

WEST MEADOWS ESTATES HOMEOWNERS' ASSOCIATION, INC.

2023, DRAFT ANNUAL MEETING MINUTES

Thursday, January 18, 2024 / 7:00 PM / Salem Electric

Call to Order, Confirm Quorum:

Due to a family emergency, Mike Eastlund could not attend the Annual Meeting and asked Stewart Rose, Architectural Control Committee member, to conduct the meeting.

Stewart Rose introduced himself and called the meeting to order at 7:00 PM. He then asked the Board members present to introduce themselves.

- Janice Rose, Secretary/Treasurer
- Vitale Radu, CCR Standards Committee Chair
- Chris Mott, ACC Committee Chair
- Barry Solomon, Board Member

Stewart Rose asked Janice Rose, Board Secretary, to confirm a quorum and notification of the meeting. There were 124 members present in person or valid proxies. A quorum requires ninety-four members.

Janice Rose provided Proof of Notice of the Meeting as required by the Bylaws. They included lists of emails that went out on January 5, 2024, at 10:33 AM and letters mailed to members without emails on the same day.

Procedural Issues:

Stewart Rose welcomed all members to the annual meeting and thanked them for participating. He stated that no motions from the floor are allowed at an annual meeting because of Bylaw notification requirements.

Read and Approve Minutes:

The December 5, 2022, draft Annual Meeting minutes were presented to all members when they signed into the meeting and posted on the webpage before the meeting.

Barry Solomon made a motion to accept the minutes as written. Vitale Radu seconded the motion.

Stewart Rose 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:

Stewart Rose read Mike Eastlund's message to the community in attendance.

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Dear Community Members,

I hope this message finds you well and enjoying the beauty of our wonderful neighborhood. At our HOA yearly meeting, we could not help but express our immense pride in how our community looks, and it is all thanks to the collective efforts of each of you.

I thank Janice and Stewart Rose for their outstanding commitment to organizing the meeting and ensuring its success with the required attendance to meet Bylaw requirements. We extend our heartfelt thanks to Chris Mott for his remarkable eight years of service on the Board. Chris has played a pivotal role, especially in matters related to the Architectural Control Committee (ACC), and we consider ourselves fortunate to have had him with us.

Our community thrives on the dedication of volunteers and cooperative members, and we are grateful for your ongoing support. Thanks to your contributions, we are pleased to announce that there will be no increase in the yearly dues, which will remain at \$175.00. Your commitment to the well-being of our neighborhood is truly commendable.

New owners took possession of ten homes in the past year, and we currently have four listed for sale. We appreciate your cooperation in making these transitions smooth and positive experiences for all involved.

As for the Wyant Farm development, there is nothing significant to report. Rest assured; we will keep you updated on any developments that may arise.

Once again, thank you for your continued dedication to our community. Together, we make this neighborhood a fantastic place to live.

TREASURER'S REPORT:

Janice Rose, the Board Secretary/Treasurer, stated that although we had some unexpected expenses, our spending will be below budget. The report shows current revenue and expenditures for 2023.

Umpqua Bank / Checking	28,428.27
ING Business Savings / Reserve Account	145,905.44
Columbia Bank / Savings (Late Fees and compliance deposits) **	13,191.03
Columbia Bank / Savings (Professional Fees) *	<u>24,968.87</u>

Total \$212,493.61

* Unspent Professional Fees carried over for legal expenses

** Non-budget items set aside for legal expenses

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Expenses as of December 31, 2023

Bank Service Charges	47.60
Dues & Subscriptions	575.17
Insurance: Commercial General Liability	937.86
Insurance: Professional Liability	3,375.00
Landscape Maintenance	6,000.00
Landscape Maintenance: Bark	5,500.00
Licenses & Permits	50.00
Postage and Delivery	924.26
Printing and Reproduction	711.90
Professional Fees: Accounting	300.00
Professional Fees: Enforcement	3,190.00
Professional Fees: Legal Fees	2,908.00
Repairs: Lights & Sprinkler Repairs	2,430.00
Reserve Fund	20,000.00
Sign Expense	144.00
Supplies: Office	52.40
Taxes: Federal	192.00
Taxes: State	150.00
Utilities: Gas and Electric	601.90
Utilities: PO Box Rental/Keys	182.00
Utilities: Water	2,712.74
Website Domain (5-Yr Fee / 2021 – 2025) / \$224.50	00.00
Welcome Committee	<u>2,861.88</u>
Total Expenses / Checking / To Date	\$53,216.71
Interest Income	(\$2,912.61)

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

Reports from Officers & Committees:

ARCHITECTURAL CONTROL COMMITTEE (ACC) Chris Mott, Committee Chair

The completion of all new homes under construction marks an important milestone. Only two undeveloped lots remain. All are part of adjoining properties and are not intended for development or sale now.

This year, many of the sprinkler systems along Doaks Ferry were no longer functioning as designed, with many areas not being properly irrigated. In addition, several control valves were leaking, and most of the electrical control devices had failed and needed replacement. Most existing sprinkler nozzles mechanically failed and required replacement, along with several damaged sprinklers.

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Last year, several large rocks were installed on the corner of Titan and Doaks Ferry to protect the sprinkler system from being damaged by vehicle traffic (trucks and buses driving over the sidewalk). I am happy to report that we solved the problem.

COMPLIANCE COMMITTEE Vitaliy Radu, Committee Chair

This year, we identified a new contractor to perform compliance inspections. I am glad to report that he is doing an outstanding job. He fully embraces the Board's philosophy, which encourages compliance with our CC&Rs and Board Policies through notification and training.

The inspector drives a vehicle identified with WME Compliance Inspector signs and wears a bright yellow vest marked compliance inspector. A few members complained that he trespassed when he applied the "OOPS" notices to trash containers on their property and could be mistaken as a criminal. In the interest of safety, the Board now requires that the "OOPs" notice only be used for violations on the street and use letters for any other notification.

The inspector makes weekly inspections at differing times. Two hundred and twenty-one violation notices were sent to members in 2023, 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.

Fortunately, we were able to gain compliance with most members without the use of fines. Sadly, one member did not respond to nearly a dozen notices for failing to maintain landscaping, which resulted in a referral for legal enforcement and collection.

WELCOME COMMITTEE Janice Rose, Secretary / Treasurer

When a new member moves into our community, our welcoming committee delivers a welcome package that includes information about the HOA, community management, and a loaf of bread from Great Harvest Bakery. Although we tried, we were only able to deliver four welcome packages. We have several deliveries pending. We ensure 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 a Board member will be there for them anytime they have questions or concerns, not an answering service from a management company.

Again, we were able to host our National Night Out street picnic and an Independence Day parade. Both events were well attended.

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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. 1 Janice Rose, elected.
- Position No. 3 Mike Eastlund, elected.
- Position No. 5 Evie Lucas, elected.
- The IRS Resolution Vote (Revenue Ruling 70-604 Approved)

Old Business:

None

New Business:

No children were present at the meeting, so we asked the outgoing Board Member, Chris Mott, to perform the proxy drawing. The winners for 2023 are Brian and Mikaela Knowles.

Members Open Forum:

Janice Rose shared the recent increase in complaints regarding owners of pets failing to pick up deposits by their pets in public areas and on member's yards.

Members brought up no further comments or questions.

Adjournment:

Chris Mott made a motion to adjourn. Janice Rose seconded the motion; there was no discussion, and the meeting adjourned at 7:35 PM.

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Appendix "A."

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Umpqua Bank (Beginning Balance)	33,710.34	25,758.82	24,415.24	56,705.65	32,749.39	2,076.13	46,085.70	42,502.02	38,187.67	36,453.92	34,068.67	32,236.68	#####
Debit	10,126.52	1,547.83	609.59	21,986.26	1,963.01	6,959.48	4,227.73	4,308.40	1,727.80	4,379.30	1,826.04	3,646.53	
Credit	2,175.00	204.25	32,900.00	18,030.00	1,295.70	975.00	650.00			2,000.00			
Account Fees					5.95	5.95	5.95	5.95	5.95	5.95	5.95	5.95	
Total / Ending Balance / (4047)	25,758.82	24,415.24	56,705.65	52,749.39	52,076.13	6,085.70	42,502.02	38,187.67	36,453.92	34,068.67	32,236.68	28,584.20	
ING Business Savings Acct / Reserve	122,996.82	123,205.75	123,403.89	23,623.99	13,864.98	14,121.57	44,370.33	44,627.82	144,885.77	45,135.85	145,394.71	145,645.67	#####
Debit													
Credit													
Interest	208.93	198.14	220.10	240.99	256.59	248.76	257.49	257.95	250.08	258.86	250.96	259.77	
Total / (1961)	123,205.75	123,403.89	123,623.99	13,864.98	14,121.57	4,370.33	44,627.82	44,885.77	145,135.85	45,394.71	145,645.67	145,905.44	
Umpqua Bank / Savings Acct / Late Fee	14,889.55	14,939.67	14,939.80	14,939.94	14,940.06	15,015.19	15,065.31	15,190.44	15,190.57	15,190.69	13,190.81	13,190.92	13,191.03
Debit										2,000.00			
Credit	50.00				75.00	50.00	125.00						
Interest	.12	.13	.14	.12	.13	.12	.13	.13	.12	.12	.11	.11	
Total / Ending Balance / (9091)	14,939.67	14,939.80	14,939.94	14,940.06	15,015.19	15,065.31	15,190.44	15,190.57	15,190.69	13,190.81	13,190.92	13,191.03	
Umpqua Bank / Savings Acct / Professi	19,413.03	24,966.55	24,966.77	24,966.99	24,967.20	4,967.41	24,967.61	24,967.83	24,968.04	24,968.24	24,968.46	24,968.66	#####
Debit													
Credit	5,553.33												
Interest	.19	.22	.22	.21	.21	.20	.22	.21	.20	.22	.20	.21	
Total / Ending Balance / (9106)	24,966.55	24,966.77	24,966.99	24,967.20	24,967.41	4,967.61	24,967.83	24,968.04	24,968.24	24,968.46	24,968.66	24,968.87	

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	January	February	March	April	May	June	July	August	September	October	November	December	Total
EXPENSES													
Bad Debt													
Bank Service Charges					5.95	5.95	5.95	5.95	5.95	5.95	5.95	5.95	47.60
Compliance Fee						2,000.00			2,000.00				4,000.00
Dues and Subscriptions			57.00				404.17		57.00			57.00	575.17
Insurance: Commercial Gen Liability		937.86											937.86
Insurance: Professional Liability (D&O)	3,375.00												3,375.00
Landscape Maintenance	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Landscape Maintenance: Bark					5,500.00								5,500.00
Landscape Maintenance: Nursery Supplies													
Landscape Maintenance: Repairs													
Licenses & Permit							50.00						50.00
Meals & Entertainment													
Misc. Expense													
Postage & Delivery			2.64			12.60	73.67	12.60	12.60	167.55	12.60		294.26
Printing & Reproduction			284.40	1.90			72.70			194.10			711.90
Professional Fees: Accounting				300.00									300.00
Professional Fees: Enforcement				350.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	3,190.00
Professional Fees: Legal Fees / HOA				901.00					662.50		844.50		2,908.00
Repairs: Lights & Sprinkler Repairs					275.00				200.00				2,430.00
Repairs: Wall Construction & Repair													
Reserve Fund				20,000.00									20,000.00
Sign Expense								144.00					144.00
Subscriptions													
Supplies: Office													
Taxes: Federal			26.95										26.95
Taxes: State				182.00									182.00
Utilities: Gas & Electric	51.35	51.20	50.82	48.85	48.24	47.72	46.51	47.34	48.48	49.46	55.07	56.86	601.90
Utilities: PO Box Rental	182.00												182.00
Utilities: Water	52.86	58.77	58.77	58.77	58.77	218.16	510.41	531.52	611.72	358.45	58.87	134.67	2,712.74
Website Domain													
Welcoming Committee			8.75				437.44	2,370.77		35.24			2,861.88
Interest Income	(.31)		(627.88)	(241.32)	(256.93)	(249.08)			(766.53)			(770.56)	(2,912.61)
Total	4,160.90	1,517.83	361.45	22,261.20	6,486.03	2,891.35	2,455.95	3,967.18	1,629.72	3,722.75	1,831.99	2,987.85	54,304.11