

**WEST MEADOWS ESTATES HOMEOWNERS ASSOCIATION, INC.**  
**ANNUAL MEETING MINUTES**  
**Salem Electric Board Room / Tuesday / November 12, 2019**

Prior to opening the meeting, members signed the roster and were provided handouts. The process was overseen by Janice Rose and Marianne McCary.

**Call to Order, Confirm Quorum:**

Mike Eastlund introduced himself and called the meeting to order at 7:04 PM. He then introduced Board members present as follows:

- Janice Rose    Secretary/Treasurer
- Miles McCary                                        CCR Standards Committee Chair
- Chris Mott     ACC Committee Chair
- Barry Solomon                                     Board Member

Janice Rose, Board Secretary, confirmed a Quorum (116 persons or proxies present), 11 members signed in and 105 were represented by proxy.

Janice Rose provided Proof of Notice of Meeting as required by the Bylaws. They included lists of e-mails and letters mailed to members without e-mails.

**Procedural Issues:**

Mike Eastlund welcomed all members to the annual meeting and thanked them for their attendance. Mike Eastlund made the notification that no motions from the floor are allowed at an annual meeting because of Bylaw notification requirements. He also stated that no voice or video recorders would be allowed and asked that cell phones be placed on silent mode.

**Read and Approve Minutes:**

The minutes for the October 9, 2018 Annual Meeting were distributed as members entered the meeting for their review.

- A motion from Mike Eastlund was made to accept the minutes as posted. Janice Rose seconded the motion.
- The motion was opened for discussion; there were no questions from the floor regarding the information provided.
- The vote to approve the minutes was called and passed by a unanimous voice vote.

**Reports from Officers' & Committees:**

**President's Report**

Mike Eastlund reported that 2019 has been another good year for the community. He shared that 23 existing homes were sold and the average sales price is about \$179 a

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square foot. We grew by one member this year because changes to a non-buildable lot allowed it to be built upon. We only have two homes in foreclosure at this time. There are 276 dues-paying lots with 30 lots in the hands of builders or owners who do not pay dues until the property is developed.

The landscape along Orchard Heights and Glen Creek returned this spring stronger than ever. Even with the new area along Orchard Heights, our annual water expenses are lower than before the improvements.

Mike apologized for not being at the August National Night Out event, but said he heard it went very well. Again this year we had two bounce houses, and for the first time, we had music playing in the background. A member of our community, Lucas Anderson, shared his disc-jockey talents with us this year so those in attendance had an even better experience than years previous. Thank you for those who did the work and for all who attended. We hope to make it even better next year. If you have any ideas, please let us know.

**Treasurer's Report:**

Janice Rose reviewed the treasurer's report handout and answered questions from the attendees. Please see attached.\*

**Architectural Control Committee Report:**

Chris Mott, our new ACC chairman, reported that two new homes were finished this year and we have approved one new home plan for construction. Forms are being set at this time.

Ownership of several vacant lots has changed ownership recently so possibly we will see more homes started.

**Repaints**

The ACC sent out 22 repaint letters to members for homes needing to be repainted. Once the list of repaints is identified and letters are sent out, members have all summer to repaint or identify a plan to repaint.

- 17 have been repainted
- Four have an approved plan
- One is pending a fine

As in previous years, this one was no different in that members continue to build fences, install auxiliary buildings or change the color of their homes without ACC approval. The Board is committed to enforcing the CC&Rs and maintaining home values. Please call when you have plan changes, we answer very quickly.

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**Standards Committee:**

Miles McCary reported that last year our previous contactor mailed out 225 violation notices. That his contract was expiring and that our CC&R's require us to go out to bid at least once every three years to make sure we were receiving the best deal possible.

We were fortunate to receive multiple proposals. We found what we thought was a good match with PCM Consultants for about the same amount and signed a one-year contract, which can be extended for another three years by agreement of both parties.

The new contractor agreed to provide four inspections a month. To use our new "OOPS" system and to mail both the first warning letter and the new second non-compliance letter. Unlike our old process, the second non-compliance letter advises the member that they have been assessed a fine, but it also advises that the fine would be cancelled if the member corrects the violation identified in the first letter or identifies a plan to make corrections and provides another compliance time period. Once the non-compliance letter goes out, the fine is then tracked by the secretary/treasurer who has Board authority to work with members to gain compliance and cancel fines.

The positives we have seen from the new process include the following:

- The "OOPS" notices achieve almost instant correction without the time and expense of a letter.
- By doing twice as many inspections using a marked vehicle, we seem to be seeing better compliance as indicated by the fact that this year we only had 141 violations.
- About a third of the violations are corrected with a "OOPS" notice, which compared to last year's numbers, means we sent out 145 less letters, which is a several hundred dollar savings in costs .

**Welcome Committee:**

Janice Rose reported that the Welcome Committee has provided twenty-six welcome packages to new community members since our last annual meeting. She also thanked Michelle Houser for assisting with delivery of packages and Mike Eastlund for printing the CC&R's & Policies for the member notebooks.

**Election of Board Members:**

With delivery of the notification of meeting, members of the community were advised that election of Board members would occur at the meeting. No names were submitted to run against the incumbents. Nominations from the floor were opened, with no nominations offered.

Barry Solomon made a motion asking for unanimous approval for those on the ballot to serve as HOA Board Members. Marianne McCary seconded the motion.

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Discussion: None, vote passed unanimously

**Election Results for Board Members:**

- Janice Rose re-elected to Position #1
- Mike Eastlund re-elected to Position #3
- Chris Mott re-elected to Position #5

**Old Business:**

None, all incumbent Board members were re-elected to serve a two-year term.

**New Business:**

We were fortunate to have had Ralph Amador, a past HOA president, in attendance at the annual meeting. Ralph worked very hard and put in many hours to set the foundation for our HOA. It was his desire that the use of fines be held at a minimum to gain compliance and never relied on as income for the HOA budget. He was rewarded for his hard work and being in attendance by being asked to draw the lucky proxy for this year's winner. Dale and Kelly Kinsley were the lucky winners of this year's refund of the annual dues. Every year the HOA sends out several hundred letters to remind members to pay their dues. Each letter costs about a dollar to send out, which does not include the time of the volunteers who do the work. To qualify for the drawing, a member only needed to pay dues by April 1st, submit a proxy, provide an email address and identify a designated proxy holder that would be present at the meeting. This year, 111 members qualified to be in the drawing. Money for the refund came from the fee and fine fund, which is not part of our annual budget.

As required by (IRS Revenue Ruling 70-604), each year the association must vote to approve a motion to allow excess income from a previous year be applied to the following year's assessment.

- Janice Rose made a motion to apply excess income to the following year's assessment
- Mike Eastlund seconded the motion
- Discussion: None was held
- The vote was called and the motion passed unanimously

**Members Open Forum:**

There were no items brought up by members in attendance.

Barry Solomon made a motion to adjourn the meeting. Janice Rose seconded the motion, no discussion; vote was passed unanimously to adjourn the meeting.

The meeting adjourned at 7:43 PM.

Submitted by: Janice Rose, Secretary/Treasurer