

WEST MEADOWS ESTATES HOMEOWNERS' ASSOCIATION, INC.

ANNUAL MEETING MINUTES

Zoom Meeting / Thursday / December 30, 2021, 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 2020 annual meeting minutes, budget report, committee reports, a statement of election results, and instructions to access the Zoom meeting online or via phone.

Call to Order, Confirm Quorum:

Mike Eastlund introduced himself and called the meeting to order at 7:50 PM. There was some initial difficulty with the audio with the zoom program. 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 a stack of proxies containing more than 94 required valid proxies.

Janice Rose provided Proof of Notice of Meeting as required by the Bylaws. They included lists of emails that went out on December 20, 2021, at 12:41 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 that 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.

PRESIDENT'S MESSAGE

Again, because of the COVID restrictions, we have had to hold our Board meeting on Zoom. Like this year, when we last met, it was via Zoom on December 28, 2020. Who would have thought that we would be holding our second annual meeting on Zoom a year later? Like most, we thought this COVID nightmare would be over.

Sadly, we could not hold our National Night Out picnic for the second year in a row. Instead, we have sheltered in place. I am also pleased to report that our policies and systems have worked well again this year. I am also very thankful for all who have provided email addresses that allow us to contact you without using the US mail and providing your proxies, which has allowed us to hold our annual meeting via Zoom.

Being a real estate professional, I can assure you it has been a sellers' market, and prices in West Meadows have increased significantly. When you look around, you can see that

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most vacant lots have new homes in the process of being built, and most have sold signs on them before completion.

Let's hope and pray that we will be back to normal in 2022, and hopefully, we will not lose any neighbors or friends to COVID. During these difficult times, please let me or any other Board member know if we can assist you.

Read and Approve Minutes:

The draft Annual Meeting minutes for December 28, 2020, were mailed to all members for review before the meeting.

Chris Mott made a motion to accept the minutes as written. Miles McCary 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.

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 30, 2021. Ballots were required to be mailed or returned to a Board member no later than December 10, 2021.

Election results of the mail-in ballot election are as follows:

- Position No. 1 (Janice Rose, elected)
- Position No. 3 (Mike Eastlund, elected)
- Position No. 5 (Chris Mott, elected)
- The IRS Resolution Vote (Revenue Ruling 70-604 approved)

Reports from Officers' & Committees:

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

The following Annual Meeting Treasurer's Report, as of December 30, 2021, was sent to all members:

Columbia Bank / Checking	24,541.29
ING Direct / Reserve Savings Account	101,745.79
Columbia Bank / Savings (Late Fees) **	28,887.15
Columbia Bank / Savings (Professional Fees) *	<u>19,410.94</u>
Total	\$174,585.17

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Expenses-To-Date / 2021

Bank Service Charges	34.25
Compliance Fee	10,000.00
Dues & Subscriptions	356.33
Insurance: Commercial General Liability	777.25
Insurance: Professional Liability	3,359.00
Landscape Maintenance	4,800.00
Landscape Maintenance: Repairs	9,160.00
Licenses and Permits	50.00
Postage and Delivery	290.30
Printing and Reproduction	1,112.00
Professional Fees: Accounting	300.00
Professional Fees: Enforcement	3,558.99
Professional Fees: Legal Fees	35.00
Reserve Fund	20,000.00
Supplies: Office	63.88
Utilities: Gas and Electric	553.48
Utilities: PO Box Rental/Keys	118.00
Utilities: Water	2,936.58
Website Domain (5-Yr Fee / 2021 – 2025)	224.50
Welcome Committee	278.28
Interest Income	<u>(179.84)</u>
Total Expenses / Checking / To Date	<u>\$57,828.00</u>

* Unspent Professional Fees carried over for legal expenses

** Non-Budget item set aside for legal expenses

A detailed income and expense report are available in appendix "A."

COMPLIANCE COMMITTEE (Miles McCary, Committee Chair)

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

Sometimes we get no response from a letter, which is when a second letter is sent that mentions the possibility of a fine. On the rare occasion a penalty letter is sent out; we often

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can find a resolution without collecting the fine. Our compliance committee is encouraged to find a solution with owners and suspend fines, hoping that the violation will not reoccur. Although several members received penalties during 2021, it was only necessary to retain a fine from one member who argued it would be cheaper to pay the fine than water the grass. There were no legal referrals in 2021.

Unfortunately, we have a few homes, primarily rentals, where accomplishing simple chores, like removing trash cans from the street, can't seem to get accomplished. In 2022, we will start fining the frequent flyers (three or more repeat violations in 180 days) every time there is a repeat violation.

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 who are currently constructing 19 new homes.

The CC&R's require that the Board seek new bids every three years on all existing contracts. We requested proposals from multiple contractors for landscape services but only received two replies. We only received two responses to replace 100 feet of drain tile and install a short retaining wall adjacent to the sidewalk along Glen Creek. That work was contracted and came back under the budget estimate. We have signed an agreement with the current landscape service provider for another three years.

WELCOMING COMMITTEE (Janice Rose, Secretary / Treasurer)

In 2021, many homes changed hands, and with the new construction, we had the opportunity to welcome 17 new members. There are five more on the list to greet. A welcome package is delivered to all new neighbors when they move into their new homes. 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 our community attractive, maintain values and keep dues low. We let them know that anytime they have questions or concerns, a Board member will be there for them and not an answering service from a management company.

Unfortunately, we could not host our National Night Out street picnic in cooperation with the Salem Police Department for a second year because of COVID restrictions. We are hopeful that we can again host our annual National Night Out in 2022.

Old Business:

None

New Business:

Ashton Russell, Age 4, drew the name of the winner of the 2021 HOA dues drawing on 12-19-2021. The winners are Matthew Egalka & Susan Jun.

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Members Open Forum:

Stewart Rose advised the Board on the status of the new reserve study that he and Miles McCary were developing. They stated that it appears that a total replacement of the wall and all landscape at today's prices would be about \$500,000.00. Their next step is to work with the Board's attorney to determine state law requirements for the reserve amount. Once that number is determined, they can propose the amount needed in reserve to the Board.

A member was present to discuss some questions he had regarding a fence. Mike Eastlund advised that he could speak on anything, but the Board was not allowed to act on his presentation at an annual meeting unless the issue was on the agenda, which it was not. Mike Eastlund said his appeal is on the agenda for the next meeting of the Board, which will be in January

Members brought up no further questions.

Adjournment:

Mike Eastlund made a motion to adjourn the zoom meeting. Janice Rose seconded the motion; there was no discussion, the meeting adjourned at 8:20 PM.

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Appendix "A."

West Meadows Estates HOA, Inc.
Income / Expense Report
December 30, 2021

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Columbia Bank (Beginning Balance)	18,864.44	14,909.41	6,925.14	42,754.18	53,700.31	36,390.47	37,625.34	37,223.75	38,533.35	34,324.77	28,195.68	27,877.79	
Debit	3,955.03	11,834.27	3,196.73	4,419.98	22,659.84	1,240.13	5,751.38	862.07	4,858.58	8,361.63	4,637.41		
Credit		3,850.00	39,050.02	15,366.11	5,350.00	2,475.00	5,349.79	2,171.67	650.00	2,232.54	4,319.52		
Account Fees			24.25										
Total / Ending Balance / (4047)	14,909.41	6,925.14	42,754.18	53,700.31	36,390.47	37,625.34	37,223.75	38,533.35	34,324.77	28,195.68	27,877.79		
ING Business Savings Acct / Reserve	81,569.94	81,597.60	81,622.59	81,650.27	81,671.04	01,679.18	101,687.54	101,696.18	101,704.82	101,713.18	101,721.82	101,745.79	
Debit													
Credit					20,000.00								
Interest	27.66	24.99	27.68	20.77	8.14	8.36	8.64	8.64	8.36	8.64	23.97		
Total / (1961)	81,597.60	81,622.59	81,650.27	81,671.04	101,679.18	01,687.54	101,696.18	101,704.82	101,713.18	101,721.82	101,745.79		
Savings Acct / Late Fees	26,909.91	26,910.12	26,910.35	19,710.51	21,710.68	21,710.86	21,936.06	26,136.26	24,136.48	24,786.70	26,786.90	30,887.15	
Debit			7,200.00			2,000.00		2,000.00					
Credit				2,000.00		2,225.00	4,200.00		650.00	2,000.00	4,100.00		
Interest	.21	.23	.16	.17	.18	.20	.20	.22	.22	.20	.25		
Total / Ending Balance / (9091)	26,910.12	26,910.35	19,710.51	21,710.68	21,710.86	21,936.06	26,136.26	24,136.48	24,786.70	26,786.90	30,887.15		
Savings Acct / Professional Fees	19,409.19	19,409.34	19,409.50	19,409.65	19,409.81	19,409.97	19,410.15	19,410.30	19,410.46	19,410.63	19,410.78	19,410.94	
Debit													
Credit													
Interest	.15	.16	.15	.16	.16	.18	.15	.16	.17	.15	.16		
Total / Ending Balance / (9106)	19,409.34	19,409.50	19,409.65	19,409.81	19,409.97	19,410.15	19,410.30	19,410.46	19,410.63	19,410.78	19,410.94		

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EXPENSES	January	February	March	April	May	June	July	August	September	October	November	December	Total
Bad Debt										10.00			34.25
Bank Service Charges			24.25										
Compliance Fee	2,000.00		2,000.00			2,000.00		2,000.00				2,000.00	10,000.00
Contributions													
Dues and Subscriptions	57.00			185.33			57.00			57.00			356.33
Insurance: Commercial Gen Liability	777.25												777.25
Insurance: Professional Liability (D&O)	3,359.00												3,359.00
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		5,200.00							3,900.00		60.00		9,160.00
Licenses & Permit							50.00						50.00
Loss Adjustment													
Meals & Entertainment													
Misc. Expense													
Postage & Delivery				286.15						4.15			290.30
Printing & Reproduction	249.60			258.40			75.70			528.30			1,112.00
Professional Fees: Accounting			300.00										300.00
Professional Fees: Enforcement	93.66	280.97	374.63	374.63	374.63	374.63	374.63	374.63	374.63	374.63		561.95	3,568.99
Professional Fees: Legal Fees / HOA						35.00							35.00
Professional Fees: Recording Fees													
Repairs: Lights & Sprinkler Repairs													
Repairs: Wall Construction & Repair													
Reserve Fund					20,000.00								20,000.00
Sign Expense													
Supplies: Office	48.86			15.02									63.88
Utilities: Gas & Electric	48.35	46.52	45.75	45.21	43.36	42.67	43.13	42.59	43.21	50.07	50.29	52.33	553.48
Utilities: PO Box Rental	118.00												118.00
Utilities: Water	50.04	51.48	51.48	51.48	51.48	322.83	445.49	419.48	516.11	657.37	267.86	51.48	2,936.58
Website Domain		224.50											224.50
Welcoming Committee	58.92			54.50			60.43			104.43			278.28
Interest Income	(28.02)	(.70)	(52.67)	(21.10)	(.18)	(17.04)	(8.99)	(9.02)	(8.75)	(8.99)	(24.38)		
Total	7,232.66	6,202.77	3,143.44	1,649.62	20,494.66	3,156.09	1,497.39	3,227.68	5,225.20	2,176.96	753.77	3,065.76	57,828.00