

**Old Sweetbriar Farm Homeowners Association**

**Board of Director Meeting Minutes**

**January 23, 2020**

**Call to Order:** The meeting was called to order at 7:00 p.m. by Amy Campbell, Board President.

**Present:** Amy Campbell, President; Dan Anderson, Vice President; Lonnie Henry, Director; Tina Taplin, Director; Kathy Pattison, Director; Kris Ann Washington, Director; Steven Smith, Director and Kim Adolf, CA Partners.

**Absent:** John Peterson, Secretary/Treasurer and Kyle Holestine, Director.

**Selection of Officers:** A motion was made by Tina Taplin and seconded by Kris Ann Washington to appoint Amy Campbell as President. Motion carried unanimously. A motion was made by Tina Taplin and seconded by Kris Ann Washington to appoint Dan Anderson as Vice President. Motion carried unanimously. A motion was made by Amy Campbell and seconded by Tina Taplin to appoint John Peterson as Secretary/Treasurer. Motion carried unanimously.

**Minutes:** Motion was made by Amy Campbell and seconded by Kris Ann Washington to approve the November 14, 2019 minutes as presented. Motion carried unanimously.

**Financial Report:**

**Review of December 2019 Financials**

- Operating account - \$39,793.74
- Reserve account - \$81,881.40
- YTD – operating expenses are \$10,698.05 over YTD budget.

**Collections:** There are currently three accounts that have not paid their 2019 dues and have been sent to collections. There is one account currently on a payment plan.

**Violations:** Management reviewed the status on violations and advised that backyard inspections will be conducted beginning in March 2020.

**Association Business:**

- **Community Fun Committee:** Kris Ann reviewed possible upcoming events. Kris Ann will prepare a notice to be emailed to the community regarding volunteers to help neighbors with community clean up.
- **Tract C Flooding:** The Board discussed the possibility of installing a dry well to help eliminate the flooding and standing water. It appears the runoff from 527 SE 40<sup>th</sup> Street is contributing to the issue. A motion was made by Amy Campbell and seconded by Kris Ann Washington to have signs made and posted at a cost not to exceed \$50, advising that the area is closed when flooded. Motion carried unanimously. Steve will purchase and install the signs. Dan and Steve will meet with the homeowner to discuss the issue. Management will obtain another bid for dry well installation.

- **Mailbox Structure Replacement:** Management will begin sending notices to owner who have mailbox structures that need to be repaired or replaced. Architectural applications will be required.
  
- **Landscape Contract:** A motion was made by Dan Anderson and seconded by Tina Taplin to approve the revised landscape maintenance contract from Sierra Northwest Landscape at a monthly cost of \$2,750.00; to approve removal of the two debris piles on Tract D at a one-time cost of \$280.00, to approve field mowing on Tract D once per year at a cost of \$625.00 and for lawn aeration once per year at a cost of \$850.00. Motion carried unanimously.
  
- **City of Troutdale – Community Enhancement Program Grant:** The Board discussed applying for the grant this year to help with the repairs to the asphalt pathways throughout the community. Steve, Kathy and Tina volunteered to meet with contractors to obtain proposals for various repair options. Management will provide contractor contact information.
  
- **Parking Resolution:** Discussions continued regarding enforcement of overnight parking. No action to be taken at this time.
  
- **Architectural Application:** A motion was made by Amy Campbell and seconded by Dan Anderson to approve the architectural application from 1040 SE 36<sup>th</sup> Street to replace the existing chain link fencing with new black chain link fencing. Motion carried unanimously.
  
- **Storage Unit:** The Board will begin removal of old files to be destroyed. Management will check on pricing for smaller storage units.
  
- **Next Door:** After discussion it was decided that Lonnie will respond to any resident questions posted on Next Door.
  
- **Cyber Security:** There was discussion on the need to make sure that all association files, records and the website are secure.

**Next Board Meeting Date:** The next Board meeting will be held on February 13, 2020 at 7:00 p.m.

**Adjournment:** A motion was made by Amy Campbell and seconded by Dan Anderson to adjourn the meeting at 8:42 pm. Motion carried unanimously.