



# MINUTES

Wednesday, 9.13.2018

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: Kathleen and Jeff, Homeowners and Evergreen Property Management  
**Location:** Evergreen Property Management Office, 24111 NE Halsey Street, Troutdale  
**Type of Meeting:** Board Meeting (held on the 2<sup>nd</sup> Wednesday of the month)  
**Board Members:** President, Kathleen Kosta-Bridenhagen  
Vice-President, Jeffrey Ironwood  
Secretary, John Peterson  
Board Member, Tina Taplin  
Board Member, Amy Campbell  
Board Member, Dan Anderson  
Board Member, Ray Kolberg  
Board Member, Kyle Holstein  
Board Member, Danell Danielsen

### Call Meeting to Order

**Kathleen Kosta-Bridenhagen**

There was a quorum. Surveyed board members and attendees for additional discussion points that were then entered into the agenda for discussion.

**President Resignation:** Kathleen Kosta-Bridenhagen resigned as Board President. She has sold her home and will be moving. This was the last meeting Kathleen acted as President.

### 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)
  - 90% of homeowner accounts are now paid in full.
  - \$2,288.00 in delinquent homeowner dues was collected during August.
- Review of Association Work Order Status.
- Review of Association Architectural Review Requests
  - No ARR was submitted last month.
- Review of Community Violations
  - 15 violation requests were submitted. 8 of those have been corrected as of this meeting and 7 are still active.
- Homeowner Portal Adoption Rate: 52%

### Association Business

**Kathleen Bridenhagen, Board President**

- Arbor Art Tree Trimming/Removal
  - John walked Tract D with Jason of Arbor Art Tree Service and made sure Jason clearly understood which trees needed to come down. John found another fir tree that needs to be topped and authorized Jason to do that work while he was onsite. Jason was told to send an estimate to Evergreen. Evergreen will send the estimate to the Board for approval.
- Reserve Study
  - Reserve study estimates will be sent to the Board for review and approval.
- Backflow Assembly/Irrigation Testing
  - Backflow assemblies were tested by Bruton Backflow. The Board approved an estimate from Bruton Backflow to evaluate the irrigation system and make an estimate for repair.
- Board Members volunteered for service and were elected by a unanimous vote of the Board to serve until the annual meeting. Erika Ironwood-Hunt stepped off the Board as only one individual per property can serve on the Board. (CC&Rs Article IV, Sec. 3)
  - Danelle Danielsen
  - Kyle Holstein
  - Ray Kolberg
  - Amy Campbell
  - Dan Anderson

- Landscape Contract
  - The Board requested Evergreen request two competitive bids from landscape providers in addition to the bid from the association's current landscape provider. The Board is requesting 3 competitive bids to review and compare estimates prior to making a selection.
- 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 first 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.

#### **Round Table Discussion**

Kathy, the Board president, 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**

**Kathleen Kosta-Bridenhagen**

#### **Board Approvals/Votes:**

- No approvals during this time.

#### **Assigned Action Points:**

- No action points were assigned.

#### **Association Financials as of August 31, 2018**

Operating Account      \$143,937.82

#### **Next Meeting:**

Thursday, October 11th from 7 - 9 pm at the Evergreen Property Management office, 24111 NE Halsey Street, Troutdale in the second-floor conference room.

**New Board Orientation: Monday, October 8th 7 pm**