

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

**ANNUAL MEETING MINUTES**

**Monday, December 5, 2022 / 7:00 PM / Salem Electric**

**Call to Order, Confirm Quorum:**

Mike Eastlund introduced himself and called the meeting to order at 7:05 PM. He then asked the Board members to introduce themselves.

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 presented 104 valid proxies, more than 94 required for a quorum.

Janice Rose provided Proof of Notice of the Meeting as required by the Bylaws. They included lists of emails that went out on November 22, 2021, at 10:01 AM and letters mailed to members without emails on the same day.

**Procedural Issues:**

Mike Eastlund welcomed all members to the annual meeting 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.

**Read and Approve Minutes:**

The draft Annual Meeting minutes for December 30, 2021, were presented to all members when they signed into the meeting and posted on the webpage.

Chris Mott made a motion to accept the minutes as written. Barry Solomon seconded the motion.

Mike Eastlund opened for discussion on the motion, no discussion, a voice vote to approve the minutes. The motion passed by a unanimous voice vote.

**PRESIDENT'S MESSAGE:**

I am glad to report that we just finished another uneventful year. Our community looks great and is still considered one of the best neighborhoods in the city. We have seen a significant turnover in members as new families moved in and others moved on. There has been no litigation, and other than some minor repairs needed for the landscaping, things are moving along quite smoothly.

Now that the Covid Emergency has subsided, for the first time in three years, we can meet in person for our annual meeting and host our community picnic. Thank you, Janice and

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Stewart / Rose and the neighbors near their home for hosting the event at their home on Islander.

As you will hear from our ACC team, most houses under construction are complete, and very few buildable lots remain. I am sad to report that the city has rezoned the Wyant Farm for apartments at the northwest corner of the community. Thank you to all who sent letters to the city asking them not to do the rezone. Unfortunately, this is happening all over the valley.

On behalf of the Board and the members of our community, I want to thank Miles McCary for his six years of service on the Board performing one of the most challenging jobs, that of the compliance committee chair. Under his leadership, we have streamlined our compliance process and developed a record-keeping system that helps keep compliance issues current and our community looking great. In addition to his compliance work, he also has spent considerable time repairing the rock on our masonry wall. Our community volunteers and cooperative members allow us not to increase dues. We are fortunate to have members like Miles McCary, who step up and give their time and talent, and those who make corrections without litigation.

Mike Eastlund, a licensed Real Estate Agent, provided real estate transaction information for West Meadows Estates as follows for 2022:

- We saw seventeen homes listed for sale
- Three are still active
- Three withdrawn from the market
- Eleven sold
- The average sale price was \$689,000
- The average home size was 2,549 square feet with four bedrooms
- Average lot size 7,779 square feet

Mike closed his remarks by thanking the members for the honor of serving as an HOA Board member and president of this great community.

**TREASURER'S REPORT:**

Janice Rose, the Board Secretary/Treasurer, stated that although we had some unexpected expenses, our spending will be several thousand below budget. The report as follows shows current revenue and expenditures for 2022.

Columbia Bank / Checking	33,948.44
ING Business Savings / Reserve Account	122,793.62
Columbia Bank / Savings (Late Fees) **	14,889.43
Columbia Bank / Savings (Professional Fees) *	19,412.88
Total	\$191,044.37

\* Unspent Professional Fees carried over for legal expenses

\*\* Non-Budget items set aside for legal expenses

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**Expenses-To-Date / 2022**

Bank Service Charges	21.50
Dues & Subscriptions	400.98
Insurance: Commercial General Liability	864.21
Insurance: Professional Liability	2,968.00
Landscape Maintenance	5,900.00
Landscape Maintenance: Bark	6,625.00
Landscape Maintenance: Nursery Supplies	1,250.00
Landscape Maintenance: Repairs	1,000.00
Licenses & Permits	50.00
Miscellaneous	5.54
Postage and Delivery	374.02
Printing and Reproduction	932.55
Professional Fees: Accounting	300.00
Professional Fees: Enforcement	2,299.63
Professional Fees: Legal Fees	252.00
Professional Fees: Recording Fees	00.00
Repairs: Lights & Sprinkler Repairs	500.00
Repairs: Wall Construction & Repair	100.00
Reserve Fund	20,000.00
Sign Expense	242.75
Supplies: Office	6.49
Utilities: Gas and Electric	541.46
Utilities: PO Box Rental/Keys	146.00
Utilities: Water	1,988.44
Website Domain (5-Yr Fee / 2021 – 2025) / \$224.50	00.00
Welcome Committee	2,425.01
Interest Income	(1,008.43)

Total Expenses / Checking / To Date \$48,185.15

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

**Reports from Officers & Committees:**

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

There has been a significant turn in new construction in West Meadows; all the new homes except for one constructed during 2021, are sold and occupied. This year only one new home has been approved for construction. Currently, there are only five undeveloped lots in West Meadows. Four of those lots are part of adjoining properties and are not intended for sale now.

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This year, a new spring appeared at the far west end of the landscape on Doaks Ferry, creating a slip hazard, especially in colder weather. We installed an additional 20 feet of retaining wall and drainage.

Minor changes were made to the common area landscape at the corner of Titan and Doaks Ferry to protect the sprinkler system from being damaged by vehicle traffic (trucks and busses) driving over the sidewalk. After adding a few large rocks to the corner, the problem appears solved.

We were able to add new plants and refresh the bark to the Doaks Ferry landscape area.

In late summer, one of our three water bills significantly increased. The increase resulted from water leaking from valves that were not fully closing. Rocks in the valves caused the leaks. One valve was damaged and needed replacement.

### **COMPLIANCE COMMITTEE** Miles McCary, Committee Chair

This year has been somewhat of a challenge because of changes to our compliance inspection team. The person who has served us for several years had to withdraw because of illness. We identified a new person, but that person was let go after a few months because they could not meet contract requirements. We then hired a third very well-qualified person, a college student whose school demands were more significant than expected, and she had to resign. We are currently in search of a new person. It is a part-time job that requires about six to eight hours a month to perform.

This year, possibly because of inconsistent inspections, compliance for simple things like trash containers started to slip. One hundred seventy-two violation notices were sent to members this year. Most of which were for trash containers and lawn watering. In most cases, brown spots in lawns resulted from sprinkler obstruction or clogged filters. As water bills increase, watering appears to decrease. One member jokingly said it is getting to the point where it is cheaper to pay a fine than the water bill.

Fortunately, we were able to gain compliance with most members without the use of fines. We hope to be able to identify a new compliance inspector soon because their appearance in the community seems to reduce the number of violations.

### **WELCOME COMMITTEE** Janice Rose, Secretary / Treasurer

Many homes changed hands in 2022, along with dwellings sold near the end of 2021, which allowed our committee to welcome 36 new members to our community. 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.

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For the first time in three years, due to Covid, our community could host our National Night Out street picnic in cooperation with the Salem Police Department. We had great weather and a fantastic turnout of over 200 attendees.

This year some community members inquired about the possibility of celebrating Independence Day with a parade. After checking, the Board authorized the welcoming committee to participate and assist with the event. There were about 100 participants of all ages, and we look forward to this possibly being an annual event.

**Election of Board Members:**

The check-in staff provided ballots to members eligible to vote as they signed into the meeting.

The election results are as follows:

- Position No. 2 (Barry Solomon, elected)
- Position No. 4 (Vitale Radu, elected)
- The IRS Resolution Vote (Revenue Ruling 70-604 Approved)

**Old Business:**

None

**New Business:**

No children were present at the meeting, so a new community member and first-time attendee of our annual meeting did our proxy drawing. The winners for 2022 are Miles and Mariann McCary.

**Members Open Forum:**

Mike Eastlund reminded those in attendance of the City of Salem's requirements for leaf collection.

He also reminded us that the parking strip between the sidewalk and street is city property and is available for homeless campers. He further advised that any harassment by members or the HOA could result in litigation or criminal charges. He also reminded everyone to check their Salem Electric Credits online.

Members brought up no further comments or questions.

**Adjournment:**

Barry Solomon made a motion to adjourn. Chris Mott seconded the motion; there was no discussion, and the meeting adjourned at 7:55 PM.

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Appendix "A."

Income / Expense Report  
December 5, 2022

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Columbia Bank (Beginning Balance)	28,586.36	25,594.77	29,064.35	29,031.41	44,367.74	43,692.74	42,554.65	39,211.07	45,997.64	38,251.12	38,181.24	34,549.44	
Debit	3,068.79	4,419.33	31,838.44	4,006.67	850.00	1,313.09	3,343.58	6,218.76	7,746.52	2,069.88	3,636.80		
Credit	77.20	7,888.91	31,825.00	19,345.00	175.00	175.00		13,005.33		2,000.00	5.00		
Account Fees			19.50	2.00									
Total / Ending Balance / (4047)	25,594.77	29,064.35	29,031.41	44,367.74	43,692.74	42,554.65	39,211.07	45,997.64	38,251.12	38,181.24	34,549.44		
ING Business Savings Acct / Reserve	101,789.00	101,832.23	101,871.29	121,919.48	121,969.58	22,021.38	122,091.58	122,194.94	122,319.48	122,452.19	122,612.22	122,793.62	
Debit													
Credit			20,000.00										
Interest	43.23	39.06	48.19	50.10	51.80	70.20	103.36	124.54	132.71	160.03	181.40		
Total / (1961)	101,832.23	101,871.29	121,919.48	121,969.58	122,021.38	22,091.58	122,194.94	122,319.48	122,452.19	122,612.22	122,793.62		
Savings Acct / Late Fees	28,887.40	28,887.64	28,887.90	26,888.11	24,888.31	22,888.50	22,888.70	22,888.88	14,889.05	14,889.18	14,889.30	14,889.43	
Debit			2,000.00	2,000.00	2,000.00			8,000.00					
Credit													
Interest	.24	.26	.21	.20	.19	.20	.18	.17	.13	.12	.13		
Total / Ending Balance / (9091)	28,887.64	28,887.90	26,888.11	24,888.31	22,888.50	22,888.70	22,888.88	14,889.05	14,889.18	14,889.30	14,889.43		
Savings Acct / Professional Fees	19,411.10	19,411.26	19,411.44	19,411.59	19,411.74	19,411.90	19,412.07	19,412.22	19,412.38	19,412.54	19,412.70	19,412.88	
Debit													
Credit													
Interest	.16	.18	.15	.15	.16	.17	.15	.16	.16	.16	.18		
Total / Ending Balance / (9106)	19,411.26	19,411.44	19,411.59	19,411.74	19,411.90	19,412.07	19,412.22	19,412.38	19,412.54	19,412.70	19,412.88		



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West Meadows Estates HOA, Inc.  
Income / Expense Report  
December 5, 2022

EXPENSES	January	February	March	April	May	June	July	August	September	October	November	December	Total
Bad Debt													
Bank Service Charges			19.50	2.00									21.50
Compliance Fee			4,000.00	#####				8,000.00					14,000.00
Contributions													
Dues and Subscriptions				86.98		57.00	200.00		57.00				400.98
Insurance: Commercial Gen Liability		864.21											864.21
Insurance: Professional Liability (D&E)	2,368.00												2,368.00
Landscaping Maintenance	400.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,900.00
Landscaping Maintenance: Bark			5,625.00								1,000.00		6,625.00
Landscaping Maintenance: Nursery Supplies											1,250.00		1,250.00
Landscaping Maintenance: Repairs			1,000.00										1,000.00
Licenses & Permit							50.00						50.00
Loss Adjustment													
Meals & Entertainment													
Misc. Expense				5.54									5.54
Postage & Delivery				242.02					132.00				374.02
Printing & Reproduction			130.00	318.50		78.00		81.95	135.70	188.40			932.55
Professional Fees: Accounting				300.00									300.00
Professional Fees: Enforcement				350.00	350.00	350.00		175.00	350.00	350.00			2,299.63
Professional Fees: Legal Fees / HOA			252.00								500.00		252.00
Repairs: Lights & Sprinkler Repairs						100.00							100.00
Repairs: Wall Construction & Repair													
Reserve Fund			20,000.00										20,000.00
Sign Expense			18.75					144.00	80.00				242.75
Subscriptions													
Supplies: Office									6.43				6.43
Utilities: Gas & Electric	51.43	51.28	50.37	43.00	48.24	48.17	47.04	47.43	48.85	43.00	43.33		541.46
Utilities: PO Box Rental	146.00												146.00
Utilities: Water	34.82	35.84	35.84	35.84	35.84	35.84	35.84	231.30	587.43	693.04	226.81		1,988.44
Website Domain													
Welcome Committee				170.04	25.70		140.94	2,023.08	65.25				2,425.01
Interest Income			(131.68)	(.20)	(102.40)	(70.57)		(.35)	(361.21)		(342.02)		(1,008.43)
<b>Total</b>	<b>3,600.25</b>	<b>1,825.96</b>	<b>31,500.38</b>	<b>6,059.72</b>	<b>857.38</b>	<b>1,098.44</b>	<b>973.82</b>	<b>1,202.47</b>	<b>1,601.51</b>	<b>1,780.44</b>	<b>3,184.78</b>	<b>1,008.43</b>	<b>52,185.15</b>