

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

**2024, DRAFT ANNUAL MEETING MINUTES**

**Tuesday, January 7, 2025 / 7:00 PM / Salem Electric**

**Call to Order, Confirm Quorum:**

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

- Mike Eastlund, Board President
- Janice Rose, Secretary/Treasurer
- Evie Lucas, CCR Standards Committee Chair
- Barry Solomon, Board Member

Due to sickness, Vitalie Radu could not attend the Annual Meeting and asked Stewart Rose, an Architectural Control Committee (ACC) member, to present the committee report.

Mike Eastlund asked Janice Rose, Board Secretary, to confirm a quorum and notification of the meeting. There were 120 members present in person or with 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 December 13, 2024, at 11:50 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 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 draft Annual Meeting minutes for 2023 were presented to all members when they signed into the meeting and posted on the webpage before the meeting.

Janice Rose made a motion to accept the minutes as written. Evie Lucas seconded the motion.

Mike Eastlund opened for discussion on the motion, but there was no discussion; there was a voice vote to approve the minutes. A unanimous vote passed the motion.

**PRESIDENT'S MESSAGE:**

Dear Community Members, I hope this message finds you well. At our recent HOA National Night Out picnic in August, city leaders were very complimentary about the attendance and participation. I 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.

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Our community thrives on the dedication of volunteers and cooperative members, and we are grateful for your ongoing support. Your commitment to the neighborhood's well-being is both inspiring and invaluable.

Eight homes in our community have been sold over the past year, and one is currently on the market. The average sale price was \$664,633.00.

There are no significant updates regarding the Wyant Farm development at this time. Rest assured, we will keep you informed of any relevant developments.

As a note, most homes sold have had water under the homes in the crawl space. It is worth noting that water issues should be corrected before additional damage can occur.

The mailbox thieves were caught and prosecuted. We are working on cleaning up the mailboxes and the area around each box.

Once again, thank you for your continued dedication to making our neighborhood a wonderful place to live. Together, we create a community that we can all be proud of.

It is truly an honor to serve this great community.

**TREASURER'S REPORT:**

The Board Secretary/Treasurer, Janice Rose, stated that our spending was below budget projections. The report shows current revenue and expenditures for 2024.

Umpqua Bank/ Checking	29,451.53
ING Business Savings/ Reserve Account	171,566.72
Umpqua Bank/ Savings (Late Fees)**	12,092.24
Umpqua Bank/ Savings (Professional Fees)*	<u>24,971.38</u>
Total	\$238,081.87

**Expenses as of December 31, 2024**

Bank Service Charges	71.40
Dues & Subscriptions	484.83
Insurance: Commercial General Liability	982.87
Insurance: Error & Omissions	3,375.00
Landscape Maintenance	6,000.00
Landscape Maintenance: Bark	720.00
Licenses & Permits	50.00
Miscellaneous	106.67
Postage and Delivery	360.17
Printing and Reproduction	768.70
Professional Fees: Accounting	300.00
Professional Fees: Enforcement	5,130.00

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Professional Fees: Legal Fees	2,109.91
Repairs: Lights & Sprinkler Repairs	481.00
Repairs: Wall Construction & Repairs	371.00
Reserve Fund	20,000.00
Sign Expense	144.00
Supplies: Office	44.75
Taxes: Federal	691.00
Taxes: State	163.00
Utilities: Gas and Electric	642.26
Utilities: PO Box Rental/Keys	194.00
Utilities: Water	4,678.69
Website Domain (5-Yr Fee/ 2021 - 2025) / \$224.50	.00
Welcome Committee	<u>3,258.99</u>
Total	51,128.24
Interest Income	<u>(5,665.00)</u>

\* Unspent Professional Fees carried over for legal expenses

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

**Reports from Officers & Committees:**

**ARCHITECTURAL CONTROL COMMITTEE (ACC)** Stewart Rose, Committee Member

Now that construction on most lots is complete, our ACC focus in 2024 has been approving landscape changes, roof replacement, maintenance of fences, and paint updates. With the increase in oil prices, the cost of replacing roofs has almost doubled to about \$25,000.00 on average. Surprisingly, some members report receiving estimates two to three times the average. Many of the roofs in our community have reached the point where they need replacement. It's important to recognize that the codes for roof installation have changed, so it is important that you have your work completed by a licensed bonded contractor that installs in compliance with current codes. Failing to do so may result in expensive surprises if you try to refinance or sell your home. It is also important to remember that our governing documents require a minimum of 30-year architectural-type roofing material and not the less expensive three-tab asbestos.

With the significant increase in the water charges, some members have chosen to change their landscape. If you change your landscape, such as removing the grass or changing to artificial turf, you must secure ACC approval before making the change.

**COMPLIANCE COMMITTEE** Evie Lucas, Committee Chair

I am pleased to report our compliance inspector continues to do outstanding work conducting neighborhood inspections. The inspector drives a vehicle identified with WME Compliance Inspector signs and wears a bright yellow vest marked compliance inspector. He fully embraces

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the Board's philosophy, which encourages compliance with our CC&Rs and Board Policies through notification and training.

The inspector makes weekly inspections at differing times. In 2024, 260 violation notices were provided to members, most of which were for trash containers and lawn watering. In most cases, brown spots in lawns resulted from sprinkler obstruction or clogged filters.

Fortunately, we could gain compliance with most members with limited use of fines, or fines were suspended after a compliance period. Our budget does not record any income from fines during 2024.

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

Janice Rose reported that eighteen welcome packages have been delivered since the last meeting, with five remaining to be delivered to new homeowners. 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 ensure our new neighbors know that by working together, we can keep our community attractive, maintain values, and keep dues low. We also 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, which were well attended.

**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 Vitalie Radu, 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 newest member of our community to conduct the proxy drawing. Matthew & Kathryn Ciancetta are the winners for 2024.

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**Members Open Forum:**

One member asked what it would take to change the rules to allow flag poles in his home's front yard. Stewart Rose explained that changing the CC&Rs requires an affirmative vote of 70% of all community members.

A member asked why the construction of the apartments at Wyant Farm had been delayed. Mike Eastlund explained that the power company is waiting for equipment to be delivered from China before proceeding with the required power supply.

Members brought up no further comments or questions.

**Adjournment:**

Barry Solomon moved to adjourn, and Janice Rose seconded it. There was no discussion, and the meeting adjourned at 7:37 PM.

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**Appendix "A."**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Umpqua Bank (Beginning Balance)	28,584.20	27,270.04	35,396.67	53,230.52	46,368.25	47,647.19	47,670.37	45,520.75	39,081.81	37,076.53	35,537.01	34,325.70	31,876.53
Debit	1,483.21	6,467.42	2,985.20	23,006.32	2015.11	2,910.87	2,818.67	6,432.99	3,899.33	3,945.06	1,205.36	2,443.22	
Credit	175.00	14,600.00	20,825.00	16,150.00	3,300.00	2,940.00	675.00		1,900.00	2,411.49			
Account Fees	5.95	5.95	5.95	5.95	5.95	5.95	5.95	5.95	5.95	5.95	5.95	5.95	
Total / Ending Balance / (4047)	27,270.04	35,396.67	53,230.52	46,368.25	47,647.19	47,670.37	45,520.75	39,081.81	37,076.53	35,537.01	34,325.70	31,876.53	
ING Business Savings Acct / Reserve	145,905.44	146,164.96	146,192.52	146,490.10	167,018.17	167,626.46	168,217.27	168,829.93	169,444.82	170,042.04	170,589.33	171,085.25	171,566.72
Debit													
Credit				20,000.00									
Interest	259.52	27.56	297.58	528.07	608.29	590.81	612.66	614.89	597.22	547.29	495.92	481.47	
Total / (1961)	146,164.96	146,192.52	146,490.10	167,018.17	167,626.46	168,217.27	168,829.93	169,444.82	170,042.04	170,589.33	171,085.25	171,566.72	
Umpqua Bank / Savings Acct / Late Fees	13,191.03	13,191.15	11,191.24	11,191.33	11,341.42	12,441.52	12,741.62	12,741.73	12,741.84	12,091.94	12,092.04	12,092.14	12,092.24
Debit		2,000.00							650.00				
Credit				150.00	1,100.00	300.00							
Interest	.12	.09	.09	.09	.10	.10	.11	.11	.10	.10	.10	.10	.10
Total / Ending Balance / (9091)	13,191.15	11,191.24	11,191.33	11,341.42	12,441.52	12,741.62	12,741.73	12,741.84	12,091.94	12,092.04	12,092.14	12,092.24	
Umpqua Bank / Savings Acct / Professional	24,968.87	24,969.09	24,969.28	24,969.50	24,969.70	24,969.91	24,970.12	24,970.33	24,970.54	24,970.75	24,970.96	24,971.17	24,971.38
Debit													
Credit													
Interest	.22	.19	.22	.20	.21	.21	.21	.21	.21	.21	.21	.21	.21
Total / Ending Balance / (9106)	24,969.09	24,969.28	24,969.50	24,969.70	24,969.91	24,970.12	24,970.33	24,970.54	24,970.75	24,970.96	24,971.17	24,971.38	

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