

Minutes
West Bay Woods Home Owner's Association
Board Meeting
9:30 a.m. , January 15, 2022
Core Bank 168th and Q

Attendees

Mike Howland — President
Jim Gottschalk — Vice President
Ann Broyhill-Schram — Treasurer
Patrick Walsh — Secretary
Mike Atchity — Board Member 1
Brett Ehlers — Board Member 2
Chris Septak — Board Member 3

Board President Mike Howland call the meeting to order and requested a treasurer's report recapping the HOA's 2021 finances.

Review 2021 Year-end Financials (Ann Broyhill-Schram — Treasurer)

2021 HOA expenses were above budget, resulting in the association having to draw upon the emergency fund reserve to cover unexpected expenses to repair vandalism to the the WBW entrance sign. To restore both the emergency fund reserves and to cover increased ground maintenance, and labor costs, 2022 HOA annual dues were increased by \$35 — to a total of \$190.

WBW homeowners were notified by via USPS letter outlining the 2022 HOA dues increase and payment deadline. Homeowners have until February 15, 2022, to submit payment. Checks should be made payable to West Bay Woods HOA.

In line with past practice, homeowners who have not submitted payment two weeks prior to the deadline will be receive a second letter reminding them of the pending deadline, as well as on the Nextdoor website. Dues received after the deadline are considered delinquent and liens will be filed against the homeowner's property until HOA the dues are paid in full. As of February 2, a total of 101 homeowner's dues remain outstanding.

To review the WBW's 2021 year-end financials, they have been posted on the West Bay Woods website.

Review and Approve Updated 2022 Budget (Mike Howland & Ann Broyhill-Schram)

The proposed 2022 budget is available on the West Bay Woods website. Perimeter lawn maintenance increased from \$13,000 to \$14,000, covering increased labor and material costs, as well as funds for trimming trees, and where possible tree replacements. The proposed budget also reflects completing some minor fence repairs this season, while maintaining a \$3,000 budget reserve for unexpected expenses.

The proposed 2022 budget will be discussed in detail and will be approved at the next scheduled HOA board meeting.

Tree Trimming Clearance to Improve Visibility — F Street Entrance (Mike Howland)

The City of Omaha recently contacted the HOA and advised that trees on the corner of the F Street entrance to WBW posed a visibility concern to motorists. A tree service hired by the HOA quickly responded by extensively trimming the maple tree on the east corner and black cherry tree on the opposite corner to improve visibility. The black cherry tree will be assessed this spring to determine whether it should be marked for removal.

Erosion Issue Near Spillway Outlet from Van Camp Dam Site (Patrick Walsh)

Soil erosion along the embankments near the spillway outlet northeast of Van Camp Drive has caused exposure of underground utility lines running across the spillway.

Note: The area in question is not the responsibility of the WBW HOA, although the exposed utility lines were reported to OPPD. An OPPD representative surveyed the area to determine whether any lines were owned by OPPD. OPPD advised it will notify other affected utility line owners of the issue for follow-up. Additionally, several governmental entities have been contacted to determine jurisdiction over the area to discuss potentially mitigating the soil erosion problem in the area.

An Army Corps of Engineers representative was contacted about soil erosion. He advised the area was not part of the Army Corps of Engineers' property and was referred to the City of Omaha Park Maintenance Department. The Park Maintenance Department has been contacted and we are awaiting a response to inquiries.

Review Maintenance Oversight Roles and Assignments to New HOA Board Members (Mike Howland)

The following roles and responsibilities were discussed and divided among board members.

- **Website Maintenance and Postings (Brett Ehlers)**

The board discussed replacing the nearly two decades old WBW HOA website to improve navigation, accessibility to content and overall HOA website administration. Additional discussion by the board is needed to identify website content, functionality and costs.

- **DMS Lead for Entrances, Landscaping Areas and Maintenance (Jim Gotschalk)**

Coordinate with DMS in maintaining landscaping, plantings and trimming of trees/shrubs to entrances on Van Camp Drive and F Street — including the traffic circle island at Van Camp Drive and Ontario Street adjacent to the lake.

Oversee spring and fall clean-up activities by DMS, and monthly summer maintenance. Additionally, coordinate with DMS to install a short, two- to three-foot-long retention wall along the sidewalk near the park entrance at 184th Avenue and C Street to prevent the soil runoff on the sidewalk. Coordinate with DMS this spring to trim shrubs and clean up of grounds around electrical boxes and pine trees. Plan is to meet with DMS in late March to discuss scope of project.

The HOA board discussed and approved planting of Carpet Roses for the corner of 180th and F Street this spring by DMS.

- **Quality Irrigation Lead for Sprinkler Systems (Mike Atchity & Patrick Walsh)**

Oversee and coordinate with Quality Irrigation in the efficient maintenance and operation of the HOA's sprinkler system network — including spring start-up, mid-summer evaluation check, fall shut down and winterization.

Evaluate and coordinate sprinkler system zone adjustments to prevent overwatering, including island entrances.

- **Pond Maintenance (Mike Howland, Brett Ehlers & Patrick Walsh)**

Mike Howland will retain the lead for overall lake maintenance, fountain and coordination with the City of Omaha Parks Maintenance Department. This includes oversight and coordination of the annual spring fountain start-up, and fall shutdown operations. Brett Ehlers and Patrick Walsh will also assist in providing support to remove shoreline and lake debris.

- **WBW Perimeter Fence Maintenance and Repair (Chris Septak)**

Conduct periodic inspection of perimeter fencing for damage and repair. Advise board and coordinate with fencing contractor for repair or replacement.

WBW's white perimeter fencing is more than 20 years old; it remains vulnerable to age and damage from serious weather events. Fencing remains the single greatest liability to WBW homeowners. The board continues to accrue funds to address perimeter fence maintenance and repairs issues.

- **Grounds Mowing Lead with Montemarano (Chris Septak)**

Ensure trash pick-up and weekly lawn mowing is completed, including trimming along perimeter fences every other week.

Coordinate with Montemarano to ensure annual application of spring pre-emergents, mid-summer fertilizations/weed control and winter fertilizations are completed.

- **WBW Perimeter Tree Maintenance and Replacements (Chris Septak)**

Perform a spring survey around WBW's perimeter to identify location and number of dead trees to provide the City of Omaha Forestry Department for removal. Trees marked by the city with a blue 'X' will be removed as their schedule permits. The city will not remove tree stumps.

Submit tree replacement recommendations and options for board approval. **NOTE:** The board has set aside a limited budget for tree replacement. The city has provided a list of approved tree varieties. Tree varieties approved by the board and replanted under power lines will be selected, so as not to encroach overhead power lines when fully grown.

Perform a periodic survey of WBW's overhead vertical and horizontal clearances along perimeter sidewalks and entrances to identify areas for trimming.

- **City of Omaha Interface (Mike Howland)**

Mike Howland will remain the point of contact with the City of Omaha. This includes all legal and maintenance agreements between WBW and the City, (e.g., lake water quality treatments, spray for nuisance tree control around the lake embankments, etc.).

- **Events Coordinator (Ann Broyhill-Schram)**

Ann will be the point of contact for WBW's events (Easter Parade, July 4th, Yard of the Month, Holiday Lights, Halloween Parade, Garage Sale - May [TBD] and Spring Fling). Board members will also assist, as well as WBW volunteers.

- **Other Board Issues**

The process of advising homeowners of covenant violations was discussed by the board. Some frequent violations noted were trash receptacles and brush piles visible from the street, homeowner's dogs barking excessively, and city leash law violations. Due to time constraints, the board moved to carryover further discussion to the next scheduled meeting.