



MINUTES

Thursday, 2.21.2019

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, Dan Anderson (elected 9.18)
Secretary, John Peterson (elected 3.17)
Board Member, Tina Taplin (elected 4.17)
Board Member, Ray Kolberg (elected 9.18)
Board Member, Jeffrey Ironwood (elected 3.17) **ABSENT**
Board Member, Kyle Holstein (elected 9.18) **ABSENT**
Board Member, Lonnie Henry (elected 1.19)
Board Member, Board Member, Danell Danielsen (elected 9.18) **ABSENT**

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 Business

Amy Campbell, Board President

- **Officer Election**
 - Per the governing documents, the Board conducted officer elections. The following Board members were unanimously elected to the following positions:
 - John Peterson, Secretary-Treasurer
 - Dan Anderson, Vice President
 - Amy Campbell, President
- **Ratification of Meeting Minutes from March 2018**
 - The association attorney was asked to assist the Board with the completion of meeting minutes left incomplete by previous Board members. With the assistance of the attorney and supportive interviews and documentation provided by previous board members, the minutes were completed. A vote to ratify the meeting minutes was called by John and seconded by Amy, all Board board members voted to ratify the meeting minutes with the exception of Randy who abstained from the vote. There was also a vote to ratify the prior action related to the change in management as being in the best interest of the Association.
- **Reserve Study Funds Transfer**
 - The board discussed the dollar amount that should be transferred into the reserve account. There was an open discussion and exchange of ideas. John motioned that \$75k be transferred into a reserve account, Amy seconded the motion and the Board voted unanimously to move \$75k from the operating account into the reserve account. The Board authorized Evergreen Property Management to open a reserve account for OSFHA.

- **Old Association Website**

- There were concerns regarding the site. The site is not being updated and no one is overseeing the site. Amy will look into options for how to deal with the site.

2019 Goals

There was an open discussion regarding prioritization of goals and next steps.

- Increase rate of homeowner portal
- Meet every homeowner meets a Board member
- Communicate to homeowners via a quarterly newsletter
- Work with the association attorney to draft a fine/fee schedule, working within association CC&R's
- Create a reserve account and initiate recommended repairs including:
 - Irrigation system
 - Root removal along pathways to repair paths
 - Asphalt pathways -overlay/repair
 - Tree plantings, where trees have been removed and need replanting
 - Tree work, arborist assessment, and needed work
- Amy requested that each Board member come prepared with the following information: 3-4 violations that the board wants to communicate to homeowners, a proposed fine structure, and a rules and regulations list.
- It was requested that Evergreen send Board members a copy of the Appfolio violation chart and sample fine resolutions and rules and regulations from other associations.

Troutdale Community Enhancement Grant Opportunity

Amy requested a volunteer to review the application process and report back to the Board. After Board approval, the individual would oversee the completion of the grant process. Lonnie Henry volunteered to head up the grant process. Chris Damgren with the City of Troutdale is the association contact. Gene Bendt volunteered to assist Lonnie in the process. The Board is interested in using the grant funds to repair the walking paths.

Community Communication & Guest Speakers

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.

All communication received from homeowners was shared with the Board, and Board members were assigned to respond. Homeowners attending the meeting were given the opportunity to speak.

Called Meeting to a Close

Amy Campbell, Board President

Meeting Board Approvals/Votes:

- The Board elected officers with a unanimous vote for all offices.
- The Board approved ratification of March 2018 meeting minutes.
- The Board approved transferring \$75k from the association operating account into an association reserve account.

Assigned Action Points:

- Evergreen will send board members a copy of Appfolio's violation chart, sample fines resolutions, and rules and regulations chart.
- Lonnie will review the Troutdale Community Enhancement Grant application process and report back to the board.
- Each Board member was requested to bring the following to the next board meeting: 3-4 violations that the board wants to communicate to homeowners a proposed fine structure, and a rules and regulations list.

E Voting Approvals (January 10.19 and February 21.19)

Name ↕	Amount ↕	Created On ↕	Due Date ▼	Status ↕
2018 Balance Sheet & Reserve Balance Sheet	0.00	02/08/2019	02/15/2019	Approved
2019 Budget - Shared Community Documents	0.00	02/08/2019	02/15/2019	Approved
January 2019 Board Meeting Minutes	--	01/11/2019	01/25/2019	Approved
2019 Budget Approval	0.00	01/15/2019	01/21/2019	Approved
Reserve Study Draft	0.00	01/15/2019	01/21/2019	Approved

Next Meeting: Thursday, March 14th at Evergreen Property Management, 24111 NE Halsey Street, 2nd Floor, Troutdale, OR 97060