

Sunset Meadows HOA Board Meeting

August 22, 2024

Meeting Called to Order: 6:30 PM

Present: Lisa Buscho, Lisa Armstrong, Kate Schultz, Sandi Patton, Mel Huey

Motion to approve July 18 Meeting Minutes made by Kate, Sandi seconded. All approved.

Treasurer's Report (Mel)

Last month we had an \$18,000 loss due to the increased cost of the insurance this year. Last month's Board had voted to invest \$100,000 into a 5-month CD. It was discovered, the 5-month CD was not available from WaFed and therefore this amount was left in the money market account. The other \$100,000 was reinvested into a 7-month CD per plan. Lisa B. made a motion to pass the treasurer's report, Sandi seconded and all approved. The number of delinquencies from nonpayment of HOA dues increased from 25 to 31 members with a total dollar amount due equaling \$8,497 in August.

Maintenance Report (Mel):

The irrigation timer wire that was broken was found and fixed. Three timers are now functioning correctly. Two valves (not connected to a timer) still need to be manually turned on to water some areas and one zone from the timer by the pool was discovered not functioning requiring Mel to turn on this zone manually. Plan is to have Luke Sharette from Thompson Landscaping examine the timers, see if he can connect the two valves to a timer, and investigate the back property irrigation lines that appear to still have leaks. The pool's solar panels were repaired. The County Health Inspector was onsite to inspect the pool and to review the pool testing schedule that has been maintained by volunteer members.

Architectural & Landscape Updates (Lisa B.):

- From the walk around inspections thus far this year, the Architectural & Landscape Committee has:
 - 1) established a priority list of needed repairs. They are: replace one cement back porch, replace one privacy fence, repair one leaking carport shed, repair dry rot (& paint) the siding on 56 carports, repair (or replace) roofing & side metal fascia damage on 6 carports & replace 2 bent carport support poles, replace the pool shed roof, repair dry rot (& paint) 8 (of ten) dumpster surrounds (one dumpster needs all the rotted support posts replaced), finish painting and caulking one (recently repaired) dumpster surround, repair (& paint) dry rot on the pool shed siding, and repair (& paint) dry rot found on 5 homes. Less urgent repairs listed include replace & paint most of the fencing (these have dry rot, missing slats, or are leaning), repair insulation & wall piece under (men's) bathroom sink, replace one displaced upper roof drain, repaint one bent carport support pole, replace 2 dryer vent covers, replace broken water meter boxes and lids, and repair 6 carport doors.

2) developed a list and mapped on a schematic all the dead and dying large plants &/or trees,

3) plan to develop an irrigation map showing areas not getting water to compare to dead/dying plants on the schematic.

- Search for a reputable, licensed, bonded, & insured general contractor has been ongoing. Brigham Construction inspected the property on 7/25 & gave a proposal. Their bid included all the above listed issues and replacing several sections of fencing. Their bid did not include fixing the carport roof & metal side fascia. This is the second bid we've obtained to date.
- Since Fitzpatrick Painting is scheduled to paint our townhomes in 2025, but their bid did not include the pool shed, the dumpster surrounds, or our carports; Lisa B. met with them on 8/20 to get an additional bid from them for 1) dry rot repairs & 2) painting of carports & dumpsters in 2025 to match the painted homes. In addition, they plan to provide us with a proposal for 12-year warranty (after painting) that includes additional services that includes yearly pressurized wash with paint & caulk touch up, roof & gutter mold abatement and winterizing of all outdoor hose bibs. Since NW siding recommended the wood T-111 siding be properly maintained with power washing, caulking, and painting, this warranty is recommended after the painting is completed.
- On 8/1, Lisa B. met with Papi's Carpentry to get a bid on the most problematic fences (he charges approximately \$75/board foot). A proposal was made to add fencing to the reserve study to budget for eventual repair & replacement.
- On 8/14, Lisa B. met with Alby @ Sperry tree to walk the property & examine the trees for safety & health maintenance. Notes on the recommendations & status of the trees & Sperry's proposal was provided to the Board. A recommendation was made that work be completed this year on several trees. Remove dead maple on S. Fethers, trim hangers and foliage from homes/carports, remove dead limbs on the 8 front property trees, and cable the trees with bark inclusions. Sandi made a motion to approve work on trees, Mel seconded it. All approved.
- On 8/16, 8-10 small Japanese knotweed re-growths along N. Fethers were cut & poisoned. The poison (KillzAll) & equipment used was left in the storage shed.
- On 8/27, Alpine Heating & Air will bid on placing a ductless heat pump in the rental (they will submit the application for rebate). Decision to place the heat pump will depend on the cost and rebate eligibility.

Compliance Report (Kate reporting for Tatiana)

- Had a busy month. Compliance included unattended dog left in common area. A parked vehicle leaking oil damaging asphalt. Garbage was left in a carport.

Compliance duty rotation:

- Mid-August to Mid-September: Lisa Armstrong
- Mid-September to Mid-October: Lisa Buscho
- Mid-October to Mid-November: Mel Huey

Old Business (Kate):

- CERTA update-Visit scheduled 9/6/24. Unfortunately, we did not get a favorable response from several of the six homeowners who were asked to let CERTA inspect work that had been completed on their homes. CERTA will inspect at least three homes with completed work (e.g., roofing, siding, attic repairs, etc.) to evaluate the quality of the work done on them.
- Attorney update-After a search for a new attorney, Kate met with a Portland based partnership who specializes in HOAs named Harker-Lepore. This group does not charge a retainer or consultation fee. They have several clients throughout Oregon. Fees are comparable to other attorneys reviewed (\$180-\$380/hour). Kate made a motion to engage this attorney group for our HOA legal work as needed, Lisa B seconded. The motion passed.
- Project update-Mel hasn't picked up the dryer vent covers needed to replace broken vents yet but will try to do that this week. He states the vents are all different sizes.

New Business (Kate):

- New projects & requests- none.
- Annual meeting scheduling-Current Board members were asked if they are interested to run again for 2025. Most are unsure if they want to continue. The Board has not received any notice from other homeowners who are interested to run for a volunteer Board position. Have (tentatively) scheduled the annual meeting for Saturday, October 12 after noon (probably 2 p.m.). For those current Board members that are willing to continue, a request was made for them to submit a bio. Bios will be emailed to all homeowners to let them know who is running for which volunteer Board positions for 2024-2025.
- HOA Management company presentation (Kate/Lisa B.)- Kate reminded the Board that at the end of her tenure, past president Marilyn, started researching into using a HOA management company. We have picked up this research where she left off. A community our size could benefit greatly from a management company for so many reasons. Management companies are aware of the laws and regulations affecting associations, they have maintenance staff who can quickly attend to repair requests throughout the property, they have established relationships with outside contractors that can help with large repair and maintenance projects, they offer online payment options for residents, and they can handle resident communications and compliance.

Our community suffers from a lack of resources. One Board member has spent many hours interviewing, doing walk-arounds with, and obtain bids from contractors to complete much needed repairs throughout the property.

Volunteer Board members have been threatened, yelled or cursed at, and often mistreated when doing the work to enforce community CCRs. We're all neighbors, and directing the compliance communication to a management company will help

alleviate the feeling of pitting neighbors against neighbors. Hopefully, this would help residents understand compliance notices are not personal attacks.

Lisa B. had a phone & email interview with Diane @ Bennett (HOA) Management. They are Eugene-based and have provided over 45 years of management service to other local HOAs. She interviewed the Chair of a local HOA to ask about their experience using Bennett services. Our Board was asked to review Bennett's proposal, and the information Lisa provided regarding the interviews. It may be possible to work the cost of this service into our current budget without a change in the HOA dues. Their services come with an expertise of the HOA laws, knowledge of the compliance requirements for Board members, as well as the ability to direct Board members on best practices to ensure all Sunset Meadows homeowners' investments are maintained. Bennett's services will not only support the Board and safeguard volunteers from a liability perspective but can help do the more egregious aspects of the very difficult and thankless duties required of this volunteer Board. Bennett provides online access for homeowner payments, follow-up, tracking and recording of members with deficiencies or fines, receipt of and handling of compliance and homeowner issues, tracking and reporting on bookkeeping, provide reports to the treasurer, assist with budgeting & reserve studies, and offer a streamlined process for online requests of maintenance and repairs. Bennett has their own licensed, insured, and bonded contractor services that can respond to service requisitions (at comparable cost). A recommendation is made to engage a management service to help us. The plan is for Lisa B. to interview & report back on another company (Association Management Services NW) for comparison pricing. This company is not local and has 5 locations (closest is Salem).

Meeting Adjourned: 9:08 PM

Minutes submitted by Lisa Buscho covering for Secretary

Next meeting: Thursday, September 19, 2024