

**WEST MEADOWS ESTATES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
TUESDAY / SEPTEMBER 11, 2018**

**Location:** Rose Residence  
2856 Islander Avenue NW – Salem, OR 97304

Notice of meeting was posted on all entrance signs indicating location and time of the Board meeting. The posting met the three-day prior notice of meeting requirement (posted on September 7, 2018).

**Board Members Present:** Mike Eastlund, Janice Rose, Barry Solomon and Chris Mott were present for the meeting.

Miles McCary informed the secretary that he was out of town and would be unable to attend.

The meeting was called to order by President, Mike Eastlund, at 7:05 PM. Mike Eastlund confirmed quorum and introduced the Board to the community members present.

**Read and Approve Minutes:**

Minutes of the January 17, 2018 Board meeting were reviewed by Board members (draft Board minutes were distributed to each Board member prior to the meeting and posted on the web-site). Janice Rose made a motion to accept the minutes as written. Mike Eastlund seconded the motion.

**Discussion:** No discussion. The vote was called – (4) in favor (voice vote).

**Treasurer's Report:** Janice Rose reported as follows:

|   |                  |
|---|------------------|
| Columbia Bank / Checking                    | \$19,530.68      |
| ING Direct / Reserve Savings Account        | 41,803.10        |
| Columbia Bank / Savings (Professional Fees) | 15,316.81        |
| Columbia Bank / Savings (Fines & Fees)      | <u>11,503.04</u> |
| Total                                       | \$ 88,153.63     |

**Expenses / To-Date:**

|   |          |
|---|----------|
| Bad Debt                                | 4,247.16 |
| Bank Service Charges                    | 10.75    |
| Compliance Fees (Refunded to Builders)  | 8,000.00 |
| Insurance: Commercial General Liability | 705.53   |
| Insurance: Professional Liability       | 3,358.98 |
| Landscape Maintenance                   | 3,780.00 |
| Landscape Maintenance: Bark             | 2,700.00 |
| Landscape Maintenance: Nursery Supplies | 121.60   |
| Landscape Maintenance: Repairs          | 1,000.00 |

|   |                |
|---|----------------|
| Licenses & Permits                      | 50.00          |
| Postage & Delivery                      | 386.06         |
| Printing & Reproduction                 | 1,187.16       |
| Professional Fees: Accounting           | 300.00         |
| Professional Fees: Compliance           | 3,150.00       |
| Professional Fees: Legal Fees           | 951.00         |
| Repairs: Lights & Sprinkler Repairs     | 252.50         |
| Sign Expense                            | 159.00         |
| Supplies: Office                        | 54.61          |
| Utilities: Gas & Electric               | 287.48         |
| Utilities: PO Box Rental/Keys           | 90.00          |
| Utilities: Water                        | 2,017.12       |
| Website Domain (3-Yr Fee / 2018 – 2020) | 194.35         |
| Welcome Committee                       | 1,675.54       |
| Interest Income                         | <u>(93.80)</u> |

Total Expenses / Checking / To Date \$ 34,585.04

Janice Rose reported she will be seeking payment from a member for legal expenses, unless directed otherwise by the Board. She explained the expenses are pursuant to the ACC's effort to enforce provisions of the Declaration and Board Policy. The recovery of expenses is allowed by Sections 9 and 21 of the By-laws and Restated Declaration. No motions were made not to move forward with collection.

### **Committee Reports:**

**ACC Committee:** Barry Solomon reported that two contractors are currently building three homes. One builder has a home that was just approved for construction and the other builder, with two homes, has a completed home up for sale and the other home is almost finished.

We rejected two patio covers because the designs were not in harmony with the house. We are adjusting the policy document to eliminate confusion on the harmony issue.

Barry reported that 2018 has been a busy year for painting, which showed problems in our process, which will be discussed in new business. The ACC sent out 14 letters to members requesting repaint or paint maintenance. All except one member who received letters have repainted or identified ACC plan approval. The one home not in compliance is in foreclosure.

The ACC is performing minimal yard maintenance on a foreclosed property and has assessed the owner for the charges.

Two vacant foreclosed homes have been cleaned up and should be occupied soon. Our Doaks Ferry sprinkler system was damaged at two locations this year.

1. Salem Transit (Cherry) paid for one break, caused when a sign was installed
2. Verizon paid for another break, which occurred when a truck drove on the lawn
3. A hit-and-run vehicle accident caused damage to multiple trees and shrubs in the Doaks Ferry landscape; we were unable to recover costs of \$500 for repairs.

We added drip tubes around the trees on Orchard Heights to increase water at specific plants and reduced watering time, which helps contain costs. Our water bill for the landscape along Orchard Heights is reduced.

A second layer of bark dust was also added to the landscaping on the Orchard Heights.

**Welcoming Committee:** Janice Rose reported that twenty-five welcoming packages had been delivered since the last Board meeting in January, 2018 and eight are pending.

**Old Business:**

No old business.

**Open Forum:**

One member presented information on a program known as Little Free Library, a free book-sharing program. She explained that Little Free Library is a nonprofit organization that inspires a love of reading, builds community, and sparks creativity through neighborhood book-sharing boxes.

**New Business:**

Chris Mott made a motion to the Board to allow an ACC approved book-sharing box at or near one mail box location and provide a budget of up to \$400.00 from the fee and fine fund to build the library box. Mike Eastlund seconded the motion.

**Discussion:** There was additional discussion on management, care, and participation from other neighbors. The vote was called – (4) in favor (voice vote).

Stewart Rose made an appeal on behalf of a member who was not satisfied with the ACC decision for her choice of a paint color. Chris Mott made a motion for the Board to reconsider the ACC decision if the desired color was applied over the existing color that would be painted. Mike Eastlund seconded the motion.

**Discussion:** There was additional discussion on painting issues and the need to have the paint exposed to sunlight on the home. The vote was called – (4) in favor (voice vote).

Stewart Rose made a presentation to the Board on changes to Board Policy, which clarify Board intent and clarification as follows:

**Policy #102 - Fee and Fine Policy:** Clarify length of time for fine suspension. Define fine limits for non-permitted item issues, remove redundant items.

**Policy #103** - Permit Policy: Clarify fine requirements for non-compliant permit.

**Policy #105** - Record & Data Security: Provide definition of personal private records and reimbursement that may be charged for copies.

**Policy #201** - Standards Committee: Allow Standards Committee Chairperson and/or Secretary/Treasurer to suspend fines. Clarify wording to initiate legal action.

**Policy #204** - Permitted Pets: Clarify wording.

**Policy #401** - Architectural Committee: Provides definitions for auxiliary buildings, conditional use permit, patio cover, additions and remodels. Clarify grandfathered structure policy and long-term conditional use permits and property maintenance.

**Policy #402** - Exterior Colors: Define Exterior Decorative Surface and display sample. Substitute display sample for picture of painted house for ACC paint approval. Clarify wording.

**Policy #406** - Landscape Installation & Maintenance: Add retaining walls and eliminate duplication.

**Policy #404** - Signs: Defines political signs and expands time limits for allowed signs.

**Appendix 8.5 Auxiliary Structures:** Change to Auxiliary Structures, Patio Covers and Buildings and provide clarification on design harmony.

**Appendix 8.3 Fences & Hedges:** Clarifies neighbor-friendly fence.

Mike Eastlund made a motion that the policy changes be approved with modifications to Policy #402, paint colors and 404 signs. Chris Mott seconded the motion.

**Discussion:** No discussion. The vote was called – (4) in favor (voice vote).

**Adjournment:**

Mike Eastlund made a motion to adjourn the meeting at 8:20 PM. Barry Solomon seconded the motion.

**Discussion:** No discussion. The vote was called – (4) in favor.

Meeting adjourned.

**Submitted by: Janice Rose, Secretary/Treasurer**