

**Minutes**  
**West Bay Woods Home Owners Association**  
**Board Meeting**  
**9:15 a.m., May 13, 2023**

**Attendees:**

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

**Approve April 15, 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 reported former treasurer Ann Broyhill-Schram continued to pay HOA's bills and track expenses as Pribyl transitions to the treasurer position, which will carry into June. Howland reviewed the financials and expenses incurred in May. Those expenses include:

- \$1,099 for Landscape Maintenance and Renewal.
- \$1,355 for perimeter Lawn Maintenance.
- \$160 to Metropolitan Utilities District for water usage.

**Update on Late Dues Collected and Liens Filed – (Howland)**

Since last month's report, one homeowner contacted the HOA's attorney and paid their dues, accrued interest and the attorney's fees. The HOA has removed the lien from the homeowner's property. To date, one homeowner has not paid their 2023 annual HOA dues. The HOA has since filed a lien against the homeowner's property for non-payment.

**Pending Items:**

- **Sprinkler System Valve Repairs – (Howland)**  
Big Birge Plumbing completed installing new valves on both sides of the meter and a new drain valve for year-end winterization in the F Street meter pit on May 1. Howland purchased and installed water curb stop cover boxes to protect and locate the curb water shut-off valves in the event of future sprinkler system repairs at both the Van Camp Drive and F Street entrances.
- **Sprinkler System Start-Up – (Walsh)**  
The WBW sprinkler system start-up, originally scheduled for May 30, has been moved up to May 15.
- **Landscape Rock Relocation and Sod Repair – (Gottschalk)**  
Gottschalk will coordinate with DMS to possibly relocate landscape boulders and repair grass around curb water shut-off valve covers following completion of sprinkler system repairs at the WBW entrance on 180<sup>th</sup> and Van Camp Drive.

- **Tree, Flower Beds and Mulching – (Howland/Gottschalk)**

Gottschalk reported Montemorano completed mulching around WBW trees and islands. He is also working with DMS on the plant selections and placement at WBW entrances. The spring plantings will depend on a successful May 15 sprinkler system start-up. Howland will advise Gottschalk when the sprinkler system is operational before providing DMS the go-ahead with plantings.

- **Assess Tree Condition/Stump Removals & Replacements – (Walsh /Carder)**

Walsh presented a report covering an assessment of WBW perimeter trees. The report identified trees lost to winter kill or disease and those that should be marked for removal/replacement. The report identified their location and tree stumps recommended for grinding/grass reseeding. Additionally, the report also addressed the scope of areas along F Street – east of the farmstead – for grass reseeding to prevent further soil erosion.

Based on the report, the board will develop a written multi-year plan, costs and budget to address these issues. In the interim, Howland will contact the City of Omaha to remove the dead pine tree south of 180<sup>th</sup> Street and Van Camp Drive. He will also arrange for an arborist to inspect the tree behind the Van Camp Drive entrance wall to determine whether it should be removed. Additionally, he requested the board approve his recommendation to obtain bids to grind out tree stumps and reseed grass on the hillside outside the fence line along portions of F Street this season. Howland will report back to the board in June.

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

An electrical problem at the F Street entrance where the ground fault circuit breaker cuts off power to the island lighting, entrance sign and sprinkler control box during periods of high humidity or precipitation was discussed. When an outage occurs, the ground fault circuit breaker along with each timer must be reset.

To isolate the problem, an assessment by a qualified electrician is necessary to determine the location of the short circuit and cost to repair. Howland recommended this item continue to be monitored for now to determine whether funds to address this issue will be available later this year or to postponed into 2024. Until then, Howland will continue checking the ground fault circuit breaker after rain events and reset the circuit breaker as necessary.

### **WBW Yard of the Month – (Atchity/Carder)**

Atchity formalize the HOA's Yard of the Month selection criteria for review, comment and approval by the board. The Yard of the Month is held for five consecutive months from May thru September. Atchity and WBW HOA events coordinator Carder will personally present the monthly award recipient with a \$50 HyVee Gift Card and request permission to display a Yard of the Month sign in the homeowner's yard. Award recipients are posted on the West Bay Woods HOA website: [www.westbaywoods.org](http://www.westbaywoods.org).

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

Walsh presented to the board a draft copy of the proposed welcome packet targeted toward new WBW homeowners. The packet included WBW HOA contact information, WBW events and City of Omaha services. He requested board input for additional content and a process to identify new homeowners to WBW. Carder advised she will provide a list of 2023 new WBW homeowners at the June 24 board meeting via accessing recent real estate transfers by subdivision. Walsh will present a modified final version of the Welcome Packet for approval at the board's next meeting.

### **Report on Upcoming 2023 HOA Events – (Carder)**

Carder reported plans are now under way for the following upcoming events:

- WBW Yard Sale – June 8-10
- 4<sup>th</sup> of July Parade – July 1

Gottschalk advised new event signage will be posted at WBW entrances and the round-about for the upcoming events. In addition to the event signage, Carder will also distribute fliers to homeowners and post the event information on social media platforms. For more information on these upcoming events, go to the West Bay Woods HOA website: [www.westbaywoods.org](http://www.westbaywoods.org).

Carder is currently researching plans for the WBW Fall Social and will present her recommendations at a future board meeting.

### **Other Items / Open Discussion**

Gottschalk raised an issue about the excessive number of dandelions growing along the city common grounds of Van Camp Drive and around the perimeter of the lake. He asked Howland to contact the City Parks Department to spray the weeds. Howland agreed to raise the issue with his parks department contact along with the thistle growing around the lake.

### **Next Meeting Date**

June 24, 2023, at 9:15 a.m.

Core Bank

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