

The Board of Directors cordially invites you to the

Deline Homeowner's Association

47th Annual Meeting

Saturday May 3th, 2025

Why: In accordance with the Deline HOA By-laws

When: May 3th 2025, 3:00-4:30 PM.

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

In case in inclement weather, the meeting will be held at 20790 SW Deline St

Please bring lawn chairs if you have them

Attachments – Please bring these to the meeting

- Board of Directors Nomination form
- 2025-2026 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 46th Annual Meeting
- Annual Treasurer's Report
 - 2025-2026 Budget
 - Potential Future Adjustments to Dues
- President's Report

3:45 PM – New Business

- Greenspace Improvement Project
 - Review of Project Progress & Next Steps
 - Easement Update for CWS
- Community Standards and Regulations
- Community Events
- Need for Member Volunteers
- Nominations and Elections of Directors

4:15 PM – Open Forum

4:30 PM – Meeting Adjournment

Deline Homeowners Association

Budget for Fiscal Year 2025 through 2026

2024 - 2025 Approved Budget		April 2024-Present Actual		2025 - 2026 Proposed Budget	
Income		Income		Income	
Home Owners Dues	\$18,250	Home Owners Dues	18,250.00	Home Owners Dues	\$18,250
Interest Inc	\$3	Interest Inc	2.42	Interest Inc	\$3
		Interest RV Lot	1.5	Interest RV Lot	2.5
Land Lease	\$50	Land Lease	50	Land Lease	\$50
R.V Lot Rental	\$5,480	R.V Lot Rental	5,970.00	R.V Lot Rental	\$6,900
		Late Fee Income	394.12		
Total Income	\$23,783	Total Income	\$24,668.04	Total Income	\$25,205
Expenses		Expenses		Expenses	
Accounting Software	\$1,080	Accounting Software	400	Accounting Software	\$420
Corporate Fee	\$50	Corporate Fee	50	Corporate Fee	\$50
Director Incentive	\$500	Director Incentive	312.5	Director Incentive	\$250
Insurance	\$1,430	Insurance	1,455.00	Insurance	\$1,455
Legal Fees	\$1,750	Legal Fees	971.5	Legal Fees	\$1,750
		Lien Fees	101		
Office Supplies	\$180	Office Supplies	73.74	Office Supplies	\$100
P.O. Box Rental	\$194	P.O. Box Rental	200	P.O. Box Rental	\$200
Postage	\$300	Postage	252.81	Postage	\$300
Property Maintenance		Property Maintenance		Property Maintenance	
Major Repairs	\$2,000	Major Repairs	34.98	Major Repairs	\$2,000
Mowing	\$6,240	Mowing	6,240.00	Mowing	\$6,240
Playground Maintenance	\$1,000	Playground Maintenance	830.10	Playground Maintenance	\$1,000
Reserve Fund	\$962			Reserve Fund	\$1,355
RV Lot Maintenance	\$2,800	RV Lot Maintenance	2,503.84	RV Lot Maintenance	\$3,040
RV Lot Major Repair	-			RV Lot Major Repair	\$0
RV Lot Reserve	\$2,680			RV Lot Reserve	\$3,860
Secretary Fees	\$300	Secretary Fees	300	Secretary Fees	\$300
Special Events		Special Events		Special Events	
Annual Meeting	\$100	Annual Meeting		Annual Meeting	\$100
Community Events	\$1,000	Community Events	1,288.43	Community Events	\$1,300
Gifts Given	\$112	Gifts Given	200.00	Gifts Given	\$200
Treasurer Fees	\$300	Treasurer Fees	300	Treasurer Fees	\$300
Utilities		Utilities		Utilities	
Electric	\$305	Electric	388.47	Electric	\$385
Trash	\$300	Trash	363.6	Trash	\$360
Website	\$150	Website	70.32	Website	\$190
Welcoming Committee	\$50			Welcoming Committee	\$50
Total Expenses	\$23,783	Total for Expenses	\$16,336.29	Total Expenses	\$25,205
Net Income	\$0	Net Income	\$8,331.75	Net Income	\$0

2025 – 2026 Topics

President's Report

Over this past year the HOA board has struggled with only having 3 board members and now we are getting to a critical point. This year we will be going down to 2 voting board members. This will leave us with 2 people making decisions for a community with a 146 homes. Some have suggested dissolving the HOA. With the land that the HOA owns this is not a feasible idea. Others have suggested adding a management company, unfortunately this does not absolve us from having a board and would increase dues and fines to pay for the management company. I have been told many times the following reason for not being able to be on the board:

Excuse	Response
I have been on the board before.	There are no term limits
I do not have the time.	The commitment is 1 hour a month for a regular board member You can always join a committee.
I do not need the drama	While I cannot guarantee no drama. I do my best to keep us focused on what we need to do and follow the CC&Rs. Over the past year meetings have gone smoothly.
No excuse	Be on the board. After your first year on the board you get a discount on your dues. If you serve a role such as President, you don't have to pay dues.

I am asking homeowners to step up and have your voice heard by participating in your own community. Please consider joining the board this year. Upcoming large projects for the HOA include replacing the driveway to the RV Lot, resurfacing the basketball/tennis court, ordering new announcement signs, and the annual wood chip replacement as well as several community events.

Budget

The HOA costs have remained fairly steady this past year with a few slight increases and decreases based on actual costs from the past 12 months. The HOA will be replacing the driveway for the RV lot in the near future, the cost of which will come out of the RV lot reserve. Additionally the costs for the RV lot landscaping has increased. The increased costs for the driveway project as well as increasing maintenance costs have led to a need to increase the monthly RV lot rent by \$5 per large spot and \$2.50 per small spot.

Greenspace Improvement Project

Our HOA, in conjunction with the CrossCreek HOA, Clean Water Services and Tualatin Water and Soil Conservation District are the 4th year of a 5+ year project to improve our creek as part of a larger project to improve Butternut Creek and its tributaries, including restructuring in our greenspace. The plan for this revision, which was created by TWSCD and Native Plantscapes NW, can be viewed at this website: <https://www.np-nw.com/deline>. The project is nearing its conclusion and the board has been considering applying for another grant to help with the next stage of the greenspace improvement.

Additionally, last year 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. The board has been working with them to modify the contract to allow the HOA to maintain control over the decisions made

regarding changes in this area. The contract has yet to be finalized but the board will continue to provide updates in the monthly meetings.

Community Regulations and Standards

As homeowners, we should take pride in pursuing high standards in our community. Our HOA is governed by CC&Rs that act as a baseline for these standards. The slight maintenance of our homes and yards not only creates a pleasant environment, but adds to home values as well. This is part of the reason that the CC&Rs require change applications be submitted for any changes made to the exterior of homes as well as structures added to the homes or yards. The board routinely works with homeowners to help maintain these standards and give help where needed.

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 coming year, the board will only have 2 members; the board needs 5 additional homeowners to serve on the board.

The responsibilities of the Deline HOA board include reviewing member inquiries and change applications, making decisions about maintenance of the HOA and its properties, and organizing community activities. Most of this work is completed during the monthly 1-hour board meeting. These are currently held on the 3rd Tuesday of every month, but are moved depending on the schedules of the current board members. 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. **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.**

We would also like to invite homeowners to participate on committees that work with the board to help coordinate 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.

Upcoming Community Events

Mark your calendars for these upcoming community events:

- April 26th: Annual Wood Chip Renewal & Lunch
- May 3rd: Annual Members Meeting
- May 24th: Memorial Day Bike Parade and Ice Cream Social
- June 20th-22nd: Community Garage Sale and BBQ
- August 5th: National Night Out – Potluck dinner, games, and first responder visitors at the park!
- August 30th: End of Summer Social – Join us for treats and games as we say goodbye to summer!

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 2025 – 2026 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 2nd, 2025.

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

Current Members: Amber Anderson and Mary Keller were elected last year and have one year remaining on their terms.

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
46th Annual Meeting Minutes – May 4th, 2024

Attendance

- Board Members & Officers: Amber Anderson – President, Mary Keller – Secretary, Jon Keller – Treasurer
- Homeowners: Jillian Smythe & Janelle Duray
- 9 proxy ballots were received

Meeting Called to Order

- 3:16 PM PDT

Minutes

- The minutes from the 45th annual meeting were reviewed. A motion to approve the minutes was made by Amber and seconded by Jillian and approved by all present.

Annual Treasurer's Report

- Jon reviewed the budget with the homeowners present. The HOA still has less in reserve that was suggested by the reserve study; however, given the amount of work that is done by volunteers to keep costs low, Jon feels the reserve is sufficient for now. Landscaping is still the largest cost and as those costs will increase when the HOA becomes responsible for maintaining the new plantings; this may lead to an increase in dues when that time comes.
- A large expense coming up will include the resurfacing of the tennis court, which will take place in late summer of this year. 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. Other large projects the HOA is considering include filling in the low spots in the greenspace, replacing the rocking horses that were removed in 2018, creating a natural play area, adding bridges across the creek, and adding disc golf baskets.
- The accounting software has increased in cost. Jon is trying to work with the company to negotiate a better price for the features needed to maintain the HOA accounts and will update the board as progress is made.
- A question was asked about why the budget was not increased for utilities. Despite increases to homeowner's utilities, the HOA's rates have not increased over the past year.
- The RV lot driveway will need repaving soon, with concrete replacing the asphalt. Steve was wanting to wait until the RV Lot reserve; however the last quote he received a couple of years ago was \$18,000, which will take the RV lot several years to reach. One possibility would be for the HOA can loan the rest of the funds that they can pay back over time. This is a topic that the board will require more information before making a decision on.

President's Report

- **Board Needs:** There are currently on 3 board members who, in conjunction with the treasurer and RV lot manager, manage all of the affairs of the HOA. The board was designed to work with 7 members and additional volunteers to help with committees; more homeowners who are

willing to volunteer to help with various projects are severely needed. Meetings are currently held on the second Tuesday of each month however they can be moved. If you are interested in helping the board in any capacity, please reach out.

- **CC&R Adherence:** While the Deline HOA CC&Rs are relatively lenient in their requirements, there are certain standards that do need to be maintained. Recently, the board has noticed that there are several homes that are in need of increased maintenance of the yards and exteriors. Amber would like to remind homeowner that the CC&Rs do require that yards and exteriors are required to be maintained to a reasonable standard. It is Amber's hope that owners will once again take pride in the neighborhood and make an effort to make changes on their own. The board will be reaching out to specific homeowners as needed and, if necessary, use the newly passed fine schedule to enforce CC&R standards.

New Business

- **Greenspace:** The work on the north end of the greenspace continues to move forward and there have been a few more planting projects over the past year. The HOA will need to take over maintenance of the new areas in roughly 2 years. The HOA will be working with the landscapers to ensure they are able to maintain the new areas; however, this will increase the costs, which may be significant enough to require an increase to the annual dues.
- **CWS Butternut Creek Survey and Easement:** Clean Water Services will be working over this next year to install survey equipment in Butternut Creek to monitor the health and activity of the creek. They have also provided the board with a copy of the contract for the easement, which has been forwarded to the HOA lawyer. The board will discuss this further once they hear back.
- **Website and Communications:** For the past year, the board has been using the website and emails to inform homeowners of upcoming events and other HOA news. This has led to an increase in attendance at events as well as giving homeowners more avenues to communicate with the board. The board will continue to communicate in this way. A homeowner suggested that the board begin to produce the newsletter again. While it is difficult with only 3 members, the board will discuss this at the next meeting.

Community Events:

- The HOA will be hosting a bike parade the weekend of Memorial Day on May 25th. More details to come.
- The Deline and Cross Creek HOAs will hold a community garage sale June 21st-23rd. The Deline HOA will hold a community potluck BBQ on the 22nd.
- The HOA will be participating in Nation Night Out on August 5th. There will be a community BBQ potluck with various games and activities, as well as a visit from our first responders.
- The HOA will be hosting an ice cream social on September 2nd. More details to come.

Board Members & Elections:

- The votes were counted for the current board members and are as follows:
 - Amber Anderson – Proxy: 9 For & 0 Against, Members Present: 3 For & 0 Against
 - Mary Keller – Proxy: 9 For & 0 Against, Members Present: 4 For & 0 Against
 - Rachael Osmon – Proxy: 9 For & 0 Against, Members Present: 4 For & 0 Against

Open Discussion:

- A homeowner asked if the meetings are available online. Meetings are still hybrid and can be attended in person at 20440 SW Deline St or online by following the zoom link on the website.
- A homeowner asked follow up questions about the easement for CWS and if they will need access to homeowner property. They should not need to enter any private property and only need access to the HOA owned property. All workers should have proper identification and be dressed in vests. A homeowner, Janelle Duray, volunteered to work on the Greenspace Committee.

Meeting Adjourned

- 4:01 PM PDT – Motion to adjourn was made by Amber and seconded by Jillian.

UNAPPROVED DRAFT