**Minutes**

**West Bay Woods Home Owners Association**

**Board Meeting**

**9:15 a.m., August 26, 2023**

**Attendees:**

Mike Howland – President

Jim Gottschalk – Vice President

Jennifer Pribyl – Treasurer

Patrick Walsh – Secretary

Mike Atchity – Board Member 1

Kelly Carder – Board Member 2 (Excused Absence)

**Approve July 29, 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**

**Review Financials – (Pribyl/Howland)**

Pribyl and Howland reviewed July’s expenses and reported the HOA is within budget with $14,000 remaining for expenses. The balance does not reflect funds the HOA will receive as reimbursement from the City of Omaha for mowing.

Pribyl also drew the board’s attention to a substantial increase in the HOA’s water usage and billing based on MUD’s July (Estimate)/August (Actual) billing cycle. Howland attributed the increase to MUD’s combining July and August water usage into billing for August. Pribyl will contact MUD to confirm the HOA was not billed at a higher usage rate for August, when July’s usage was based on an estimate. August financials will be posted on the West Bay Woods HOA website: **www.westbaywoods.org**

**Pending Ground Maintenance**

* **Sprinkler System Repairs – (Walsh)**

Sprinkler system zone repairs along 180th and Van Camp Drive location were completed July 25, (Job No. 71387614). This included sprinkler head replacements and adjustments for improved coverage. Sprinkler system performance issues remain west of 180th and F Street (Zone 14), east side of the farmstead. The board was presented estimated costs on two proposed options from Quality Irrigation to address the issues in this area. One, a short-term fix with no guarantee of success, the other a more extensive and costly system upgrade.

Howland requested obtaining a second cost estimate from a different sprinkler irrigation company to ensure the costs are competitive for the area. Howland recommended the board postpone consideration until a second estimate is available for review. The board will use the estimates when considering the 2024 HOA budget, and the item will be discussed at the November 14 annual board meeting.

Howland also requested Atchity to submit a claim for reimbursement to Cox Communications for HOA sprinkler system damage caused by their fiber optic sub- contractor in the spring. Atchity agreed to submit the claim on behalf of the HOA to Cox Communications and will report back to the board.

* **Dead Trees, Stump Grinding and Seeding/Erosion Control – (Howland)**

The City of Omaha has been advised on the location of dead trees to add to their removal list. Howland advised his is awaiting an estimate for tree stump removal and will report back to the board. Additionally, he requested a separate estimate to remove the dead tree behind the 180th and Van Camp Drive entrance sign wall. Due to the quantity of stumps for removal, the board may spread the removal over several seasons. Howland recommended stump grinding and re-seeding of eroded areas be postponed to late August when the weather is cooler.

* **Bank Tree Seedling Cut Out/Stump Kill Project – (Howland)**

Howland advised a need to cut and remove tree seedlings growing around the lake banks. This project will be postponed to mid-September. Board volunteers will be requested for the project. Trees removed will be picked up and discarded by the City of Omaha Parks and Recreation Department crews.

* **WBW Lake Well Update – (Howland)**

Howland will provide an update to the board at its October 14, meeting.

**Background:** The early summer drought caused the lake’s water level to receded significantly, although rains have returned the water level to normal. In prior meetings, the board discussed the existence of a well originally used to supply water to the lake during dry cycles. The well’s pump and motor have been inactive for years. During the June 24 board meeting, Walsh requested the board explore consulting a well specialist to determine whether the well is still viable and, if yes, identify its output and whether it would be financially reasonable to bring it back online if needed in the future. Howland volunteered to contact a well specialist, and successfully identified a well specialist who had maintained the well in the past. He inquired whether the board still wanted to pursue obtaining a cost estimate, given the lake’s water level had returned to normal. The board advised Howland should continue to pursue a cost estimate to allow for informed decision-making.

**Property Insurance for WBW Entrance Signs – (Atchity)**

Atchity was given board approval at the July 29 meeting to gather information on the types of insurance coverage, deductibles and cost to insure the WBW entrance signs. Atchity recommended considering insurance coverage due to past vandalism to entrance sign letters to help reduce out-of-pocket costs to the HOA. After discussing various coverage options, the board clarified its insurance coverage request that Atchity is to use as the basis to obtain quotes from insurance carriers. Pribyl mentioned she had reviewed the HOA’s current insurance policy and did not find any coverage for vandalism. She will also request from our insurance carrier a quote for such coverage and will present her findings, along with Atchity’s, to the board on October 14.

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

Atchity reported September’s recipient of the Yard of the Month has been selected and the award will be presented on September 1. Monthly award recipients are presented with a $50 HyVee Gift Card and are asked permission to display a Yard of the Month sign in the homeowner’s yard. The Yard of the Month is held annually for five consecutive months, from May thru September. A complete list of the 2023 award recipients is posted on the West Bay Woods HOA website: [www.westbaywoods.org](http://www.westbaywoods.org).

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

Carder is currently running a WBW bi-monthly list of new homeowners from the Douglas County Assessor’s real estate closings to identify Welcome Packet recipients. Once this is completed, the list will be emailed to the board. Presentation of the Welcome Packets is rotated among board members.

**Update on Upcoming HOA Events – (Carder)**

Carder is finalizing plans for the WBW Fall Social scheduled for October 14. For the first time West Bay Springs is participating in the event and contributed $200 toward it. The social will include a food truck, a liquor permit to bring your own drinks and lawn games.

**Covenant Violations –**  **(Howland)**

Howland requested a volunteer from the board to write and track notification letters mailed to said homeowners regarding the violations. Howland requested letters also include city ordinance violations. Gottschalk volunteered to assume administrative responsibility for this task.

**Christmas Decorations – (Howland)**

Howland requested a volunteer to follow-up with Elkhorn Lawn Care who sets up the lights at the entrances and stores the HOA’s decorations. The board member is to contact the company to discuss what we need and cost to replace/improve the Christmas lighting at our entrances. Atchity and Gottschalk will follow-up with the company.

**Annual Meeting –**  **(Howland)**

Howland said the HOA is not required to conduct an election this year given one was held last year, in which candidates for the 2023 HOA Board of Directors were elected to three-year terms. Despite the former HOA Treasurer’s resignation, one qualified homeowner volunteered to fill the vacancy and was appointed by the board to complete said term in office per HOA by-laws.

Howland also proposed amending the WBW HOA bylaws on elections – which can be amended by the board. He proposed amending the bylaws to be more specific on when elections are held and petitions triggering out of cycle elections. His proposal would also state the Treasurer’s position would be elected and appointed by the board. His rationale is the Treasurer’s position is specialized, and he would like to preserve the position’s continuity in the event of a resignation without the time and expense of holding an HOA special election.

Among other areas proposed addressing include:

* Elections
* Purpose of the Annual Meeting
* Potentially adding an “Apathy” clause allowing attendees present to constitute a quorum when a 15-day notice of annual meeting is provided in writing via website and entrance signs to members of The Association.

Howland will draft his proposal and other recommendations to present for review at the October 14 board meeting.

**Annual Board Meeting –** In a previous board meeting, Howland requested board input on potential locations to hold the 2023 WBW HOA Annual Meeting scheduled for November 14. Past annual meetings have been held at Rower Elementary School, but Howland was concerned about the library’s accessibility and size to accommodate attendees. Gottschalk offered to check the availability/meeting room size at both Millard West High School lecture hall and St. Thomas Church Fellowship Hall. He reported both venues were available and sought the board’s location preference. The board selected reserving the date at St. Thomas Church Fellowship Hall. Gottschalk will contact the church to reserve the room beginning at 6:30 p.m. on November 14. Gottschalk will follow-up to reconfirm the facility is reserved.

**New Items and Open Discussion – (All)**

**Lighting** **–** Gottschalk reported a landscape lighting issue at the turnabout on Van Camp Drive and Ontario with the lights operating during the day and off at night. The control timer was reset to the correct time and the issue was resolved.

**Pine Needles –** Walsh asked Howland whether the City Parks Department was responsible for maintaining the grounds around the pine trees and utility boxes at the entrance of the trail head to the lake at 184th Avenue and C Street – specifically the dry pine needles around the base of the trees posed a potential fire hazard and whether it presented a legal liability to the HOA. Howland advised the City Parks Department is responsible for maintaining that area.

**Fencing –** The HOA received a request for approval to install metal meshing, e.g., similar to chicken wire, along the inside wood split-rail fencing facing the lake to discourage animals entering their yard. The board discussed and voted to disapprove the request. The homeowners will be notified in writing and urged to instead use HOA-approved fencing.

**Weed Control –** Gottschalk raised an issue regarding thecommon areas and around sidewalks, specifically crabgrass, encroaching on the walkways. Howland said he will contact the Omaha City Parks Department about edging and weed control. He will also contact our lawn care contractor regarding issues with our broadleaf control program.

**Lake Reeds –** Howland advised the authorized spraying to control the spread of reeds on the north side of the lake along Van Camp Drive. Spraying was confined to the edges to prevent the reeds from obstructing the lake spillway.

**Next Meeting Date**

October 14, 2023, at 9:15 a.m.

Core Bank

168th and Q Street