

## SUNSET MEADOWS BOARD MEETING MINUTES held Thursday Sept 17, 2020

Present: Sandi Patton, Mel Huey, Lisa Armstrong, Jane Hackett, Sandra Walpole, Dave Hubbard

### Call to order at 6:15 PM

*Jane moved to adopt the minutes from 08-20-20 meeting as submitted, seconded by Sandra; motion carried.*

### Treasurer's Report

Delinquency increased by \$905 in August to \$6175 which was unexpected after collecting an arrears payment of \$835 from the estate of a deceased member. There are still 26 members past due. Mel noted that in several cases the arrears amount does not change from month to month indicating that members may not be aware of their delinquency. Mel plans to confirm that Bottom Line is mailing monthly statements to members that are in arrears.

### Compliance

- Jane reported that 12 non-compliance issues were dealt with over the past 30 days and all have been resolved or are in process
- Jane noted that bags of trash were hauled in from neighboring property and thrown into our trash station. She secured the property address from the trash and has reported the behavior to authorities.
- Marilyn O'Malley, 707-703-7428, will be HOA compliance rep until Oct 15<sup>th</sup>

### Maintenance Report – Mel Huey

- **FIREWALL REPAIRS** – 5 units left to complete
- **IRRIGATION** - please report sprinkler heads needing attention to Mel at 541-255-2741
- **SIDING REPAIR** - Repair work for this year is complete
- **DRIVEWAY SEALING AND MARKING** – Western Asphalt has been slow to schedule the work for this summer so the board decided to postpone the work until summer of 2021
  - *Dave moved to postpone parking lot sealing and marking until the summer of 2021; seconded by Jane – motion carried.*
- **LIGHTING** – lighting issues in the NE corner of the complex have been evaluated by Reynolds Electric. They have provided a repair estimate of \$14,850 in addition to the \$1,000 that has already been spent finding the problem. Repair work will start in approximately 2 weeks.
- **WATER LINE LEAK** – Mel investigated water pooling in front of unit 1602 and suspects it is a water meter issue. He has contacted EWEB for verification.
  - Water line repairs from the water meter (meter belongs to EWEB) upstream are EWEB's responsibility while line repairs downstream from the water meter are the home owner's responsibility.

## **Landscape Report – Jane Hackett**

- Jane will be meeting with Rexius Sept 23<sup>rd</sup> to discuss service shortcomings and corrective actions. Their contract is up for renewal on Oct 1<sup>st</sup>.

## **Old Business**

- **ANNUAL GENERAL MEETING (AGM)**– Due to the Covid pandemic restrictions on large gatherings the board has decided to conduct the meeting remotely with member voting to be done by mail-in ballot. A meeting of the current board will be held Nov 15<sup>th</sup> serving as the AGM to verify/count ballots and report back to the members.
  - **To allow sufficient time for mailings the virtual AGM has been rescheduled for Nov 15, 2020**
  - Members will receive the first meeting package by mail in early October containing;
    - The agenda
    - 2019 AGM minutes for approval
    - Annual operating budget along with some line item explanation
    - President message
    - Maintenance review
    - Landscape review
    - Board resolution on home businesses, rentals and contact information
    - Request for any questions/concerns to be addressed by the board
    - Nominations for new board members
    - Vote-by-ballot notification
  - Members will receive a second voting package by mail in mid-October containing;
    - The agenda
    - Answers to any questions or concerns submitted by members
    - Voting instructions
    - Ballots
- **Current Board members that have volunteered to run for the 2020/2021 board are; Sandi Patton, Mel Huey, Jane Hackett, Lisa Armstrong, Marilyn O'Malley and Dave Hubbard**
  - Please submit your nominations (note that nominees must have agreed to run) as provided for in the first package. A ballot with the names of all nominees will be included in the second package.

## **New Business**

- *Dave moved the request to install a heat pump in unit 1446 be approved; seconded by Jane-motion carried.*
- *Sandi moved that we contract a service to handle all mail out packages for the AGM at a cost of approx. \$300; seconded by Dave - motion carried.*
  - Dave will compile all mail out documents as submitted by the board members and coordinate both mailings with a secretarial service.

**Meeting adjourned at 7:30 pm**

**Next Meeting – Oct 15<sup>th</sup>, 2020, 6:00 pm to be held at unit 1452**