

SUNSET MEADOWS BOARD MEETING MINUTES (**unapproved**) held Thursday Dec 17, 2020

Present: Sandi Patton, Mel Huey, Lisa Armstrong, Marilyn O'Malley, Dave Hubbard and Tamy Ngan (via skype)

Note: The November monthly meeting was cancelled due to state Covid-19 restrictions

Call to order at 6:20 PM

Marilyn moved to adopt the minutes from 10-15-20 meeting as submitted, seconded by Lisa; motion carried.

Treasurer's Report

Delinquency decreased by \$1215 to \$5,790 with 20 members reported past due compared to 27 in October. Decrease was due to 4 members paying off their past due accounts and several members paying off small debts once they were made aware to these amounts by October statements mailed out by Bottom Line. The remaining 5 members more than 2 months in arrears are being contacted.

Note: The late fee schedule works as follows; if the member is behind one month a \$10 late fee is assessed. This fee increases to \$20 on month 2 and is added to the previous month's late fee. On month 3 the late fee is \$30, in total, and remains at \$30 per month going forward or until the account is paid in full **including late fees**. A payment that does not include the late fee is still considered in arrears and subject to ongoing late fees.

Marilyn moved that the Treasurer's report be approved, seconded by Lisa; motion carried.

Compliance

- There were no HOA compliance issues reported from mid Oct to mid Dec.
- Lisa Armstrong, 541-543-5204, will be HOA compliance rep until Jan., 21, 2021
 - Mel Huey – Jan 21 – Feb 18
 - Marilyn O'Malley – Feb 19 – Mar 18
 - Tamy Ngan – Mar 19 – April 15
 - Jane Hackett – April 16 – May 20

Maintenance Report – Mel Huey

- **LIGHTING**
 - Reynolds Electric has completed most of the work for the lighting in the Northeast area.
 - Some work still has to be done to repair the light at unit 1538 which will complete the repair project
- **Gutter Issues** – Gutter maintenance is an ongoing issue that most gutter companies don't like to mess around with (for a reasonable price).
 - Gutters and roofs were cleaned on Dec 11th. Roof moss treatment will follow in early 2021.
 - Mel has tried to repair some gutters but with limited success

- **Water Line Leaks** – Water lines for units 1438 and 1536 were repaired in Nov and Dec. Based on historical precedence, the Board will continue to cover repair cost for the section of water line between the meter and the unit's foundation. Responsibility for covering any part of the excess water bill is under discussion. Water line repairs downstream from the unit's foundation will be the responsibility of the home owner.
- **Roof Repairs** – Evergreen Roofing repaired roof vent leaks on units 1434 and 1571 in Dec. As of this report the leak has not been resolved for unit 1571

Landscape Report

- The Rexius Landscape yearly contract (Jan 1 – Dec 31, 2020) was reviewed

Old Business

- **Landscape Contract**

Dave moved to approve the landscape contract as submitted by Rexius, seconded by Marilyn; motion Carried. The contract was signed by the President.

- **Recycling** – Marilyn reported that Lane County Waste Management in conjunction with Recycling Partnership will be working with Sunset Meadows to provide recycling education and other resources to improve our recycling effectiveness. The project will start in January with project representatives visiting each home to provide information and answer any questions. The project will be audited throughout the year. Please give them your consideration and cooperation as they work with us to optimize our recycling effort.
- **Other** – Dave Hubbard submitted invoices totaling \$61.45, for reimbursement, covering materials used to improve drainage and install vent wells along the north wall of unit 1562

New Business

- **HOA Monthly Dues Increase** – After some discussion the board determined that a CPI (consumer price index) increase in our monthly dues was not appropriate and tabled the matter for the 2021 annual home owners meeting
- **Special Project Requests** – none submitted
- **Board Change** – Sandi Patton (President) informed the Board that she would be stepping down from the Board in the next month or two. The Board will nominate a new President in due time and we will be looking to recruit another board member. We thank Sandi for her work and contribution to our HOA.

Meeting adjourned at 7:30 pm

Next Meeting – Jan 21, 2021, 6:00 pm to be held at unit 1452