

**WEST MEADOWS ESTATES HOMEOWNERS' ASSOCIATION, INC.**

**ANNUAL MEETING MINUTES**

**Zoom Meeting / Monday / December 28, 2020, 7:30 P.M.**

Before initiating and opening the Zoom meeting, Janice Rose, Board Secretary/Treasurer mailed/e-mailed a notice of the Zoom meeting, a copy of the agenda, draft 2019 annual meeting minutes, budget report, committee reports, a notice of election results, and instructions to access the Zoom meeting on-line or via phone.

**Call to Order, Confirm Quorum:**

Mike Eastlund introduced himself and called the meeting to order at 7:30 PM. He then introduced Board members present via zoom as follows:

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

Mike Eastlund asked Janice Rose, Board Secretary, to confirm a Quorum and notification of the meeting. She held up the book, holding more than 94 required proxies.

Janice Rose provided Proof of Notice of Meeting as required by the Bylaws. They included lists of emails that went out on December 16, 2020, at 5:15 PM, and letters mailed to members without emails on the same day. Mike Eastlund asked how members without computers could participate in the meeting on Zoom. Janice explained the notification also included phone numbers that persons without computers could join in the zoom meeting.

**Procedural Issues:** Mike Eastlund welcomed all members to the annual meeting via Zoom and thanked them for their participation. Mike Eastlund stated that no motions from the floor are allowed at an annual meeting because of Bylaw notification requirements.

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**PRESIDENT'S MESSAGE**

When we last met at the Salem Electric Board Room on Tuesday, November 12, 2019, who would have thought the new year would bring so many challenges and that this year we would be holding our annual meeting on Zoom. Because of the COVID restrictions, we have not had a Board meeting since last January. Like most, we thought the curve would flatten, and we would be back to normal and be able to hold our regular spring meeting to plan for the National Night Out picnic. Instead, we have sheltered in place, and all the things we had hoped to accomplish have been canceled or put off. I am happy to report we have not lost any of our community to COVID. I am also pleased to say that all our policies and systems have worked well during this challenging year. I am also very thankful for all who have provided email addresses that allow us to contact you without using the mail and your proxies, which has allowed us to hold our annual meeting via Zoom.

Being a real estate professional, I occasionally show our community to prospective buyers. I must say there is always a sense of pride when we drive down any street in West Meadows, and I hear potential neighbors' comment on how lovely and well maintained our community looks. I am also in awe of the Christmas decorations that are up this year, and

we do not even have a contest. Thank you for the trust you have placed in the Board and myself.

He also added that in 2020 seventeen homes sold in West Meadows for \$8,365,000.00 with a list price of \$700,000 to \$475,000 with an average sales price of \$482,000.

**Read and Approve Minutes:**

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The draft Annual Meeting minutes for November 12, 2019, were mailed to all members for review before the meeting.

A motion was made by Chris Mott to accept the minutes as written. Barry Solomon seconded the motion.

Mike Eastlund opened for discussion on the motion, no discussion.

The vote to approve the minutes was called and passed by a unanimous voice vote.

Reports from Officers' & Committees:

**COMPLIANCE COMMITTEE (Miles McCary, Committee Chair)**

On behalf of the Board and myself, I want to thank everyone for their efforts and cooperation in following our community's rules. Although no one likes to be told that they or their property is out of compliance, we believe there are right and wrong ways to carry that message forward. The Board believes that it is better to train, remind, and use friendly persuasion rather than fines and legal action.

Last year about a third of our members found an "OOPS" notice on their trash can or a letter in their mailbox from our compliance inspector. We use the compliance inspector concept, so it does not appear that Board members are trying to catch someone out of compliance. If you received the letter, it said, "The HOA Board would appreciate corrections, as necessary, to be in compliance within ten days of the date of this letter and or identify an improvement plan." If no action was taken or you did not communicate, the compliance inspector sent a second letter. We always allow more time before any consideration of a fine. On a rare occasion, a fine letter goes out. Our compliance committee is encouraged to find a solution with owners and suspend fines, hoping that the violation will not reoccur. There were no legal referrals or penalties collected in 2020.

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Once COVID restrictions are over, the compliance committee has identified a couple of minor changes that need to occur by Board action at a Board meeting. One is for a more precise definition of "noncommercial" in the Sign Policy. The other is to redefine the amount of time a member can leave a recreational vehicle unscreened. Our current policy allows 48 hours before or after a trip for prep and cleaning. Unfortunately, some argue this to mean they can leave certain vehicles unscreened all summer if they claim to be planning or returning from a trip. If you need more time to prep or clean after a trip, any Board member can provide a conditional use permit for up to one week to meet individual needs.

A member questioned why a motor home is often parked on West Meadows Drive NW in the 1600 Block. Miles explained that the vehicle belongs to a relative of a community member who lost their home in the recent wildfires. The vehicle would only be parked on occasion for short periods until they can find a new home. A conditional use permit was offered to the member.

**ARCHITECTURAL CONTROL COMMITTEE (ACC), (Chris Mott, Committee Chair)**

Even with the economy struggling in some sectors, new construction is still robust in West Meadows; the ACC team has stayed busy working with builders and homeowners who have constructed twelve new homes, seven of which are still in construction, along with several existing home modifications and auxiliary buildings.

We have also responded to repaint approvals for about 15% of the community's homes.

In the last year, those who have painted their homes know that the ACC is no longer accepting small color swatches from paint

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suppliers or color pictures in an email. This change came about because paint samples and photographs turned out to look significantly different on the home. Today we ask that members paint a selection on their home for the ACC members to review in the sunlight. The new process has turned out to be much better, but we hope to make things more user-friendly.

Although we cannot change the CC&R's, we are trying to find ways to approve today's color choices. The ACC is developing a color-pallet book for members to select pre-approved colors to address changing color choices. Our goal is for members to have the option of a pre-approved set of colors to choose from, or they can still paint samples on their homes for ACC review. Anyone who would like to work on the committee developing the color-pallet book, please contact the Board Secretary.

Although our current landscape contractor is doing an excellent job, the CC&R's require that the Board seek new bids every three years on all existing contracts. In 2021 we will be sending out requests for proposals (RFP's) for landscape maintenance services. We will also request bids to replace 100 feet of drain tile and install a short retaining wall adjacent to Glen Creek's sidewalk.

**WELCOMING COMMITTEE (Janice Rose, Secretary / Treasurer)**

In this COVID year of 2020, our community has said goodbye to many friends and neighbors. However, we have had the opportunity to welcome twenty new neighbors and make new friends. A welcome package is delivered to all new neighbors when they move into their new home. It includes information about the HOA, community management, and a loaf of bread from Great Harvest Bakery. We make sure our new neighbors know that by working together, we can keep dues low. When they have questions or

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concerns, a Board member will be there for them and not an answering service from a management company.

On occasion, our committee also carries the community's message of condolences, which we did for four of our neighbors this year.

Unfortunately, we could not host our National Night Out street picnic in cooperation with the Salem Police Department because of COVID restrictions. We are hopeful that we can again host our annual National Night Out in 2021.

**Treasurer's Report: (Janice Rose, Secretary / Treasurer)**

**The following Annual Meeting Treasurer's Report, as of December 14, 2020, was sent to all members:**

Columbia Bank / Checking	\$16,890.60
ING Direct / Reserve Savings Account	\$81,542.36
Columbia Bank / Savings (Late & Compliance Fees)	\$28,909.67
*Columbia Bank / Savings (Professional Fees)	<u>\$19,409.03</u>
Total	\$146,751.66

**Expenses-To-Date / 2020**

Bank Service Charges	\$7.00
Compliance Fee (Refunded)	\$6,000.00
Contributions	\$100.00
Dues & Subscriptions	\$338.33
Insurance: Commercial General Liability	\$700.53
Insurance: Professional Liability	\$3,358.98
Landscape Maintenance	\$4,800.00
Licenses and Permits	\$50.00

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Miscellaneous	\$9.58
Postage and Delivery	\$275.60
Printing and Reproduction	\$555.70
Professional Fees: Accounting	\$300.00
Professional Fees: Enforcement	\$4,120.93
Professional Fees: Legal Fees	\$810.00
Repairs: Lights & Sprinkler Repairs	\$1,205.00
Repairs: Wall Construction & Repair	\$534.00
Reserve Fund	\$20,000.00
Sign Expense	\$75.00
Supplies: Office	\$10.97
Utilities: Gas and Electric	\$537.55
Utilities: PO Box Rental/Keys	\$106.00
Utilities: Water	\$2,611.61
Website Domain (3-Yr Fee / 2018 – 2020)	\$.00
Welcome Committee	\$119.28
Interest Income	<u>(\$281.53)</u>
Total Expenses / Checking / To Date	\$46,344.53

\*Unspent Professional Fees carried over for legal expenses

A detailed income and expense report are attached as appendix "A."

A participating member brought to the Board's attention that the report did not reflect expense for the web page in the income and expense report. Janice Rose explained that the web page's costs are a multi-year subscription and not due until 2021.

Mike Eastlund questioned the high amount of expense for sprinkler and light repair. Stewart Rose (ACC Member) explained the nature of the costs as follows:

- Repair or replace damaged or worn LED lights
- Vandalized sprinkler heads
- Pipe separation adjacent to the bus stop (damage to the pipe occurred previously during the construction of the bus stop.)

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He also expressed appreciation to Salem's Water Department for forgiving the \$1,000.00+ bill resulting from the leak.

Mike Eastlund also questioned if any members failed to pay annual dues. Janice explained that only one member could not pay dues due to a death, and she is waiting for payment from the lawyer managing the estate.

### **Election of Board Members:**

Because of the inability to hold the annual meeting with the required elections, the Board decided to conduct a vote by mail ballot election. Notification and the ballot were sent to all members by email or letter on November 16, 2020. Ballots were required to be mailed or returned to a Board member no later than November 30, 2020.

### **Election Results:**

- Position No. 2 (Barry Solomon elected)
- Position No. 4 (Miles McCary elected)
- The IRS Resolution Vote (Revenue Ruling 70-604 approved)

**Old Business:** None

### **New Business:**

The winner of the 2020 HOA dues drawing was Wilson Fletcher, and the winning proxy was drawn by Olivia, Age 10, on 12-16-2020.

### **Members Open Forum:**

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A member asked for information on why houses are now allowed to be painted green. He wondered if green is now considered an earth tone. Chris Mott, ACC Chair, spoke to the question. He explained that Board Policy 406 identifies greens, browns, tans, and grays as earth tones.

Janice Rose offered that her home has been painted a green tone for fifteen years. Chris also opined that people see colors differently and explained that their own home is painted gray (Sherwin Williams Peppercorn), yet some see the color as a blue tone. He identified another house painted the same gray color as his home that appeared purple when the paint dried.

Chris hopes the Board's effort to approve a color palette book helps everyone identify the colors that will be approved for paint options.

The member suggested allowing anyone to paint the color whatever they choose. Chris Mott explained it is the Board's responsibility to define the meaning of earth tone and not just let any sets of colors since such a decision may hurt home values. Janice provided an example of a member who asked for approval for black as a primary color.

Chris re-explained that the Board is trying to put together an ACC sub-committee who can submit a paint book proposal to the Board for consideration.

Stewart Rose reminded the Board that the attorney advised the Board that it takes a 75% approval of all members to change the CC&R's, so it is best for the Board to identify the colors that they opine constitute earth tones until a vote of the membership changes their decision.

Member brought up no further questions.

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**Adjournment:**

Janice Rose made a motion to adjourn the zoom meeting. Miles McCary seconded the motion, no discussion; meeting adjourned. The meeting adjourned at 8:08 PM.

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Appendix "A."

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Columbia Bank (Beginning Balance)	9,007.31	4,350.60	15,473.28	33,711.85	24,934.30	37,370.93	26,697.67	22,585.46	21,605.97	19,987.99	18,784.48	17,708.25	18,864.44
Debit	6,656.71	2,213.28	3,581.00	23,505.58	4,656.33	2,952.79	4,112.21	9,053.33	3,677.92	1,859.34	1,076.23	1,149.71	
Credit	2,000.00	13,335.96	21,826.57	14,728.03	7,092.96	2,279.53		8,073.84	2,059.94	655.83		2,305.90	
Account Fees			7.00										
Total / Ending Balance / (4047)	4,350.60	15,473.28	33,711.85	24,934.30	27,370.93	36,697.67	22,585.46	21,605.97	19,987.99	18,784.48	17,708.25	18,864.44	
ING Business Savings Acct / Reserve	61,264.78	61,285.50	61,304.89	61,325.62	61,352.24	61,379.75	61,406.39	61,433.92	61,461.46	61,488.12	61,515.68	61,542.36	61,569.94
Debit													
Credit			20,000.00										
Interest	20.72	19.39	20.73	26.62	27.51	26.64	27.53	27.54	26.66	27.56	26.68	27.58	
Total / (1961)	61,285.50	61,304.89	61,325.62	61,352.24	61,379.75	61,406.39	61,433.92	61,461.46	61,488.12	61,515.68	61,542.36	61,569.94	
Savings Acct / Late Fees	18,907.49	20,907.66	20,907.83	20,908.00	20,908.20	20,908.38	20,908.56	22,908.75	26,908.95	28,909.20	28,909.42	28,909.67	26,909.91
Debit					4,000.00			2,000.00					2,000.00
Credit	2,000.00			4,000.00			2,000.00	6,000.00	2,000.00				
Interest	.17	.17	.17	.20	.18	.18	.19	.20	.25	.22	.25	.24	
Total / Ending Balance / (9091)	20,907.66	20,907.83	20,908.00	20,908.20	20,908.38	20,908.56	22,908.75	26,908.95	28,909.20	28,909.42	28,909.67	26,909.91	
Savings Acct / Professional Fees	19,407.26	19,407.43	19,407.59	19,407.74	19,407.91	19,408.06	19,408.22	19,408.38	19,408.54	19,408.71	19,408.86	19,409.03	19,409.19
Debit													
Credit													
Interest	.17	.16	.15	.17	.15	.16	.16	.16	.17	.15	.17	.16	
Total / Ending Balance / (9106)	19,407.43	19,407.59	19,407.74	19,407.91	19,408.06	19,408.22	19,408.38	19,408.54	19,408.71	19,408.86	19,409.03	19,409.19	

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EXPENSES	January	February	March	April	May	June	July	August	September	October	November	December	Total
Bad Debt												764.20	764.20
Bank Service Charges			7.00										7.00
Compliance Fee					4,000.00			2,000.00				2,000.00	8,000.00
Contributions						100.00							100.00
Dues and Subscriptions	76.00		148.33			57.00			57.00				338.33
Insurance: Commercial Gen Liability	700.53												700.53
Insurance: Professional Liability (D&O)	3,358.98												3,358.98
Landscape Maintenance	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Landscape Maintenance: Bark													
Landscape Maintenance: Nursery Supplies													
Landscape Maintenance: Repairs													
Licenses & Permit						50.00							50.00
Loss Adjustment													
Meals & Entertainment													
Misc. Expense			9.58										9.58
Postage & Delivery			165.00			60.60		50.00					275.60
Printing & Reproduction	81.00		338.20			73.50			63.00				555.70
Professional Fees: Accounting			300.00										300.00
Professional Fees: Enforcement	374.63	374.63	374.63		749.26		749.26	749.26		374.63	374.63	749.26	4,870.19
Professional Fees: Legal Fees / HOA			245.00	227.50							337.50	315.00	1,125.00
Professional Fees: Recording Fees													
Repairs: Lights & Sprinkler Repairs					985.00			40.00	180.00				1,205.00
Repairs: Wall Construction & Repair				444.00							90.00		534.00
Reserve Fund			20,000.00										20,000.00
Sign Expense						75.00							75.00
Supplies: Office								10.97					10.97
Utilities: Gas & Electric	47.36	46.97	45.28	44.82	43.83	42.67	42.67	42.82	43.13	44.97	46.36	46.67	537.55
Utilities: PO Box Rental	106.00												106.00
Utilities: Water	41.91	50.04	50.04	50.04	143.95	400.41	454.48	494.31	389.56	396.79	90.04	50.04	2,611.61
Website Domain													
Welcoming Committee	30.83					49.70							119.28
Interest Income	(21.06)	(19.72)	(21.05)	(20)	(54.63)	(26.98)	(27.88)	(20)	(54.78)		(55.03)	(27.98)	(309.51)
<b>Total</b>	<b>5,196.18</b>	<b>851.92</b>	<b>22,062.01</b>	<b>1,166.16</b>	<b>6,267.41</b>	<b>1,281.90</b>	<b>1,618.53</b>	<b>3,787.16</b>	<b>1,116.66</b>	<b>1,216.39</b>	<b>1,283.50</b>	<b>4,297.19</b>	<b>50,145.01</b>