

**Westview Estates Homeowners Association
Quarterly Board Meeting Minutes
July 11, 2023**

APPROVED

Call to Order

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

In Attendance

Board Members: Gary Willcoxen, Cheryl Willcoxen, Virginia Knabe, Darlene Livermore, Toni Horton

HOA Members: Marlyn Dinsmore

Minutes of Previous Meetings:

April 4, 2023 Quarterly Board Meeting - **M/S/C unanimously approved with corrections**

Treasurer's Report:

- Checking account balance is \$41,122.80
- Reserve account balance is \$22,858.93
- Debit/Credit card has a balance of \$2,982.26
- One outstanding bill for renewal of post office box for \$194.00
- Transfer of General Fund amount to Reserve Fund has been moved to the next quarterly meeting

Old Business:

1. CSM Transition Update

- Formal notice letters for CC&R infractions
 1. Cannot use CSM's formal notice to homeowners because it does not have provisions for appeals and/or hearings
 2. Will need to continue to use our existing formal letter because it is set-up for Oregon law
 3. Recommendation made to set-up a normal process with our letter, containing actual citations, and documents for CSM to use
- Outstanding dues
 1. Homeowners who have not paid annual dues have been assessed a late fee

2. Vice President will send out email reminders to homeowners who have not paid annual dues
- CSM continues to be slow in making deposits and paying bills
 - Need to know CSM's fee structure for various services, i.e. Demand to Pay letter
 - Will review contract and status of work processes with CSM at next quarterly meeting

2. Architectural and Landscape Report

- **CC&R Issues**

1. 19 informal notices sent: 5 for personal property in view, 5 for weed care, 1 for boat in driveway, 2 for bent blinds/air conditioner issue, 2 for working on autos in driveway
2. 1 formal notice sent

- **Correspondence**

1. Lot XX regarding ownership, waiting on response from attorney
2. Lot 85 regarding right to rent home, waiting on documentation from homeowner

- **Architectural Review Requests**

1. Lot 2 for a window replacement, approved, need to send copy to homeowner
2. Lot 60 for new wood fence, approve with note that fence cannot be painted

New Business

1. Landscaper

- Current landscaper has not meet the requirements of the contract
- Review contract with Pacific Management for ending contract
 1. Based on cost move forward with changing contractors
- Contact Greer for pricing on additional work on sprinkler system
- **M/S/C unanimously approved**

2. Bid for Christmas lights – reported by Marlyn Dinsmore

- Called 3 different companies
- Cost were extremely expensive (\$500) for the small amount of lights being displayed
- Due to the expense of purchasing new lights and paying a company to put up and take down the lights, recommendation made to no longer display Christmas lights at the entrance of West View Estates

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- **M/S/C unanimously approved**

3. Resolution Updates

- C-1
 1. Section 1 - descriptions for resolutions updated to match the descriptions on the actual resolution
 2. Section 2 - fees updated to remove the third tier and add cap language
- C-2 – language from Ad Hoc Dog Committee added to the resolution
- C-7 – animal control language removed from the resolution
- C-8 & C-10 – description listed under the resolution title updated
- **M/S/C unanimously approved with corrections**

Neighborhood Watch, reported by Marlyn Dinsmore

1. Dog Issue

- Two dogs were running through the neighborhood for several days
- Polk County Animal Control was called and homeowner was cited

Good of the Order

1. Landscape and Architectural Position

- There has been no response to posting the position
- Will leave the position vacant for now
- President will take on the responsibilities of the position
- Will retain Darlene Livermore as a consultant during transition

Adjournment

There being no further business, the meeting was adjourned by President Gary Willcoxen at 8:32 P.M.