

Minutes of the Board of Directors Meeting

Date

May 7th, 2024

Time

7:33pm

Meeting called to order by

Kevin Hawkins

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 minutes from the March 5th board meeting. The Board **Approved** the minutes.

Treasurer Report

David Sorenson gave the Treasurer report. We have collected all of the homeowners' dues. David shared the financial statement to date. Water has been turned on. He has received one bill from the landscape company. In the future we will turn off the water for winter season and call the city before turning it back on in the following year. The board **Approved** the financial statement.

Landscape Report

Carolyn Mayers gave the Landscape report. There are more trees falling in the greenway. Straub applied herbicide and moss treatment, and turned-on water. She is also looking for streetscape lawn improvements that do not cost much. Regarding experimenting with the moss in shady areas, Straub would not kill the grass, just keep both the grass and moss. Kevin Hawkins has talked to Pam Burnor about the fallen trees. The City should be very responsive in dealing with them. Pam reported the problem to the city. The city responded right away.

Website Report

Rob Putnam gave the website report. Rob was able to contact Jennifer Ackroyd and has had the uplandsattimberhill.org domain name transferred to Rob. The domain is still tied to Jen's credit card, however. Rob will contact Jen by Sept. 21, 2024 to transfer the credit card info for renewal on Oct. 20, 2024 (the renew date is Feb. 15, 2025). Rob will renew using his credit card and get reimbursed. We still have the .com domain Rob bought as a backup. Kevin Hawkins recommended that HOA reimburse Rob for the expense of obtaining Jeanne Liu
UTHOA Secretary
05-07-24

the .com domain. Rob has created a document with instructions on how to manage the domain for future board members. Kevin now has the document. Rob has several updates to do on the document. **Kevin will share the document with Rob so he can update it.**

[Welcoming Report](#)

There is nothing to report as we currently don't have anyone in this role. Kevin Hawkins is still working on an update to the welcoming packets. Carolyn Miller has materials for the old packet. He's also talked to Melissa Tucker about taking over; she's willing though will be traveling quite a bit this summer. There may be a need to welcome someone before she is available. A house is on sale now. A couple of people may be able to help out in the meantime. **Kevin and Carolyn Mayers will look at the packets and also check with Carolyn Miller for further comments.**

[Neighborhood Watch Report](#)

Pam Burnor gave the Neighborhood Watch report. Some people are not receiving notices from the neighborhood watch captains. Pam has met with Meadowridge HOA representative. They are going to meet ODF employee to determine what fire fuel cleanup they may commit to do. The webinar by the emergency management staff of the city and Benton County was discussed next. What does a neighborhood drill entail? Not a lot of advanced notice to set things up was given. Carolyn Mayers attended and found it to be helpful. There may be a video available. The City is using an evacuation software now. It is called Genasys Protect EVAC. The City also has bought modeling software so they can learn the dynamics of the evacuation of neighborhoods. Karyn Bird mentioned that about 5 out 79 families participated in a previous evacuation exercise after multiple email reminders.

[Old Business](#)

[Involving Youth Conversation Corps in vegetation thinning \(Carolyn Mayers\)](#)

Carolyn Mayers has looked into using the Youth Conversation Corps (<https://oregonconservationcorps.org/>) to help thin vegetation to reduce fire fuels. This group is not allowed to work on city properties, however. Jonathan Jones (our city Fire Marshal) mentioned another crew and will set up a meeting with Carolyn Mayers. **Carolyn will follow up.**

There are some campers/trailers parked in the neighborhood: 3343 NW Silktassel parked camper, 3339 Silktassel parked trailer, and Silverbelle parked camper. It was understandable during the pandemic. Now that the pandemic is over, the CC&Rs may need to be enforced to set examples. **Kevin Hawkins will take it on to inventory and send notices to the home owners after checking the record and consulting with the board if needed.**

[New Business](#)

[Role of watch captains \(Pam Burnor\)](#)

There was a discussion on what roles the watch captains have been playing and what roles they should play. One of the roles is to forward notices from Pam to neighbors in their group (currently 6). However, notices have not been received by some households. The watch captains have also collected proxies in the past. The roles of

The Uplands at Timberhill Homeowner's Association

neighborhood watch captains are not in our bylaws. How do we proceed? How about centralizing sending the notices? Are there other things the captains may be involved in? **Pam Burnor will solicit inputs from the watch captains about their roles and continuing in the role. Kevin Hawkins will ask Carolyn Miller about this when talking to her about the Welcoming packet.** Carolyn Mayers found this link for reference: <https://www.nnw.org/organizing-your-neighborhood-watch>. **Pam Burnor will look at the link and talk to the City to see how other neighborhoods are doing it. The Board will discuss this topic further at the next Board meeting.**

Plans for 2024 National Night Out (Tuesday, Aug. 6)

Kevin Hawkins presented what happened last year. It was **agreed** that the Board will organize this event again this year. Two board members will not be present on that day. The Board brainstormed the activities and actions needed for this event. Here are some ideas discussed:

Venue: Picnic shelter at Chepenafa Springs Park, it is first come first served

Activities: 1) games (Cornhole), drawings for kids-frame it as a contest; bubbles to blow

2) music

Things to buy: drinks, snacks, napkins

Things for home owners to bring: snacks

Speakers: policeman, fire department

Kevin and Jeanne Liu will create a signup list. Pam Burnor will talk to the police and fire department for talks and solicit the help of watch captains. Carolyn Mayers will check with neighborhood high school students about providing music. This topic will be on next board meeting agenda.

Other items presented at the meeting

There was a discussion about forming a neighborhood association. It is a body more recognized by the City and has more influence than an individual HOA. If we try to organize all of Timberhill, it would be too large. A neighborhood association is limited to about 200 houses. How about homes along the greenway? How about the homes in Uplands and Meadow Ridge? **Carolyn Mayers and Pam Burnor will discuss further.**

Adjournment

The next board meeting was set for Wednesday, July 10th at 7:00pm on Zoom.

The meeting was adjourned at 9:05pm