

Westview Estates Homeowners Association
Quarterly Board Meeting Minutes
July 14, 2026

APPROVED

Call to Order – Gary Willcoxon

- President called the meeting to order at 7:01 p.m.

In Attendance

- Board Members: Gary Willcoxon, Cheryl Willcoxon, Virginia Knabe, Jim Burns, Toni Horton
- Homeowners: Maureen Pointer, Katie Combs, Damian Combs, Taylor Zwicker, Lacie Loyd, Alyssa McClain, John McClain, Debi Cuccia, Susan Baker, Brady Smith, Kalynn Smith, Lynette Mares

Minutes of Previous Meetings (read/reviewed) – Toni Horton

- April 14, 2026 Quarterly Board Meeting
- M/S/C unanimously approved meeting minutes

Treasurer's Report – Virginia Knabe

- Account balances:
 1. Checking account balance as of 06/30/26 is \$67,012.43
 2. Reserve account balance as of 06/30/26 is \$70,931.35
 3. All bills have been paid
- 2026 Reserve Account Transfer of Funds
 1. Reserve account pays for any capital improvements needed to HOA property
 2. Budgeted \$4K to be transferred
 3. Open discussion about transferring more funds
 4. M/S/C unanimously approved \$4K transfer, with possibility of transferring more later in the year

Old Business

- Architectural Review Report – Jim Burns
 1. Requests received
 - Lot 15 – exterior repair and paint house
 - Lot 19 – dead tree removal
 - Lot 20 – Repair siding and paint house

- Lot 31 – paint house
- Lot 58 – new windows
- Lot 85 – paint house, trim and garage door
- Lot 86 – new roof and install batten boards on house
- Lot 98 – make exterior repairs and paint house
- Lot 113 – new siding
- M/S/C unanimously approved all requests
- Siding Exception – Gary Willcoxon
 1. Previous HOA Board had set a precedent for making an exception for a metal roof when the homeowner had already paid for it
 - Homeowner for Lot 113 has also already paid for new vinyl siding
 2. CC&R’s 3.4 Siding - does not prohibit vinyl siding as long as the “comparable material” is sheeted with an under layment on the house
 - The siding selected by homeowner does meet this requirement
- Board Member Recruitment Report – Cheryl Willcoxon
 1. Some of HOA duties & responsibilities
 - Architectural Review
 - Compliance Enforcement
 - Financial
 1. Distribute annual dues notices and collect the fees
 2. Make and maintain budget
 3. Maintain a profit and loss statement
 - Reserve Study (once every 5 years – due in 2027)
 - Collections for unpaid dues or fines
 1. Send late and final notices
 2. Coordinate action with legal
 2. Liability Insurance Policy – protection for officers and HOA property
 3. Meetings – annual, quarterly and executive session
 1. Establish agenda
 2. Set up and conduct meetings

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4. Coordinate house sales with Title Companies and Realtors
5. Vice President is currently spending 2 – 4 hours daily on HOA related work

New Business – Cheryl Willcoxen

1. HOA Management Contract Proposals
 - Have discussed management contract with three companies
 - Narrowed it down to one company, Management Trust
 - Management Trust contract would cover
 1. Compliance (April – September)
 2. Finance
 3. Collections
 4. Coordinate meetings
 5. House Sales
 6. Annual dues statements and collection
 7. On-line portal for homeowners
2. HOA Digital Files
 - Paper files have been kept for over 25 years
 - Currently all homeowners files (149) are paper files
 - There is a need to switch all paper files to digital
 - Would require the purchase of a scanner or hiring a company to scan paper files
 - HOA Board also has a Google shared drive for saving documents
 1. Shared drive needs to be better organized
 - There is a need for a Records Retention Policy and procedure

Good of the Order

1. Open discussion with HOA Board and homeowners attending the meeting
 - Is there an annual budget?
 1. Yes, it is established yearly and distributed to homeowners at the annual meeting
 - Management company concerns
 1. If selected when will homeowners know and new fee start – decision will be made at the annual meetings (October), new annual fee would be due in January

2. Is there a specific list of duties the management company would perform – Yes, all duties are specified in the contract
3. When Damian and Katie Combs went door-to-door to discuss status of HOA, many homeowners expressed an negative response to hiring a management company
 - Several homeowners present at meeting also expressed a concern about hiring a management company
- How many HOA Board members are there and when are they elected?
 1. There are four HOA Board positions (President, Vice President, Secretary and Treasurer)
 2. Positions are voted on at annual meeting in October
 3. Several homeowners present expressed a desire to run for HOA Board positions

Adjournment – Gary Willcoxon

- There being no further business, the meeting was adjourned at 8:24 p.m.