



2019 ANNUAL MTG MINUTES

Thursday, 1.24.2019

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: Fairview City Hall, Heslin Conference Rm, 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)
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)
Board Member, Danell Danielsen (elected 9.18) **ABSENT**
Board Member, Lonnie HEnry (elected 1.19)
Guests: Homeowners and community members

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 & Owner, at Evergreen Property Management presented reports and data on each of the below areas at the annual meeting. 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
- Review of Community Violations
- 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. Expenses were broken down by month and by homeowner/month per expense. 2019 budget will be shared with all homeowners through portals.
- 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. Old Sweetbriar plans to open a reserve account in 2019 and allocating \$100,000.00 from the operating account per reserve study proposal. In order to adequately fully fund the reserve account, \$12,000 should be contributed to the reserve account in 2019. Currently, the 2019 budget's net operating income will allow a \$6,563.32 contribution.
- Review of Approved 2019 Budget:
 - Based on 2018 expenditures, the approved 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.

Association Business

Board of Directors

- **2018 Review**
 - John Peterson, Secretary/Treasurer, gave an overview of the association happenings over the past 12 months.
- **Board Elections**
 - There was one position open on the Board. Nominations were accepted and a vote was taken. Lonnie Henry was elected to the Board of Directors.
- **2019 Budget and Reserve Study**
 - The Board unanimously approved both the 2019 Budget and Reserve Study.
- **2019 Goals**
 - 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 ensuing work

Community Communication

Homeowners were given an opportunity to address the Board. Homeowners were respectfully listened to and allowed to speak. Board members responded to questions, offered an explanation where appropriate and agreed to follow-up when additional information was required.

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.

Called Meeting to a Close

Amy Campbell, Board President

Meeting Board Approvals/Votes:

- The Board voted unanimously to approve the 2019 reserve study.
- The Board voted unanimously to approve the 2019 budget.