

Minutes
West Bay Woods Home Owners Association
Board Meeting
9:15 a.m., April 20, 2024

Attendees:

Mike Howland – President
Jim Gottschalk – Vice President
Jennifer Pribyl – Treasurer
Patrick Walsh – Secretary
Mike Atchity – Board Member 1

Approval of March 16, 2024, Meeting Minutes – (Howland)

The board approved the minutes.

Review Financials and Status of Dues Collections – (Pribyl)

Pribyl reported having received several invoices for payment, including \$1,300 for treating algae growth and other lake treatments, \$500 to reinstall the lake fountain. Other expenses include landscape maintenance and renewal, and attorney and legal fees. For a complete breakdown of other expenses, refer to the April budget report posted on the WBW HOA website. Pribyl also advised having received payment from three WBW homeowners' delinquent 2024 annual HOA dues. The board is filing a lien against one homeowner for recurring non-payment of annual dues.

Sprinkler Start-Up and System Repairs – (Howland)

Quality Irrigation is scheduled to start-up WBW's sprinkler system on April 30. Howland will serve as the Quality Irrigation crew's point of contact and will accompany the crew to evaluate system performance issues as zones are activated. A separate meeting will be scheduled with Quality Irrigation after the start-up to develop a plan to complete major system repairs.

Discuss Federal Corporate Transparency Act Requirement – (Howland)

Howland discussed the new federal financial reporting law passed last year intended to address illicit money laundering. Board members had previously reviewed the legislation and questioned whether the scope of the law was even applicable to the HOA board. Many legal questions were raised by board members as to whether the HOA must report. If the answer is yes, is reporting confined to just the President and Treasurer's positions who receive and disburse HOA funds – or to all positions on the board? The board requested Howland obtain a written legal position on these questions from the HOA's attorney to clarify the matter and report back to the board. The board also requested the HOA's attorney prepare and handle any filing should the law apply. The board has temporarily tabled this topic until Howland can discuss with the HOA's attorney.

Tree Trimming and Stump Grinding – (Howland)

Howland requested Walsh conduct a survey and place flags next to trees that should be trimmed where limbs present overhead and/or side clearance requirements along sidewalks for mowing crews. Walsh also will flag tree stumps for removal, specifically along the F Street perimeter fence line to WBW.

Social Events – (Howland)

The board discussed the schedule for this year's WBW planned events. The first event of the year is the WBW Garage Sale, scheduled June 6-8. The second event is the 4th of July Parade, scheduled July 4, with the board considering a food truck and/or ice cream vendor at the West Bay Woods Park. Howland will contact Kelly Carder for volunteers who may be willing to work with the board in helping plan events. Board members also agreed to distribute the Garage Sale flyers Kelly Carder designed and Gottschalk will arrange placement of the event signage at the entrances to WBW.

The board tentatively selected either September 8th or September 15th as the date of the WBW Fall Social. Atchity volunteered to help lead the Fall Social.

Yard of the Month Gift Cards – (Atchity)

Atchity will purchase five \$50 gift cards from Walmart and will submit the expense to the board for reimbursement. One card will be awarded each month in this year's Yard of the Month program that will run from May through September. Atchity requested board members submit candidates for the upcoming May YOM Award. Walsh will provide Atchity with a list of candidates for May.

Other Business / Open Discussion – (All)

- **Covenant Modifications/Clarification – (Howland)**
Howland will discuss with WBW's attorney how to best proceed with adding language to the WBW Covenants clarifying defining acceptable home exterior color selections and roofing shingle guidelines, in addition to reinforcing that homeowners must submit the exterior color for HOA board approval. The attorney will advise if said covenant modifications/clarifying language can be simply approved by the board or whether it would require 75 percent approval by homeowners.
- **Covenant Violation Letters – (Gottschalk)**
Gottschalk will draft two covenant violation letters to homeowners. One addresses dogs barking excessively; the second addresses storing trash cans along the side of the house without a screen shielding sight from the street.
- **Approval of Exterior House Paint Color Submission – (Howland)**
An exterior house color sample was submitted by a homeowner for board approval. The board rejected the color selection and will request the homeowner resubmit an alternative color consistent with an earth-tone pallet.
- **Board Discussion on Homeowners' Exterior House Paint Color – (All)**
The board invited a residence's homeowners to discuss the recent exterior painting of their home, which was completed without seeking HOA board approval and is inconsistent with the WBW color pallet. The homeowners explained they were unaware exterior color selection required board approval. The board is in discussions with the homeowners to repaint their residence with approved color.

- **Stump Grinding and F Street Erosion Control – (Howland)**

Howland discussed his desire to schedule tree stump grinding this year along with grass seed matting to control the soil erosion along F Street. The board will postpone further discussion on this topic until after sprinkler system repairs are completed and the availability of funds is determined.

Scheduled Next Meeting

June 8, 2024

Core Bank

9:15 a.m.