Westview Estates Homeowners Association
Quarterly Board Meeting Minutes
September 8, 2026

APPROVED

Call to Order – Gary Willcoxen

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

In Attendance

- Board Members: Gary Willcoxen, Cheryl Willcoxen, Virginia Knabe, Jim Burns, Toni Horton
- Homeowners: Maureen Pointer, Katie Combs, Damian Combs, Lacie Loyd, Debi Cuccia, Mark Olsie, Marlyn Dimsmore, Darlene Livermore, Amer Mufti, Ann Montague

Minutes of Previous Meetings – Toni Horton

- July 14, 2026 Quarterly Board Meeting minutes were read
- No changes were needed
- M/S/C unanimously approved meeting minutes

Treasurer's Report – Virginia Knabe

- Account balances
    1. Checking account balance as of 08/31/26 is $58,950.38
    2. Reserve account balance as of 08/31/26 is $74,937.55
    3. Combined account balance is $133,887.93
    4. All bills have been paid
- 2026 Reserve Account Transfer of Funds
    1. $4K was transferred from checking to reserve account as approved at the July meeting
    2. Discussion on transferring an additional $20K
        - There is a large balance in checking account that is not needed for end-of-the year expenses
        - HOA will not be hiring a management company this year
        - M/S/C unanimously approved transferring as additional $20K from checking to reserve account

Old Business

- Architectural Review Report – Jim Burns
    1. Requests received
        - Lot 14 – roof, hardiplank siding, new door and porch cover
        - Lot 31 – touch up paint
        - Lot 61 – new paint
        - Lot 113 – tree and root removal
        - M/S/C unanimously approved all requests
- Legal Action on Lot 37 – Cheryl Willcoxen
    1. Homeowner has previous legal agreement with HOA that includes a confession of judgement, which excludes the homeowner from pursuing a standard lawsuit or trial
    2. Legal counsel advised that HOA Board must, in a public meeting, acknowledge the confession of judgement and approve moving forward with legal action
    3. M/S/C unanimously acknowledged confession of judgement and approved moving forward

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- HOA Digital Files Update – Toni Horton
    1. Per Oregon Planned Community Act, Chapter 94, associations must maintain and retain financial records, meeting minutes and governing documents
    2. We have both paper and digital files
        - The amount of paper files being kept is excessive
        - There is a need to transition from paper to digital files
        - We have no information within our governing documents regarding records retention
    3. 2026 HOA Board Secretary will be introducing a new resolution regarding records retention under New Business
    4. A new HOA scanner/printer has been purchased to start the process of transitioning from paper to digital files
    5. HOA Secretary will start scanning and digitally saving current homeowner files

New Business

- Resolutions Updates - Toni Horton
    1. Resolution A – 1
        - Has been updated to include the 5th and 6th amendments to the CC&Rs, to include the date recorded and document numbers
    2. Resolution C – 15 (Records Retention)
        - Defines the purpose for a retention policy
        - Includes a chart that outlines the document category, retention period and rational
        - Outlines the HOA Boards duties and responsibilities for record retention
        - M/S/C unanimously approved updates to Resolution A-1 and C-15 Retention resolution
- By Law clarification - Toni Horton
    1. The By Laws were updated October 2022
    2. Article XI, Miscellaneous Provisions, Section 5 was moved to Article VIII, Nominations, Elections and Balloting Procedures, Section 8
    3. The numbering sequence of Sections in Article XI was not correctly updated to reflect 6, 7, & 8 changing to 5, 6 & 7.
    4. This should be fixed next time the By Laws are updated/changed
- Annual Meeting update - Cheryl Willcoxen
    1. Meeting will be held October 11, 2026 at the Salemtowne
    2. Informational letters will be mailed to homeowners this week
- 2027 Budget - Cheryl Willcoxen
    1. HOA Board reviewed and established 2027 budget based on annual dues of $225 per household and no new significant changes to expenses
    2. M/S/C unanimously approved

Good of the Order

- Comments from homeowner
    1. There is a legal opinion on file that prohibits vinyl siding
        - HOA President recommended the 2027 HOA Board members review the legal opinion and decide if the current resolution regarding vinyl siding be updated
    2. Who have put their names in for the new board positions

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- Homeowners present stated their names and positions they are running for

3. The Board is required to take nominations from the floor at the annual meeting
    - HOA Secretary will review all governing documents to see if nominations from the floor is required

Adjournment – Gary Willcoxen

- There being no further business, the meeting was adjourned at 7:38 p.m.