

Westbury Home Owners Association (WHOA)
MINUTES

Date: Wednesday, March 11, 2015

Location: 10095 W. Arbor Place

Attendance:

- Introductions and sign-in
- Quorum achieved
- In attendance were Sharon Hilderbrant, Madonna Gaudio, Drew Zarn, Stacy Zarn, Emily Gonzales, Jennifer, Ashworth, Laura Lewandowski, and Nick Roberts.

Discussion:

Meeting called to order at 6:50pm by Sharon, presiding.

1. **Approval of Today's Agenda:** Madonna motioned, Jennifer seconded, approved.
2. **Approval of Minutes from February:** approved.
3. **Finance Update:** no update. Dues: 31 paid to date (Asha will include this stat in newsletter)

4. Old Business

- Welcome Packet and resources
 - **ACTION ITEM:** All will gather approx. 6 take-out menus from nearby restaurants and Jeffco Parks trail maps for the welcome packet. Ongoing.
 - **ACTION ITEM:** All get Harbor Freight mailing to then get freebies. Ongoing.
- Neighborhood Garage Sale
 - **ACTION ITEM:** Nick will talk with Drew to get checks for Sharon (to reimburse for holiday party) and for the boy scouts. Outstanding.
 - **ACTION ITEM for Fall 2015:** the association will use Western Metals drop-off (to donate wires, pipes, etc.) - Jennifer offered her pick-up truck to transport collected metal recycling and will check with Ace.
- Permanent Signage for WHOA
 - No update
 - **Action item:** Clay needs to talk to the storage company, the county, and the church. Laura suggested her traffic contact (Derek Schuller) as someone to ask for advice on who to talk to/who owns the land.
- Nextdoor.com: 44 members as of 3/11/15
 - **ACTION ITEM:** Emily will continue to post meeting time and place on Nextdoor.com. Ongoing.
 - **ACTION ITEM:** Clay will confirm or add Nextdoor.com info on the welcome packet. Ongoing.
- COHOPE: Umbrella HOA group in Jeffco
 - **ACTION ITEM:** Clay will find and submit application information for COHOPE. Outstanding.
- Register HOA with state of Colorado
 - We are classified as a HOA business with the bank.
 - Emily moves to vote if the members of WHOA want to be classified as an HOA or as a non-profit for the sake of registering with Colorado. Laura seconds; vote passes with 7 unanimous votes for being an HOA.
 - **ACTION ITEM:** Sharon will attend next COHOPE meeting to determine next steps for registering with the state as an HOA.
- Improve safety of the intersections surrounding our neighborhood.
 - **COMPLETED:** Sharon will work with Laura to investigate options, including the

break-away poles, tunnel under Kipling, changing the speed limit, and warning lights.

- **ACTION ITEM:** Sharon will email her traffic contact with our ideas for the Fair / Kipling intersection: freeze traffic when the pedestrian button is hit, make the left turn (out of neighborhood onto northbound Kipling) car detection more sensitive, a flashing sign that shows your speed, a sign that warns of an upcoming light, or bridge under Kipling. At Walker, north on Kipling, there needs to be a no left turn sign.
- **COMPLETED:** Emily will make a Google Doc List of Contacts and send it to the group so that all can contribute. This list will include who to call when there's a pot hole, the lights are out, graffiti, animal control, etc. **ACTION ITEM:** all will add to that Google Doc. Each board member will add themselves to the list with their contact info, too! Nick will add info about contact info for the bank. **Link is:** https://docs.google.com/spreadsheets/d/1eWIIS-2DwVEyQAjjHeWYPNgOPuZTC9xjtdUnIcYS_bk/edit?usp=sharing.
- Increase participation in membership: collect dues from 25% of homes
 - **ONGOING:** Emily will post membership reminders on NextDoor.com
 - **COMPLETED:** Laura will create funny reasons for becoming a member.
- Host neighborhood events to build community;
 - National Night Out: August 4
 - Action item: Emily to find a band.
 - Summer Picnic: June 13
 - Clean-Up Day: November 7
 - Neighborhood Garage Sale on September 18-19 and Dumpster Day on September 19
 - Wolf Den - Cub Scouts canned food drive (October, TBD – Ace can get the dates to Jennifer by end of this week)
 - upcoming meeting dates: Tuesday, June 9th HOA at Clay's house; no July meeting; Wednesday, August 12 possibly at Jeff's
 - Action Item: Clay and Jeff need to confirm this is ok.

6. New Business

Madonna motioned to have a year-end treasurer report bi-annually due in December/start of January and in June. We'll vote next month.

7. Association Press Articles

- **Action Item:** each month secretary will send more details to Asha and mom regarding newsletter, asking Asha to confirm receipt of email.
- All articles are due 3/15 to Asha and Laura.
- **Action Item:** Clay will answer the interview/funny questions from Emily, DUE 3/15!!!
- **Action Item:** Jennifer will write an article/bullets about Foothills, Ken Caryl Valley, Ken Caryl Ranch, junior high schools, Littleton (downtown and historical museum), South Suburban Rec Centers
- **Action Item:** Emily will get the dates for the upcoming events to Asha and Laura.
- **Action Item:** Drew will get the photo for the Where in Westbury and will share the winner.
- **Action Item:** Laura will make note for May article for outdoor summer concerts and plays at Lakewood Heritage Center, Clement Park, and others.
- Include a note that 31 homes have paid dues, also add a note encouraging other neighbors to join!
- Include the list of upcoming events and meetings:
 - National Night Out: August 4
 - Summer Picnic: June 13
 - Clean-Up Day: November 7

- Neighborhood Garage Sale on September 18-19 and Dumpster Day on September 19
- Wolf Den - Cub Scouts canned food drive (October, TBD – Ace can get the dates to Jennifer by end of this week)
- Upcoming meeting dates: Tuesday, June 9th HOA at Clay's house (TBD); no July meeting; Wednesday, August 12 possibly at Jeff's (TBD)

8. Assignments

See "Action Items" above in green. Unless otherwise stated, items should be pursued by March HOA meeting.

9. Upcoming Meetings

- April: Thursday, April 9 at Emily Gonzales' house: 10144 W. Lake Drive.
- May: Monday, May 11 at Nick Roberts' house 6498 South Kline Court.
- **ACTION ITEM:** Emily to update website to reflect upcoming meeting locations.

10. Inventory of Items

- Approx. 30 envelopes for dues, Nick
- Signs and stakes, Mike
- Community Garage Sale sign, Mike
- Welcome Packet, Clay
- Historical archives, Jennifer and Clay
- Address magnets, Mike
- Credit card, Nick
- Check book, Nick

11. Meeting adjourned at 8:03pm by Sharon.

Madona moved, Sharon seconded, adjourned.

Respectfully submitted by Emily Gonzales, Secretary