

SUNSET MEADOWS BOARD MEETING MINUTES

Saturday, November 16, 2019, 2:00-4:00pm

1452 Fetters Loop, Sandi Patton's home

In attendance: President Sandi Patton, Treasurer Mel Huey, Interim Secretary Sara Gore, At-Large Board Members Lisa Armstrong, Jane Hackett, Sandy Walpole, and Dave Hubbard.

The minutes of the September 29, 2019 board meeting were approved.

The minutes from the HOA annual meeting, held on 10-19-2019, were emailed earlier today by Sara Gore to board members including former HOA President Laurel Hanley and current President Sandi Patton. They are being proofread and a final version will be sent to the Board.

Treasurer's Report: Mel

- Mel reviewed separate balance sheets, income statements, and accounts receivable reports for September and October 2019.
- The board approved the Financial Reports for September and October 2019.
- Delinquency in September and October grew \$2,140 dollars to a total of \$9,635 which is the highest amount this year.
- Bottom Line sends monthly late notices to owners and Mel directly contacts the owners who are over 2 months past due on their HOA monthly dues.

Compliance

- Due to the HOA annual meeting in October, this compliance report covers mid-September to mid-November 2019.
- A warning was issued to residents of 1492 for noise disturbing neighbors. The problem reoccurred in October and a fine was levied. The Board will continue to monitor the situation.
- An inactive vehicle with no plates (Dodge Avenger), has been parked for months at unit 1601 FL. Recently a license plate was added to back window of car. Mel advised there are three vehicles at this unit. A notice was sent to owner, and SM will tow the car away, if it is not removed by a date to be determined.
- Jane volunteered to be the compliance person for December 2019, and a rotating schedule was created for the first half of 2020:

January 2020 Dave Hubbard

Feb. 2020 Mel Huey

March 2020 Dave Hubbard

May 2020 Lisa Armstrong

April 2020 Sandy Walpole

June 2020 Sandi Patton

Maintenance Report

- Mel gave a review of current maintenance projects.
- Mel confirmed that he and some temp agency workers replaced 7 broken fence posts with crushed rock added into the new concrete.
- Fences are being painted with Sealer.
- Lisa and Mel added faucet covers to all units.
- Deteriorated wooden foundation vent wells are being replaced.
- The board approved a motion by Dave to contact Ram Jack or TerraFirma to inspect and evaluate foundation stability at one of the units.

Old Business

- Sara Gore gave notice that December 2019 will be her last month as Interim Secretary. A new Secretary is needed for January 2020 meeting.

Landscape Report

- Jane and Rexius Manager Jim walked the complex and discussed tree health.
- Jane Renegotiated Sunset Meadows' contract with Rexius. A longer list of specific duties and tasks are now covered for the same fee as last year.
- Per the new contract, Rexius will fertilize the Lawn once a year. Trees and shrubs will be fertilized twice a year. In 2020, lawn aeration will now be done prior to fertilization.
- Jane advised the board that a regular pruning of trees and larger shrubs is needed. And replacement of diseased trees and shrubs may be needed in 2020. Jane will do more evaluation now that she is back from her trip.
- Jane and Mel discussed the two Tree Service providers the HOA used last year and agreed to hire Bear Mountain only this year.
- Mel contact Cascade Roof for annual gutter cleaning. Schedule is to be determined.
- The Bike cage in front of unit 1572 was removed.
- The newly revised Resident's Guide was handed out to board members.
- The board recapped a variety of subjects discussed at the Annual Meeting held on Saturday, 10-19-2019.

New Business

- Dave Hubbard, a new At-Large board member was introduced to, and welcomed by the Board.
- Next board meeting will be held at 5:30pm Tuesday December 10, 2019 at Sandi Patton's home.
- The group agreed all future HOA Board meetings will be held at 5:30pm on the second Tuesday of each month, to occur no earlier than the 10th of each month, at Sandi Patton's home.
- Lack of resident information for tenant occupied properties was discussed. Dave volunteered to provide tenant occupied property requirements used by other HOAs in Eugene.

Respectfully submitted by Sara Gore, Interim Secretary.