

## SUNSET MEADOWS BOARD MEETING MINUTES **(unapproved)** held Thursday June 18, 2020

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

### **Call to order at 6:05 PM**

*Sandi moved to adopt the minutes from 05-21-20 meeting as they were submitted, seconded by Jane; motion carried.*

### **Treasurer's Report**

- Despite the Covid-19 pandemic, delinquencies decreased by \$505 to \$7,400 with 27 members past due. Two sizable payments were responsible for the reduction. Another point of encouragement is the expected payoff of a sizeable fine in June, that has been on the books for several years. Nevertheless, more collection work needs to be done with the remaining past due members.

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

### **Compliance**

- There were three non-compliance notices issued over the past 30 days;
  - Loud music which was resolved
  - Dog running off-leash; resolution communications are on-going
  - Dog running off-leash; resolution communications are on-going
- All notices were first time occurrences therefore no fines have been levied
- Upcoming compliance duty:
  - June 20 to July 19 – Sandi Patton, 541-688-2008
  - July 20 – Aug 19 – Jane Hackett, 541-953-7046
  - Aug 20 – Sept 19 – Dave Hubbard, 281-546-9766
- There was a complaint of excessive cigarette smoke coming from the patio of a unit drifting into the adjoining property causing problems. A non-compliance notice has been sent to the smokers to be considerate of their neighbors to resolve the problem.

### **Maintenance Report – Mel Huey**

- Pressure washing has been completed in the front of all units with the focus now turning to the back patios.
- The irrigation system repairs are almost completed with watering is expected to start in the next week or two.
  - If homeowners see a sprinkler head needing attention please call Mel 541-255-2741
- Attic firewalls repairs are on-going with 26 of the 78 units that need work completed
- Northwest siding has completed a review of siding condition around the property and submitted a bid for \$46K for the recommended repairs
- Mel is waiting on a quote from Western Asphalt to seal coat our driveways
- Some of the tie-off anchors points mounted on our roofs were not installed correctly. Mel is working with a couple of local roofing contractors to resolve the issue with minimal expense to the HOA by filing a bond claim against the company that did the original installation.
- The dog bag container has been installed

*Jane moved that the HOA purchase a metal garbage can with a lid that can be secured to the bag*

*dispenser post, seconded by Sandra; motion carried.*

- The board review a request from a home owner to replace the patio due to cracking. Jane reported that while the patio was cracked it was still level and in place. The board determined that cracks in cement are common and unless there is significant physical shifting involved the Board will not consider replacement.

#### **Landscape Report – Jane Hackett**

- Three cubic yards of bark-o-mulch and potting soil were delivered by Rexius for use by residents. The mulch is all gone but there is still some top soil left.
- 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**

- Board member – Marilyn O'Malley has agreed to join the BOD. We welcome her and look forward to her contribution to our HOA.
- Short term rentals- The board reviewed a proposed resolution that addresses short term rentals, landlord/tenant responsibilities and home-based businesses. Some revisions were made by the Board with the approved Resolution document attached to these minutes.

*Jane moved that proposed Resolution document as revised by the board be adopted and made binding on all HOA property owners, seconded by Lisa; motion carried.*

- Jane checked on the tenants in the HOA rental unit 1571 and recommended that full rent be reinstated effective June 1<sup>st</sup>, 2020
- Pool opening- 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**

- There were no special projects were submitted to the Board for approval
- Unit 1440 Airbnb – The Board determined that the new resolution will apply. Mel will contact the unit owner and resident to discuss the new resolution.
- Annual HOA meeting date– Tabled until the July Board meeting

**Meeting adjourned at 8:00 pm**

**Next Meeting – July 16<sup>th</sup>, 2020, 6:00 pm to be held at unit 1452**