



WOII HOA Board

Meeting Minutes

Monday, November 10, 2025

7pm

1. Call to Order at 7:03pm by John Rice
2. Roll Call of board members and residents
 - a. Present: Kerri Dehn, Shawn Otto, Bill Moser, John Rice, Katie Unruh, Megan Taulbee
 - b. Absent: Janie Cunningham, Nikki Hollis, Cheryl Graham, Jason Greenwell, Martyna Warren
 - c. Residents: Eric Flowers
 - d. *NOTE: At the start of the meeting, quorum was not established, and no voting was conducted. Once another board member joined the meeting, voting of the minutes was conducted.*
3. Approval of October Meeting Minutes
 - a. Nikki Hollis attended the October meeting but her name was not listed as being present, this was corrected.
 - b. Motion to approve with correction by Kerri Dehn, second by Bill Moser.
 - c. Minutes approved.
4. Treasurer's Update – Nikki Hollis
 - a. Nikki was unable to attend the meeting but provided an update in e-mail to board members with the attached reports for the month. Balance sheet as of October 31st, checking account is \$55,321 and savings account with \$66,066. We are currently at 37.5% of the budget and no increases were seen out of the ordinary on the budget vs actual report. There are now 10 outstanding residents with past dues and they have now received a certified letter notifying them of their past due status and all have been notified multiple times, as a result, Nikki is going to proceed with filing suit in Small Claims through Clark County Clerk this month.
 - b. Receipt policy was revisited, all purchases on HOA debit card must have an e-mail sent to the HOA e-mail that has a subject line with Vendor, Date, and Amount and in the body of the e-mail will show the full purchase receipt. Please ensure it is an actual receipt and not a link to a receipt. Nikki is spending a significant amount of time hunting down receipts and we need to ensure all purchases are legitimate and we have proper records.
5. Old Business
 - a. Directional signage on Pleasant Run – FastSigns provided a quote to copy the same sign in metal that is at the Caliegh entrance, and the quote came in at \$450. The board agreed that the cost was a bit excessive and not justifiable for the cost. Katie suggested looking online and John said he wanted to explore other options for a sign that is more cost effective. We did get \$300 from JNLA for signage but it was agreed we should not purchase a sign that expensive.
6. Director Updates
 - a. Events – Martyna Warren and Megan Taulbee
 - i. Megan and John provided an update on National Night Out, stating it was a great success with wonderful turnout and the vendors all stated they had a great evening. The food trucks were also very pleased with being included and said they had good turnout. This was the first time we have tried a different layout and having the food trucks on the parking lot and vendors along the street seemed like the flow worked better but it was noted that the police were kind of off to the side. It was stated that the Police and Fire Department must be close to an exit in the event there is an emergency and they must respond. It was also mentioned that while the door prizes by Lisa Lander were nice, we lost some ability to track who had checked in to the visit. Katie said that some people just went to door prize and not to her. She wondered if we still needed to have a check-in or in that was still important to know for the event. Will revisit for better placement next year and consider if we need check-in or just to have folks update contact information. John mentioned that he would like to see more volunteers to assist with the kids and monitor activities throughout the evening, especially since we have set rules that must be followed with the bounce house and petting zoo.
 - ii. Sweets with Santa is the next HOA event and will be on Saturday, December 6 from 9am-noon. Discussion was had around using a donut food truck or if we continue to source donuts locally and provide the other items like juice, coffee, fruit, etc. It was decided to reach out to both donut food

trucks and review cost, and Megan and Martyna will decide which route to take. John will design a post for Facebook and put in the newsletter this week for volunteers and to sign up for photo spots with Santa. Megan and Martyna will decide on food and once confirmed, will be communicated out to the neighborhood. Suggested that we reach out to Ashley about being the photographer again for the event since she has done it the past 2 years and giving her a gift card for her time.

- b. Pool – Shawn Otto
 - i. No new update. Pool timer will be fixed in the spring and the chairs will be ordered in January. Chlorinator will be unhooked and put inside since it cracked last winter.
 - c. C&R – Bill Moser
 - i. Violations Update – report sent to the board members and will be included in the monthly newsletter.
 - ii. Discussion around the exterior modifications and process to address those who have made changes was a topic for the meeting as it was asked that board members consider options. Discussion was had around how we should handle the many homes that have been already completed with work but no ACC request was submitted, and this would be for items such as gutters, roof color, trim, etc. from the recent hail storm that caused many homes to be repaired. While many will be approved, it is important that residents follow the process to ensure the new colors are aesthetically pleasing to the neighborhood and to ensure cohesiveness. Not to mention, this is listed in the C&R's as a requirement. It was decided that a letter will be sent to any homeowner that we believe has made modifications without approval and ask them to submit an ACC request and note that the work has already been completed. We will see the response we get back from this and proceed with enforcement in the coming weeks to ensure all requests are submitted per the covenants & restrictions.
 - iii. Another discussion was around habitual offenders when it comes to street parking and trash cans, some of the same 5-6 people are continually violating the covenants and not following the rules. We will print violation letters for these homeowners and will also draft up a letter from the HOA letter them know that their continued violations will result in fines if they continue.
 - d. Facilities – Katie Unruh
 - i. No purchases and nothing new to update. Katie was asked about reservations, and she said it was lower than in years past, John suggested putting in the newsletter about the reservation process and not requiring deposit. We have not seen an increase in cancellations since removing the deposits, it was stated that the deposit process was difficult because so many people don't have checks anymore and many times the check would become expired before a reservation occurs. Katie said we have never had to bill anyone for damage, but it seemed wasteful and cumbersome. The refrigerator has been working, so the repair worked. No other issues have been reported and the thermometer is showing it is staying cold.
 - ii. John and Katie will connect on the doors in the coming week because the front door is not closing anymore.
 - iii. Decorating the clubhouse will be done the weekend of Thanksgiving and Katie will handle the great room. John said he will work on getting the entrances earlier and will put out a feel in the group chat about getting it done when the weather is nice before it gets cold.
 - e. ACC – Kerri Dehn
 - i. 4 requests have been submitted this month; 3 fences and 1 playground. All were approved. It was noted that 3 were done online and 1 was submitted on paper.
 - f. Special Projects – Jason Greenwell
 - i. Jason was not at the meeting, and no update was provided.
7. Open Discussion - none
8. Meeting was Adjourned at 7:59pm.
- a. Motion by Shawn Otto, second by Kerri Dehn