



MINUTES

Thursday, 1.10.2019

7-9 pm - Evergreen Property Management Office

Old Sweetbriar Farm Homeowners Association

Meeting Called By: Old Sweetbriar Farm Homeowner Association Board of Directors
Attendees: OSFHA Board Members, Homeowners, and Evergreen Property Management
Location: Evergreen Property Management Office, 24111 NE Halsey Street, Troutdale
Type of Meeting: Board Meeting (held on the 2nd Thursday of the month)
Board Members: President, Amy Campbell (elected 9.18)
Vice-President, Jeffrey Ironwood (elected 3.17)
Secretary, John Peterson (elected 3.17) **ABSENT**
Board Member, Tina Taplin (elected 4.17)
Board Member, Dan Anderson (elected 9.18)
Board Member, Ray Kolberg (elected 9.18)
Board Member, Kyle Holstein (elected 9.18) **ABSENT**
Board Member, Danell Danielsen (elected 9.18) **ABSENT**
Board Member, Vacant Seat
Guests: Gene Bendt, Tesa Frykland, Lonnie Henry, Renee Si

Call Meeting to Order

Amy Campbell, Board President

There was a quorum, 5 of 8 Board members were in attendance. Surveyed board members and attendees for additional discussion points that were then entered into the agenda for discussion.

Evergreen Property Management

Cyndi Strandberg, EPM

Cyndi Strandberg, President, and Owner of Evergreen Property Management presented reports and data on each of the below areas to the Board and meeting attendees. The Board and attendees were fully informed and given the opportunity to ask clarifying questions.

- Review of Association Financials (account balances and dues roll)
- Review of Association Work Order Status.
- Review of Association Architectural Review Requests
 - 1 submitted, 1 approved.
- Review of Community Violations
 - 5 previous violations are still active, 1 of those homeowners has submitted a letter requesting the violation be marked as 'cured'.
- Review of Board Approvals

Association Annual Financial Review

Christine Miller, EPM

Christine Miller, Director of Finance and Operations at Evergreen presented April - December 2019 financial reports and a proposed budget for 2019. Evergreen PM assumed management of the association in April of 2018, therefore our financial record keeping begins there. The Board is presented with a triple-tie out reconciliation each month. A triple tie-out reconciliation begins with an account balance, shows every penny in and out and is verified by the association bank statement. All financial accounting is transparent and processed through a system of checks and balances.

- Review of 2018 Cash Flow:
 - Christine presented multiple reports detailing 2018 income and expenses for the association.
- Review of Reserve Study:
 - Christine reviewed the financial recommendations of the reserves study draft. Evergreen proposed creating a reserve account in compliance with the reserve study recommendations.
- Review of Proposed 2019 Budget:
 - Based on 2018 expenditures, a proposed 2019 budget was created. It was noted that there are no current records of water bills due to the length of time the irrigation system has been inoperable. Christine reviewed old records and reached out to the City of Troutdale to create an estimated cost for water usage to irrigate the green spaces.
 - The board reviewed the proposed budget, made one minor change, and voted to approve. (see vote below)

Review of Action Items from the Last Board meeting:

✓ Evergreen reserved the Heslin conference room at the Fairview City Hall for the Annual Meeting.

✓ Board members followed up on all assigned homeowner communication.

Association Business

Amy Campbell, Board President

- **Reserve Study**
 - There was an open discussion regarding the reserve study. **ACTION:** Evergreen will have Schwindt & Co update the reserve study based upon the discussed items. Evergreen will upload a digital copy of the updated reserve study to the Board portal.
- **Track D Fence Repair**
 - Cedar Fence completed the repairs 1.10.19. **ACTION:** Jeff IronWood-Hunt will check on the fence and confirm completion with Evergreen PM. Evergreen will release payment upon confirmation.
- **Parking Clarification to Homeowners**
 - There was an open discussion regarding neighborhood parking frustrations.
- **Proposed Items for March Newsletter**
 - These topics were recommended for the newsletter: an introduction of Board members, an introduction of Evergreen, introduce the new landscape company, community resources, how to communicate with the Board, community plans for 2019.
- **2019 Goals**
 - Reserve Study Implementation and Savings
 - Community Rules and Regulations and Fine Resolution (see vote below)
- **Annual Meeting**
 - Introduction of the Board
 - Introduction of Evergreen
 - Evergreen PM Financial Review
 - 2018 Successes and 2019 Goals
 - Board of Directors Election
 - Open Forum
- **Community Communication**
 - Often homeowners have questions that would best be addressed by the Board. When that is the case, Evergreen directs the homeowner to the next Board meeting held at the Evergreen office on the second Thursday from 7-9. We make sure all homeowners know everyone is welcome to attend. An Evergreen staffer will print the homeowner email and file a copy to share with the Board at the next meeting.
 - The association attorney has been retained to address and close inquiries from Linda Clark.
 - All communication received from homeowners was shared with the Board, and Board members were assigned to respond.

Round Table Discussion

The Board members facilitated a roundtable discussion with all community members in attendance. All attendees that wanted to be heard were allowed to speak and were heard.

Gene Bendt:

Spoke to the City regarding stop signs on Pelton. Gene believes the stop signs are needed and will remain in place.

Commander Monte Reeser of the City of Troutdale Police would be willing to come to the annual meeting. Gene posed questions about the reserve study and the new landscape contract.

Called Meeting to a Close

Amy Campbell, Board President

Meeting Board Approvals/Votes:

- Consultation with the association attorney to create Community Rules and Regulations and a Fine Resolution: Jeffrey called for a vote, Dan seconded and the Board unanimously approved the motion.
- The Board voted unanimously to approve the proposed 2019 budget.
- The Board unanimously agreed to change the next Board meeting date as it originally fell on Valentines Day. The February Board meeting will be held on Thursday, February 21st.

Assigned Action Points:

- Evergreen will have Schwindt & Co update the reserve study based upon the discussed items. Evergreen will upload a digital copy of the updated reserve study to the Board portal.

- Jeff IronWood-Hunt will check on the fence and confirm completion with EvergreenPM. Evergreen will release payment upon confirmation.

Association Financials as of December 2018

Operating Account \$124,498.82

EVoting Approvals (December 14th-January 10th)

Board Approvals

Name	Amount	Created On	Due Date	Status
Architechtural Review Request	0.00	01/02/2019	01/09/2019	Approved
Attorney Response Letter-Draft	--	12/20/2018	01/03/2019	Pending (5 of 8 Votes)
December Board Meeting Minutes	0.00	12/14/2018	12/28/2018	Approved
Reserve Study Final Invoice	1,200.00	12/14/2018	12/21/2018	Approved

Next Meeting:

ANNUAL MEETING, Thursday, January 24th at the Fairview City Hall, Heslin Conference Room, 7-9pm

Next Regular Board Meeting (**NOTE DATE CHANGE**):

Thursday, February, 21st from 7 - 9 pm at the Evergreen Property Management office, 24111 NE Halsey Street, Troutdale in the second-floor conference room.