

SUNSET MEADOWS BOARD MEETING MINUTES (**unapproved**) held Thursday July 16, 2020

Present: Sandi Patton, Mel Huey, Lisa Armstrong, Jane Hackett, Marilyn O'Malley, Sandra Walpole and Dave Hubbard (via Skype)

Note: A special meeting was held July 7, 2020 attended by Sandi Patton, Sandra Walpole, Lisa Armstrong, Mel Huey and Dave Hubbard to discuss and approve special projects as follows:

- *Dave moved that Northwest siding be contracted for various exterior siding repairs, at an estimated cost of \$42,500, as outlined in quotation dated June 7, 2020; seconded by Lisa*
 - Board discussion established that costs would be pushed into the 2021 operating budget and covered out of HOA operating income.
 - Siding repair and upkeep costs of this nature are budgeted for each year
 - Motion was approved
- *Dave moved that Western asphalt be contracted to seal coat the streets and parking areas to include painting lines and no-parking stencils, at a cost of \$18,240 as outlined in quotation dated June 29th, 2020. An additional amount will be allocated for the no-parking stencils to be painted in red rather than in yellow; seconded by Sandi.*
 - Sealing was done 7 years ago and based on recommended practice it should be done every 5 years to optimize asphalt life
 - Mel will confirm the additional cost for the red stenciling and make the final call on whether to paint red or yellow no-parking stencils
 - Motion was carried
- Owner of unit 1522 requested approval to install an electric car charging station in his carport storage unit.
 - *Dave moved to approve the request, seconded by Lisa; motion was carried*

Call to order at 6:05 PM

Mel moved to adopt the minutes from 06-18-20 meeting as submitted, seconded by Jane; motion carried.

Treasurer's Report

Delinquency decreased by \$376 to \$7,024 with 25 members past due. Two sizeable payments caused the reduction. In addition, a large fine that has been on the books for several years was paid, plus a member with a past due account of \$835 paid up. A final thing is the unit of a deceased member has finally cleared probate and payoff of delinquent dues is expected within a few weeks.

Jane moved to accept the treasurer's report, seconded by Marilyn; motion carried.

Compliance

- A complaint of excessive cigarette smoke coming from the patio of a unit drifting into the adjoining property was addressed, with the smoker promising to be aware of wind direction and taking appropriate action while smoking to ensure smoke does not drift in the neighbor's direction
- July 20 to Sept 19 – Jane Hackett/Marilyn O'Malley, 541-953-7046 will share compliance representative duties

Maintenance Report – Mel Huey

- Express Employment Service employee completed power washing of all sidewalks and patios
- Firewall repairs have been made to over 1/2 of the attics in older units
- Two broken posts on a dumpster enclosure were replaced
- **IRRIGATION** - A three day a week irrigation schedule will start the week of July 20th. If residents see a sprinkler head in need of repair/redirection please notify Mel at 541-255-2741
- **SIDING REPAIR**- Work will begin August 6 and should take 2-3 weeks to complete. Please be patient as the contractor will have vehicles, manpower and materials set up around the property as needed.
- **ROOF TIE-OFF ANCHORS** - Cascade Roof Care agreed to reimburse the HOA \$2,850 for re-installation of tie-off anchors that they improperly installed several years ago. Evergreen Roofing will do the repair work.

Landscape Report – Jane Hackett

- Pruning and landscape maintenance is ongoing with Jane overseeing operations on behalf of the HOA
- Home owners that have planted roses, shrubs, etc are responsible for keeping them trimmed, manicured and in good aesthetic condition. Overgrown/neglected plants will be cut back or removed by the HOA.

Old Business

- Due to Oregon Health Authority requirements the Board regretfully determined that opening the pool will not be possible. The OHA requirements document has been posted on the bulletin board.

New Business

- *Sandi moved the request to install a heat pump in unit 1594 be approved; seconded by Jane. Motion carried.*
- *Sandi moved the request to install new windows and patio door at unit 1456 be approved; seconded by Jane. Motion carried.*
- Annual HOA meeting date has been set for October 24th at 2:00 pm (subject to OHA Covid-19 restrictions in place at that time). More details will be forthcoming.

Meeting adjourned at 7:05 pm

Next Meeting – Aug 20th, 2020, 6:00 pm to be held at unit 1452