

The Board of Directors cordially invites you to the

Deline Homeowner's Association

46th Annual Meeting

Saturday May 4th, 2023

Why: In accordance with the Deline HOA By-laws

When: May 4th 2023, 3:00-4:30 PM.

Where: In the Greenspace on Deline, between 208th Ct and Westside St

Please bring lawn chairs if you have them

Attachments – Please bring these to the meeting

- Board of Directors Nomination form
- 2024-2025 Budget
- Agenda

Agenda

3:00 PM – Registration and refreshments

3:15 PM – Call to Order

- Welcome and Introductions

3:30 PM – Old Business

- Review of Minutes from the 45th Annual Meeting
- Annual Treasurer's Report
 - 2024-2025 Budget
 - Potential Future Adjustments to Dues
- President's Report

3:45 PM – New Business

- Greenspace Improvement Project
 - Review of Project Progress & Next Steps
 - Potential Easement for CWS
- Website & Board Communications
- Community Events
- Need for Member Volunteers
- Nominations and Elections of Directors

4:15 PM – Open Forum

4:30 PM – Meeting Adjournment

Deline Homeowners Association

Fiscal Year 2023 through 2024

Proposed Budget

2023 - 2024 Estimated		2023 - 2024 Actual YTD		2024 - 2025	
Income		Income		Income	
Home Owners Dues	\$18,250	Home Owners Dues	18,250.00	Home Owners Dues	\$18,250
Interest Inc	\$3	Interest Inc	1.83	Interest Inc	\$3
		Interest On Dues	-0.25		
		Interest RV Lot	0.87		
		Key Deposit	-15.00		
Land Lease	\$50	Land Lease	50.00	Land Lease	\$50
R.V Lot Rental	\$5,480	R.V Lot Rental	5,460.00	R.V Lot Rental	\$5,480
Total Income	\$23,783	Total Income	\$ 23,747.45	Total Income	\$23,783
		Gross Profit	\$ 23,747.45		
Expenses		Expenses		Expenses	
Accounting Software	\$360	Accounting Software	270.00	Accounting Software	\$1,080
Corporate Fee	\$50	Corporate Fee	50.00	Corporate Fee	\$50
Director Incentive	\$500	Director Incentive	312.50	Director Incentive	\$500
Insurance	\$1,517	Insurance	1,430.00	Insurance	\$1,430
Legal Fees	\$1,750	Legal Fees	137.60	Legal Fees	\$1,750
		Lien Fees	-88.98		
Office Supplies	\$180	Office Supplies	423.33	Office Supplies	\$180
P.O. Box Rental	\$182	P.O. Box Rental	194.00	P.O. Box Rental	\$194
Postage	\$300	Postage	19.38	Postage	\$300
Property Maintenance		Property Maintenance		Property Maintenance	
Major Repairs	\$2,000			Major Repairs	\$2,000
Mowing	\$6,060	Mowing	4,545.00	Mowing	\$6,240
Playground Maintenance	\$900	Playground Maintenance	20.80	Playground Maintenance	\$1,000
		Total Property Maintenance	\$ 4,565.80		
Reserve Fund	\$1,887			Reserve Fund	\$962
RV Lot Maintenance	\$2,800	RV Lot Maintenance	2,000.00	RV Lot Maintenance	\$2,800
RV Lot Major Repair	-			RV Lot Major Repair	-
RV Lot Reserve	\$2,680			RV Lot Reserve	\$2,680
Secretary Fees	\$300	Secretary Fees	300.00	Secretary Fees	\$300
Events		Special Events		Special Events	
Annual Meeting	\$100	Community Event	789.80	Annual Meeting	\$100
Community Events	\$1,000			Community Events	\$1,000
Gifts Given	\$112			Gifts Given	\$112
		Total Special Events	\$ 789.80		
Treasurer Fees	\$300	Treasurer Fees	300.00	Treasurer Fees	\$300
Utilities		Utilities		Utilities	
Electric	\$305	Electric	300.93	Electric	\$305
Trash	\$300	Trash	235.36	Trash	\$300
Website	\$150			Website	\$150
		Total Utilities	\$ 536.29		
Welcoming Committee	\$50			Welcoming Committee	\$50
Total Expenses	\$23,783	Total Expenses	\$ 11,239.72	Total Expenses	\$23,783
Net Income	\$0	Net Operating Income	\$ 12,507.73	Net Income	\$0
		Other Income			
		Late Fee Income	585.17		
		Total Other Income	\$ 585.17		
		Net Other Income	\$ 585.17		
		Net Income	\$ 13,092.90		

2024 – 2025 Topics

President's Report

Over this past year the HOA board has struggled with only having 3 board members. Even with this challenge we managed to finalize a fine schedule, host several successful events, and welcome some of the new homeowners. The greenspace improvement project is progressing and our park is looking better than ever! The team is absolutely amazing; I would not get through any of this without them and I would love to add more amazing people.

Throughout the coming year I want to encourage homeowners to once again take pride in our homes and community. I have lived here for 17 years and have seen the community change over time. I am saddened by the current state of some of the homes, including some unkempt yards with a lot of weeds, overgrown bushes that block sidewalks, debris in front and side yards, and cars and trailers parked on grass. These things are not only a violation of the CC&Rs but county codes as well. I know that times are tough with large increases in prices across the board, causing financial and time strains to many homeowners. However, we should still be a community that loves our homes and neighbors without the need of HOA Board telling you what to do. In the future, the board will be asking specific homeowners to make some changes as needed in accordance with the CC&Rs, as is our responsibility.

As we continue to move forward to increase standards and build a sense of community, it is essential to have more than 3 voices representing the 147 families within our community. So once again I ask that all of you consider being an additional voice and serving on the board or one of the committees.

Budget

The HOA costs have remained fairly steady this past year with a few slight increases and decreases across the board. There has, however, been a significant increase to the accounting software budget; the accounting software the board utilizes has discontinued updates to the desktop software and now requires a monthly subscription which the board voted to continue using after researching alternatives. These increases have led to a reduction in the amount the HOA is able to add to the reserve each year; it may be necessary to raise dues in the near future.

Greenspace Improvement Project

Our HOA, in conjunction with the CrossCreek HOA, Clean Water Services and Tualatin Water and Soil Conservation District are in the midst of a 5+ year project to improve our creek as part of a larger project to improve Butternut Creek and its tributaries, including significant restructuring of our greenspace. Using homeowner input, representatives from TWSCD and Native Landscapes NW created a plan for this revision, which can be viewed at this website: <https://www.np-nw.com/deline>. Please join us as we discuss the progress and timeline of the project and what affects it will have on the HOA as it continues.

At the board meeting in February, Clean Water Services has asked the board to agree to an easement to allow access to the land Deline HOA owns on Butternut Creek as part of the ongoing improvement

project. There are many aspects to this contract that the board would like to discuss with homeowners before moving forward with making a decision.

Website and Electronic Communications

For the past year, the board has used the website and email updates to communicate with members regarding community events and updates, which has resulted in an increase in attendance at events and meetings. Consequently, the board will continue to communicate using these methods. If you would like to be added to the mailing list or if you need some other form of communication, please fill out the communications form below.

Board Elections ~ Board & Committee Members Needed! ~

We are an HOA of volunteers; this means that we need your help! According to the HOA by-laws, the board is intended to be comprised of 7 members serving staggered 2 year terms, allowing for half of the board to be elected every other year. This year, the entire board is up for reelection with only 3 names on the ballot. The board is in need of an additional 4 homeowners to serve on the board. If you would like to nominate yourself or another homeowner to serve on the board, please come prepared with those names to the annual meeting or use the ballot provided to submit them.

The Deline HOA board has several responsibilities, such as reviewing member inquiries and change applications, making decisions regarding the maintenance of the HOA and its properties, and organizing community activities. In addition to serving the community, board members are entitled per the By-laws to receive a 50% reduction in dues and 100% for the president after one year of service.

We would also like to invite members to participate on the committees that work with the board to help plan and maintain HOA happenings, including the Greenspace Renewal Project, New Homeowner Welcome, CC&R Review, Neighbors Helping Neighbors, and Events. If you are able to help in any capacity, please contact a board member or attend the monthly board meetings to find out what is involved and what you can do to help keep our neighborhood awesome.

Community Events

Mark your calendars for these upcoming community events:

- May 25th: Memorial Day Bike Parade and Ice Cream Social – Bring your wheels (no motors please!) and join us for games and ice cream, culminating in a bike parade!
- June 22nd-24th: Community Garage Sale and BBQ – Hold your garage sales between the 22nd-24th, community potluck lunch on the 23rd.
- August 6th: National Night Out – Potluck dinner, games, and first responder visitors at the park!
- September 2nd: End of Summer Social – Join us for treats and games as we say goodbye to summer before school starts.

If you are new to the neighborhood, please come and meet your new neighbors and find out what we are all about!

PROXY BALLOT FOR DELINE HOA 2024 – 2025 Elections

If you cannot attend the annual meeting, please fill out the proxy ballot below, place it in a sealed envelope, and give it to a board member or mail it to: PO Box 5091, Aloha, OR 97078.
Mail-in proxies must reach the Association's PO Box by May 3rd, 2024.

LOT# _____ NAME _____

ADDRESS _____

EMAIL _____ PHONE # _____

Would you like to receive updates via email? Yes _____ No _____

Do you need to receive updates another way? Yes _____ No _____

SIGNATURE _____

Board of Directors Elections

Amber Anderson – 2 Year Term For _____ Against _____

Mary Keller – 2 Year Term For _____ Against _____

Rachael Osmon – 1 Year Term For _____ Against _____

Nominations for Board of Directors

The following spots are open on the board. If you have an individual you would like to nominate to serve on the HOA Board of Directors or if you would be willing to serve, please write the name below:

2 Year Term _____ 2 Year Term _____

2 Year Term _____ 1 Year Term _____

1 or 2 Year Term _____

Notes/Feedback for the Board

Deline Homeowners Association
45th Annual Meeting Minutes – May 20th, 2023

Attendance

- Board Members & Officers: Amber Anderson – President, Mary Keller – Secretary, Jon Keller – Treasurer
- Homeowners: Jillian & Sarah Smythe, Marcia Kauffman, Gene LeSieur, Deb McBride, Barbara Knopes, Peggy O’Neal-Sacks
- 9 proxy ballots were received

Meeting Called to Order

- 3:16 PM PDT

Minutes

- The minutes from the 44th annual meeting were reviewed. It was noted that the wrong year was printed on the minutes as 2021 instead of 2022; no other issues were found in the text of the minutes. A motion to approve the minutes, pending the correction of the year, was made by Amber and seconded by Marcia and approved by all present.

Annual Treasurer’s Report

- Jon reviewed the budget with the homeowners present. As of the meeting, there was \$19560.75 in the checking account, \$24,206.76 in the savings account and \$11545.60 in the RV lot saving account. At the end of the year, excess from the checking will be transferred into the savings accounts.
- Large expenses coming up will include the resurfacing of the tennis court. To save money, they HOA will try to do the resurfacing using homeowner volunteers and only hire a company to do the painting. The board is still waiting to hear back on quotes for the painting.
- A question was asked to clarify the reduced amount going in to the HOA reserve savings account. In the past, the amounts going into the RV lot savings and general reserve fund were listed together; in budget this year, they have been listed as separate line items.
- A question was asked about the reserve study and if it is something the HOA should do on an annual basis. The board will look into this and discuss at a future board meeting.
- Expenses have remained stable this past year; there are no proposed changes to the dues for this coming year.

President’s Report

- **Greenspace:** The work on the north end of the greenspace continues to move forward. A new walking path has been put in and several plantings have occurred. Volunteers from Life Church did a lot of work, including cleaning and repainting the playground, replacing the wood on the benches, installing a new reader board, and trimming trees. While it is hard to know the exact amount, this project saved the HOA roughly \$10,000.
- Common Area Improvements: The board has looked at doing several large projects in the common areas including adding a natural play area in the south greenspace area by the

playground. Another would be adding bridges across the creek to aid in crossing. Amber checked with the county and given the size of the project, permits would not be needed. It was suggested that we check with the HOA insurance to make sure that the addition of bridged would be covered; Amber will follow up on that.

- **Website and Communications:** The website has undergone major renovations; general HOA and board information, HOA documents, events calendar, a photo gallery and more are now available online. Members can also sign up to receive updates by email. Several homeowners expressed concerns about the board using Facebook, given that it is not available to all homeowners and can be highly volatile. The board reiterated that they will not be using Facebook as a primary source of communication; any communications that happen there will redirect homeowners to the website, as this, as well as email updates and flyers in the mailboxes and reader board will be the primary methods for disseminating information moving forward. A concern was raised about homeowners that are not able to use email or navigate the website; the board will work on solutions to reach those homeowners as well. It was suggested that the board hand out paper copies of monthly minutes and event flyers to all homes; this is not feasible given that there are only 3 board members currently. Also, for both environmental and fiscal reasons, the board is working on towards going as paperless as allowed by law. Mary asked about the possibility of getting sturdier flyer boxes for the mailboxes, which was agreed with. She will look into better options.

Fine Schedule:

- Due to a printing error, the fine schedule that was up for a vote was not included in the annual packet. After discussion, it was decided that a good time to hold a special meeting for a vote on the fine schedule would be before one of the monthly board meetings and that it would be best to wait until after the summer when families are back from vacations. It was decided that the special homeowner meeting to vote on the fine schedule will be held on September 19th and 6:30 pm. Mailers for the meeting will be send out in August.

Community Events:

- The annual bark renewal in the park and hot dog lunch will be held Saturday, June 10th.
- The Deline and Cross Creek HOAs will hold a community garage sale June 23rd-25th. The Deline HOA will hold a community potluck BBQ on the 24th.
- The HOA will be working with Cross Creek to do a bike parade the weekend of July 4th. More details to come.
- The HOA will be participating in Nation Night Out on August 1st. There will be a community BBQ potluck with various games and activities, as well as a visit from our first responders.
- The Cross Creek HOA will be sponsoring 2 Triathlons over the summer, which the Deline HOA is encouraged to participate in. The paths will encompass part of our neighborhood and the Deline HOA will be working with the Cross Creek HOA to mark routes and ensure the safety of participants. More details to come.

Board Members & Elections:

- The votes were counted for the current board members and are as follows:

- Rachael Osmon – Proxy: 7 For & 0 Against with 2 Abstaining, Members Present: 7 For & 0 Against
- Bea Hansen and Richard Osmon were nominated to serve on the board; Bea declined and Richard was not present to accept or decline. Of those present the vote for Richard, should he choose to accept, was 7 For & 0 Against.
- Several other names of homeowners were recommended for service on the board and/or a committee. The board will follow up with the homeowners to see if they are interested.
- A homeowner asked about the quorum requirements for voting at homeowner meetings. Oregon passed a law requiring 20% of homeowners to be present for votes; our HOA might be grandfathered in given when our bylaws and CC&Rs were drafted. Mary will email the attorney for clarification.

Open Discussion:

- A homeowner raised concern about the maintenance of the bridge over Butternut Creek leading to the elementary school as well as garbage in the creek itself. The bridge and creek under the purview of Butternut Creek Elementary and Clean Water Services, respectively. They asked if the HOA could contact the 2 organizations regarding the issues. Mary will follow up on that.
- A homeowner asked for an update on the construction project occurring on Lot 260. The siding is almost completed as well as the interior. The homeowners are hoping to have the exterior done by the summer and interior completed by the end of the fall.
- A homeowner asked about the plans for the walking path that used to lead from the south end of 208th court into the greenspace. There are two options; the path may be redone in asphalt when the bids are done for the RV lot entrance. The second option is to redo the path as a permeable path, similar to what is now in the northern greenspace. The board is looking into both options.
- A homeowner asked who is responsible for maintaining the roads in the community. All of the road in the Deline HOA community are public roads maintained by Washington County. Any issues with maintenance or parking violations can be reported to non-emergency or the county.
- When discussing the homeowner turnout, it was suggested that holding the meeting this late in May leads to scheduling conflicts. It was recommended that the meeting be held on the 1st Saturday in May in 2024.

Meeting Adjourned

- 4:44 PM PDT – Motion to adjourn was made by Amber and seconded by Barbara.