

## SUNSET MEADOWS BOARD MEETING MINUTES (**unapproved**) held Thursday Oct 21, 2021

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

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

**Homeowner Remarks:** No homeowners in attendance

### **Election of Board Officers** (done by the 2021-22 board)

- **President – Marilyn O'Malley**
- **Vice President - Jane Hackett**
- **Treasurer - Mel Huey**
- **Secretary- Dave Hubbard**

### **Approval of the Minutes**

*Sandi moved to adopt the minutes from the 09-16-21 Board meeting as submitted, seconded by Marilyn; motion carried.*

### **Treasurer's Report**

Delinquency declined by \$413 in September to \$3,785 with 12members past due. Four members are more than 2 months past due.

Mel reported that both stock accounts have been cashed out and the funds are sitting in a money market account

*Mel moved that an HOA Reserve Account be set up, with all funds except the money needed to support the 2021-22 operating budget to be deposited; seconded by Sandi; motion carried.*

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

### **Maintenance – Mel Huey**

- **Siding Repairs** – NW Siding uncovered a small area of dry rot in the patio area of 1484 estimating a repair cost of \$350. This repair will be done and all other work is completed.
- **Irrigation System** – Irrigation system is shut down for the season but sections may be turned on from time to time (weather permitting) so leaks can be identified and repaired taking advantage of off-season rates
- **Pest Control**
  - The trapped possum family has been removed from under the unit and the vent screen repaired. Possums are natural predators for nocturnal rodents so we are asking unit owners to co-exist with them for now.
- **Sidewalk Repairs:**
  - Unit 1618 needs to have repairs to front stoop steps
    - Dave will call Aardvark Exaction for repair estimate
- **Misc.**
  - Jeff Jeppe will be here to look at repairs for:
    - Unit 1601 replace back wall of carport storage shed
    - Install two more vent screens
    - Unit 1614 replace gutter section

- Unit 1604 refasten gutter to fascia where needed

### **Compliance**

- Marilyn O'Malley reported there were no compliance issues but talked about an encounter with a homeless woman who left her syringe on the sidewalk
- Dave Hubbard 281-546-9766 is compliance officer from – Oct 21 to Dec 16

### **Landscape – Jane Hackett**

- Focused on removing an invasive plant growing in our hedges and ground cover
- Looked at a protruding tree root in front of unit 1618 and recommends cutting to ground level
- Unit 1564 has asked permission to change the outdoor front light fixture because it prevents the screen door from opening completely. Owner has found a fixture that will solve the problem and will present it to the BOD for approval. The board agreed that unit owners with screen doors that open toward the light fixture should have an option to minimize the interference.
- Homeowner "Work Parties" – Jane will be organizing work parties for Oct 30 and Nov 8<sup>th</sup>. Details will be emailed to home owners and posted on the bulletin board.
- Anyone with questions or who would like to discuss landscaping decisions are encouraged to contact Jane Hackett at [hackett1575@comcast.net](mailto:hackett1575@comcast.net)

### **Community Garden – Marilyn O'Malley**

- A few gardeners are planning for some winter crops but most are shutting down
- There are 4 gardeners on the wait list
- For info regarding the community garden contact Marilyn O'Malley at [miomalley27@yahoo.com](mailto:miomalley27@yahoo.com)

### **Old Business**

- **Residents Guide Updating**
  - The document is out for final board approval and will be ready for distribution in early December.
- **Book Box** (library) has been installed and is in use
  - Jane/Tamy will look at painting or staining to improve its weather resistance
- **Annual General Meeting Review**
  - Mtg was very well attended, probably due to the convenient location
  - The HOA dues increase from \$155 to \$185 effective Jan 1, 2022 was approved
  - Board will consider moving AGM mtg schedule to earlier in the year to facilitate holding it out doors and to better coincide with the HOA fiscal year end of July 31<sup>st</sup>
- **Surveillance System**
  - Dave reported that so far only one service provider (Federal Security Systems) has been interested in providing a proposal. Two others have not responded.
    - Dave talked to representative from an HOA that is currently using a system similar to the one proposed by Federal Security. The feedback was;
      - Homeowners were split on wanting surveillance cameras around their property
      - Federal Security Systems has provided the HOA with good service

- Dave will meet with Federal Security Systems Rep one more time to discuss the proposed system in detail

### **New Business**

- **Special Project Requests**

- Unit 1604 asked to reposition their AC system condenser/compressor to a more appropriate back patio location and into compliance with HOA requirements

*Dave moved to approve moving the condenser unit, seconded by Lisa; motion carried*

- **Board Mtg Schedule and Location**

- Sandi agreed to continue to host the monthly meetings – Thank you Sandi!
- Meeting will continue to be held the third Thursday of the month
- The meeting time will be changed to 6:30 PM

- **Syringe Disposal**

- Jane showed us a Sharps container and hemostats (tweezers) we can use if we have anymore incidents or syringes or other biohazardous materials left on the property. It will be kept in the storage shed by the pool bathrooms. Jane is getting a key for each board member so they can have access.

- **HOA Compliance Officer Cell Phone**

- The Board discussed getting a Sunset Meadows cell phone that will be passed to compliance officers so that residents don't have to figure out who is on duty or what their phone number is. We want it to be easier to report incidents such as the one listed above so that immediate action can be taken in such cases.
  - Mel will look into how much this kind of phone service would cost

**Meeting adjourned at 7:45pm**

**Next Meeting – Nov 18<sup>th</sup>, 2021, 6:30 pm at unit 1452**

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

Submitted by Dave Hubbard (HOA secretary)