



# Homeowners Association Board of Directors Meeting Minutes

04/22/2026

## 1.0 Meeting Information

Meeting Date	Wednesday April 22, 2026
Meeting Time	3:30PM to 4:00PM
Location	311 Hampton Ridge Dr
Attendance	President: Joe Knoernschild Treasurer: Jason Fallon Secretary: Jim Miller
Agenda	Quick Status Update Pool Email

## 2.0 Attachments

Common Ground A - Site Plan

## 3.0 Meeting Minutes

Every year, the St. Charles County Health Department inspects pools for compliance to County Municipal Code rules (law), and provides Aquatic Inspection Reports to the convening authority of the Pool for remedies to be made upon when violations are noted. Since 2017, the HOA Pool has been inspected 18 times and of those 18 reports, 8 reports contained one or more municipal code violations with one inspection report violation package being severe enough to close the pool in 2024 until the HOA board resolved the issues sighted. To date, the HOA has a 44% inspection failure rate and many of the violations noted, have not yet been resolved.

The 2026 HOA Board of Directors desires to ensure 100% compliance to St. Charles County Municipal Code and seeks to increase our inspection pass rate from 56% to 100%, at least for those things inside our control such as installation of emergency required items, such as a working phone, and signage.

### 3.1 Common Ground A – Pool: Signage – A Motion to Vote passed & the Vote was 3-0 approving the following:

The board approved getting a quote on the following signs for the reasons provided. The sections referenced below are from the St. Charles County Title II: Public Health, Safety & Welfare Chapter 233: Aquatic And Recreational Facilities Code, simply referred to below as the “Municipal Code.”

#### 3.1.1 Seasonally Operated Pool

Section 233.442 of the Municipal Code requires that seasonally operated pools must provide seasonally operated hours and closure’s to the county in writing to be seasonally operated. The board found it wise to post the seasonally operated hours as there are frequent questions as to the pool’s operational months and this will further clarify it.



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## 3.1.2 Pool Closed

Section 233.442 of the Municipal Code requires a “Pool Closed” sign be hung when the pool is closed. The HOA Board is currently using a printed on paper and taped to the hours of operation sign as the method to convey this information. No Pool Closed sign is in the possession of the HOA, at this time, as far as the board knows.

## 3.1.3 Pool Capacity

The President worked with Keeley Zakrzewski and James Boswell, St. Charles County Pool Inspector, to understand how to interpret the Municipal Code rules for calculating pool capacity. Section 233.010.(16) of the Municipal Code defines the shallow area as a depth of 3 feet or less. Section 233.010.(73) defines the deep area as a depth of at least 5 feet or deeper. Section 233.040.B.(1) provides a formula for calculating Bather Load (Pool Capacity) which only takes into consideration shallow and deep areas and does not provide details on how to handle areas deeper than the shallow area but shallower than the deep areas. James Boswell stated that when they require further guidance, they always utilize the United States Center for Disease Control (CDC) Model Aquatic Health Code (MAHC), whose current version is the 2023 version. In Section 4.1.2.3.5.3 of the 2023 MAHC, the code identifies the following formula:  $\text{THEORETICAL PEAK OCCUPANCY} = \text{AQUATIC VENUE Surface Area} / D$ , where D is the density Factor. The code identifies 6 types of Densities and according to James, our density type is FLAT WATER because we do not have a visible sign of water moving at the top of the surface like you would see if there were waves, etc. The Flat Water Density Factor is 20 Square Feet Per Bather. Thus, to calculate the Pool Capacity for West Hampton Woods Common Ground A Pool, we would take the square footage of the Pool and divide that by 20.

The President obtained the West Hampton Woods Common Ground A Site Plan from the City of Wentzville, for free, and according to it, the pool is 37 feet by 35 feet for a total square footage of 1295 sq. ft. Using the formula provided in the 2023 MAHC,  $1295 / 20 = 64.75$ . Rounding down because we can't have a portion of a person, the pool capacity of the pool is 64 people. Current Sign states 62 people.

## 3.1.4 Underage Children

Section 233.240 of the Municipal Code requires that states, “Children Under the Age of 18 Should Not Use Pool Without an Adult in Attendance.” Additionally, West Hampton Woods has failed inspection on June 12, 2019 and June 19, 2024 for not having this sign.

## 3.1.5 Notify The Manager Or Operator On Duty

Section 233.240 of the Municipal Code requires signage that states, “Notify the manager or operator on duty if the main drain is not visible” and “To register a complaint about the condition of this pool, contact St. Charles County at (636) 949-1800.” The sign currently installed has a letter that has faded or fallen off.

## 3.1.6 Emergency Contacts Posted by Phone

Section 233.441 of the Municipal Code requires signage to be located next to the Emergency Telephone that provides the following information: The telephone numbers of the local police, fire department,



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physician, ambulance service, and a hospital, or 911 where applicable; name, address and telephone number of the swimming pool facility. This was also written as a violation in the July 2, 2025 Aquatic Inspection Report.

The President had multiple conversations with Keeley Zakrzewski, regarding this topic. On 4/2/2026 at 11:32 am, Keeley stated, “An emergency phone is required to allow users to place outgoing calls in the event of an emergency; it is not required to receive incoming calls.” On 4/9/2026 at 5:14pm, Keeley stated, “With regard to the emergency telephone sign- 911 should suffice for physician and ambulance number.”

### **3.1.6.1 Pool Address**

Section 233.441 of the Municipal Code requires the pool address to be displayed. The President worked with the Wentzville Mayor and other City and County Officials, and discovered that the West Hampton Woods Developer, reserved two addresses for the Pool: 1001 Morgan Meadow Dr and 101 Katherines Cove. The county explained this was done because at the time, it was unknown what street the driveway to the pool would be located on. The county identified the current address as 1001 Morgan Meadow but stated that this should be changed to align with where the driveway actually was located, which was 101 Katherines Cove. The advice of the county was followed and the county updated its records AND the 911 records to indicate the pool address of 101 Katherines Cove. Additionally, the county and HOA President, requested that Google Maps update the pool address to match these records.

During the same time, the county apprised the HOA President that Common Ground A-F had an address in another neighborhood. Upon further investigation, it was determined this was the original neighborhood developer’s home address. To ensure the common ground’s address was associated with the neighborhood, the address was updated to point it to 311 Hampton Ridge Dr as an address had to be used and this made more sense than pointing it towards a management company or leaving it unchanged.

### **3.1.7 No Lifeguard On Duty**

Section 233.440.C of the Municipal Code, states that a sign must have the following text, with at least four inches (4”) high letters, “WARNING - NO LIFEGUARD ON DUTY”. Current sign has 4” high letters for the word “WARNING” but the words “NO LIFEGUARD ON DUTY” are in 3” high letters.

### **3.1.8 Neighborhood Sign**

The sign located under the pavilion, which was likely installed in the 2006 timeframe, currently contains rules that do not align with Municipal Code. Specifically, numbers 4, 5, 6, and 12. Section 233.040 of the Municipal Code contains language that conflicts with these listed neighborhood rules. The sign shall be updated to reflect the current verbiage of the municipal code regarding these bullet points not currently in compliance. The June 12, 2019 Aquatic Inspection Report pointed out that number 12 violated Municipal Code but the HOA did not fix it at that time.

### **3.1.9 Front Gate Sign**

A sign hung on the front gate of the pool will meet the requirements of Section 233.040 which states:



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- A. All persons shall be instructed before entering an aquatic center, by means of suitable, clearly lettered signs properly located, to observe all safety regulations. The sign shall contain, at a minimum, all of the following:
- (1). Persons with sore or inflamed eyes, colds, nasal or ear discharges, boils or other acute or obvious skin or body infections, or cuts shall be excluded from the pool.
  - (2). No glass allowed within the pool enclosures.
  - (3). No animals allowed except for service animals.
  - (4). No drinks, candy, tobacco, popcorn, gum, alcohol, or food of any kind shall be permitted in the pool or within the required walkways of the pool.
  - (5). Keep gate(s) closed – do not prop open.
  - (6). Shower before entering the pool.
  - (7). If incontinent, wear tight fitting rubber or plastic pants or a swim

### **3.2 Common Ground A – Pool: Emergency Telephone and Bulletin Board – A Motion to Vote passed & the Vote was 3-0 approving the following:**

The board approved the purchase of AA Communications Model Number AAE911PH for \$499.95 before tax and shipping to be on the outside of the pool pump room, accessible to all people inside the pool area, 100% of the time, and to comply with Section 233.441 of the Municipal Code.

The President also worked with Keeley to determine that the Pool License, Certified Pool Operator, and Pool Inspection Report, were all required to be on display in a conspicuous location; in fact, the Pool License explicitly states on it, “THIS LICENSE MUST BE DISPLAYED IN A PROMINENT LOCATION.”

The board approved the purchase of an outdoor, lockable, bulletin board, a laminator with pouches, and tacks to display these required documents. The laminator will be used to laminate the pool license and certified pool operator license as pool licenses cannot be reprinted by anyone other than the St. Charles County Public Health Department.

### **3.3 Microsoft 365 Exchange Email Plan – A Motion to Vote passed & the Vote was 3-0 approving the following:**

The board discussed how current [board@whwhoa.org](mailto:board@whwhoa.org) emails were ending up as SPAM. This is related to the whwhoa.org web host and server settings of that webhost that could not be remedied. It was suggested to pay \$52/year to host the email on a Microsoft 365 Exchange Plan as this would eliminate the issue and allow the neighborhood to use a common email address that could easily be modified as boards changed. [board@whwhoa.org](mailto:board@whwhoa.org) would be a distribution list and not have an inbox (i.e. would forward the email sent to it to the board members personal addresses). The board approved given the low operating cost, quick way to remedy the situation, and ease of use.

### **4.0 Next Meeting**



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TBD

## 5.0 Board Approval of Meeting Minutes

The board approved these minutes as is represented by the Secretary's Signature below.

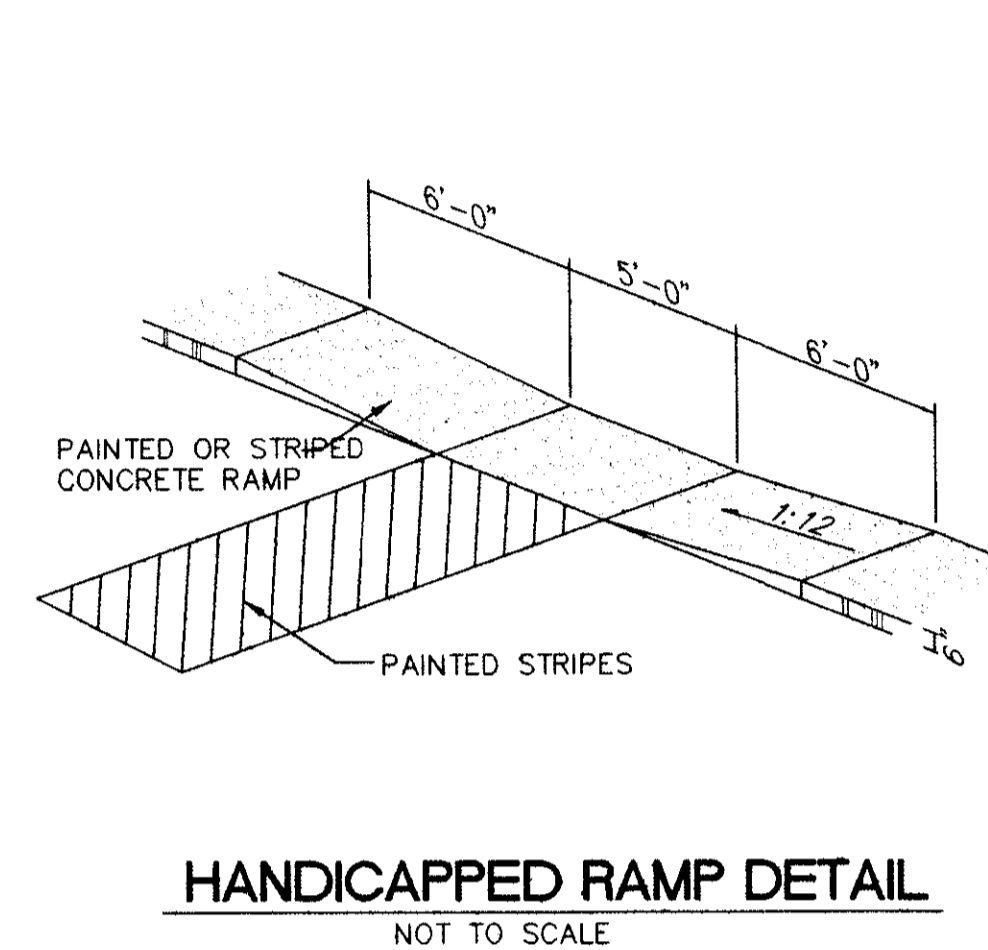
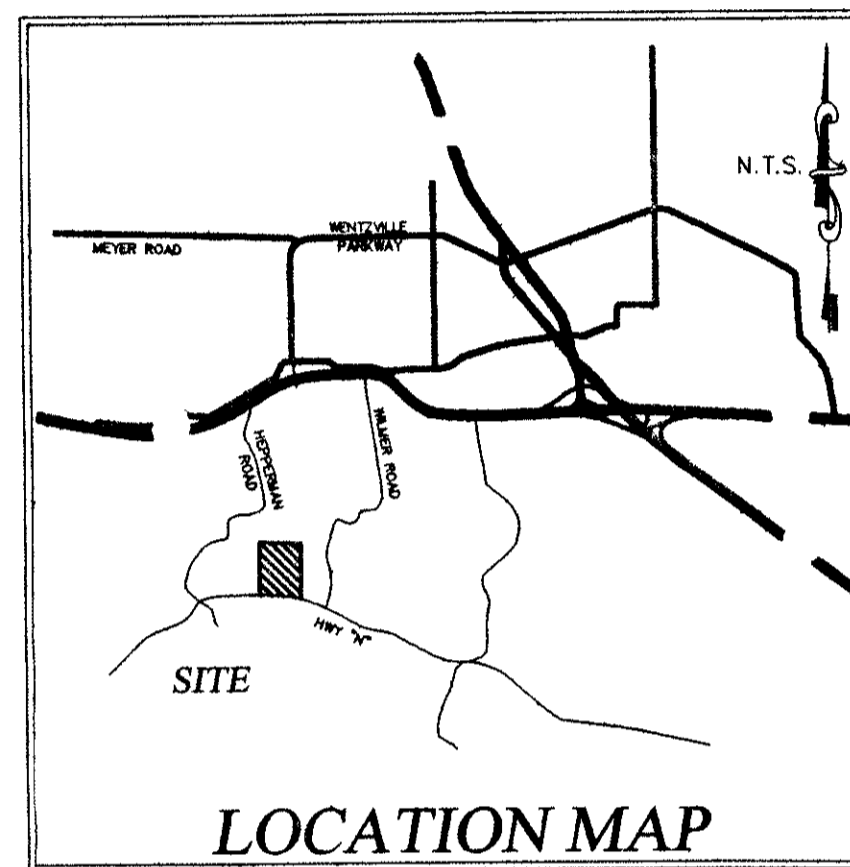
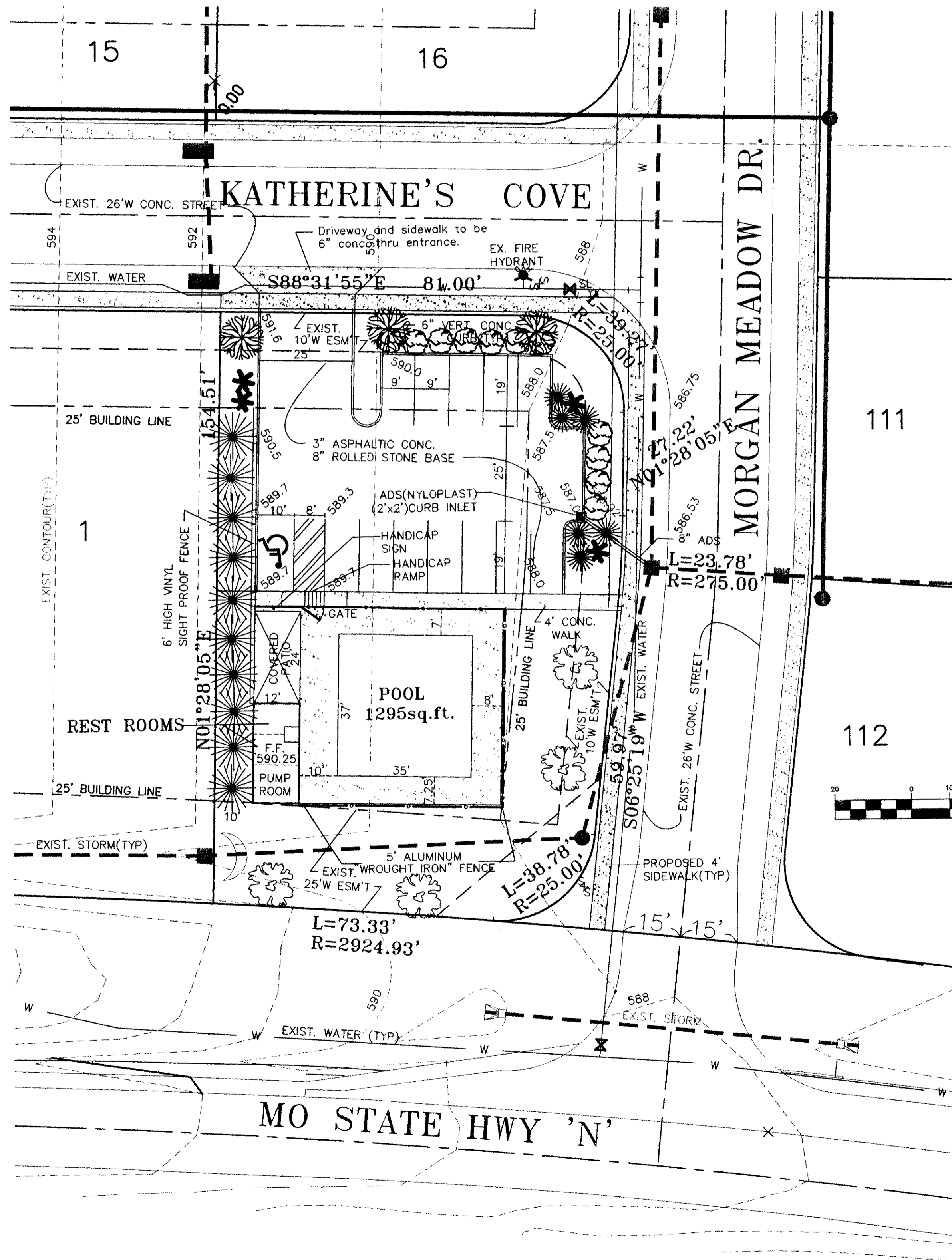
[Jim miller \(May 14, 2026 21:13:46 CDT\)](#)

Jim Miller  
Secretary  
305 Hampton Ridge Dr

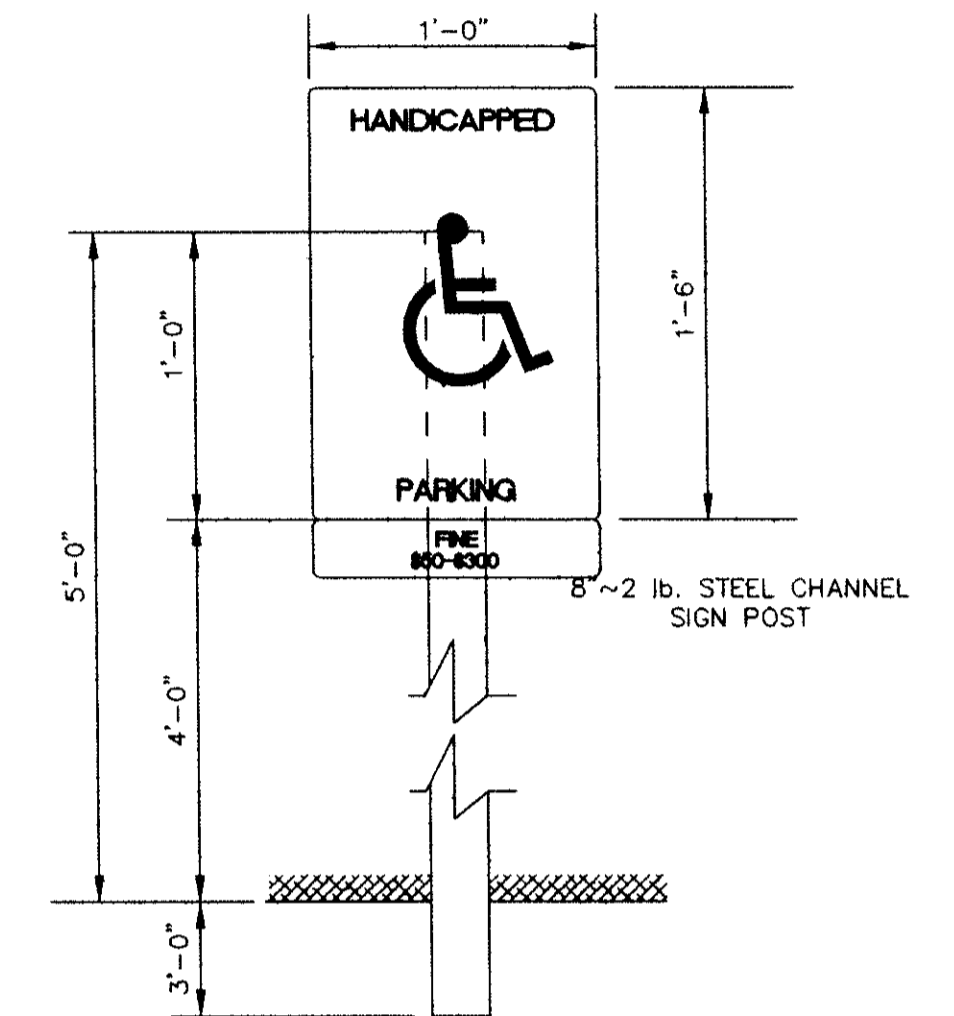
LANDSCAPE LEGEND			
SYMBOL	TYPE	NO.	SIZE
	WHITE PINE (PYRUS CLEVELAND)	10	6' HIGH
	CLEVELAND PEAR (PYRUS CLEVELAND)	3	2 1/2" CAL.
	SUGAR MAPLE (ACER SACCHARUM)	4	2 1/2" CAL.
	JAPANESE BARBERRY (BERBERIS THUNBERGII)	2	18" MIN.
	JAPANESE YEW (TAXUS CUSPIDATA)	6	18" MIN.
	RED TWIG DOGWOOD (CORNUS SERICEA)	11	18" MIN.

# SITE PLAN POOL PLAN FOR WEST HAMPTON WOODS (FORMERLY WENTZVILLE FOREST)

A TRACT OF LAND BEING PART OF THE  
SOUTHWEST 1/4 OF SECTION 35, TOWNSHIP 47 NORTH, RANGE 1 EAST  
ST. CHARLES COUNTY, MISSOURI

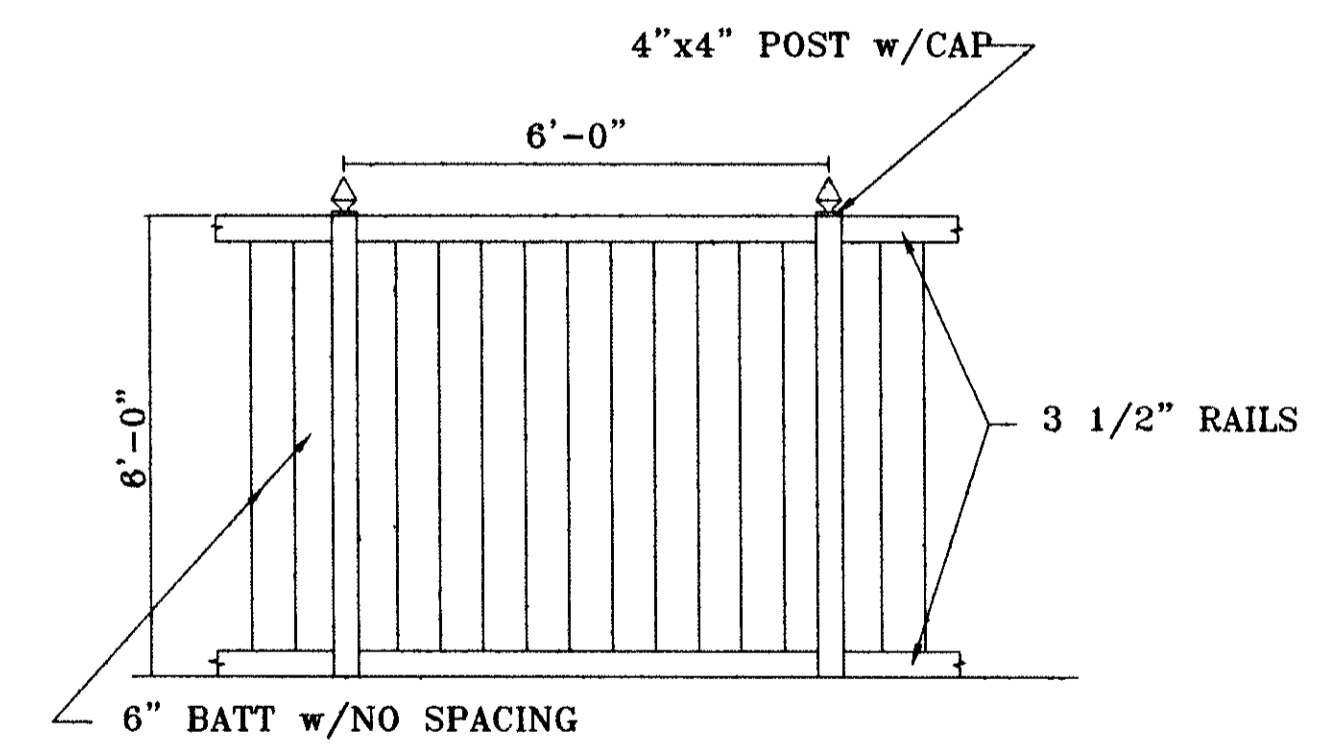


**HANDICAPPED RAMP DETAIL**  
NOT TO SCALE

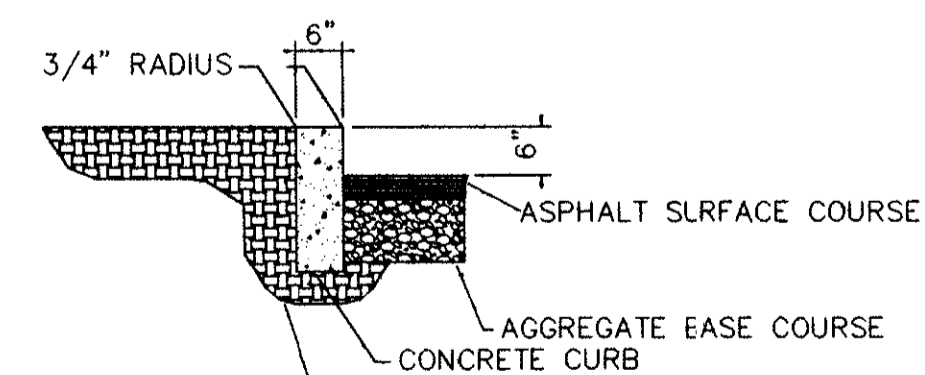


- PROVIDE ONE SIGN PER HANDICAPPED SPACE.
- NO STEPS AT BUILDING ENTRANCES.
- PROVIDE RAMPS OR DROP CURBS AT HANDICAPPED SPACES.
- PROVIDE 60" X 60" AREA OUTSIDE ENTRANCE FOR WHEELCHAIR MANEUVERABILITY.

## HANDICAPPED PARKING SIGN



## VINYL PRIVACY FENCE



## 6" VERTICAL CONCRETE CURB

### GENERAL NOTES

1. Area of tract: 16,014 SQ.FT.
2. Zoning: Existing R-10 SINGLE FAMILY RESIDENTIAL
3. Pool Area = 1,295 sq.ft.  
Restrooms and Pump Room = 312 sq.ft.  
Covered Patio = 288 sq.ft.
4. Parking required: 1/100sq.ft. pool area = 1,295/100 = 13 spaces  
Parking shown: 13 spaces including 1(one) handicap
5. Trash container kept in pump room and rolled out for pick-up.  
Small trash receptacles on patio and collected each day by lifeguard.
6. Lighting for the pool shall be provided by service paks on building and shall be self contained and not glare onto adjacent streets and/or property.

LEGAL DESCRIPTION: COMMON GROUND "A" OF WEST HAMPTON WOODS  
PLAT BOOK 41, PAGE 294

### LEGEND

- MANHOLE (MH)
- DOUBLE CURB INLET (DCI)
- CURB INLET (CI)
- AREA INLET (AI)
- FLARED END SECTION (FE)
- STREET SIGN
- STREET LIGHT

### EXISTING

PREPARED FOR: RENAISSANCE PARTNERSHIP  
STAN SIEGFRIED, PRESIDENT  
FREDERICK W. DRAKESMITH, G.P.  
4641 CROSSHAVEN COURT  
ST. CHARLES, MO 63304  
PHONE: 636-926-9281

DATE	NO.	CITY COMMENTS	REVISION:
6/21/05	1		

**MUSLER ENGINEERING COMPANY**  
CIVIL ENGINEERING - PLANNING - LAND SURVEYING  
32 Portwest Court, St. Charles Missouri 63303  
Telephone: (636) 916-0444

DATE	DRAWN	CHECKED	PROJECT NO.	SHEET NO.
06/01/05	JDN	RSM	03-746P	1







# 2026-04-22 - Board Meeting Minutes

Final Audit Report

2026-05-15

Created:	2026-05-14
By:	Joseph Knoernschild (orders@knoernschilds.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeRu-nhNpbz0-b98ZbcJCCUmfNmn2V2xV

## "2026-04-22 - Board Meeting Minutes" History

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-  Document emailed to jm72miller@gmail.com for signature  
2026-05-14 - 10:57:57 PM GMT
-  Email viewed by jm72miller@gmail.com  
2026-05-15 - 2:13:04 AM GMT
-  Signer jm72miller@gmail.com entered name at signing as Jim miller  
2026-05-15 - 2:13:44 AM GMT
-  Document e-signed by Jim miller (jm72miller@gmail.com)  
Signature Date: 2026-05-15 - 2:13:46 AM GMT - Time Source: server - Signature Appearance Selected: MOBILE\_DRAW
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