

Minutes of the Board of Directors Meeting

Date May 10, 2023

Time 7:00pm

Meeting called to order by Kevin Hawkins

In Attendance

Kevin Hawkins, Karyn Bird, Carolyn Mayers, Rob Putnam, David Sorenson, and Betty Brose were present.

Meeting recording

Kevin motioned that we record the meeting for a homeowner who was unable to attend and requested it. The board **Approved** recording the meeting.

Approval of Minutes

Kevin motioned to approve the March 8th, 2023 board meeting minutes with one modification: update the wording in *Update Key Executive with Wells Fargo* section from **Board members** to **Board officers**. The Board **Approved** the updated minutes.

Treasurer Report

Brian was not in attendance but provided his report prior to the meeting. Brian has uploaded the financial report and bank statements to Drive. All transactions through April have been reconciled. Expenses and collections are on track with all current bills paid. A landscape bill will be due in a few weeks. There are 5 outstanding dues payments. Brian will be sending a second request to them shortly.

Landscape Report

Carolyn Mayers gave the Landscape report. Carolyn walked the entire neighborhood with Nathan, the crew chief of Straub. The camas on the path were not cut down (yeah!) and they discussed the moss that is taking over parts of the grass. Carolyn will be watching for low tree limbs now that the growing season has started. The irrigation system is on and functioning.

Website Report

Rob Putnam gave the Website report. Rob has disabled the comments on the website. Kevin motioned that we remove existing comments on the pages. The board **Approved** removing the comments. **Rob will make the update.**

[Welcoming Report](#)

Carolyn Miller was not in attendance, so no report was given.

[Neighborhood Watch Report](#)

Pam Burnor was not in attendance but did provide one update in email. There is an upcoming joint meeting of Wards 7 and 8 on May 22nd covering many topics, including wildfire prevention and evacuation procedures. Several city officials will be present. The meeting will begin at 6:00 pm in the Walnut Community Room located at 4950 NW Fair Oaks Drive and it will also be hosted online via Zoom. The board encourages people to attend and show our interest. <https://www.corvallisoregon.gov/mc/page/joint-ward-7-and-ward-8-meeting>.

[Old Business](#)

[Plan for Maintenance of Dixon Creek Greenway](#)

Carolyn Mayers is working on the maintenance plan. Development of the plan has been put on hold until the board can resolve greenway maintenance questions with the Meadowridge HOA (discussed later in the meeting).

[Directors' & Offices' Insurance](#)

Carolyn Mayers received two insurance quotes, one of which appears to have additional coverage we may not require. Carolyn discovered that covering our irrigation system is difficult since we do not own the land it is on. The board was not prepared to decide without better understanding of the two offers. **Carolyn will write up a summary of the two proposals and the board will vote at our next meeting.**

[Review summary of city's "conditions of approval"](#)

Carolyn Miller provided Kevin with the paper copies of the two Corvallis Planning Commission Notice of Disposition documents. These document conditions of approval for our planned development. The documents have been scanned and loaded to Drive. **Carolyn Mayers, Carolyn Miller, and Karyn Bird will review these original documents for insight into the City's and the Developers intentions as they relate to current maintenance and compliance issues.**

[City's response on Huckleberry/Firefern intersection](#)

Carolyn Mayers contacted the city about observed traffic issues at the corner of Huckleberry Place and Firefern. The city's response was friendly but did not offer any solutions that they or the HOA could implement. Carolyn will continue conversations with the city to work on providing some kind of solution.

[Discuss report on how to proceed on enforcing compliance with UTHOA's CC&Rs](#)

The report on compliance and enforcement of our CC&R's has not been completed **Carolyn Miller, Carolyn Mayers and Karyn Bird will prepare compliance information for the board to review at the next meeting.**

New Business

Proposal to send letter to Meadowridge HOA about maintenance of their parcels in the greenway

Carolyn Mayers, Pam, and Kevin drafted a letter to send to the Meadowridge HOA discussing the maintenance of their parcels in the greenway. Carolyn Miller and Karyn felt the tone of the message could be improved. Kevin proposed to reach out to the president of the Meadowridge HOA to schedule a meeting him Kevin and Carolyn Mayers to discuss the issues in person. A follow-up letter will be sent summarizing the outcomes of the meeting. The board **Disapproved** sending the letter to Meadowridge and **Approved** having the in-person discussion with written follow up.

Policy on sharing non-HOA business with members.

The board occasionally receives information that may be of interest to homeowners. Guidelines were discussed on how to share such information without overcommunicating. The board decided to save information that is not time sensitive to include in our newsletter and otherwise use our judgement on anything else. **David will send out a message about the joint ward meeting.**

Other Business

Neighborhood Night Out

The Neighborhood Night Out was in August last year and planning will need to start soon. This was in August last year. The Neighborhood Watch Captain is typically in charge of this event and should be present at the next board meeting. The board will schedule their next meeting earlier to accommodate provide ample planning time.

Email problems

We are still having issues with our Gmail communications going to homeowner's junk folders. Although we have no direct control over this problem, we will continue to look at options and methods to minimize chances of our email getting filtered as junk. **Karyn will send out an email from her personal account letting everyone know of the HOA Gmail address and request they add it to their address book and safe lists.**

Adjournment

The next board meeting was set for Tuesday June 20th at 7pm on Zoom. [By unanimous written consent on June 2nd the Board rescheduled the meeting to Tuesday June 27th at 7pm.]

The meeting was adjourned at 8:11pm