

## SUNSET MEADOWS BOARD MEETING MINUTES

Thursday, November 17, 2022

1452 Feters Loop (Sandi Patton's home)

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

**Call to order:** 6:35pm

### **Marilyn's Notes**

- Marilyn stated she will continue to try to keep the meetings under 90 minutes, if possible. This is in consideration of Sandi because we meet in her home, as well as people who have work in the morning. It is important that we stay focused on the fact that we are the collective managers of the HOA and have a lot of work to get done.
- Email chains between board members are often complicated and not effective.
- Motion to use Zoom if there is an emergency between meetings: seconded, approved.

### **Approval of the Minutes**

Approval of October 20, 2022 minutes. Motion, seconded, approved.

### **Treasurer's Report - Mel**

- Net income for October: \$19,795.00. Financial report was approved by the Board.
- Delinquency in September was \$4,411, \$414 less than September.

### **Maintenance Report - Mel**

- Temp employee from Express Professional Employees repaired broken posts on four fences.
- Jeff Plummer finished the drainage line replacement on 1557. He will be continuing to work on repairing drainage lines and some broken curbs.
- Jeff requested a pay increase from \$55 to \$65 per hour so he can have his daughter help with the work.
- Irrigation was turned off for the season after testing the repair on the broken pipe by 1557.
- An aluminum light pole by 1561 was discovered to be broken, but the light is still working. Jeff Brooks from Oregon Electric and Mel are working on repairs.
- All faucet covers were put on and hoses removed.
- Leaf removal from roofs and gutters needs to be contracted. We have used Cascade Siding and Roof Restoration, and Aleman Construction in the past.

## **Compliance Report - Rebekah**

- No compliance issues to report.

## **Upcoming Compliance**

- Mid-November to mid-December: Marilyn
- Mid-December to mid-January: Lisa
- Mid-January to mid-February: Mel

## **Old Business**

- Landscape update - Marilyn: Community Garden will be taken off of the monthly agenda unless something comes up. In the spring, Marilyn and Michael will continue work on landscaping the area by the pool.
- Landscape update - Jane: Clean Air Lawn Care will be focusing on cleaning up leaves for the next 2 to 3 weeks. They will not mow wet lawns. After leaf season, they will focus on pruning. Motion to allow them to use gas powered leaf blowers during leaf season: seconded, approved.
- Security cameras - Jane: Waiting until January to begin working on the project.
- Reserve study - Marilyn: Called Gene Bicksler to let him know we want to start the project. We will begin gathering the necessary documents and information after the holiday season.

## **New Business**

- No new projects were submitted.
- Centralizing - Marilyn: The Board now has one phone number and one email address. All HOA files need to be put in one place that is accessible. We can begin sorting the files while prepping for the reserve study. We need to figure out what information is important to be accessible.
- Website - Marilyn: The HOA website is a free blogspot that is outdated. It is difficult to access and update. Marilyn proposed we purchase a website that she and Michael can set up and maintain. It will cost an estimated \$60-150 per year. Motion made, seconded, and approved.
- Other: the meeting agendas should be sent out at least 3 days before the next meeting.

## **Meeting adjourned at 7:40pm**

**Next meeting:** Thursday, December 15, 2022 in unit 1452

Submitted by Rebekah Rossberg