

**Westview Estates Homeowners Association
Quarterly Board Meeting Minutes
January 3, 2023**

APPROVED

Call to Order:

President Gary Willcoxon called the meeting to order at 7:02 p.m.

In Attendance:

Board Members: Gary Willcoxon, Cheryl Willcoxon, Virginia Knabe, Toni Horton

HOA Members: Darlene Livermore, Maureen Pointer, Marlyn Dinsmore, Janie Roberts

Minutes of Previous Meetings:

September 6, 2022 Quarterly Board Meeting - **M/S/C unanimously approved**

October 27, 2022 Special Board Meeting - **M/S/C unanimously approved with corrections**

Old Business:

1. Follow up on Resolution C-14 Privacy of Residents

- C-14 has passed, been approved and passed on 10/27/22
- **Motion to cancel authorization to produce a HOA newsletter:**

Under Article 6 of the Bylaws the Board is relieving the individual of all responsibilities of the ad-hock committee or resident volunteer of any activities associated with an HOA newsletter. The HOA reclaims any and all authority to write and distribute an HOA newsletter. The individual may not engage in any newsletter related activity regarding the HOA Board, HOA issues, or HOA activities. The individual must cease and desist the use of group email distribution to HOA members.

M/S/C unanimously approved

2. Update Clark, Simpson & Miller (CSM) transition

- CSM still needs January bank statement, will send as soon as received, mid-month
- Have sent updated information on one individual account status
- Will ask CSM if HOA can retain the Reserve Account with our current bank

3. Treasurer's Report

- Checking account balance is \$31,947.05
- Reserve account balance is \$22,856.77
- All bills up to date and paid

4. Website Transition

- 100% of information has been migrated
- Will need to work out payment arrangements with CSM as currently monthly bill is paid by HOA credit card

5. Dog Control Committee

- No action has been taken by the volunteers
- President, Gary Willcoxon, will meet with volunteers to facilitate start-up

6. Review fines and appeals

- **Lot 5:** Cement blocks and visqueen on roof – **Expired appeal and compliance deadlines.**
- **Lot 6:** Appeal date expired 10/25/22, did not appeal, fines assessed, in compliance
- **Lot 12:** Halloween décor in front yard – **Will send formal notice.**
- **Lot 27:** Damaged blinds in view – **Now in compliance.**
- **Lot 61:** Backyard overgrown with blackberries – **Now in compliance.**
- **Lot 74:** House in bankruptcy - **Formal letter sent to legal firm.**
- **Lot 78:** Was required to repaint within 1 year of move in. Partially completed, but never finished. - **Will send informal notice.**
- **Lot 86:** Long-term issues: broken thermal pane window, needs painting & new roof, personal items in view, yard, etc. Homeowner not living in home. - **Homeowner received formal notice, compliance deadline extended to April.**
- **Lot 93:** Rotted out fence post - **Under fines and collection.**
- **Several informal notices for garbage cans sent.**

7. 5-Year Reserve Study needs completion

- Gary will complete and report at the April quarterly meeting.

New Business:

1. Arch Review:

- Lot 65 fence request - **M/S/C unanimously approved**

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2. Elect Member at Large for 2023

- Nominated Darlene Livermore to serve for the next six months or until another volunteer can be found - **M/S/C unanimously approved**

3. Schedule 2023 Meetings:

- Quarterly meetings: January 3rd , April 4th , July 11th & September 5th @ 7:00 pm
- Annual meeting: October 15th @ 2:00 pm (To do: Reserve Salem Towne Hall ASAP)

4. Thank You's:

- Thank you card and gift card of \$250 to be sent to Travis Metcalf for hosting and supporting the HOA website for 20+ years.
- Thank you letter to be sent to accounting firm, Porth & Unrein, (commending Katie Yearous) for their years of outstanding service to HOA.
- **M/S/C unanimously approved**

5. CC&R Information Courtesy Notices to be discontinued

6. Neighborhood Watch:

- No complaints have been received
- Reminder to HOA Members to continue keep watch out for each other neighbors

Good of the Order:

1. Broken Mailboxes

- Suggest letter be sent to Oregon State Senators appealing on behalf of the HOA to have mailboxes replaced with new boxes.

2. Outstanding complaint from homeowner

- HOA is waiting for Homeowner to contact HOA Board to reschedule meeting

3. Christmas lights

- Most of current lights are not working and will be recycled
- HOA Board will discuss decorating options later in the year

Adjournment:

There being no further business, the meeting was adjourned by President Gary Willcoxon at 8:37 P.M.