

## Sunset Meadows HOA Board Meeting July 20, 2023

Meeting called to order: 6:35 pm

Present: Marilyn O'Malley, Mel Huey, Sandi Patton, Jane Hackett, Rebekah Rossberg, Jenny Odintz, Lisa Armstrong

Jane moved we approve the Minutes from June 15, 2023 and the special meeting on July 11, 2023, Lisa 2<sup>nd</sup>, motion passed.

**Compliance Report-** Jenny reported that there were 4 compliance notices given out, one for noise, one for a dog fence in the back yard (this has been resolved), one for a messy patio & yard and one for illegal parking.

- Mid-July to Mid-August- Jane
- Mid-August to Mid-September – Lisa
- Mid-September to Mid-October – Marilyn

**Landscape updates** – Jane – our landscaper couldn't work this week due to illness but will make it up next week. Jane is having the landscaper's crew concentrate on cutting back vegetation from walls because of dry rot issues. Due to our irrigation woes people need to help with watering the greenery around their units.

**Pool Update** – Jane – we need to send out a reminder to the pool committee that if someone is going to be gone for their scheduled shift of pool duties they Must get a substitute to fill in. On 2 occasions the pool was not opened at all.

**Treasurer's Report** – Mel reported that we had a net income of \$11,903.70 for June. Delinquency increased \$583 in June to \$6,693. There were 4 members over 2 months delinquent in June, but 2 of them were paid off in July. The number of delinquents seemed of concern as they were at an all time high of 34 members. On contacting Bottom Line it was learned that many members are still using Bottom Lines old address and the postal service is slow to forward these. Bottom Lines new address is 720 Country Club Road, Eugene, OR 97401.

Mel submitted the budget for the upcoming 2023-2024 fiscal year, Jane moved we accept the budget with a new dues amount of \$210, Marilyn 2<sup>nd</sup>, motion passed. At this time it was discussed that we need to change our fiscal year from August 1 thru July 31 to January 1 thru December 31 to match the Federal Tax year and our CC&R's that use the January 1 date for any dues increases. Jane moved we make this change, Lisa 2<sup>nd</sup>, motion passed.

**Maintenance Report** – Mel -

Irrigation – The system is running 3 times a week. At present 4 zones are only working manually. During June Graham's 2 irrigation techs installed new valves in front of 1478 and rebuilt the lines 3 times until they stopped leaking. After the controller on the north side was found to be broken a new controller was installed July 10, 2023. A tech from Graham will return on July 27 with locator equipment to try and find 7 valves we have been unable to find. The 30 gallon an hour leak may be found by a leak detector company but they want to know where our valve boxes are located before they come out. Mel has been trying to locate all the valve boxes, mark them and prepare a map to bring up to date our location map to show all 33 zones.

A ¼ yard of gravel was hauled in Mel's pickup, part was used by the east wall of the maintenance shed and the rest was used to put a layer in the hole by 1478 so the valve box will be raised to ground level. Afterward it was found that the circuit breaker that feeds both the north and west controller was shorting out. Oregon electric graciously came when they had free time on Friday, July 14, and again on Monday, July 17, and were able to locate the short and repair it.

1515/1517 dry rot – Marilyn has been coordinating the repair. CTR evaluated the rot and determined later he could only do part of the repair, which has been completed. Fitzpatrick Painting and Construction has given a bid to complete the repair and has been scheduled to make the repair in August.

### **Old Business**

- We cleaned out the maintenance shed, but it could still use a little more sorting and organizing.

ReserveStudy/Dues/Assessment – Marilyn – we will submit our approved budget to Gene and conclude our Reserve Study.

Marilyn presented a revision of the original letter we'll be sending to membership regarding the dues increase. The reason for the revision is to make it a one-step process for people to vote if they want to raise dues above \$210 in order to avoid Special Assessments. We're just waiting for Gene to see the final budget we approved at this meeting so that he can calculate how high the Special Assessments would be and how high the dues would have to be in order to avoid Special Assessments. When we have those numbers, hopefully within a week, Marilyn will put those amounts in the letter. Jane motioned to approve this letter and Jenny seconded it. Motion passed.

It was discovered that the Money Market Account we have with Washington Federal cannot have checks tied to it. We will need to open a checking account, Jane moved that we open this account and have Marilyn O'Malley, President of the Sunset Meadows HOA, Mel Huey, Treasurer of the HOA and Sandi Patton, Secretary of the HOA as signers on All HOA Checking accounts, including the US Bank main checking account, Jenny 2<sup>nd</sup>, motion passed. It was noted that Past President Laurel Hanley needs to be removed from the Money Market Account.

### **New Business**

New projects submitted – we had requests for a heat pump and gazebo.

Marilyn has put together a form for owners to use when requesting HOA repairs outside their units. Jane moved we adopt this process, Jenny 2<sup>nd</sup>, motion passed. The form will be available on our website as well as in paper form.

Our Annual Meeting in October is coming up, Jenny moved we have it on October 7, 2023 at 3:00 pm in the grassy area, Jane 2<sup>nd</sup>, motion passed

Next Meeting – August 17 2023

Respectfully submitted

Sandi Patton  
Secretary