



# MINUTES

Wednesday, 8.8-2018

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-Hunt (absent)  
Secretary, John Peterson  
Board Member, Erika Ironwood-Hunt (absent)  
Board Member, Tina Taplin (absent)  
Board Member, VACANT  
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Board Member, VACANT

### Call Meeting to Order

**Kathleen Kosta-Bridenhagen**

There was not 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. Kathleen will be acting as the association President through September.

### 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)
  - 87% of homeowner accounts are now paid in full.
  - \$7,218.04 in delinquent homeowner dues was collected July 11th - August 8th. Evergreen continues to make connections with homeowners to clear outstanding balances.
  - **Evergreen will be posting a monthly association Cash Flow report in homeowner portals. Evergreen also posted the previous 2018 approved association budget.**
- Review of Association Work Order Status
  - No work orders submitted since the last Board meeting.
- Review of Association Architectural Review Requests
  - One review was submitted and approved by the Board.
- Review of Community Violations
  - 9 violation requests were submitted bringing the total of active violations to 16. 11 of those have been corrected as of this meeting and 5 are still active.
- Homeowner Portal Adoption Rate: More homeowners continue to activate activate homeowner portals.

### Association Business

**Kathleen Bridenhagen, Board President**

- Arbor Art Tree Trimming/Removal
  - Tract D is the final tract to complete, Tract D is scheduled for September 23rd and 24th.
- Reserve Study
  - A Reserve Study was done in 2011 by Schwindt & Co. The association is required by law to have the reserve study updated yearly. Evergreen has requested reserve study estimates from Schwindt & Company and Certa Building Solutions. The estimate will be presented for Board selection and approval.
- Backflow Assembly/Irrigation Testing
  - 5 backflow assemblies have been tested and passed. Bruton Backflow is creating an estimate for a complete systems location map, evaluation, and testing of the association irrigation systems, with recommendations and cost estimates for repair. Additional estimates will be solicited for other vendor after defining the scope of needed repair.

- Board Members are NEEDED!
  - On 8.9.18 the Board approved moving association Board meetings to **Thursday night** at the request of homeowners wanting to volunteer for Board positions. **Five (5) homeowners, who will be new to the Board, have expressed interest in joining the new Board. We're looking forward to seeing all of you at the September meeting!**

#### **Round Table Discussion**

Kathy, the Board president, facilitated a round table discussion with all community members in attendance. All attendees that wanted to be heard were allowed to speak and were heard.

- Linda Clark presented the Board with a list of questions she is requesting the Board answer. The Board has been sent the questions and will address Linda's request. The Board expressed gratitude for Linda's years of service to the community.
- Jackie Verhelst also spoke and requested a list of documents be downloaded to homeowner portals. At Jackie's request the Board downloaded the 2018 Budget and monthly Cash Flow reports to homeowner portal.

#### **Called Meeting to a Close**

**Kathleen Kosta-Bridenhagen**

#### **Board Approvals/Votes 7.11 to -8.8:**

- No approvals during this time.
- No votes at the meeting because there was not a quorum.

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

- No action points were assigned.

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

Operating Account	\$147,419.42
Reserve Account	\$0.00*

\*Currently the association does not have a reserve fund, the Board will be addressing this by having a reserve study done.

#### **Next Meeting:**

Thursday, September 13th from 7 - 9 pm at the Evergreen Property Management office, 24111 NE Halsey Street, Troutdale in the second floor conference room.

#### **Important Note to Homeowners:**

Evergreen PM serves at the pleasure of the Board and takes action at the direction of the Board. We provide assistance and support to the Board as they direct the community. 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.

The Evergreen staff might also direct a homeowner to seek assistance from the City of Troutdale or the local police if the matter is outside HOA enforcement.