

## Sunset Meadows HOA Board Meeting

November 16, 2023

Meeting Called to Order: 6:30 PM

**Present:** Lisa Buscho, Lisa Armstrong, Mel Huey, Jenny Odintz, Kate Schultz, Rebekah Rossberg

October 19 Meeting Minutes Approved: Lisa B. motioned to approve, Mel seconded, motion passed.

**Treasurer's Report (Mel):** Mel reported net income of \$281.20 for October. Delinquency increased by \$385.00 in October to \$5,110.00. The number of delinquents is now 26, with 2 members more than 2 months delinquent. Mel will be emailing reminders to delinquent members.

Mel motioned to retain the fiscal year as is, Lisa A. seconded, motion passed.

**Compliance Report (Jenny):** Jenny reported 2 incidences of messy patios, 1 incidence of a member parking 3 cars on the complex, and 1 incidence of a dog being off leash.

To avoid future incidents of dogs being off leashes, Jenny motioned that we get 1 sign stating this rule, Kate seconded, motion approved. Mel will research and purchase the sign.

- Mid-November to Mid-December: Mel
- Mid-December to Mid-January: Kate
- Mid-January to Mid-February: Lisa B.

**Landscape/ Pool Updates (Lisa B.):** Lisa B. discussed duties and membership of new Architectural & Landscape (A&L) Committee. Current members are Lisa B. (chair), Marilyn O'Malley, and Kate Schultz. Kate motioned to approve Michael Sterne as a member of the committee, Jenny seconded, motion passed.

Kate motioned to approve members for 3-year terms (unless members become unwilling or unable), Jenny seconded, motion passed.

In general, committee responsibilities are being a liaison for landscaping companies and repair crews, overseeing volunteers, periodic walk-arounds, project tracking, and documentation of estimates, invoices, payments, and budgets. Jenny motioned to approve committee policy and procedure, Kate seconded, motion passed.

Lisa B. reported that there is still a section of trees that need to be cut back. The tree-trimmer crew (Wolfpack) estimates there is about 1.5 days of work remaining.

The committee plans to review the lawn care/ landscaping company's contract to clarify expectations. The lawn care company's current focus is the leaves rather than the lawns.

An urgent dry rot repair for \$375.00 will be completed using the \$1,000.00 budget previously approved for the A&L committee.

**Maintenance Report (Mel):** Mel reported progress on the irrigation leak. Jeff Plummer determined the leak to be in the pipe parallel to Oak Patch from the meter behind the bus stop to our North driveway. Most of the leak was in the pipe around the big pine tree. Jeff installed PVC pipe to bypass this leak. He also detected 2 smaller leaks, and a few more days of work are required to finish the job.

All hoses were removed from faucets and the Styrofoam covers attached by Marilyn O'Malley, Lisa Busho, Lisa Armstrong, and Mel Huey. The water line to the garden was turned off and drained. The link to the water fountain was disconnected.

Oregon Electric Service repaired the wiring to the path lights by 1452-1458 and the 2 pole lights in the large lawn on November 9.

Fencing repairs are required (3 rotten 2x4s). Also, there is a broken post by 1632 and 1532.

Painting and staining project after Thanksgiving – painting and staining the tops of fences and dumpster enclosures will prolong their life. Volunteers are needed. If you would like to volunteer, please email Sunset Meadows at [sunsetmeugene@gmail.com](mailto:sunsetmeugene@gmail.com).

Solar heaters for the pool needed repair and did not operate this year. Pool committee will ask pool service to prioritize next spring.

**Old Business (Kate):** Security cameras - \$150 budget approved in September to replace one camera. Now 2 are needed. Kate motioned to approve one new camera, Lisa A. seconded, motion passed.

Election Reform – discussions are ongoing and will be continued at the next meeting.

**New Business (Kate):** No new projects submitted.

Privacy Laws and Discretion – Kate reminded the board that our policy is not to hand out personal information unless we are asked by law enforcement to provide it.

Kate discussed plan to move to cloud storage for ongoing documentation and records.

Kate discussed plan to create a Facebook page for Sunset Meadows, with herself and Jenny as administrators. Kate will compose rules and the board will vote on them.

Next meeting: Thursday December 21, 2023

Meeting Adjourned: 8:50 PM

Submitted by Jenny Odintz, Secretary