

**Minutes**  
**West Bay Woods Home Owners Association**  
**Board Meeting**  
**9 a.m., March 4, 2023**

**Attendees:**

Mike Howland – President  
Jim Gottschalk – Excused Absence  
Patrick Walsh – Secretary  
Mike Atchity – Board Member 1  
Kelly Carder – Board Member 2

**Approve January 21, 2023, HOA Board Meeting Minutes – (All)**

The board voted to approve the minutes, which will be posted on the West Bay Woods HOA website: [www.westbaywoods.org](http://www.westbaywoods.org)

**Review Financials – (Howland)**

Howland is following up on MUD water bills for the months of January and February totaling \$158 and \$159, respectively. He is inquiring why the board is received these invoices when our sprinkler system is shut down for the season. He will report his findings at the next board meeting.

Howland reported finances closed last month with a balance of \$92,000, compared with our 2023 HOA budget of \$66,000. Depending on the costs for sprinkler system plumbing repairs this spring at the Van Camp Drive entrance and electrical issues on the island at the F Street entrance, the board may potentially have to dip into the emergency maintenance reserve fund.

**Review HOA Annual Dues Receipts and Liens List – (Howland)**

Currently, seven homeowners have not submitted their annual HOA dues payment. Howland will check the WBW HOA, P.O. Box today for any dues payments before liens are filed against the owners' properties for non-payment by the HOA's attorney. Once a lien is filed for non-payment, the homeowner is responsible for paying all delinquent annual HOA dues, plus interest and attorney's fees.

**HOA Treasurer Vacancy – (Howland/Cardner)**

Howland announced to the board the resignation of our long-time treasurer, Ann Broyhill-Schram. She is continuing to process HOA bills and will transition over her duties to the new treasurer, once a replacement is appointed by the board. Howland and the board thank Ann for her service to the board and to our community – she will be missed.

As part of the search for a new treasurer, the board will post the position on the WBW HOA website and on the Nextdoor app. WBW homeowners interested in applying for the position should contact WBW HOA Board President Mike Howland. Contact information is posted on the West Bay Woods HOA website: [www.westbaywoods.org](http://www.westbaywoods.org)

### **Backlund Plumbing Sprinkler Repair Update – (Howland)**

March 15, Backlund Plumbing is scheduled to replace sprinkler system gate valves at the WBW entrance on Van Camp Drive. Valve repairs must be completed before the April 13 scheduled WBW sprinkler system start-up.

### **Pending Items:**

- **Sprinkler System Start-Up – (Walsh)**  
Walsh advised Quality Irrigation is scheduled to start-up and adjust sprinkler heads on Thursday, April 13.
  
- **Entrance Bed Plantings – (Howland)**  
Howland advised Gottschalk was working with DMS on the plant selections and their placement at WBW entrances. Howland will obtain a status report and DMS date for the spring plantings.
  
- **Landscape Lighting – (Howland)**  
Lights illuminating trees and landscaping at WBW Van Camp Drive entrance and the round-about are not functioning at night and several lights needed realignment. Gottschalk previously requested DMS to troubleshoot the problem, and they found timers were not set correctly and some lights required realignment.
  
- **Tree Mulching – (Howland)**  
Howland requested bids for mulching from DMS and Montemarano. Replies are pending as of the board meeting.
  
- **Assess Perimeter Tree Health, Stump Removals and Replantings – (Howland / Gottschalk / Carder)**  
Howland advised delaying assessing tree health to May, allowing more time for trees to leaf-out to identify those that died of winter kill to be marked for removal/replacement. He recommended the board should grind out the existing tree stumps so grass seed can be planted in those areas, including areas along F Street – east of the farmstead – to prevent erosion on the slopes with no grass.
  
- **Survey Perimeter Fencing Breakage and Power Washing Contractors – (Walsh)**  
Walsh advised he surveyed the exterior perimeter WBW fence line and found minimal issues – none that would compromise its structural integrity. Repairs completed last year corrected the structural integrity issues.

Walsh requested bids to clean WBW's exterior perimeter white vinyl fencing. He presented one bid submitted by a contractor to clean and power-wash the fencing using a mobile high-pressure power-washer unit truck equipped with an

independent water reservoir. Howland and the board moved to approve the bid and begin work as soon as weather permits.

- **Discuss F Street Entrance Ground Fault Circuit Breaker Issue – (Howland)**

An ongoing electrical problem exists at the F Street entrance that causes the ground fault circuit breaker to trip during periods of high humidity or precipitation. The circuit breaker power controls the island lighting, entrance sign and sprinkler system control box. When an outage occurs, the ground fault circuit breaker along with each timer must be reset.

The location of the short circuit is unknown and may run under the street, which would require running a new power line. More study is necessary to determine where the short circuit is located and then determine repair costs. In the interim, Howland will organize an on-site walk through with Gottschalk, Walsh and Carder on procedures to reset the circuit breaker and timers at the F Street entrance and how the circuits operate at the Van Camp Drive entrance.

**Yard of the Month – (Howland)**

Carder agreed to take over as the HOA's coordinator of events, including the Yard of the Month program. She will be working with Broyhill-Schram to transfer those duties.

**Welcome Packet for New WBW Homeowners – (Walsh/Cardner/Atchity)**

Walsh requested the board consider developing a welcome packet targeted toward new WBW homeowners. The packet would include information about WBW, HOA contact information and other information regarding Omaha area events and services. He requested board input for additional content and on developing a process to identify new homeowners to WBW. Carder volunteered to investigate possibly accessing recent real estate transfers by sub-division to identify new homeowners to WBW.

**Point of Contact and Date for Easter Egg Hunt – (Howland)**

Carder will be WBW's point of contact for events and upcoming Easter Egg Hunt. Broyhill-Schram forwarded last year's contacts for the Easter Egg Hunt event to Carder for her further handling.

**Status of WBW HOA Reusable Event Signs – (Howland)**

Howland will follow-up with Gottschalk to determine the status and availability for use in the upcoming Easter Egg Hunt event.

**Other Items / Open Discussion**

**Next Meeting Date**

April 15, 2023, at 9:15 a.m.

Core Bank

168<sup>th</sup> and Q Street