

Sunset Meadows HOA Annual Meeting Minutes
Saturday, October 19, 2019 10am-Noon
The Oaks at 14th, 1424 Oak Patch Road, Eugene, Oregon

1. Welcome and introduction of the board

Laurel Hanley - President

Mel Huey -Treasurer

Sandi Patton - At Large board member

Lisa Armstrong - At Large board member

Sara Gore – Interim Secretary

Eilene Ruiz and Miranda Wilborn also served as Secretary this year.

Kate Fieland resigned from the Board on 7-1-19 due to the sale of her unit.

Laurel sent a revised copy of the resident guide to all residents.

2. The Meeting Minutes from the 2018 Annual Meeting were read to the attending Sunset Meadows residents by Mel Huey. A motion was made to approve the minutes. Christine Cochran seconded this motion, and all present approved the minutes.

3. Financial Report – Mel

- Mel gave a final summary of the Financial Report for the past 2018-2019 Fiscal Year.
- Each Fiscal Year extends from August 1 to July 31 of the following year.
- Mel reviewed and answered questions about the Budget for 2019-2020.
- Mel informed the group he budgeted extra funds for unexpected maintenance that may be needed during the 2019-2020 fiscal year.
- Mel confirmed that the 2020 HOA dues will remain at \$155 per month.

4. Review of 2018-2019 – Laurel

- More dry rot was repaired and siding replaced this summer by Northwest Siding on a number of buildings, and the new areas were painted.
- Gutter cleaning was done by Cascade Roof Care in December 2018 after all the leaves were down. They also installed screens to stop acorns from falling into downspouts, and applied moss killer to roofs that needed it.
- Starting December 2019, the tops of the carports will be cleaned annually at the same time the gutters are done.
- Bear Mountain Tree Service removed trees that had been damaged by snowstorms.
- Reynolds Electric did a number of repairs on breaks in the line affecting globe lights, ground lights, and flood lights.
- Bark mulch and soil were provided for residents' use: four yards each of hemlock, bark, and soil.
- Evergreen Roofing repaired damaged carport at 1590 FL. Responsible party paid for it.
- The solar lights in the carports and the mirrors on top of the carports were removed because they had not been working for a long time.
- The bike cage in front of 1572 was removed due to repeated break-ins and thefts.
- Many smaller jobs and repairs were completed, as noted in monthly meeting minutes.

5. Swimming Pool - Laurel

- Laurel thanked the Pool Committee Co-Chairs Christine Cochran and Katie Strand, and all the volunteers whose efforts allowed everyone to enjoy the pool all summer.
- This group included Claire Davis, Gilbert Knowlton, Sally Zimmerlee, Jane Hackett, Julienne Buscho, Christine and Jon Cochran, Katie Strand, Miranda Wilborn, Neil Parker, Kate Fieland, Sandy Walpole, Mel Huey and Jenine Stocke.
- Lisa Armstrong once again volunteered to clean our bathrooms for minimal compensation. Thank you, Lisa!
- Mel emptied the pool twice before the pool opened.
- Pool was open from 5-25-2019 to 9-19-2019.

6. Maintenance - Mel

- Jay Baughman did some maintenance for us but for he was too busy with his own business to continue. Since then we have been using temps from a temp agency. Mel is supervising them, and he continues to do some of the maintenance work himself.
- Crawl spaces and attics are the responsibility of the homeowner.
- In December the gutters will be cleaned and the tops of the Carports will be cleaned.

7. Landscape Report

- Jane Hackett worked with Rexius this year on landscaping problems and issues.
- Jane renegotiated a workable contract that was effective 10-1-2019.
- Jane Hackett advised Laurel recently that she will continue to work with Rexius on landscaping issues this year for Sunset Meadows HOA.

8. HOA Insurance Reminder - Laurel

- Laurel informed the residents in attendance they should have “building property condo/townhouse insurance.” Any claims filed on the HOA policy would require a \$2,500 deductible for the homeowner, “which is about 10 times more expensive than having your own insurance.”

9. Ductless Heat Pumps

- Laurel gave the group a reminder that new Ductless Heat Pumps must be approved in advance of installation. Use the ‘Special Project Request’ form which can be found on our website. (www.sunsetmeadowseugene.blogspot.com)
- They can only be installed on the rear patio or on the soil area immediately next to the patio and may not encroach in any common areas.
- Wiring and casing may ONLY be installed on the rear wall of the unit.
- If the front bedroom is having a unit installed, it must be done through the attic from the back of the unit, and no casing, wiring, or parts can be on the front of the building wall.

10. Mel Presented Security Information from the Police Dept.

- Janina Rager from the Eugene Police Department met with Mel and gave suggestions for Neighborhood Watch measures for the Sunset Meadows complex.

- Mel advised that Harbor Freight sells entry alarms (2 alarms for \$5) that could be installed at the back screen door of a unit. The alarm goes off when contact is broken between the two parts. Purchase and installation are the responsibility of owners if they choose this kind of alarm.
- Mel suggested residents create a serialized property list as a proactive measure to help with insurance claims in case of theft. Mel will post an example of this type of list on the HOA Website.
- Christine Cochran and new owner Audi Schantz volunteered to be on a Sunset Meadows Neighborhood watch committee. Mel passed around a sign-up sheet for this committee.
- Mel created an open group for Sunset Meadows on the “Next Door” phone app. It is open now, and may be made private in the future. He invited us to log in and try it out. He added residents to it, and each resident would need to accept the app’s invitation, if they choose to participate.
- Laurel reminded residents to lock the dumpsters after use. A dumpster with a lock stuck shut was reported by a resident. Mel said he would walk the complex and check the dumpster locks.

11. Questions and comments

- A request was made by owner KJ Khajavei to fix the light in the pool the next time it is drained for annual maintenance. Laurel advised she will relay this request to the new board.
- A request was made for better driveway entrance lights on the North driveway. Mel said that was a subject the board could discuss further at future meetings this year.
- Monica Haaland asked for a review of the new designation of Sunset Meadows as a Townhouse Complex, instead of as a Condo Complex. Laurel and others explained the differences and how it affects homeowners insurance coverage. A townhouse owner owns the land beneath it, and shares up to two walls. A condo owner does not own the land beneath it, and shares 3-4 walls.
- KJ asked if units were checked for dry rot. Mel and Laurel confirmed that each year a contractor walks the entire complex to check for units that need to have siding replaced due to dry rot.
- LiDona Wagner mentioned residents smoking outside which negatively affects other residents with smoke allergies. She suggested a smoke area away from the residential units to avoid second hand smoke. She suggested solar energy installations for multiple unit installations. And insulation to reduce sound between units and energy efficiency. And she suggested measures for a drought free landscape. It was agreed for these subjects to be discussed at future board meetings.
- Residents advised the board of unwanted second-hand cigarette smoke and marijuana smoke in their homes. Laurel reminded residents to report these occurrences to a compliance board member.
- A resident reminded the board of noise violations near her unit with amplified music. Laurel confirmed a first notice was given to the person playing the amplified music.

12. Election of officers and at-large board members for 2019-20.

- Mel will continue as Treasurer. Sandi Patton, Lisa Armstrong, and Jane Hackett have already agreed to stay on the board.
- Laurel confirmed we need a new Board President, Secretary, and one “At Large” board member.
- Laurel confirmed she is ending her time as President and explained that she and Mel took on many additional duties after Maintenance Manager, Dick LaLiberte retired many years ago. This included getting bids for repairs, other maintenance projects, and many other tasks. These actions enabled the board to save money. Mel confirmed the HOA dues have not increased for 5 years, and no special assessments were made in the history of the Sunset Meadow HOA. Mel explained that a special assessment can sometimes occur when extra funds are required to cover unexpected costs. One example of such costs could be roof damage and leaks resulting from harsh winter storms.
- Laurel suggested the Board could hire a Property Manager this year to take on these crucial duties after her retirement, and advised that this would cause dues to increase next year. Amount to be determined. Mel confirmed that he will continue his volunteer work on small landscaping projects.
- Laurel confirmed there are 108 units in our complex. A neighboring complex with only 52 units has a property management company, IPMG, and their monthly dues are only \$170 per month. Laurel’s first term as President was 2001-2006. Dick LaLiberte was maintenance manager and he obtained all maintenance bids and submitted them to the board. Frank Gaddini is a maintenance coordinator/advisor who works 20 hours a week for Edgewood Townhomes on Willamette. The attendees agreed informally to consider hiring a part-time Property Manager.
- Laurel advised potential candidates that the Board President creates a monthly agenda prior to the board meeting which is emailed to board members, and is required to be posted in the glass case by the pool at least three days prior to the meeting.
- Sandi Patton agreed to serve as President. Laurel suggested that another resident assist with small errands and phone calls since Sandi Patton works full time. Sandy Walpole volunteered to be an assistant to new Board President, Sandi Patton.
- David Hubbard, Lisa Armstrong and Jane Hackett will serve as “At-Large” board members.
- All Board members will serve one-year terms.
- Exception: Sara Gore will serve as Interim Secretary only. Duration to be determined. Miranda Wilborn may return as Secretary in January 2020.
- Monica made a motion to approve new officers, and all present approved.

Respectfully submitted by Sara Gore, Secretary.