

## SUNSET MEADOWS BOARD MEETING MINUTES (**unapproved**) held Thursday Nov 18, 2021

Present: Marilyn O'Malley, Mel Huey, Lisa Armstrong, Tamy Ngan, Dave Hubbard, Sandi Patton

**Call to order at 6:45 PM** Prior to starting the meeting the Board recognized Mel Huey for his past and ongoing contribution to our community and celebrated his 80<sup>th</sup> Birthday

**Homeowner Remarks:** Laurel Handley addressed the board by email sent to all members with the following concerns; " I'm writing as a fellow home owner, and someone who has served on the board for 14 years, 13 as board president. That's 1/3 of the time Sunset Meadows has existed. I learned a lot, and maybe the most important was that the By-Laws and CC&Rs are the guiding documents of an HOA board. They are the first thing that should be referenced when making decisions.

Article VII of the By-Laws states that "The affairs of the Corporation shall be managed by a Board of Directors consisting of the President, Secretary and Treasurer, and up to four Members at large of the Corporation". Article VIII states the same thing. There is no vice-president position. By-Laws can ONLY be changed by a vote of the homeowners, per Article XII of the By-Laws. A board cannot change them.

The officer positions should have been voted on by the homeowners at the Annual Meeting. An officer can open and conduct a meeting in the president's absence. A vice-president is not needed and could not have helped with that because that position doesn't exist and its duties are not described in our By-Laws.

I have nothing per se against a vice president position, if the homeowners vote on it. But at annual meetings when we're trying to recruit people to volunteer on the board, most shy away from an officer position and want to serve an at-large position. If the By-Laws were to be changed, it could be even more difficult to fill four officer positions than the current three.

I am not writing to you from an adversarial position. I very much appreciate the work that each of you do. I *am* writing as someone who loves Sunset Meadows very much. I've lived here 26 years as an owner and three years as a renter.

For the reasons stated above, I hope you will reconsider. Thank you for your time. 🌻 Sincerely, Laurel

### **Approval of the Minutes**

*Sandi moved to adopt the minutes from the 10-21-21 Board meeting as submitted, seconded by Lisa; motion carried.*

### **Treasurer's Report**

Delinquency increased in October by \$462 to \$4,247. There were 14 members past due, but there were still only four that were more than 2 months delinquent, the same as the previous month. The past due amount of an owner that is now deceased, accounted for 39% of the total delinquency.

Mel reported that both stock accounts have been cashed out and the HOA has approx. \$227K sitting in a money market account earning around 0.1%/yr. He will continue to research the best investment opportunities as provided for by Oregon law. Mel recommended that we move \$180K into the Reserve Account as approved last mtg.

*Dave moved that \$180K be moved into the HOA Reserve Account; seconded by Sandi; motion carried.*

Mel also reported that expenses for the month of October were higher than normal, pointing out this was due to a NW Siding payment, property taxes being paid on the HOA owned unit and an unusually high EWEB bill. Mel will investigate the EWEB charges and report back to the Board.

*Dave moved to approve the treasurer's report, seconded by Sandi; motion carried*

#### **Maintenance – Mel Huey**

- **Siding Repairs** – NW Siding has completed the siding work as contracted
- **Irrigation System** – Irrigation system is shut down for the season. Rexius has been asked to provide bids to make repairs to the system during the winter months to take advantage of reduced winter rates
- **Pest Control**
  - Mel sprinkled peppermint oil in locations experiencing rodent activity and as of now, it appears the rodents have moved on
- **Sidewalk Repairs:**
  - Aardvark Exc submitted a bid to repair/replace the front stoop section at Unit 1618 for \$425

*Dave moved to have Aardvark repair stoop as bid, seconded by Sandi; motion carried*

- **Gutter Cleaning and Roof Moss Treatment:** Aleman Contractors submitted a bid of \$10,560 to clean gutters, reinforce gutter attachment points, clear all down spouts, reline leaking gutters and apply moss treatment to the roof

*Mel moved to have Aleman Contractors clean and repair gutters/downspouts, apply moss control to the roof as quoted, seconded by Lisa; motion carried*

The board asked that Mel request the spec sheet on the moss control product to be used by Aleman's to confirm it is environmentally friendly

- **Misc.**
  - Jeff Jeppe completed repairs as follows:
    - Unit 1601 installed a vent cover to repair the carport storage shed wall
    - Installed two more foundation vent screens
    - Replaced a leaking gutter section on unit 1614
  - Baxter Plumbing replaced the pressure reduction valve for unit 1438
  - Mel replaced the front faucet for unit 1545
  - Most of the winter faucet covers have been installed

#### **Compliance**

- Dave reported 3 compliance issues;
  - Unit 1606 had sticks and debris piled in the patio area behind the unit. The homeowner responded promptly to the compliance notice and corrected the issue.
  - Unit 1434 had children's toys and unsightly trash lying around the front door. Since this was a second occurrence, there was a \$25 fine issued to the property owner. The property owner responded promptly and addressed the issue with the resident.
  - Unit 1553 has a tarp covering unknown and misc household items piled in the back patio area. A warning compliance notice was issued requesting the area be cleaned up within 5 days, there was no response. A second notice was sent out repeating the request and assessing a \$25 fine against the property owner. Board contact with

the non-owner resident has resulted in some progress towards clean-up. More time has been allowed for total compliance.

- Dave Hubbard 281-546-9766 is compliance officer from – Nov 19 to Dec 16
- Tamy Ngan, compliance officer from mid Dec to mid Jan 2022
- Mel Huey, compliance officer from mid Jan to mid Feb

**Landscape – Jane Hackett (submitted a written report read by Marilyn)**

- Homeowner “Work Parties” - 6 people attended work party on Oct 30<sup>th</sup> with 5 of them being Board members. The “Work Party” idea was floated by residents, attending at the AGM, so that non-board member residents could help with ground maintenance and make a contribution to keeping HOA dues as low possible.
  - Some good work on ivy removal and shrub maintenance was done, thank you!
- Mel prepped the area behind units 1442-44 for lawn planting in the spring
- Rexius was asked to leave a 2 – 3 inch covering of leaves on the bed area. Instead, they left a foot of leaves on beds and almost anywhere else leaves can be piled. They will be back to remove the leaves and correct the situation.
- Christine (resident owner) has volunteered to look after emptying the dog poop can. Thank you, Christine!
- Drew (hired landscape helper) has been working on digging out invasive grass plants that have been popping up around the property
- Some residents have been asking about removing old shrubs (rhodys, azaleas, etc) and replacing them with plants of their choosing. More discussions to come on this topic.
- Anyone with questions or who would like to discuss landscaping decisions are encouraged to contact Jane Hackett at [hackett1575@comcast.net](mailto:hackett1575@comcast.net)

**Community Garden – Marilyn O’Malley**

- Nothing to report
- For info regarding the community garden contact Marilyn O’Malley at [miomalley27@yahoo.com](mailto:miomalley27@yahoo.com)

**Old Business**

- **Residents Guide Updating**
  - A few more changes were made to the Guide. The document is out for final board review and should be ready for board approval shortly. It will be hand delivered to all Sunset Meadows residents and mailed out to non-resident owners in early December.
- **Surveillance System**
  - Dave and the Federal Security rep took a detailed look at camera placement and power requirements needed to give the HOA useful street, common area and dumpster coverage. A revised bid was submitted by Federal Security.
    - The cost increased from \$11k to \$17K, and would require several thousands more to supply the power.
    - Dave advised that the while the revised camera placement would provide reasonably good street surveillance, it would not provide very useful surveillance of the dumpsters; the primary reason for looking into this.

- The Board determined the cost/benefit was not sufficient to pursue any further action into the surveillance system proposed by Federal Security
- Dave recommended the use of motion activated trail cameras mounted inside the dumpster enclosure to provide real time video of trash/recycling activities
  - This type of surveillance is quite inexpensive at \$100 - \$500 per camera
  - Should provide useful video information
  - Cameras are battery operated so there are no power supply limitations. The more expensive cameras use solar power to charge the batteries.
  - The primary downside to the use of trail cameras is it will require hands-on maintenance by board members (changing batteries, clearing the memory cards, checking camera alignment and functionality on a regular basis)

*Lisa moved to purchase one of the cheapest trail cameras to mount in one dumpster on a trial basis, seconded by Marilyn; motion carried*

- Dave will purchase the camera and a tamper proof mounting box

- **Front Entrance Exterior Light Fixture Replacement**

- Intended for units where the screen door swings toward the exterior light
- Would have to be purchased and installed by the homeowner

*Dave moved to approve the exterior light design as circulated by Jane, seconded by Sandi; motion carried*

- Homeowners that wish to replace their exterior light please contact Jane at [hackett1575@comcast.net](mailto:hackett1575@comcast.net) for the approved light fixture information

- **HOA Owned Compliance Cell Phone**

- Mel presented a phone model to the board that would serve our needs
- Mel is still evaluating service carriers and suitable service plans

### **New Business**

- **Special Project Requests - none**
- **Discussion of issues raised by Laurel Handley**
  - Vice President

- The position of VP will be dropped effective immediately

Following our meeting it has been brought to our attention by Laurel Hanley that we were not correct in our stance on the election of officers:

**The issue of electing officers is addressed in our By-Laws, Article VIII--Officers, Section 2.**

**"Qualifications and Method of Election. The officers shall be Members of the Corporation, *shall be elected by the Members*, and shall serve for a term of one (1) year or until their successors have been elected and qualified. The officers shall be the Members of the Board of Directors."**

As there were no other volunteers or nominees for the Board of Directors at our Annual General Meeting, there are likewise no other candidates for the position of officers other than Marilyn O'Malley as President, Mel Huey as Treasurer and Dave Hubbard as Secretary. If anyone objects to these board members being in these positions, please contact the Sunset Meadows Board of Directors as soon as possible. Otherwise we will continue with these officers until the next Annual General Meeting. In the future the board will take great care to adhere strictly to the By-Laws as they are written and go through proper procedure should there be need for changes to the By-Laws.

**Meeting adjourned at 8:30 PM**

**Next Meeting** – Dec 16<sup>th</sup>, 2021, 6:30 pm at unit 1452

**HOA Blogspot**     [www.sunsetmeadowseugene.blogspot.com](http://www.sunsetmeadowseugene.blogspot.com)

Submitted by Dave Hubbard (HOA secretary)