

Westwood Hills Homeowners Association

Minutes from October 17, 2021 Board Meeting

Call to Order:

The meeting (via ZOOM) began at 3:00 pm and was called to order by Ellen Willets.

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.

The meeting began with Ellen welcoming homeowners to the annual meeting and an introduction of Board Members and the HOA Manager.

Determination of Quorum: Curtis Lesslie, HOA Secretary:

Based on the number of Lots represented by those logging into the ZOOM meeting, a quorum for the meeting was determined. The by-laws designate that 30% of the total Lots in the HOA are needed for a quorum for Board member elections. Upon confirming 54 total ZOOM participants with 51 of those representing individual Lot owners and having in hand proxies received representing 25 additional Lots, a total of 76 Lots out of the total 247 Lots were represented exceeding the 74 Lots needed for a quorum. Therefore, it was determined at 3:11pm that a quorum was achieved, and the meeting proceeded. (Note: For the record, there are 252 Lots within the Master HOA, with 5 excluded (338 Dole Drive, 308 Parker Circle, 310 Parker Circle and 319 Parker Circle) resulting 247 Lots eligible for voting. It is also noted that there are currently 230 Homeowner Lots and 17 Developer Lots comprising the 247 Lot total.)

Approval of October 25, 2020 Annual Meeting Minutes:

Shannon moved and Kay Brada seconded approval of the minutes from the October 25, 2020 annual meeting. The motion was unanimously approved.

Committee Reports

Social Committee Report - Shannon Kimball

The Social committee has not been active in 2021 due to the continued covid restrictions. Shannon requested members who are interested in being part of the committee volunteer moving forward.

Architectural Review Committee Report - Joe Meyers

- Reported 230 dues paying homes in the HOA currently. The Committee is currently in process of updating the modification forms to make them easier for residents to use.
- Melissa reviewed the various types of projects reviewed and approved by the AC in 2021 year to date. Total of 97 applications were processed in the past year. Ellen thanked the AC member for their work on approving these applications in the past year.

Landscape Committee Report - Ellen Willets

- Reviewed the maintenance programs at Cody Pond, and approval of selected contractors (Low Maintenance Landscape, Schendel, etc.) for 2021. Reviewed McCandless project on the south side of the Enclave where nine additional townhomes are proposed for future development that will disrupt landscaping Wakarusa. In preparation for this development, plants that could be harvested from the Wakarusa wall area west of Dole will be re-installed along the sidewalk along Dole later this fall.
- Mulching schedule is under way to rotate mulch application with 1/3 per year getting new mulch rather than all at once.
- Reviewed maintenance performed around Dole Pond 3 and drainage way in June and August. Schendel will complete mowing this coming week to allow Kings Construction to return and

complete work in the drainage way near Pond 2 dam. No work has been done in this area since 2005 timeframe when the original work was done to construct the ponds.

- Pond pump used to water landscaping along Dole and Wakarusa west to Eisenhower has failed and will be replaced. This pump was 20 years old and required some time to fully evaluate the problem. The pump was ultimately removed for inspection and replacement was deemed necessary. We have worked with Patchen to order a new pump and will be installed in spring 2022.
- Low Maintenance Landscape will be out in coming weeks to trim back some of the trees and scrubs along paths.

Treasure Report - Bill Wilson

- 2021 Q3 financials are posted as well as each monthly P&L and balance sheet.
- YDT Dues have increased 4% over 2020 and expenses are about 5% below that of 2020 YTD. The pool was resurfaced last year, an infrequent major maintenance expense that makes it difficult to compare year to year, but generally indicates a healthy and stable financial situation for the HOA.

Strategic Planning Discussion - Brian Kingsley and Ellen Willets

- Brian reviewed the work completed to date. The board desires more participation related to short and long term improvements for the neighborhood. The intent is to garner consensus from a majority of homeowners on standard of care of common areas and prioritization of any future improvements.
- Potential short term improvement items are being polled at the end of this meeting to help shape priorities of the HOA moving forward. Low priority improvement may fall off the list entirely as it appears to indicate a lack of interests by homeowners.
- The Board has requested feedback from members monthly since the October 2020 annual meeting, but considering the number of homes in the HOA (230), the feedbacks has been from a limited number of members. The polling ballot that will open today will be available until October 24th and results will be available at the November 21 Board meeting. The intent is to get a better understanding of the level of interest for various potential improvement items within the HOA. Once the polling is complete, a committee will then be developed to consider the items of interest and refine actions that will then be recommended to the Board.
- Prior ballot and polling questions from May 2021 are included again in this ballot. Restrictive covenants require 2/3 majority of the total number of Lots in the HOA to approve any change in covenant restriction language. This level was not achieved in the previous ballot measure, even though the majority favored the proposed change. The purpose of the second attempt is to allow fuller participation by homeowners to resolve if yard sign restriction changes should remain an item that members support.
- The polling questions regarding solar panel visibility also results from the Board seeking to more fully understand if homeowners want panels to be out of view from the street or not.
- There was a request regarding the question that will be completed regarding the solar panels, suggesting that the question was phased in a way that was leading. Ellen revised the language during the discussion, prior to initiating the electronic voting.
- Brian then reviewed the 2021 Existing Budget to demonstrate current spending levels and projected balance for the HOA. By 2032 if we spend no money on improvements, the projections indicate there would be in excess of \$500,000 in reserves.
- Brian reviewed the common areas Tracts A, B and D&A. Only 10 comments have been received so far on desired standard of care for these areas. Most appear to support more maintenance in some areas to be consistent with other common areas of the HOA.

- Entrance signs appear to be supported.
- Streetlight support comments generally relate to safety and security, while opposition relates to light pollution. Light pollution can be addressed through shields and intensity of the lights.
- A homeowner noted that the traffic island near her home at White and Eisenhower and should be landscaped and improved to conform to the other two entrances to the HOA. Brian agreed and suggested that the homeowner consider being a committee member for this effort and recognized that this island would not be completed until the area is more fully developed to allow for power to the island.
- One homeowner commented that an existing light should be better shielded to reduce impacts on their home. Brian believes that all streetlights should be standardized. We must also coordinate any new light fixtures with the homeowners in the area to arrange for power and shields, etc. Ellen noted that Westar might install wood poles with lights that we would have little input into. Installing our own lights will prevent this outcome.
- Long range improvements would not be undertaken without additional polls and committees involved to make recommendations. If we must fund things like a pool expansion with dues on hand, this type of improvement could not be done for several years unless there were an increase in dues. Any long-term item supported for further evaluation will have a committee formed to consider the details.

Additional sidewalk questions –

- The engineering study overviewing cost and feasibility as well as other issues is in progress and will be posted on the HOA website for members to review. 6 of 9 comments related to sidewalks are opposed based on cost, privacy, safety, and property values. Supportive commenters believe new paths could improve the neighborhood. Tract A and Tract B were first generation concept of the original development. The new developer was not diligent about pointing out potential future path locations.
- Generally, Tract D&A opposition relates to location of the easement between and behind existing homes. Brian believes it is worth considering a loop path around the Cody pond as an alternate that might work, as this would avoid placement of a sidewalk between homes on Cody Ct. or Eaton. Tract A has similar challenges with feasibility of a path between existing homes. There generally appears there is less opposition to Tract D&A than others.
- Tom Beck asserted that cutting off the access to Cody Pond path would limit access from the Sunset, benefiting Sunrise residents. (It was understood that this comment was meant to point out that if the Cody path was a loop, it would be more difficult to access for those who live West of Cody and Eaton streets, as they would have to enter through the Enclave sidewalk down to Pond 2 at the head of the Cody pond path.)
- Jessica Hammes-Price expressed concern regarding personal privacy for a path placed in existing sidewalk easement with homes that back up to the Cody Ct pond.
- Larry Larson noted that as owners backing up the to the common area from Keaton Court, they are concerned about intrusions on privacy and security along the sidewalk easement between Ponds 2 and 3.

Low Priority Improvements have not supported by any commenters to date, therefore these items will not be pursued unless polling shows support. These include security cameras, upgraded street sign posts, and decorative mailboxes.

Additional perimeter wall fencing may be desired in the future along Queens Road as more development occurs in the future.

- Clair Cici requested consideration of curb cuts from the Pond 2 dam sidewalk to Dole Drive, as this would reduce use of homeowner driveway for mowers and other equipment accessing the area around Pond 2. Ellen noted that this is a City of Lawrence matter, not HOA.

Action Item: Consider exactly what is needed for this newly installed sidewalk. Consider is a cross walk is needed from Pond 2 sidewalk across Dole Drive at Earhart Circle. Request a curb cut if needed from the City of Lawrence.

A question was raised about what would happen with the common area if it were not used to develop additional sidewalks? Brian responded that it is unclear at this time and will be something for the committee working on the issue to consider.

Election of Officers:

Motion: Kay Brada moved and Ben Newell seconded to approve the slate of officers to return for their existing positions (Bill Wilson (3 yr term), Curtis Lesslie (3 yr term), Shannon Kimball (3 yr term) and Joe Meyers (1 yr term for the remainder of that vacated by Deb Locke)).

The motion was unanimously approved.

Shannon recognized the hard work that Ellen has provided as President of the HOA.

A link was then provided to the polling questions for attendees to complete. The link will remain open Oct 17 through Oct 24, 2021. Items included in the ballot/poll included the following:

1. Ballot Restrictive Covenants exception - Yard Signs
2. Polling questions - Solar Panels, prioritization of long and short-range improvements items.

Member questions regarding the survey and link were addressed and the meeting was adjourned at 5:25pm

Respectfully submitted.

Curtis Lesslie, Secretary