



Homeowners Association Board of Directors Meeting Minutes

05-21-2026

1.0 Meeting Information

Meeting Date	Thursday May 21, 2026
Meeting Time	4:00 PM to 4:15 PM
Location	101 Kathrines Cove
Attendance	President: Joe Knoernschild Treasurer: Jason Fallon Secretary: Jim Miller
Agenda	Pool Hinges Pool Open Date Debit Card

2.0 Attachments

None

3.0 Meeting Minutes

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

Due to the facts that Chesterfield Fence could not service the fence prior to opening and the real possibility we would fail the pool inspection because of the faulty gate, the Treasurer, at his own expense, purchased and installed new hinges to ensure the pool gate closed forcefully enough to pass the pool inspection and act as a temporary fix until Chesterfield Fence could permanently fix the gate. The board approved reimbursement to the Treasurer for the hinges as they ensured we passed inspection on 5-21-2026.

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

IPM signed the 2025 pool contract which states, “This quote is based on a Memorial Day opening and a Labor Day closing.” The President renegotiated the contract with Pro Pools, at zero cost, to change the opening date of the pool to Saturday May 23, 2026 and Saturday May 29, 2027; new contract was sent Thursday, May 21, 2026.

The President and Treasurer met with St. Charles County Pool Inspector, Jim Boswel, on Thursday, May 21, 2026. The board was able to walk Jim through all changes they made to bring the pool up to compliance to all code regulations. Jim reviewed all signage and noted that the Board was replacing the current Neighborhood sign but had not received the replacement yet which was noted in his report. Jim recommended taping over the non-compliant age change until new signage is received. The President and Inspector spoke about how the statement, “Children Under the Age of 18 Should Not Use Pool Without an Adult in Attendance.” Both agreed that the word “should” is not legally binding and is a recommendation by both the county and HOA as a way to protect against lawsuit. Jim was very pleased with the board



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openness and willingness to partner with him and the county inspectors to ensure compliance moving forward.

The board approved changing the Pool Opening date from Monday May 25 (Memorial Day) to Saturday May 23, 2026 based on these two facts. The board also approved a brief statement be made on Facebook alerting members to the changed pool opening from Monday to Saturday. The updated pool contract can be found at: <https://www.whwhoa.org/contracts.html>.

3.3 Debit Card – A Motion to Vote passed & the Vote was 2-1 approving the following:

A board member requested using a debit card to pay for subscription based services such as stamps.com, Webex.com and Microsoft.com as the member was spending an average upwards of an hour per month to submit to Community Financials request for reimbursement. It was noted that previous boards have documented in their minutes the issuance of debit cards to board members for approved expenses. Community Financials will establish a separate debit card account with Columbia Bank, distinct from the operating account, to allow for controlled spending. The card has limits of up to \$1,000 in cash withdrawals and \$5,000 in transactions. The board approved obtaining a debit card.

4.0 Next Meeting

Wednesday May 27, 2026 at 5:30PM

5.0 Board Approval of Meeting Minutes

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

James miller (May 27, 2026 19:48:10 CDT)

Jim Miller
Secretary
305 Hampton Ridge Dr



Pro Pool Management & Service, Inc.

Residential • Commercial • Lifeguards
Pool Rehabilitation

SERVICE AGREEMENT

Swimming Facility: West Hampton Woods Season: 2025, 2026, 2027

Address: _____ Zip Code: _____ Phone: _____

Managing Agent/ Owner: c/o Innovative Property Management

Address: P.O. Box 1757 Zip Code: 63090 Phone: 314-922-8968

Pro Pool Management & Service shall provide the following services:

- I. **START UP:** Pump down the water; remove all debris from the cover; remove cover; clean and store cover and water tubes where appropriate; start pool(s) filling; it is the responsibility of the owner to turn off the water when the pool(s) is full; re-circulate water through filtration and treatment equipment; backwash filter system(s); have pool(s) ready for operation as required, at least four (4) days prior to opening date of said pool(s); recommend necessary repairs such as re-caulking the expansion seam; replacing loose tile and coping; any painting needed; or marcite patching, etc. If, when the cover is removed, it is deemed necessary by Manager to drain and acid wash the pool, it will be done at additional cost per pool. ADDITIONAL COST PER POOL \$1,800.00.

- II. **SET UP THE HYDROMECHANICAL AND ELECTRICAL SYSTEMS:** Lubricate and install all drain plugs on the pump, lint strainer pot, filter and heater; install the chlorinator; inspect, clean, and overhaul chlorinators; (additional charges for chlorinators parts as needed); lubricate the valves; inspect the valve packings; install the inlet fixtures; direct the inlet fixtures properly to maximize the surface skimming action; remove all winterization plugs; install all skimmer baskets; light the heater; inspect and adjust the heater thermostat and pressure switch; inspect the pressure gauge; inspect the motor electrically; inspect the motor bearings, and pump seal; recommend the necessary repairs.

- III. **MOUNT THE HARDWARE:** Install the ladders, diving board, hand rails, pool sweep and put the underwater lights in their niche; inspect and install safety ropes; recommend any necessary repairs. Check to determine the presence of the pool maintenance equipment; check to determine the presence of any safety equipment required by the Health Department. Pro Pool reserves the right to purchase any safety equipment necessary or required by its insurance carrier and the St. Louis County Health Department, St. Charles County Health Department or the Jefferson County Health Department to maintain the safe operation of the pool, the cost of which shall be borne by the owner.

- IV. **WINTERIZE THE POOL:** Drop the water level; drain the pressure lines with compressed air, add antifreeze and plug; open necessary valves; insulate necessary pipes; connect heat tapes or heater where necessary; drain the pump; drain the hair and lint pot; put antifreeze in the pump and remove the ladders, handrails, and diving board; store all fittings in a plastic bag; where applicable, drain the pool sweep pump; drain the heater; fill water pillows and cover the pool when a cover is provided; drain pool related fresh water lines.

V. **POOL CHEMICALS:** Provide the necessary chemicals to keep your pool chemically balanced within the standards of the St. Louis County Health Department, St. Charles County Health Department or the Jefferson County Health Department.

Note: The chemical portion of this quote cannot be guaranteed if your pool leaks. This quote is based on a Year 2026: 05/23/2026, Year 2027: 05/29/2027 opening and a Labor Day closing.

VI. **POOL PAINTING:** Pro Pool will paint the surface of your pool with _____ coat(s) of _____ N/A _____ swimming pool paint for the sum of \$ _____. Pool Painting will be billed upon completion.

VII. **MAINTENANCE SERVICE:** Complete pool vacuuming of the bottom and sides; brush the bottom and sides where necessary; sweep the deck with a high pressure hose nozzle as needed or blower; backwash the filter; clean the leaf and lint pot; empty the skimmer baskets; skim the surface; clean the tile; test the chemical content of the water; balance the chemicals; and adjust the water flow. This service will be provided on the following days:
3 DAYS - include bathrooms and supplies a week at \$ Included in price.

VIII. **POOL REPAIRS:** Special or related pool work not itemized herein will be done on a "time and material" basis with labor charges at \$135.00 per hour, one man; and \$195.00 per hour, two men. A minimum of one hour will be charged. There is no service call fee. All work related to pool circulation, filtration, and sanitation must be approved by the St. Louis County Health Department, St. Charles County Health Department or the Jefferson County Health Department. Labor charges are subject to change without notice.

On special orders for parts, delivery promises are subject to the timely receipt of required materials. Pro Pool is not responsible for delays caused by material shortages beyond its control.

Orders will be invoiced at prices in effect at the time of the shipment. All warranties and guarantees of the original equipment manufacturer will be honored. Pro Pool reserves the right to refuse warranty or guarantee when the original equipment manufacturers also refuse warranty or guarantee.

Manager is not responsible for damage to the pool structure and piping by reason of the water table rising above the lowest point of the pool when the pool is empty or by reason of any earth or ground fill movement. This includes cracking and leaks resulting from pool floatation.

IX. **INSURANCE:** The Manager shall carry Workers' Compensation (statutory limits) and Employer's Liability (\$500,000 limits) on all of its employees, Commercial General Liability (\$1,000,000.00 per occurrence / \$2,000,000.00 general aggregate) for Bodily Injury and Property Damage arising out of our operations, and Professional Liability (\$1,000,000.00 each claim / \$1,000,000.00 aggregate) on all other insurance coverage. Manager shall provide a certificate of insurance to the Owner.

X. **INDEMNITY CLAUSE:** Except for the Manager's negligent acts and omissions, Owner agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless Manager and Managers agents and employees, from and against any and all claims, damages, losses, suits and expenses attributable to bodily injury, death, or damage to property, that arises out of, results from or is any way directly or indirectly caused by any physical or structural condition, situation, state or position of owners swimming pool, its equipment and surrounding of adjacent property, design flaws, latent defects, hydrostatic pressure, or injury or damage caused by any act, error or omission of Owner or by anyone employed by Owner.

West Hampton Woods

PAYMENT SCHEDULE OF ITEMS I, II, III, IV, V, VII, XI and X

(Payment schedule does not include painting or repairs)

A - Payment Schedule: Owner will pay Pro Pool Management & Service, Inc. the total sum of \$ 6380.00 for services set forth herein.

Due May 1, 2025 -----	\$ <u>2552.00</u>
Due June 15, 2025 -----	\$ <u>1914.00</u>
Due August 1, 2025 -----	\$ <u>1276.00</u>
Upon completion of winterization 2025-----	\$ <u>638.00</u>

2026, 2027 Option: Owner shall have the right to renew this contract for a period of one or two year(s), in which event Owner shall pay Pro Pool Management & Service, Inc. in full for services rendered, the total sum shown below. Owner shall be deemed to have exercised this option unless Pro Pool Management & Service, Inc. is notified in writing by October 1st of each year of Owner's intention not to renew this agreement. Pro Pool Management & Service, Inc. may cancel this agreement by notifying Owner, in writing between September 1st and October 1st of each year.

B - Payment Schedule: Owner will pay Pro Pool Management & Service, Inc. the total sum of \$ 6380.00 for services set forth herein.

Due May 1, 2026 -----	\$ <u>2552.00</u>
Due June 15, 2026 -----	\$ <u>1914.00</u>
Due August 1, 2026 -----	\$ <u>1276.00</u>
Upon completion of winterization 2026-----	\$ <u>638.00</u>

C - Payment Schedule: Owner will pay Pro Pool Management & Service, Inc. the total sum of \$ 6380.00 for services set forth herein.

Due May 1, 2027 -----	\$ <u>2552.00</u>
Due June 15, 2027 -----	\$ <u>1914.00</u>
Due August 1, 2027 -----	\$ <u>1276.00</u>
Upon completion of winterization 2027-----	\$ <u>638.00</u>


Name of Contracting Party: _____

Accepted by: Per the Board 3/27/25


Title: Tiffany Jacobsen

Date: 3/27/25

Pro Pool Management & Service, Inc.

By:  _____



From: JBoswell@sccmo.org
To: tif@innovativepm.biz; board@whwhoa.org
Subject: Aquatic Inspection Report
Date: Thursday, May 21, 2026 3:05:41 PM

		<h2 style="color: red;">Aquatics Facility Inspection Report</h2>
Facility Name: WEST HAMPTON WOODS HOMEOWNER'S ASSOCIATION		Purpose of Inspection: Regular
Address: 1001 MORGAN MEADOW DR WENTZVILLE, MO 63385		Date: 05/21/2026
Pool Name: Main		Pool Description:
Pool Maintenance Company:		Phone:
Pool Type:		Time In: 2:15 PM
Indoor Outdoor Swim Spa Wade Other		Time Out: 2:45 PM
pH (7.2-7.8): 7.2		Free CL ₂ pool (1.0-5.0)ppm spa (2.0-10.0)ppm: 0.25
Spa Temp:		Flow Rate: 80 GPM
POOL HAS CLOSED? (233.090)		FOLLOW-UP REQUIRED? (233.980)

Items marked "X" represent code violations and must be corrected.		
RE-CIRCULATION EQUIPMENT		
1. Filters: 233.090 - 233.36 233.400		
2. Pumps: 233.280		
3. NFS EQUIPMENT: 233.250 - 233.400 233.460 - 233.510 233.520		
4. Flowmeter/Sight Glass: 233.330 - 233.340		
5. Gauges: 233.410		
6. Skimmer/Gutters: 233.550 - 233.760 233.810		
7. Pipe & Fittings: 233.250		
8. Back Flow Prevention: 233.430 - 233.530 233.655		
9. Waste Water: 233.432 - 233.655		
CONSTRUCTION		
10. Pool Shell: 233.210		
11. Main Drain Cover: 233.090 - 233.320 233.111		
12. Decking/Coping: 233.658 - 233.220		
13. Diving Boards: 233.11 - 233.590		
14. Steps/Ladders: 233.560 - 233.590		
15. Gates Self-Closing/Self-Latching:		

233.090 - 233.640 233.670 - 233.730		
16. Fencing: 233.640 - 233.970 233.730		
SAFETY EQUIPMENT		
17. Warning Signs: 233.440 - 233.040 233.868		
18. Lifeguards/Stands: 233.090 - 233.600 233.610 - 233.864		
19. Shepherds Crook/Pole: 233.090 - 233.660 233.620		
20. Ring Buoy/Lifeline: 233.620 - 233.650 233.660		
21. Emergency Telephone: 233.441		
22. Depth Markers: 233.540 - 233.780 233.849		
23. Lighting/GFCI: 233.480 - 233.530 233.570		
RESTROOM		
24. Showers/Soap: 233.530		
25. Toilet/Dressing Room: 233.530 - 233.700		
26. Ventilation: 233.530		
POOL		
27. Chlorine/Bromine/pH: 233.090 - 233.160		
OTHER		
28. Clarity/Turbidity: 233.170		
29. General Sanitation: 233.090 - 233.170 233.530		
30. Pool Operator Certification: 233.120		
31. Test Kits/Records: 233.190 - 233.113		
32. Miscellaneous: 233.090 - 233.658		

Comments: Rules sign being replaced.
 Manager checking on VGB drain covers. Drain covers appear to be in good repair.
 CPO on display.
 One damaged tile in pool deck being replaced.

Received By: 	Inspector: 
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Name: Joe K	Name: James Boswell, CCFS, CP-FS, GSP, 636-949-7900
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2026-05-21 - Board Meeting Minutes

Final Audit Report

2026-05-28

Created:	2026-05-28
By:	Joseph Knoernschild (orders@knoernschilds.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_HSZ0mHJuzCeDCcT0Mf_0H3fw524xB0G

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-  Document created by Joseph Knoernschild (orders@knoernschilds.com)
2026-05-28 - 0:14:36 AM GMT
-  Document emailed to jm72miller@gmail.com for signature
2026-05-28 - 0:15:09 AM GMT
-  Email viewed by jm72miller@gmail.com
2026-05-28 - 0:46:53 AM GMT
-  Signer jm72miller@gmail.com entered name at signing as James miller
2026-05-28 - 0:48:08 AM GMT
-  Document e-signed by James miller (jm72miller@gmail.com)
Signature Date: 2026-05-28 - 0:48:10 AM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW
-  Agreement completed.
2026-05-28 - 0:48:10 AM GMT