

# Minutes of the Board of Directors Meeting

Date	March 5th, 2024
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Time	7:02pm
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Meeting called to order by	Kevin Hawkins
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## In Attendance

Kevin Hawkins, David Sorenson, Carolyn Mayers, Jeanne Liu, Pam Burnor, Karyn Bird, and Rob Putnam were present.

## Approval of Minutes

Kevin Hawkins moved to approve the corrected minutes from the January 21st board meeting. The Board **Approved** the minutes.

## Treasurer Report

Kevin Hawkins gave the Treasurer report. We have collected 79% of the homeowner's dues and sent emails out last week to the remaining homeowners. The board questions why we are paying an electric bill during the winter when our sprinkler system is off. Kevin determined we are paying a base fee for each sprinkler box, even though no electricity is used. **The board will investigate if we can fully turn off the electricity during the winter months next year.**

## Landscape Report

Carolyn Mayers gave the Landscape report. We received our first invoice from Straub. Carolyn and Straub are looking at a sprinkler section where we can try reducing watering. One of the shady sections with moss would be a prime candidate. Straub confirmed that they do not perform unauthorized bush or tree trimming.

## Website Report

Rob Putnam gave the website report. Our website is up but our domain name has been deactivated so you cannot get to the site with the standard [uplandsattimberhill.org](https://uplandsattimberhill.org). Our domain was supposed to expire at the end of March but appears to have been turned off a month early. You can still access our website using <https://uplandsattimberhill.wordpress.com/>. Rob is working with Jennifer Ackroyd, the current domain owner, to get the account transferred. Rob bought the [uplandsattimberhill.com](https://uplandsattimberhill.com) domain as a backup. The .ORG version should be become available in March if we are not able to transfer it over. Our goal is to get the .ORG domain back. We can always keep the .COM version and redirect it to the .ORG. **Rob will create a document of instructions on how to manage the domain for future board members.**

## Welcoming Report

There is nothing to report as we currently don't have anyone in this role.

## Neighborhood Watch Report

Pam Burnor gave the Neighborhood Watch report. One email has been given to the watch captains to distribute. If homeowners are not receiving emails from their watch captain, please contact the board at [uthoacontact@gmail.com](mailto:uthoacontact@gmail.com) and we'll help resolve the issue. There was one burglary in the Timberhill area where the house was unlocked. **Kevin Hawkins and David Sorenson will update the membership directory files for the homeowners and watch captains.**

## New Business

### *Proposal to Reassign Officer Duties*

Kevin Hawkins moved to reassign officer duties as follow:

- Kevin Hawkins as president
- Carolyn Mayers as Vice President and Landscape Manager
- David Sorenson as Treasurer
- Qin (Jeanne) Liu as Secretary

The board **Approved** the assignments. **Kevin will circulate the paperwork needed to update our signers on our Oregon State Credit union account.**

### *Proposal to Reimburse Board Members*

Kevin Hawkins moved to reimburse board member for the following expenses:

- \$19.99 reimbursed to Kevin Hawkins for a plastic file box to store Treasurer records.
- \$16.80 reimbursed to Kevin Hawkins for printing invoices for annual assessments.
- \$19.99 reimbursed to Kevin Hawkins for address labels for annual assessment and future mailings.
- \$69.29 reimbursed to Carolyn Mayers for expenses related to mailing annual assessment invoices.
- \$1.39 reimbursed to Kevin Hawkins for postage to file 1096 and 1099-NEC forms with the IRS.

The board **Approved** these reimbursements.

### *Update on Placement of Sprinkler Heads on 29<sup>th</sup> Street Streetscape*

This is a follow up to a discussion at the annual meeting of a members Laurel bushes getting trimmed by Straub and an incorrectly placed sprinkler head. Straub confirmed that they never trim a member's bushes or trees without permission. Leaves are missing from about 5' down and it is very possible that deer are causing the defoliating. There are similar patterns on arborvitae along 29<sup>th</sup>. Sprinklers are mostly in front of the laurel, with one closer to the bushes but still with ample clearance. It is difficult to locate markers to do exact measurements and the board doesn't believe it is useful to pursue the matter. **Kevin will write a letter to the homeowner summarizing this information and suggesting installation wire fencing around a section of the laurel to determine if the deer are eating the leaves.**

## ***The Uplands at Timberhill Homeowner's Association***

### *Youth Conversation Corps.*

Carolyn Mayers has discovered that another HOA has brought in the Youth Conversation Corps to help do vegetation thinning to reduce fire fuels. **Carolyn will investigate the possibility of UTHOA doing something similar.** <https://oregonconservationcorps.org/>.

### *Vehicle Parking Concerns*

Karyn Bird reports there have been more camping type vehicles parked in the area. Our CC&Rs prohibit parking several types of vehicles on the street or where visible on a homeowners property. Kevin has created a spreadsheet to track compliance issues. Board officers should note any observed violations on the spreadsheet. Other board members or homeowners can report issues to [uthoacontact@gmail.com](mailto:uthoacontact@gmail.com) or directly to a board member.

### *Greenspace Vegetation Disposal*

Carolyn Mayers reports that Meadowridge's landscaping contractor has been blowing leaves into the greenspace. Carolyn has talked with the Meadowridge HOA president, and they are looking into the issue. Meadowridge will soon be renegotiating their landscape contract.

### *Weather Damage on Path*

Kevin Hawkins reports that the last set of storms has caused more branches to come down on the path. **Pam Burnor will contact the city about the issue.**

## **Adjournment**

The next board meeting was set for Tuesday May 7<sup>th</sup> at 7:30pm on Zoom.

The meeting was adjourned at 8:15pm