

4/30/21 FRE HOA Working Board Meeting Minutes

GENERAL INFORMATION:

The FRE HOA Annual Meeting* is tentatively planned for **Saturday, June 12th** outside in the Mountain View Circle. Exact time to be determined.

- Action Item: **Bill Swanson** to confirm date and participation with SRD Board for a combined HOA and SRD meeting. Due Date: 5/7/21

The election for Treasurer and Secretary will be held using an electronic tool, Election Buddy, via email. Voting will begin on June 14th and will close on June 30th. **We are still looking for volunteers to fill these two offices, Secretary and Treasurer, for two years.**

Greg McKeever will be the point of contact for the Firewise Program.

Gene Constant reported that the USPS mail carrier (Shawn) can deliver mail up to 1/2 mile from the mailboxes.

- Action Item: **Gene Constant** to order 4 oversize mailboxes (per last month's board decision to purchase). Due Date: 5/12/21

The FRE HOA website has been moved to the new GoDaddy platform. Check it out at <https://fallriverestates.org/>. Thanks **Alice Swanson** and **Mike Armstrong** for making this happen.

DECISIONS:

The Board unanimously decided to purchase liability insurance for the HOA property and Board members. A carrier is still under consideration. American Family Insurance has provided a quote for \$859.

- Action Item: **Mike Armstrong** to write a letter to insurance company saying no claims against the HOA are outstanding. Due Date: Completed on 5/3/21
- Action Item: **Mike Armstrong** to double check with insurance contact that the annual financial audit needs to be completed by an Oregon certified CPA. Due Date: 5/14/21
- Action Item: **Mike Armstrong** to research CPA rates. Due Date: 5/14/21.

The Board unanimously determined that only one person at a time should have the ability to load content on the FRE HOA website. For now, it will be Mike Armstrong.

- Action Item: **Alice Swanson** to research password protected information such as email lists and inventory on the website. Due Date: Completed.

Test of this capability was successful.
The Board unanimously decided to purchase an annual license for Election Buddy.

Mike Armstrong will administer Election Buddy for the upcoming election of Secretary and Treasurer.

ISSUES:

Do the FRE HOA bylaws need to be changed so that lot owners can run for specific Board positions as opposed to electing a Board in general and then having the Board decide who does what?

ADDITIONAL ACTION ITEMS:

- Action Item: **Mike Armstrong** to send board questions to Caleb Wilson (HOA Attorney) to see if he is still interested in appearing at a working Board meeting. Due Date: 5/14/21
- Action Item: **Mike Armstrong** to print out minutes and/or emails showing that Aaron Francis and John Burns have resigned in order to remove their signatures from the HOA bank accounts. Due Date: 5/14/21
- Action Item: **Gene Constant** to research the FRE HOA ability to use non-profit postage rate of 11 cents. Due Date: 5/7/21

COMPLETED ACTION ITEMS:

- Action Item: **Alice Swanson with Mike Armstrong** will write up instructions on how to upload minutes and financial statements to the website. Due Date: Complete, Mike Armstrong has the instructions as the Website Admin. Mike has created instructions. Complete.
- Action Item: **Alice Swanson** to research different roles to preserve the website but have other Board Member upload documents only. Due Date: Complete - **GoDaddy confirmed this is not an option.**
- Action Item: **Mike Armstrong** to make the close First Interstate savings account. Due Date: **Completed on 4/13/21**
- Action Item: **Kay Korzun** will reach out to missing information lot owners via US mail using DIAL for their lot information. Due Date: Completed 4/13.

ATTENDEES:

Mike Armstrong, Kay Korzun, Gene Constant, Neal Ehlen, Alice Swanson, Bill Swanson

BOARD MEMBERS CONTACT INFORMATION:

Name	Position	Address	Telephone	Email	Term Expiration
Mike Armstrong	President	15165 Yellow Pine Loop Bend, OR 97707	541-480-7 892	armstromike@gmail.com	6/1/2022
	Treasurer				
Kay Korzun	Secretary	15002 River Loop Dr. W Bend, OR 97707	503-329- 5823	kkorzun@hotmail.com	6/1/2021
Neal Ehlen	Director at Large	54829 Mountain View Rd. Bend, OR 97707	503-981-0 010	maxhaley@ykw.net	6/1/2022
Eugene Constant	Director at Large	P.O. Box 3022 Monterey, CA 93942	415-971-6 116	eugene@ansavoice.com	6/1/2022

*The Board recognizes that our bylaws indicate the FRE HOA annual meeting needs to be held within a week either before or after Memorial Day. June 12th was the closest we could come to meeting this requirement due to multiple schedule conflicts for the current Board.