



Homeowners Association Board of Directors Meeting Minutes

2026-04-04

1.0 Meeting Information

Meeting Date	Monday May 4, 2026
Meeting Time	5:00 PM to 6:50 PM
Location	311 Hampton Ridge Dr
Attendance	President: Joe Knoernschild Treasurer: Jason Fallon Secretary: Jim Miller
Agenda	Signing Meeting Minutes Pool Gate Repair Pool Code Member Letter Pool Opening Pool Signage Lawyer

2.0 Attachments

2026-05-03 - Chesterfield Fence & Deck - Pool Gate Repair Proposal.pdf

2026-04-28 - Pool Signs Needed.docx

3.0 Meeting Minutes

3.1 Signing Meeting Minutes – A Motion to Vote passed & the Vote was 3-0 approving the following:

The board agreed the Secretary will sign meeting minutes to ensure they are legally binding. The President has a private license of Adobe Acrobat Pro CC which has a feature allowing free eSignature service. The Secretary tested the feature and it was verified to work. The board will be moving forward using Adobe Acrobat Pro to collect eSignatures on Meeting minutes.

3.2 Pool Gate Repair– A Motion to Vote passed & the Vote was 3-0 approving the following:

The main pool gate is off-set and does not self-close or self-latch and requires manual force to close. The Treasurer manually adjusted the hinges two weeks ago fixing the issue but the fix did not hold. WHW HOA pool failed inspection in June 2024 and August 2021 for the same issue. The board is being proactive to ensure the pool can open on time. The President called over 6 fence companies in the prior weeks and none of them fix fence gates nor had an idea of who to call. Pro Pools recommended Chesterfield Fence & Deck; the largest fence company in St. Louis. Chesterfield Fence & Deck does repair gates and provided the attached quote for gate repair. They stated that the fence posts were good, no warping was seen, and recommended similar hinges and planned to use Trueclose hinges. They also noted that the hinges appeared to be 15-20 years old and were likely rusted out. The board agreed that the quote was reasonable and agreed to hire them as the board has a long list of items that require attention to open the pool on time.



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3.3 Pool Code Member Letter– A Motion to Vote passed & the Vote was 3-0 approving the following:

The President will write a letter to the community, which will be sent no later than 5/13/2026 documenting the following:

- 2026 Pool Gate Code
- Installation of an Emergency Phone, no monthly charges, and corrects non-compliant phone installed in men's room
- Gate Repair
- Installation of 9 new signs: HOA Pool has not complied with County Municipal code for years with at least half our signage being flagged as non-compliant in Aquatic Inspection's performed by St. Charles County.
- Installation of a bulletin board that shows the following information:
 - Current Year Pool License
 - Certified Pool Operator License
 - Current County Inspection Reports

3.4 Pool Opening– A Motion to Vote passed & the Vote was 3-0 approving the following:

The board members will perform the following actions to get the pool ready for the 2026 season:

1. Install emergency phone in an always accessible location either on the non-swinging pump room door or next to the pump room door such that the power cord can access the pump room outlets.
2. Buy plastic shelving to store WHW HOA owned equipment, currently located in the bathrooms.
3. Ready restrooms
4. Put out furniture and possibly power wash it to ensure cleanliness
5. Throw away all items left under the outside roof as items were posted on Facebook for people to claim at end of pool season 2025
6. Inspect and install Shephards hook, which is in one of the restrooms. Should be a 16 foot pole
7. Inspect and install Buoy with Lifeline. Must be USCG approved and 1/4" 50-foot life line
8. Install bulletin board with laminated licenses
9. Install signs once received
10. General cleanup as required

3.5 Pool Signage - A Motion to Table passed on the following:

Sigo Signs is currently quoting the signs the board agreed to quote at the last meeting; see second attachment. The board expects a quote no later than weeks end and will hold a brief meeting, via phone, to discuss the quote and vote on it. All signs are being quoted with 3M anti-graffiti coating to ensure longer life as the sign the HOA added two years ago has letters peeling off already.



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4.0 Lawyer – A Motion to Vote passed & the Vote was 3-0 approving the following:

The board discussed the lawyer bill that concluded the Lawsuit matter and approved paying the attorney the approximate \$500 bill.

The board agreed that after the pool opens, the focus will be on providing the attorney the 2025 amendment history and obtaining a rough estimate on number of hours it will take to draw a conclusion. The board will then vote on approving said budget and proceed with this issues as our number one highest priority lawyer issue to be resolved. The board agreed to ask the attorney to write the neighborhood a letter explaining his findings as he did with the lawsuit.

The board discussed the need to amend the Covenants but with half our term over, expressed concern in what we may have time for. Amendments the board would like to consider are:

- (a) Addressing elections that the absolute requirement to hold them
- (b) Adding a date elections must be held and date transfer of power must occur
- (c) Adding language to address ties and resignations within the first x weeks of an election
- (d) Adding language preventing a board from turning over board power to a management company like was done with IPM
- (e) Requiring elections be handled by a third party that is not part of the HOA or management company, such as the one used in the last election
- (f) Adding language on how to handle director resignations mid term

5.0 Next Meeting

TBD

6.0 Board Approval of Meeting Minutes

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

[Jim miller \(May 14, 2026 07:32:39 CDT\)](#)

Jim Miller
Secretary
305 Hampton Ridge Dr

1.0 Seasonal Pool Sign

Wording Line 1: Pool Season
Wording Line 2+: Memorial Day Through Labor Day
Word Height: 1 inch
Word Casing: ALL CAPS
Word Color: Whatever you recommend
Boarder Color: Whatever you recommend
Shape: Whatever fits best or is cheaper
Background Color: I assume white
Holes: In the corners to be hung via zip tie on our pool fence

2.0 Pool Closed Sign

SKU SI-875

3.0 Pool Capacity

Wording: POOL CAPACITY 66 PERSONS
Word Height: 4.5 inches (County requires a minimum of 4 inches and we are trying to be extra cautious)
Word Casing: ALL CAPS
Word Color: blue but open
Boarder Color: Whatever you recommend
Shape: Whatever fits best or is cheaper
Background Color: I assume white
Holes: In the corners to be hung via zip tie on our pool fence

4.0 No Lifeguard

Wording: WARNING – NO LIFEGUARD ON DUTY
Word Height: 4.5-5 inches
Word Casing: ALL CAPS
Word Color: Red
Similar to SKU: SI-6654 except that all wording must be 4.5 inches tall
County requires 4 inch min and we are trying to ensure there is no doubt in compliance
Boarder Color: match SKU SI-6654
Shape: Rectangle
Background Color: match SKU SI-6654
Holes: In the corners to be hung via zip tie on our pool fence

5.0 Children Under 18

Wording Line 1: Notice
Wording Line 2+: Children Under the Age of 18 Should Not Use Pool Without an Adult in Attendance
Word Height: 1 inch
Word Casing: ALL CAPS
Similar to SKU SI-76220
Boarder Color: match SKU SI-76220
Shape: Whatever works best
Background Color: match SKU SI-76220
Holes: In the corners to be hung via zip tie on our pool fence

6.0 Notify Manager

Wording: Match the sign to the right

Wording box 1: Notify the manager or operator on duty if the main drain is not visible

Wording box 2: to register a complaint about the condition of this pool, contact St. Charles County at (636) 949-1800

Word Height: 1 inch

Word Casing: ALL CAPS

Word Color: Black

Boarder Color: Whatever you recommend

Shape: Whatever you recommend. This can be two signs or one, whichever would be cheaper

Background Color: whatever you recommend

Holes: In the corners to be hung via zip tie on our pool fence

Note: The picture to the right is just how they did it in the past. The new one doesn't have to look like this.



7.0 Neighborhood Sign

Wording Line 1: West Hampton Woods

Wording Line 2: Pool Rules

Wording Line 3: No Life Guard on Duty

Wording Line 4: Swim at your own risk

Wording Line 5: 1. All persons using the pool or pool area do so at their own risk.

Wording Line 6: 2. All guests must be accompanied by a WHW homeowner.

Wording Line 7: 3. Keep guests to a minimum.

Wording Line 8: 4. No glass allowed.

Wording Line 9: 5. 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.

Wording Line 10: 6. No animals allowed except for service animals.

Wording Line 11: 7. No standing, sitting, pulling, or jumping off of rope.

Wording Line 12: 8. Do not play with pool equipment.

Wording Line 13: 9. Children not yet potty trained must wear a swim diaper.

Wording Line 14: 10. No abusive or profane language.

Wording Line 15: 11. No running on pool deck.

Wording Line 16: 12. Children Under the Age of 18 Should Not Use Pool Without an Adult in Attendance.

Wording Line 17: 13. Appropriate pool attire must be worn at all times.

Wording Line 18: No diving.

Font Lines 1-2: Bold 2 inch height, capitalize each word, black

Font Line 3: All Caps 1 inch height, black

Font Line 4: 1 inch height capitalize each word, black

Font Lines 5-18: Sentence case, 1 inch height, black

Note: Current Sign is 3 foot x 3 foot

Hoping you can put screw holes where our current sign has them which is 3/8 inch diameter with the center 1 inch from each edge at each corner.

Boarder Color: None

Shape: Square 3 foot by 3 foot

Background Color: White

Holes: In the corners, I measured to be 3/8 inch in diameter. This is mounted to brick so the screws are either concrete screws or go into anchors

8.0 Front Gate Sign

Wording Line 1: In accordance with St. Charles County Municipal Code Section 233.040

Wording Line 2: 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 pool.

Wording Line 3: 2. No glass allowed within the pool enclosures.

Wording Line 4: 3. No animals allowed except for service animals.

Wording Line 5: 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.

Wording Line 6: 5. Keep gate(s) closed - do not prop open.

Wording Line 7: 6. Shower before entering the pool.

Wording Line 8: 7. If incontinent, wear tight fitting rubber or plastic pants or a swim diaper.

Wording Line 9: 8. Observe all safety regulations.

Word Height: 1 inch

Word Casing: ALL CAPS

Word Color: Black

Boarder Color: Whatever you recommend

Shape: Rectangle

Background Color: White unless you recommend something different

Holes: In the corners to be hung via zip tie on our pool fence

9.0 Emergency Contacts

Wording Line 1: EMERGENCY NUMBERS

Wording Line 2: POLICE: 636-327-5105

Wording Line 3: FIRE DEPT: 636-327-6239

Wording Line 4: PHYSICIAN: 911

Wording Line 5: AMBULANCE: 911

Wording Line 6: EMERGENCY: 911

Wording Line 7: NAME: WEST HAMPTON WOODS

Wording Line 8: ADDRESS: 101 KATHERINES COVE

Sign Size: No bigger than 9 inches x 1 foot

Word Height: Whatever works

Word style: ALL CAPS, red color, underline where indicated above

Boarder Color: Red

Shape: Rectangle

Background Color: white

Holes: In the corners to mount to a brick wall.







2026-05-04 - Board Meeting Minutes

Final Audit Report

2026-05-14

Created:	2026-05-13
By:	Joseph Knoernschild (orders@knoernschilds.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAADMMUYBOnQgJ62KI0bQ1H1OXALlw7B_e9

"2026-05-04 - Board Meeting Minutes" History

-  Document created by Joseph Knoernschild (orders@knoernschilds.com)
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-  Document emailed to jm72miller@gmail.com for signature
2026-05-13 - 11:07:19 PM GMT
-  Email viewed by jm72miller@gmail.com
2026-05-14 - 12:32:03 PM GMT
-  Signer jm72miller@gmail.com entered name at signing as Jim miller
2026-05-14 - 12:32:37 PM GMT
-  Document e-signed by Jim miller (jm72miller@gmail.com)
Signature Date: 2026-05-14 - 12:32:39 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW
-  Agreement completed.
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