



MINUTES

Thursday, 12.13.2018

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, 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) **ABSENT**
Secretary, John Peterson (elected 3.17)
Board Member, Tina Taplin (elected 4.17) **ABSENT**
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, Vacant Seat

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)
 - 93% of homeowner accounts are now paid in full.
 - \$696.24 in delinquent homeowner dues was collected during November.
- Review of Association Work Order Status.
- Review of Association Architectural Review Requests
 - 0 submitted, 0 approved.
- Review of Community Violations
 - 4 previous violations are still active, 1 of those homeowners has submitted a letter requesting the violation be marked as 'cured'.
- Review of Board Approvals

Review of Action Items from the Last Board meeting:

Board member Tina contacted three fencing companies who submitted bids back in March to build a fence in tract D to make sure the bids are still current. **ACTION:** Three bids for repair were reviewed. Historical information regarding the fence was discussed. It was agreed that the fence is the HOA's responsibility to maintain. Amy called for a vote and the Cedar Fence and Decks estimate was unanimously approved. Evergreen will schedule the repair.

Board member Kyle will walk tract D and G to address manicuring/maintenance/clean-up. **ACTION:** It was determined that the landscape crew was acting in accordance with their contract regarding the maintenance of this area. Homeowners are welcome to clean-up excess vegetation and debris in the area behind their homes. This topic will be discussed further at the next Board meeting.

Schwind & Co. was contacted and EvergreenPM provided them with information to update the reserve study. Board President, Amy Campbell, walked the green spaces with the Schwindt & Co. representative. A draft of their proposed reserve study was forwarded to Board members. **ACTION:** Evergreen delivered digital copies of the report for the Board to review prior to the January meeting. Any edits to the draft will be discussed at the January meeting. Agreed upon edits will be sent to Schwindt & Co. to complete the final draft of the report.

Evergreen contacted HomeOwnersAvenue to create quarterly newsletters at no cost to the association. **ACTION:** The association is set up to release their first quarterly full-color newsletter in March of 2019. Property addresses have been provided by Evergreen, no homeowner names were released.

Evergreen contacted the City of Troutdale regarding maintenance of green spaces on Troutdale Road. **ACTION: Lisa Clayton of the City of Troutdale was contacted and stated that the City told her it was the homeowner's responsibility to maintain the area in question. Lisa, however, was under the impression that the HOA landscaper maintained the area.**

Association Business

Amy Campbell, Board President

- **Irrigation System**
 - Evergreen requested bids to repair/replace the irrigation system. Bids were submitted by Portland Sprinklers, Sierra NW and Valleyscapes. The proposals have been presented to the Board for their review and selection.
 - An eVote was initiated and irrigation system repair contract was awarded to Sierra NW.

- **Landscape Maintenance for Green Spaces**
 - Three landscape proposals have been presented to the Board for their review and selection. Mario of Joseph's Landscape sent an email that he requested be shared with the Board, it was shared.
 - An eVote was initiated and the landscape maintenance contract was awarded to Sierra NW.

- **Collections Resolution**
 - The Board has been presented with a Collections Resolution from the association attorney for their review.
 - An eVote was initiated and the collection resolution was approved.
 - Accounts with past due balances were sent to the association attorney for processing.

- **Property with Multiple Violations**
 - The Board was presented documentation concerning a property with multiple violations that have been processed through the complete violation notification flow. Per the association governing documents, the next step is to turn the violation over to the association attorney for processing.
 - The association attorney was contacted and asked to create a clarifying statement regarding the association's ability to enforce community violations. After receiving this document, the Board will discuss options for increasing homeowner compliance.

- **Annual Dues**
 - The Board voted unanimously to increase homeowner dues by 3% for 2019.
 - The Board voted unanimously to remove the \$5 early payment credit.

- **Board Determination - Annual Meeting - BD 2018-0002**
 - The BD creates a protocol for the annual meeting. **The annual meeting will take place in January on the 4th Thursday of the month at 7 pm.** The location will be determined based on availability.
 - Fairview Community Center or Sweetbriar Elementary school are preferred locations for the Annual Meeting. Evergreen will secure a meeting place and notify the Board.
 - The Board voted unanimously to approve the Board Determination.

- **Board Determination - Board of Directors Selection - BD 2018-0001**
 - The BD is a clarifying statement regarding the selection of Board members. This clarification is needed because many Board positions have gone unfilled for long periods of time and there is no documentation regarding the length of Director terms. Per the By-Laws Board elections are to take place at the annual meeting.
 - The Board voted unanimously to approve the Board Determination.
 - The Board also voted unanimously to approve this clarifying statement regarding the terms of existing Board members:
 - The 3-year term for Board members appointed mid-year 2017 will begin Jan. 2018.
 - The 3-year term for Board members appointed mid-year 2018 will begin Jan. 2019.
 - Moving forward Board member terms will be carefully documented and Board members will be elected at the annual meeting as their terms expire per the Association By-Laws.
 - The Board voted to ratify the above decisions, a vote was called by John, Kyle seconded, and there was a unanimous approval of the above stated Board Determination - Board of Directors Selection - BD 2018-0001 and clarifying statement regarding terms of existing Board members.

- **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.

Called Meeting to a Close

Amy Campbell, Board President

Meeting Board Approvals/Votes:

- Cedar Fence and Decks estimate was unanimously approved.
- The Board voted unanimously to increase homeowner dues by 3% for 2019.
- The Board voted unanimously to remove the \$5 early payment credit.
- The Board voted unanimously to approve the Board Determination -Annual Meeting - 2018-0001

Assigned Action Points:

- Evergreen will secure a location for the association annual meeting.

Association Financials as of December 2018

Operating Account \$124,484.79

EVoting Approvals (November 8th - December 13th)

- Sierra NW's proposed 2019 landscape maintenance contract. Vote was created on 11/26/18, due by 12/10/18, it was approved.
- Joseph's Landscaping Dump Fees: two invoices totaling \$694.50. Vote was created on 11/30/18, due by 12/07/18, was approved.
- Payment for WO 2538 in the amount of \$210.00. Vote was created on 11/29/18, due by 12/06/18, is was approved.
- Collections Resolution. Vote was created on 11/13/18, due on 11/20/18, it was approved.
- December Meeting Date. Vote was created on 11/13/18, due on 11/20/18, it was approved.
- Select an Irrigation Repair Company. Vote was created on 11/13/18, due on 11/20/18, it was approved.
- Homeowner Violation. Vote was created on 11/13/18, due on 11/20/18, it was approved.
- 11.8.18 Board Meeting Minutes. Vote was created on 11/11/18, due on 11/14/18, it was approved.

Next Meeting:

Thursday, January 10th from 7 - 9 pm at the Evergreen Property Management office, 24111 NE Halsey Street, Troutdale in the second-floor conference room.