

Westwood Hills Homeowners Association Minutes from September 11, 2023 Board Meeting

Call to Order:

The meeting at Six Mile Tavern 4931 W 6th St, Lawrence, KS 66049 began at 3:00 pm and was called to order by Ellen Willets at 3:15 pm after everyone had checked in and seated.

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

Ellen welcomed homeowners and introduced the Board members.

Determination of Quorum (74) – Curtis and Shannon determined that there were 67 Lot owners present or represented by confirmed physical proxy. Calls were made and additional proxies were collected by text or email to those present, with those homeowners providing their proxies being requested to provide the physical copy after the meeting to confirm the necessary quorum of 74. Due to there being a total of 94 represented in person or by proxy, a quorum was deemed to be met. Curtis confirmed on 9/13/2023, having received a number of signed proxies by email after the meeting, that at least 75 Lot owners were represented in person or by proxy in the meeting, thus exceeding the amount needed for a quorum.

Approval of past Annual Meeting Minutes from October 23, 2022 Minutes and November 20, 2022 Minutes.

Motion: John Mognaham moved to approve minutes from both October 23 and November 20, 2022. Martha Masinton seconded and the minutes were unanimously approved.

Review/Preview 2023-2024

- a. Undeveloped HOA Areas
 - a. **Westwood Hills 1** (area south of the pool). Ellen reviewed the developer's (Chris Earl) plan for this area and an option placed on a portion of the property to be purchased by the HOA once money is available assuming the development goes through. The intent is to help along a type of development that would be amenable to the HOA rather than a commercial or apartment style use. If the proposed lots are developed they would be added to the HOA and would generate dues moving forward. If the lot purchase were to be approved, it would be an agenda item on a Board meeting in the future and HOA members would have input at that time. The project is not likely to start until 2024.
 - b. **Queens/Wakarusa Development** (SW corner of Wakarusa and Queens). This area is owned by the Drakes (after bankruptcy of Westwood Hills HOA) and was previously zoned to allow multi story apartments. The zoning was recently revised to allow for duplexes. The area would not be part of WWH HOA and thus not subject to our restrictions but have been discussing conformity of restrictions between the two developments. Ellen believes we may be able to maintain the area from the street to the wall to allow the area be maintained. This would be a WWH HOA cost but will allow cooperation with the Drake development. This project may also occur in 2024. Pat Willer requested that those who live closer to the development be involved in discussions with the developers. Ellen intends to have a signup list for those interested in participating in this process.
- b. Social Committee Report – Bill Schulteis
Bill thanked members of the social committee for their help this year. Reviewed social events that occurred in 2023. Pooch Plunge will occur on October 1 @ 1-3pm. Pickle ball match will occur on September 16 @ 10am. The committee is working on additional events such as holiday lighting for 2023.
- c. Architectural Review Committee Report – Joe Meyers
The committee currently has only five members; two new members are desired, though the committee meets the minimum required at five members. The committee would like to add new members from the Sunset portion of the HOA if possible; signup sheets were provided for those interested in serving. Joe reviewed the function of the committee and items that need to have approval before being completed.

- d. Treasurers Report – Bill Wilson
- a. Q2 Financials – reviewed total expense for 2023 YTD.
Balance sheet was reviewed. Bill noted that some of the HOA funds were moved into a money market account that is earning ~4% interest. A portion was also moved into a CD. The balance of funds are kept in a checking account for meeting monthly obligations of the HOA.
- e. HOA Budget Review – 2023 Budget Summary – Brian
- Brian reviewed the function of the budget projection spreadsheet and assumptions (e.g., routine costs vs. discretionary, inflation, etc.). Noted that the Pond 2 spray pattern recently installed is different to allow for more aeration of the pond than is needed in Pond 1. Fence painting and pool pergola will be completed later this year.
- Entrance monuments are expected to be installed once all the work is complete on Queens as well as the Drake property development; waiting will allow a better understanding of what the entrance areas will look like once complete. Decorative lightposts are slated for the future but rely on power from homes not yet constructed. Both Ellen and Brian noted that the tentative items on the budget list may not ever happen as time goes by, priorities change.
- f. Landscape Report – Ellen Willets
- a. Mulch schedule and location reviewed. Company hired in 2022 applied mulch to 80% of the area in 2022 and the remainder in 2023. In 2024, will revert to a 50% of area per year approach.
 - b. Lawn mowing 2022-2023. Increased weeding in 2023 to every other week. Also trimmed trees on common property inner Earhart this year. Have also identified 15 trees that are dead or dying that need to be removed. This will then allow planning for what needs to be done to replace any or all of these trees.
In 2024, an irrigation analysis will be conducted since many of the sprinkler heads don't work properly. The Committee will also review areas from Dole to Eisenhower to evaluate landscaping based on the revised development planned across from the pool. Will also evaluate Cody Court pond area and addition of grass carp to Pond 2.
The 2023 mowing schedule/pattern has begun. Working with Schendel to establish a 25' buffer and treatment where common area meet homeowner lots. Brush hogging at 3 times per year now, but requests for more frequent mowing have been received.

Action: Steve Johnson (356 N Eaton) noted that the mowing map needs to be revised to reflect a needed 25' buffer between the back of his lot (and Cody Pond common area not established in 2023.

Homeowner questioned when island at Queens & Eisenhower will be landscaped? It will be planted once Queens is complete.
 - c. Snow Removal 2022-2023
Not a lot of change here except the sidewalk on Pond 2 dam. Melissa will initiate snow removal whenever the City deploys snow plowing rather than measuring throughout the neighborhood as in the past.
- g. Strategic Planning Committee Summary Reports
- a. Entrance signs/decorative signposts/decorative streetlights – Brian
Entrance signs/monuments installation will be held until Waka/Eisenhower property is developed as well as Queens.
Sign posts were installed this past summer. Stop sign at Queens and Eisenhower will be installed once Queens work is complete.
Decorative streetlights rely on power from future homes. Conduit is installed when these homes are built.
 - b. Sidewalks/HOA Common Property Maintenance and Upkeep – Ellen
The Board reviewed the recommendations of the committee as well as the feasibility study prior to each of the past three board meetings.

August board meeting resulted in determination that Tract A and Tract B will not be pursued for sidewalk construction at this time. This board does not intend to pursue a sidewalk, but will maintain these areas at a higher level.

Tract D&A has a pedestrian easement that may be feasible, so further study will be conducted to vet feasibility. Expect to have a decision on this area before the 2024 Annual Meeting. A committee will be established for this evaluation.

Homeowner asked about the curb cut at Pond 2. Brian answered that the City has indicated this would be an HOA cost item and will work that in to future street improvements in 2024.

One homeowner asked about decorative mailbox enclosure? Brian noted the polling did not support moving ahead with this.

c. Pool Enhancement Committee – Joe

Once pool closes this year, the pergola will be replaced with a roof structure similar to the south side of the pool structure rather than a pergola. The previous pergola only lasted 20 years while the solid roof is still sound. Also replaced salt cells, which last ~7 years.

Pool committee worked hard to get proposals for proposed improvements, but no response to request for proposals.

Pool security was upgraded in both lighting and recording capacity. Updated cameras are a vast improvement that allows facial recognition at night.

Hope to get a contractor to assess the condition of the current pool as well as enhancements desired by homeowners. Pool cannot be expanded but adjacent structures could be added. Costs for enhancements will be provided once received for input from homeowners on next steps.

Homeowner question - With security enhancements, was security enhanced? Joe said yes, there was one incident but after that no issues this year.

h. 2024 City Street Improvements – Brian

Brian has an open dialogue with the City Planner on projects the HOA does as well as needed repairs to streets etc. in the HOA. The City intends to resurface Wakarusa after Queens is complete. Curb cut and handicap ramp at Pond 2/Dole and valley gutter at Dole/Earhart Circle will be addressed at that time.

Brian will develop a list of items for the City to repair within the HOA (excluding Enclave private streets), but also solicited homeowners to provide items they see. Plan to submit the list to the City in October. One homeowner suggested that they should be curb cuts at the mailboxes to allow wheelchair access.

i. New Communications Committee – Ellen

Solicited volunteers for a committee to facilitate better communication with the neighbors.

Election of HOA Board Members – Both candidates were unopposed, so there were no paper ballots.

Motion: Carl Ricketts moved to approve re-election of Brian Kingsley and Ellen Willets. Glen Marantz seconded and the motion was unanimously approved.

Member Questions

Homeowner questioned if there is anything planned for Cody Pond (algae)? Ellen noted we will continue to treat the pond but no further plan at the moment.

The meeting concluded and adjourned at 4:45pm

Follow up will be sent by Melissa to collected signed proxies for our records

Respectfully submitted.

Curtis Lesslie, Secretary