

## FREHOA Quarterly Meeting Minutes

Wednesday, September 19, 2018 @1800 hours

Location: Tom McManus Residence (15161 River Loop West)

In Attendance: Tom McManus (Treasurer); Keli Brinkman (Secretary); Craig Snitker (Director-at-Large); Terry Douglas; Mike Stowe; Diana Stowe; Art Nagel; Bill Swanson (Road District); Larry Foster; Paul Burton (Director-at-Large); LaRue Smith; Kay Korzun; John Sparks.

Meeting opened @1800. Led by Tom McManus. Meeting minutes from 6/27/18 (Transition Meeting Minutes – produced by Keli Brinkman) approved by all board members. Annual meeting minutes from 6/2/18 also verbally approved (minutes produced by Keli Brinkman in lieu of Barb Krane).

Treasurer's report discussed: Balances given; late notices on annual HOA dues have been sent out as of Sept. 1, 2018. Possible change forthcoming in sending out late notices; too long of a time between original due date and late fees. This would require a change in by-laws. Contact forms for property owner information sent out and approximately 30 returned thus far. Would like to have all current information including addresses, phone numbers and emails for all property owners. One reason for this would be that the HOA would like to send out email blasts. Current information, including emails, would be helpful in contacting owners in regards to HOA fees/overdue. Possible costs going out are minimal including paper and printer ink, etc.

Barking dog complaint: Report of a barking dog near the mailboxes. Complainant has complained to Shane Reiland. Board can only refer complainant to the Deschutes County Sheriff's Office. They can fine the owner of the dog. There is not much that the HOA Board can do about a barking dog complaint – if we have the website, we would be able to send information in a kindly manner about keeping dog quiet, keeping dogs on leash, picking up after pet, etc. Serious/persistent complaints for barking dogs, can be referred to Sheriff's Office. County law states the dog must bark continuously for 15 minutes in order for them to make contact with the owner of the pet/and or fine the owner. A report would need to be filed, then the Sheriff's Office can respond and listen for time period. HOA can be social and speak with owner (this goes for all barking dog complaints).

Shane Reiland was not in attendance due to work responsibilities. Discussion of the possibility of a change in the Chairman's position, as Shane has had a transition in his work position. The Chairman is able to elect a new board member for taking over the Treasurer's position; as Tom McManus would subsequently be rolling into the Chairman's position. Any interested in position for Treasurer are welcome to apply/express interest – please contact one of the Board members for consideration.

Documents handed out to attending Board Members and HOA Members: Board member position responsibilities & descriptions; FREHOA By-Laws (Version/Edition 2014). In the Board packet, there is a proposed revision to review current FREHOA By-Laws as well as a draft proposing changes in by-laws (submitted by Tom McManus at previous Annual HOA Meeting). Tom is asking for a more detailed and indexed version – similar to other HOAs in the State of Oregon. Fiduciary duties of board members: duty of care; informed decisions; familiarize themselves with CCRs and by-laws; duty in loyalty; duty to act within scope of authority. Liability issue for current as well as subsequent FREHOA Board Members: Liability insurance coverage for HOA Board Members.

John Sparks spoke about his concern of the easement property in which the fire exit is based. The easement is on John & Tracy Spark's property. Mr. and Mrs. Sparks would like an indemnity clause for liability issues. As of now only board members have protection. There has been no formal agreement for the easement and they have allowed for the fire exit and the HOA. The topic of deeding the piece of property was briefly discussed but would involve large costs and involvement. John and Tracy Sparks would like to not have liability on them personally. Association would need to look into having liability for the easement property potentially added to the insurance for HOA Board Members. Current by-laws state absolute authority. As of now the estimate is approximately \$1000/year for liability insurance on HOA officers. Questions were discussed as to whether officers can be sued if they are in a volunteer position.

Financials passed on all "ayes" for board members. Liability insurance for board officers passed on all "ayes" (apx \$1000/year for all board officers) – further details will be forthcoming as more information is looked into on this.

Road District - Bill Swanson: Nothing much since last summer's chip seal. Upcoming activities/expenses would include snow removal – done by HOA Member, John Sparks. Information: The FREHOA Road

District gains its monies from the FRE Special Road District – which is held by county (via taxes) then handed over to Bill Swanson and placed in bank account. Since there is currently only one Board Member on the Road District, there is a need for a second board officer appointed as a signee on Road District account.

Email and telephone list of all FREHOA property owner's will not be handed out to all members of community. This is considered private information and there is no need to have it handed out to public (there is a concern by some members in our community that some of this information could be improperly circulated). This list will be kept with the Board for board issues/concerns/emails and not for public dissemination. Emails blasts will be done as blind carbon copy (bcc). Future communications by the Board will be mostly routed via emails (i.e., urgent/emergent information).

Reserve account study: All HOA monies are currently placed in a checking account with no interest. Current Board looking into this and the possibility of moving the HOA accounts into an interest-bearing account and removing some monies from checking. Further investigation is needed and information will be forthcoming.

Upcoming late dues fees/notices: The Board will be instituting new rules in the payments of HOA dues. Payments will now need to be made in the following forms: personal checks, cashier's check, money orders. Absolutely NO cash payments will be accepted. There will also be NO delivery of payments to a person's home – whether or not they are home.

There will be an HOA Law Seminar held by a law firm, VF Law, in Wilsonville, Oregon, on Oct. 6, 2018 – a nationally known firm with an office in Oregon. Tom McManus and Keli Brinkman will be attending. The goal in attending this seminar is to glean pertinent HOA Law topics and information and to therefore have the ability to disseminate this information to the current and subsequent Board Members, as well as the Association, as a whole.

Fire Road Easement: There has been the concern by a neighbor to Paul Burton in regards to the encroachment of vegetation on the Fire Road (not the easement). The Board would need to gain the approval of BLM to reduce foliage and trees as this is not the property of FRE, but of the BLM. Larry Foster has agreed to work with Paul Burton on this issue as Larry has been in contact with BLM in regards to fuels reduction.

Open Forum:

Bill Swanson: Chores for the Road District: Bill is looking for assistance in two of the projects he heads, one of which is the Adopt-A-Road system. Craig Snitker has agreed to help out Bill. Bill will advise when we when we are having a work party - certain forms have to be filled out to maintain our Adopt-A-Road eligibility. Bill is also the Firewise Representative – he needs to find someone else to help out with this. Looking for those who are interested in helping out with this – keep Firewise certification current. ODF would assess each lot. Discussion in having ODF come back out and assess our neighborhood. Tom McManus and Craig Snitker have agreed to help out with this project and will eventually take it over. Bill will hand over any information he has.

Larry Foster: Aaron Francis talked with Larry about helping out Bill with the Road District. Larry also discussed that the liability insurance needs to include the Road District officer along with the other the officers, community and property.

Next Quarterly FREHOA Board meeting date: Wednesday, December 5, 2018, 5:00 P.M. at the McManus residence.

Meeting Minutes provided by Secretary, Keli Brinkman.

