ~80% of the area with remainder being applied in 2023.
- Pickle/basketball court was painted and pickleball equipment was purchased earlier this year. Also added soil to address edge of court.
- Addressed a number of common area tree issues.
- 2023 request for proposals has requested a major tree grubbing effort.
- 2023 request for proposals for lawn has also been sent out.

Treasurers Report: Bill Wilson

- Accounts payable and P&L reports were reviewed; in good shape and somewhat ahead of where we were YTD 2021. As of 09/30/2022, Account Balances were:
 - Master =\$167,334.41 and Reserve = \$29,448.39
- Ellen has reviewed the strategic plan and budget with Brian and determined that funds are sufficient to proceed with closing on Lot 0 by November 30, 2022 as previously agreed in the 2021 purchase agreement with the property owner.

HOA Budget Review – 2021 Audited Budget Summary: Brian Kingsley

- Brian presented the budgeting spreadsheet used to develop strategic plan over the past year. He encouraged homeowners to review the spreadsheet as we proceed in strategic planning discussions.

Strategic Planning Committee Summary Reports:

Entrance Signs/Decorative Signpost Committee – Brian Kingsley

- Presented minutes from meetings of the committee over the summer.
- Majority of the focus has been on street signs, then entrance monuments and later streetlights.
- Street signposts will be installed later this year or early next year.
 - City requires a 12” diameter x 4’ deep foundation signposts. Plan for this to be 6” below ground to allow grass to grow well.
 - Plan to purchase a couple extra intersection and street signposts. These are 15’ posts that we need a place to store. Brian requested homeowner contact him if they have access to place to store these extra posts.
- Entrance Signs:
 - Entrance monuments (3) will be installed in 2023, with the one for Queens & Eisenhower once that work is complete. City is planning to initiate work on Queens soon.
 - Recommendations will be made to the BOD once they have developed costs and design recommendations in coordination with a contractor.
- Decorative Streetlight - know the general locations where these are planned, but have not yet coordinated with homeowners that 1) provide the power connection and 2) address any lighting concerns that would require shielding, etc. Intend to standardize color and intensity of lights throughout the HOA.

Sidewalks/Common Property Maintenance Committee – Curtis Lesslie

- The committee met a number of times over the summer, with last meeting on 9/11/22. The committee’s recommendation for maintaining Tract D&A has been included in the 2023 mowing RFP and includes maintaining a 25-foot buffer areas between homeowners lots and the common areas – areas in the 25-foot buffer strip will be maintained at a residential standard; that is, regularly mowed and treated for weeds.
- Bids will be solicited for preparation of the area around pond 2 to allow for maintaining this entire parameter to a residential standard, including consideration of irrigation expansion.
- A crosswalk/curb cut will be recommended for Dole Drive at or near the point where the newly installed sidewalk across pond 2 dam joins the Dole Drive sidewalk. This would allow better access for the mowing crews to common area near the dam as well as wheeled/pedestrian access to cross Dole Drive near Earhart Circle.
- Curtis will be preparing a draft set of committee recommendations for the committee to review before forwarding to the Board for consideration of items not already addressed in 2023 RFPs.

Pool Enhancement Committee – Joe Meyers

- Request for proposals in items identified in survey of homeowners related to pool improvements was sent out on 9/16/22. Due to lack of response, the RFP will be sent to additional companies in the KC area.
- Evaluation of a pool house/shelter will be addressed by a newly formed committee and was not addressed by the pool committee.

Election of HOA Board members:

Since a quorum of Owners was not present, the election will be held at a later time to be determine.

Homeowner questions:

Martha Masinton - 324 N. Eaton - requested to know who is running for the board.
Response - Joe Meyers and Bill Schulteis are seeking election.

Ellen noted that in particular the Board is seeking more participation in the committees from the Sunset (West) side of the HOA as that area is currently under-represented on various committees.

Ben Newell commented that his experience that everyone can share their experience, but not everyone knows everything about the various areas of the neighborhood. Things that are going on in one area may not be happening in others. For this reason, it is good to have member from all areas of the HOA participating.

Meeting concluded at 4:13pm

Respectfully submitted.
Curtis Lesslie, Secretary