

Minutes
West Bay Woods Home Owners Association
Board Meeting
9 a.m., April 15, 2023

Attendees:

Mike Howland – President
Jim Gottschalk – Vice President
Patrick Walsh – Secretary
Mike Atchity – Board Member 1
Kelly Carder – Board Member 2
Jennifer Pribyl – Board Nominee

Approve March 4, 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 – (Howland)

Howland reviewed the financials and expenses incurred in April. The largest expenses were:

- \$10,357 for Landscape Maintenance and Renewal. This consists of the first-half payment to DMS covering maintenance of WBW entrance islands, round-about and flower bed at the corner of 180th and F Street.
- \$700 to reinstall West Bay Woods Lake fountain sprayer and water treatments to control algae growth.

Review HOA Annual Dues Receipts and Liens – (Howland)

To date, two homeowners have not remitted their annual HOA dues payment. Howland directed the WBW attorney to file liens against the owners' properties for non-payment. The liens have been filed. Once a lien is filed for non-payment, the homeowner is responsible for paying all delinquent annual HOA dues, in addition to interest and attorney's fees.

HOA Treasurer Vacancy – (Howland)

Howland nominated Jennifer Pribyl be appointed as the new WBW HOA Treasurer following the recent resignation of former Treasurer, Ann Broyhill-Schram. Howland moved for a board vote to appoint Pribyl as WBW HOA Treasurer. The board unanimously approved the motion. Broyhill-Schram will begin the process of transferring her duties to Pribyl.

Sprinkler System Valve Repair Update – (Howland)

Backlund Plumbing completed replacing sprinkler system gate valves at the WBW entrance on Van Camp Drive on March 30, following extended delays in locating the curb water shut-off valves. Valve repairs and water meter valve replacement at the WBW F Street entrance are scheduled to be completed April 19, by Big Birge Plumbing.

Pending Items:

- **Sprinkler System Start-Up – (Walsh)**
The WBW sprinkler system start-up is scheduled for May 30, due to the scheduling delays in completing critical system repairs.
- **Valve Cover Boxes – (Howland)**
Howland advised he completed installing protective covers to curb water shut-off valves and marked their location in the event of future sprinkler system repairs.
- **Excavate F Street Sprinkler System Pit – (Howland/Walsh)**
Howland and Walsh removed soil around the water meter and water lines to expose the sprinkler system's drain valve which had been covered by soil. The soil was not allowing the sprinkler system to drain fully during year-end system winterization.
- **Landscape Rock Relocation and Sod Placement – (Gottschalk)**
Gottschalk will coordinate with DMS to relocate landscape boulders and sod replacement around curb water shut-off valve covers following completion of sprinkler system repairs at the WBW entrance on 180th and Van Camp Drive.
- **Tree/Island Mulching Bids – (Howland/Gottschalk)**
Howland moved to approve the mulching bid from Montemorano and to proceed with placing mulch around WBW trees and islands. The proposal was approved unanimously by the board.

Gottschalk is working with DMS on the plant selections and their placement at WBW entrances. The spring plantings will closely coincide with the May 30 sprinkler system start-up.

- **Assess Tree Condition/Stump Removals & Replacements – (Walsh /Carder)**
Howland requested completion of a WBW perimeter assessment of trees to identify those lost to winter kill and which should be marked for removal/replacement. The report would include their location and tree stumps recommended for grinding/grass seeding. Additionally, the report would address the scope of areas along F Street – east of the farmstead – for grass reseeding to prevent further soil erosion. Findings will be presented to the board on May 13.
- **Discuss F Street Entrance Ground Fault Circuit Breaker Issue – (Howland)**
An ongoing electrical problem at the F Street entrance 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. An assessment by an electrician is necessary to determine its location and cost to repair. Howland recommended this

item be postponed for now. The board needs to track budget expenses further into 2023 to see if corrective action must wait until 2024. Until then, Howland will continue checking the ground fault circuit breaker after rain events and reset if required.

Yard of the Month – (Atchity/Carder)

Howland requested Atchity to formalize the HOA's Yard of the Month criteria selection process for review, comment and adoption by the board before finalizing monthly candidates. The Yard of the Month will run for five consecutive months from May thru September. Atchity and WBW HOA events coordinator Carder will notify and personally present each 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.

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

Walsh requested the board consider developing a welcome packet targeted toward new WBW homeowners. The packet would include 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 can access recent real estate transfers by subdivision to identify new homeowners to WBW. A draft of the welcome packet will reviewed at the May 13 board meeting.

Report on the first 2023 HOA Event – Easter Egg Hunt on April 8 – (Carder)

Carder served as WBW's events coordinator for the Easter Egg Hunt. The board would like to recognize Carder; Taylor and Mikail Kraft; Dawn McPherson; and Lindsey Mosier for their help to make this year's Easter Egg Hunt a successful and enjoyable family event. We had a great turnout! Event information is posted on the West Bay Woods HOA website:

www.westbaywoods.org.

The following upcoming event dates were announced at the board meeting:

- WBW Yard Sale – June 8-10
- 4th of July Parade – July 1

Event information is posted on the West Bay Woods HOA website: www.westbaywoods.org.

Status of WBW HOA Reusable Event Signs – (Gottschalk)

Gottschalk advised the new event signs are completed. He will ensure event signage is available and displayed at WBW entrances, and round-about for events. The Easter Egg Hunt was our first use of the new event signs. Board members were very pleased with the quality and appearance of the signs. Thanks to Jim for closure on this project.

Other Items / Open Discussion

Next Meeting Date

May 13, 2023, at 9:15 a.m.

Core Bank

168th and Q Street