

**Westview Estates Homeowners Association  
Quarterly Board Meeting Minutes  
September 10, 2024**

**APPROVED**

**Call to Order**

President Gary Willcoxon called the meeting to order at 7:00 p.m.

**In Attendance**

*Board Members:* Gary Willcoxon, Cheryl Willcoxon, Jim Burns, Toni Horton

*HOA Members:* Maureen Pointer

**Minutes of Previous Meetings**

July 9, 2024 Quarterly Board Meeting (M/S/C unanimously approved)

**Treasurer's Report**

- Checking account balance as of 08/31/24 is \$46,644.67
- Reserve account balance as of 08/31/24 is \$50,872.79
  - Includes transfer of \$20K from checking to reserve account.
- (M/S/C unanimously approved)

**Old Business**

**1. Architectural Review Report – Jim Burns**

- Requests received
  1. Lot 60 Michigan City Lane – paint house
  2. Lot 18 Lake Vanessa Circle – dry rot trim, replace and paint
  3. Lot 31 Lake Vanessa Circle – new roof tiles
  4. All request were M/S/C unanimously approved

**2. Compliance Issues – Cheryl Willcoxon**

- No active compliance issues
- Lot 97 reported that homeowners cats were being let outside
  1. Homeowner was sent a fine letter, because we did not have absolute proof the offending cats were hers the fine was reversed
  2. In the future absolute proof (picture) will need to be presented to homeowner

**3. Annual Homeowner Meeting Prep – Toni Horton**

- Documents for meeting

1. Letter and attachments are ready for copying
  2. Homeowners will have a “Homeowner Information Card” to review when registering for the meeting
  3. Volunteers helping with registration will have a simple list to check-in the homeowners
- Homeowner Excel list and Outlook Contacts have been audited
    1. Several updates are needed in the Outlook Contacts
    2. Homeowners list has been modified so that each property has one line of information instead of several

## **New Business**

### **1. Annual HOA Fee**

- The line item amount for attorney’s fees on the 2024 Budget was based on fees paid for 2022 and 2023 invoices
- 2024 attorney expenses were much less what was budgeted
- The HOA has seen an increase money received for new home sales
- Based on both of these reasons the HOA Board proposed reducing the annual homeowner fee from \$250 to \$225.
- (M/S/C unanimously approved)

### **2. Annual Budget**

- HOA Board had a work session and drafted the budget for 2025
- The estimated income was based on a \$25 reduction to the annual dues
- (M/S/C unanimously approved)

## **Good of the Order**

- Reminder of 1:00 pm work session, on Wednesday September 11, to prepare the homeowners letters for the annual meeting
- Maureen asked if the HOA Board had notified the homeowners by email about the recent changes to the Resolutions
  - All resolution changes are in the approved quarterly meeting minutes which are posted on the community bulletin board and on our web page.

## **Adjournment**

There being no further business, the meeting was adjourned by President Gary Willcoxen at 7:35 p.m.