

Westview Estates Homeowners Association Annual Meeting Minutes
October 12, 2025 2PM - 4PM
SalemTowne Hall
2900 Oakcrest Dr NW, Salem, OR

APPROVED

Establishment of Quorum:

With the combination of 21 members present including absentee ballots, a quorum was established.

Call to Order: President, Gary Willcoxon called the meeting to order at 2:00 p.m.

Introduction of Officers: Gary Willcoxon, Cheryl Willcoxon, Virginia Knabe, Toni Horton

2024 Minutes: Secretary, Toni Horton

Special Note:

Westview Estates annual meeting minutes have always been reviewed and approved at the following year's annual meeting. According to *Robert's Rules of Order Newly Revised* (12th Edition), the recommended practice for review and approval of annual meetings is the executive board should approve the record shortly after the meeting. Going forward Westview Estates annual meeting minutes will be reviewed at the next quarterly meeting in January.

The minutes of the 2024 Annual Westview Estates Homeowners Association Meeting held October 13, 2024 were read.

HOA Board unanimously approve the minutes as written

Treasurer Report: Treasurer, Virginia Knabe

- Balance on accounts:
 - Checking Account, \$43,270.09 as of 08/31/25
 - Reserve (Savings) Account: \$70,901.90 as of 08/31/25
 - Total Operations Funds: \$114,171.99
- General Operations Funds transferred to Reserve Funds: \$20,000.00
- State and Federal tax returns were filed, no payments due
- State of Oregon Corporation Documents renewed
- Liability Insurance and Bond Paid – renewal due Dec 2025

Dues and Fines Report: Vice President, Cheryl Willcoxon

- 2026 annual membership dues remain the same at \$225.00
- All 2025 membership dues are paid in full, which is an outstanding accomplishment
- Outstanding unpaid dues & fines total \$13,848.06 from 2024 and earlier
- Nine accounts with balances due, 4 with balance due under \$25, and 5 with large balances (2 of these are in collections)

Nomination Report: President, Gary Willcoxen

Board nomination announcement were emailed to members. The deadline to receive new nominations was September 26, 2025. No **new** nominations were received.

Nominations:

President – Gary Willcoxen
Vice President – Cheryl Willcoxen
Secretary – Toni Horton
Treasurer – Virginia Knabe

Landscape & Architectural Reports: Member at Large, Jim Burns

- Architectural Reviews approved: 4 house paintings, 3 fences, 2 roofs ,4 others (deck/porch, shed, railing, landscape)
- Homes: 2 sold, 0 pending, 0 for sale

Compliance Report: Vice President, Cheryl Willcoxen

- CC&R Letters: 26 informal (courtesy), 11 formal, 0 hearings, 3 fines

Board Actions: Secretary, Toni Horton

2025 Resolution Changes:

By unanimous decision, the Executive Board updated the resolution listed below. These changes were announced at the quarterly meetings. The meeting minutes, when approved, are then posted on the community bulletin board. They were also posted on the website.

Below is the breakdown and explanation for the changes to Resolution C-6, Signs and Bulletin Board

1. Add “Holiday Decorations” to the title
2. Remove the word “religious” from paragraph #2
3. Include the sign size (18” X 24”) after “advertising for sale or rent” in paragraph #2
4. Under signs: “removed on the day after the holiday” to “removed within 7 days after the holiday
5. Add paragraph #4 – The Board recognizes that some property owners may wish to place exterior holiday decorations on their property. This is permissible for a period of 6 weeks, including set-up and take down of the decorations.

Safety Concerns: Secretary, Toni Horton

There were no safety concerns raised by homeowners throughout the year.

Election of Officers

Announcement of Election Results:

The ballots were tallied by volunteer registrars. The results are:

President: Gary Willcoxon
Vice President: Cheryl Willcoxon
Treasurer: Virginia Knabe
Secretary: Toni Horton

Good of the Order: President, Gary Willcoxon

Darleen Livermore

- There is a conflict in the date deadlines listed in the Resolution C-6 changes
- She does not think the 2025 approved budget amount for landscaping is sufficient to cover: power washing fence, new bark for common areas, replacing control box and new lighting for entrance sign.

Amir Mufti

- Wanted to know if there were liens placed on the homeowners that had large outstanding balances

Cheryl Willcoxon response to homeowners concerns

- The Board will review and correct any conflicting dates written in Resolution C-6
- The power washing and bark replacement were taken in consideration when budget was made
- The Board will review the status of replacing the control box and lighting for the entrance sign
- Liens were placed on the larger outstanding balances

Adjournment: There being no further business, the meeting was adjourned by Gary Willcoxon at 2:31 p.m.