

Minutes
West Bay Woods Home Owner's Association
Board Meeting
9:30 a.m., April 23, 2022
Core Bank, 168th and Q Street

Attendees:

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

Board President Mike Howland called the meeting to order and proceeded to discussion of the following topics.

Approval of March HOA Minutes – (All) The board voted to approve the minutes, which have been posted to the West Bay Woods HOA website.

Review Financials – (Ann)

The treasurer reported HOA's finances are on budget, with no unexpected monthly expenses to date. First-half DMS landscaping expenses of \$7,600 were paid, with the second-half payment due in July.

The WBW's Easter Egg Hunt was attended by 30 – 40 participants and incurred minimal expenses of about \$75.97 for two signs. Repairs to the West Bay Lake fountain were completed and totaled \$464, which was paid in the first-half of April.

Review Status of Open Liens – (Mike Howland / Ann)

The HOA's attorney filed liens against several homeowners for non-payment of HOA annual dues. Homeowners with outstanding liens filed for non-payment of annual HOA dues also incur accrued interest charges and attorney's fees. Ann continues to work with the HOA's attorney to collect current and past outstanding HOA liens.

Covenant Violations – (Mike Howland / Ann)

Ten homeowners were notified by mail of covenant violations. Some of the more frequent and repeat violations include improperly stored trash receptacles and brush piles visible from the street.

The board also discussed the proper handling of recent complaints of All Terrain Vehicles (ATV's) operating in the wooded area northeast of Van Camp Drive -- Army Corps of Engineers property -- which is prohibited by the Corps. Such complaints will be reported to the OPD / Douglas County Sheriff's Department.

Covenant Violation Notification Process

Board members reviewed how covenant violations will be handled, which are outlined below.

Should a board member observe, or be contacted by a homeowner of a consistent covenant violation...

- 1) The homeowner's address will be noted and forwarded to the HOA's Treasurer.
- 2) The Treasurer will notify the homeowner by letter of the issue and request correction.
- 3) If the issue is not resolved in a reasonable timeframe, a second letter via certified mail will be issued to the homeowner.
- 3) If the issue is not corrected following the second notice, the board will move to consider its legal options.
- 4) City code/ordinance violations will be reported to the appropriate municipal department for resolution.

Van Camp Drive Entrance – (Mike Howland / Jim)

- **South Entrance Sign Outage – (Jim)**
Jim reports the letter "Y" in the WBW's entrance sign fails to illuminate at night. He is currently working with Artistic Sign and Design to trouble-shoot and resolve the outage.
- **Timers – (Jim)**
DMS replaced the timers on either side of the entrance. The center island timer was not replaced account it is not equipped with a power plug inside the box to help protect the timer inside.
- **Removal of Yews Behind Boxwoods – (Mike Howland)**
The board discussed possibly either cutting down to the ground or removing the yews entirely at the entrance after observing extensive winter kill damage. The shrubs were trimmed last season to prevent their obscuring the WBW's entrance signs. The board moved to carry over discussion to May's board meeting.
- **Lake Debris Clean-Up**
Mike Howland will contact Brett Ehlers to coordinate an organized joint kayak clean-up of the lake in May to remove litter.

Status of Spring Start-Up and Sprinkler System – (Mike Howland / Patrick / Mike Atchity)

DMS Landscaping is scheduled to start-up the HOA's sprinkler system on May 4. Mike Howland will provide written documentation on the system zones and their location. Mike requested the information be verified for accuracy during the system's spring start-up.

Spring Maintenance Actions Items – (Mike Howland)

- **Fence Repairs**
Mike requested a volunteer to work with Jim Gottschalk to walk the perimeter fence line to identify fence repairs. Patrick Walsh volunteered to gather the information while performing other work along the perimeter fence line and submit a report to the board.
- **DMS Landscaping**
This season's mulching and periodic weeding of the WBW's flower beds, including the rose beds on the corner of 180th and F Street, have been completed.
- **Install Short Retaining Wall [C Street and 184th Avenue] Lake Trail**
Mike Howland will meet with Patrick Walsh to review the project's requirements. Patrick will schedule a site visit with DMS Landscaping to review the project and request an estimate for board review and approval.
- **Tree Maintenance (Trim, Stump Removal and Selection of Planting Locations)**
This topic was carried over to the next board meeting in May.

Upcoming Social Events – (Ann)

- **West Bay Woods Garage Sale**
Ann discussed planning the date for this year's WBW's garage sale. Brett Ehlers will plan the event, which is scheduled for the weekend of June 9-12 (before Father's Day and the College World Series). Signs will be posted prior to the event at the WBW entrances.
- **4th of July Parade**
Courtney _____ has volunteered to plan this event. Dr. and Mrs. Mikail Kraft are gathering names of volunteers and will forward the volunteer's contact information to Courtney.
- **Family Day**
Ann proposed organizing a Family Day event either in later this summer or in September. She is researching costs to have Hy-Vee set-up a grill to provide food and drinks. She will present the board with a final proposal and budget for the event at a future board meeting this summer.
- **Yard of the Month**
The Schelble Family of 18517 Van Camp Drive was selected as the Yard of the Month for May. In recognition, a Yard of the Month yard sign is displayed in their yard and the family was awarded a \$50 Hy-Vee gift card.

Other Issues

- **WBW HOA Website – (Ann)**
Redesign the website to make it more user-friendly in locating information quickly. Ann will work with Brett Ehlers on the project.

Next Meeting Date

May 21, 2022

9:30 a.m.

Core Bank 168th and Q Street