

SUNSET MEADOWS ANNUAL GENERAL MEETING MINUTES (unapproved)
held 2:00 PM Saturday, October 16, 2021

Due to the high transmission rate of the Covid-19 Delta variant, this meeting was held outside on the common area just west of the community garden. Attendees observed a 6 ft spacing protocol to minimize virus transmission. Board members in attendance were: Mel Huey, Lisa Armstrong, Tamy Ngan, Marilyn O'Malley, Jane Hackett and Dave Hubbard. Sandi Patton was absent due to Covid contact quarantine requirements.

Confirm Quorum

A quorum was confirmed with 35 members attending with 8 proxy votes for a total of 43 member units represented. The minimum representation required to conduct the meeting was 22 units.

Call to Order at 2:10 PM

Laurel Handley moved to approve the minutes from the 2019 Annual meeting held 10/19/2019 with a revision citing Covid Pandemic restrictions as the reason the meeting was held by mail-in ballot, seconded by Marilyn O'Malley; motion carried. Minutes will be revised and redistributed as approved.

President's Remarks – read by Jane Hackett

Hello everyone, thank you for coming outside for our Annual Meeting. I know this is not our normal format for the Annual Meeting but due to the prevalence of Covid-19 Delta variant we have chosen to be cautious. That said, some of my co-workers have tested positive for the virus so I have excluded myself from this meeting. Jane Hackett has agreed to read this note to all of you. Thank you, Jane.

I do want to give a huge Thank You to Mel Huey and Jane Hackett. Mel has been doing our maintenance as well as being the Treasurer. Without his constant monitoring of our various systems and watching the money we would not be in as good of shape as we are today. Also, Jane Hackett has taken on the responsibility of staying on top of our landscape issues, as you can all see, things have been looking better all around. Marilyn O'Malley, thank you for thinking of a community garden and then making it a reality. I also want to thank Tamy My Ngan Ta for all the work she put in on the website and updating our Residents Guide and Dave Hubbard for keeping the mtg minutes. And I can't forget Lisa Armstrong for all the years she has spent on the board and always supporting our community.

Please remember that these wonderful folks have volunteered their time and effort to this community.

We are looking at a \$30 increase to our monthly dues, and the reason is because the complex is aging and systems are showing their age and requiring more extensive repairs, we want to be able to make those repairs without the need for a special assessment. We have been able, in the last year, to re- seal the parking lots and roadways, repair more of the failing siding and repair lighting and irrigation as it has gone out. All thanks to our Treasurer's foresight and budgeting expertise. None of us would be happy if we each suddenly found out we had to come up with an extra \$1,000 or \$2,000 to cover a special assessment.

Treasurer's Report – Mel Huey

- Total operating assets at the end of our fiscal year, July 31, 2021 were \$327,000
- Money invested in two stock funds grew by \$68,000 in the past fiscal year
 - These funds were cashed out in October and placed in a money market account to be in compliance with State HOA reserve fund investment laws
- 2021-2022 operating budget was presented with Mel going over the larger expense items, answering several questions from the floor
 - Q)** Is the board planning to install a surveillance camera system and will homeowners get to vote on this measure?
 - A)** The board is evaluating this as a way to deter vandalism, trespassers, have better visibility on compliance issues such as abusing garbage/recycling disposal facilities, pet violations, etc. Initial cost would be approx \$11,500. The board will make the final decision.
 - Q)** Who would see the surveillance files and what would happen to them?
 - A)** The system would not be monitored. If there was an event that needed investigation, the files for that day and time would be accessed by the compliance rep and reviewed. Files would be held on our private server for 2 weeks, then automatically deleted.
 - Q)** Why do we spend so much on siding repair and maintenance?
 - A)** The complex is aging and with that comes siding dry rot and failure. We are also replacing defective LP siding that was installed when the second phase was built. While there was a small settlement awarded to Sunset Meadows, it was used for siding replacement several years ago. NW Siding LLC does a complete siding evaluation every spring and estimates the cost for necessary repairs. The work is done over the summer with the invoice paid in Sept, falling into the next fiscal year. That way the new operating budget always reflects the actual siding maintenance cost, allowing the board to do better financial planning. The boards approach to siding upkeep has been to repair/replace sections as needed every year as opposed to residing entire buildings every several years.
- We incurred a \$20,000 electrical expense this past year, which combined with other significant maintenance expenses, necessitated the withdrawal of funds from our reserve account. Increasing dues now will help maintain our reserve fund for unexpected expenses that we will likely incur as our buildings and property infrastructure age.
 - Q)** Why not raise the dues gradually every year instead of a \$30/month increase that could pose a hardship on some homeowners?
 - A)** The last dues increase was in 2016 and there has been a surplus of operating funds each year except for this past year. Due to the Pandemic, last year's meeting was by mail-in ballot which was not right venue to ask for dues increase. Even after increasing the dues to \$185 per month, Sunset Meadows will still have one of the lowest HOA fees in Eugene based on the amenities that we offer our residents.
 - Comment from the floor;** one of the reasons we enjoy low HOA dues is because of the effort and day to day work put into running and maintaining our community from Mel Huey and Jane Hackett. Thank you, accompanied with applause from the floor!

Mike Meyer moved to approve an increase in HOA dues from \$155 to \$185 per month effective January 1, 2022, seconded by Marilyn O'Malley; motion carried with 31 yes votes, 4 no votes and 1 abstention

Landscaping Report – Jane Hacket

- Planning for \$45,000 in spending for the new operating year. Rexus accounts for \$33,000 and the rest goes to tree care, shrub care, plant removal, new plantings and ground cover cleanup.
- Rexus provides landscape services which consist of mowing grass, pruning Rhododendrons, azaleas, border shrubs, hedges, fertilizing and general cleanup
 - Plants that are in front or behind the unit are the homeowner's responsibility to maintain even if you did not plant them. Rexus will not touch them.
- The rhodys and azaleas are getting old and many will need to be relaced in the next few years. Ground cover needs a lot of work.
- Please do not plant trees around your unit
- If homeowners have any questions about plant removal, please contact Jane
- Jane took questions from the floor

Q) Why are areas not getting covered by our sprinkler system?

A) Irrigation systems need constant upkeep. One of our ongoing problems is water line damage and locating the break. Tree roots are often the cause but it can be many things. Also finding irrigation services/personnel was a real problem this past year due to Covid. If you see an irrigation issue, water leakage, broken sprinkler heads, sprinklers that are not oriented properly please let Jane or Mel know.

Q) Would it be helpful if homeowners got together to work on shrub and ground cover maintenance at your direction?

A) It would help tremendously and save the HOA a lot of money. The HOA has a lot of tools for this type of work. I will schedule some community work projects in the near future and email out information and notices.

General Comments from the Floor and Board

B) Homeowners have to take an active interest in looking around their unit for maintenance issues just as they would if it were a stand-alone home. That is the most effective way to identify problems while they are small and easily fixed.

F) We have opossums around the community and should be left alone. The babies look a lot like rats so take a close look before picking up the broom.

B) Homeowners will have to install the hose bib covers on their units starting this fall. The HOA will happily provide them free. Be sure to disconnect anything attached to the hose bib.

- Hose bibs covers were passed out to homeowners at the end of the meeting
- The hose bibs on units around the property are designed to withstand some freezing temperatures, but hose bib covers provide an additional layer of protection. Please note that the homeowner is responsible for water damage in the unit regardless of where it originates.

F) Can we talk to NW Siding LLC about leaving debris, equipment and materials lying around the property for what seems longer than necessary?

F) Is there a way to send money to Bottom Line for monthly dues electronically?

- **B)** Bottom Line is not set up to take electronic transfers at this time

F) Why was work required on several attic firewalls?

- **B)** A few years ago, attic insulation was added to the older units. Holes had to be cut in the attic firewalls to gain access to the entire building attic. Two years ago we discovered the holes were never closed. We had the affected attic firewalls repaired this past year, returning them to their original condition.

New Business

- HOA dues increase – motion was passed as part of the Treasurer’s report
- Installation of new board members
 - Sandi Patton, Mel Huey, Jane Hackett, Lisa Armstrong, Tamy Ngan, Marilyn O’Malley and Dave Hubbard have volunteered to remain on the board for the 2021 – 2022 operating year
 - A call for board member nominations from the floor was made; none were put forth

Herb Lincoln moved that the slate of incumbent board members be installed to the new board by acclamation, seconded by Kim Moore; motion was carried unanimously.

Laurel Hanley moved that the meeting be adjourned, seconded by Sara Gore; motion was carried.

Meeting adjourned at 3:15 PM

Next Annual General Meeting –time and place to be determined

Minutes taken by
Dave Hubbard (Secretary)