

## SUNSET MEADOWS BOARD MEETING MINUTES (**approved**) held Thursday, Apr 21, 2022

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

### **Call to order at 6:30 PM**

**Homeowner Remarks:** None

### **Approval of the Minutes**

*Jane moved to adopt the minutes from the 03-16-22 Board meeting as submitted, seconded by Sandi; motion carried.*

**Treasurer's Report:** Cash in operating account \$116,129, assets in savings account \$181,011  
Delinquency in March increased by \$364 to \$7,414. There were 20 members past due compared with 29 members last month. There are still 4 members more than 2 months delinquent. The unit of the deceased member has been sold and the large delinquency on the unit has been paid. This will be reflected in next month's numbers. Two more of the over 2 month delinquents said they will pay on their arrears.

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

**Guest Speaker:** We were joined by HOA Consultant, Frank Gaddini, who generously shared his time

and expertise with us. His presentation included the fiduciary responsibilities of HOA boards, the necessity of keeping up with laws regarding such, and the importance of "best business practices". We will join an organization called Community Association International, in order to keep ourselves abreast of all changes in laws pertaining to HOAs. He recommended that we have a Financial Audit and a Reserve Study done, and we will be researching how best to approach that.

We also discussed our insurance policies and our Insurance Resolution of 2015, concluding that we need to examine what our policy covers in greater detail and to consider the possibility of changing insurance companies. Additionally we are looking at the fact our group policy is secondary to the individual policies held by unit owners and that there may be a need to require all owners to have their own policy if they do not already. This topic will require further scrutiny and consideration.

### **Maintenance – Mel Huey**

- **Irrigation System** – System start-up and repairs will begin this week and go on for several weeks
- **Crawl Space Moisture** – The crawl spaces for units 1486, 1488, 1498 and 1501 will be inspected this week. Residents of these units should expect Mel to be in touch to arrange crawl space access. An owner in building 1562 – 1568 checked all crawl spaces and found moisture under two units. The building exterior drainage and roof water drain lines were then checked and found to be effective. In this case the moisture source is ground water and is the homeowner's responsibility to address. Homeowners, please check your crawl space for moisture and if you see any let Mel know (or send me an email) so the HOA can check for exterior building and downspout drainage issues, which, if found, would be an HOA responsibility to address.

- **Gutters and Roof Drainage** – Scheduling of this work has been delayed until the annual siding repair estimates are known. Then building roof drainage line inspection will be prioritized based on visual indicators (downspout drain lines overflowing, water accumulation along foundations) and reports of crawl space moisture.
- **Siding Maintenance** – Northwest Siding has submitted a siding repair estimate of \$52,800. We are waiting for one more estimate to come in.
- **Misc.**
  - Irrigation line repair at southwest corner of property has been completed
  - Mel seeded an area behind unit 1444 with grass and plans to prep soil and seed grass behind 1634-1638 in a few weeks
  - Fire hydrant reflectors have been received and will be installed by Mel
  - The front hose bib at unit 1446 will be replaced
  - Mel will collect the hose bib covers

#### **Compliance - The new phone number 541-606-0515**

- Lisa Armstrong: No compliance issues to report
- Mel Huey, 541-606-0515, compliance officer from mid-April to mid-May
- Jane Hackett, compliance officer from mid-May to mid-June

#### **Landscape – Jane Hackett**

- Focus on removing dead/dying rhodys and other shrubs around the property
- Jane and helper have been cleaning up the beds along the north entrance roadway
- The work Clean Air Lawn Care service has been doing since taking over our lawn and grounds upkeep on March 21, has been satisfactory
- Anyone with questions or that would like to discuss landscaping decisions are encouraged to contact Jane Hackett at [hackett1575@comcast.net](mailto:hackett1575@comcast.net)

#### **Community Garden – Tamy Ngan**

- The committee will be holding its first mtg for the season on April 23
- For information on participating in the Community Garden contact [tamyngan@gmail.com](mailto:tamyngan@gmail.com)

#### **Old Business**

- **Surveillance Cameras** – Thanks to Eric and Logan for managing camera care and maintenance
  - The camera installed to monitor the North mailbox area seems to be deterring mailbox vandalism so far
- **HOA Insurance Policy Evaluation**
  - Farmers Ins currently holds our general liability (GL) and earthquake (EQ) policies. We are expecting two more companies to provide insurance proposals.
  - The Farmers agent, Tony Core will be attending our next BOD mtg to discuss our current policies and answer questions.
    - Our EQ policy renewed April 26<sup>th</sup> and the GL policy renews Aug 1<sup>st</sup>
    -

**New Business**

- **Special Project Requests**
  - None submitted

**Meeting adjourned at 9:10 PM**

**Next Meeting** – May 19<sup>st</sup>, 2022, 6:30 pm at unit 1452

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

Submitted by Dave Hubbard (HOA secretary)