

Minutes of the Board of Directors Meeting

Date November 12, 2024

Time 7:33pm

Meeting called to order by Kevin Hawkins

In Attendance

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

Approval of Minutes

Kevin Hawkins moved to approve the minutes from the September 9th board meeting. The Board **Approved** the minutes after the update. **Kevin will ask Rob to post the updated version on the website.**

Treasurer Report (Kevin Hawkins for David Sorenson)

Kevin Hawkins gave the treasurer report on David Sorenson's behalf. Including the estimated billing for electricity and water through the end of 2024, the administrative and electricity expenses are slightly over budget, water is under budget. The overall expenses are coming in at 97% of budgeted ones. The lower water bill is due to the cost reduction measure of reduced watering time and somewhat milder summer with a couple of showers compared with previous years.

Landscape Report (Carolyn Mayers)

Carolyn Mayers gave the Landscape report. Straub is very responsive in turning down the water and cleaning the leaves; they are due to come on Friday to pick up leaves. Straub has turned off the sprinklers for the season, and Dave will switch off our water service to save the flat fee for water in winter. Carolyn has asked Straub for a quote for next year. We received a notice from the city public works about leaves on the bike path on 29th Street. The address cited does not seem to belong to UTHOA. **David Sorenson is following up with the city on it.**

Website Report (Rob Putnam)

Rob Putnam reported that the website is running well. There is a hosting service bill due on Nov. 19th for \$48 for the year. There should be no interruptions as Rob's credit card will be charged. He also recently paid \$10.46 for a certificate [actually the domain name]. Kevin Hawkins moved to reimburse Rob for the both costs once Rob has the receipts and submits them to David Sorenson. The board **Approved** the motion.

[Welcoming Report \(Melissa Tucker\)](#)

Melissa Tucker is the new welcoming coordinator. She was not present for the meeting. Kevin Hawkins noted three houses on the market, which indicates potential new home owners, but Rob Putnam noted that new residents have moved in one of them in the last few days. **Kevin Hawkins will prepare a welcome packet and hand off to Melissa to welcome them.**

[Neighborhood Watch Report \(Pam Burnor\)](#)

Pam Burnor gave the Neighborhood Watch report. The crime report from the city was forwarded to the captains two days ago. One meeting attendee reported seeing a homeless person on the neighborhood path, south of Huckleberry. Just another reminder to pay attention to your surroundings when walking in the neighborhood.

[CC&R and City Code Compliance Report \(Kevin Hawkins\)](#)

Kevin Hawkins gave the report. He has been working through the CC&R issues and sending out courtesy notices for City Code violations. We are in a pretty good place. Kevin has given the home owners plenty of time for the corrective actions. Two situations have been resolved after the second notices were sent through mail. There is still a City Code violation issue involving a basketball hoop. It will be left to the city to resolve. There is a tree hanging low when it rains at one address. **Kevin will send a note to the homeowner.**

[Old Business](#)

Role of watch captains (Carolyn Mayers)

Carolyn Mayers has been looking into this. She found that watch captains are typically a sort of community organizer. Carolyn is reading a lot on community connection. It is important subject but she does not have enough time to investigate further. Kevin Hawkins moved to drop this issue for now and instead to focus on assembling a board. The board **agreed**.

Forming a neighborhood association (Carolyn Mayers)

Carolyn Mayers does not have time to investigate the topic further. A neighborhood association is a group recognized by the city as an official voice for a neighborhood:

<https://www.corvallisoregon.gov/cd/page/neighborhood-associations>. Kevin Hawkins moved to drop this topic for now. The board **agreed**.

Removing moss from the greenway (Pam Burnor)

Pam Burnor would like to see moss, which is a slip hazard, removed from the greenway consistently. There is a need to follow up with Meadowridge for them to remove the moss in their sections of the greenway. Some use horticultural vinegar, though it kills everything. There are ways to remove the moss without using chemicals, such as a linoleum scraper. Moss removal is not part of Straub's routine work right now. **Carolyn Mayers will ask Straub to give a quote for moss removal.** Depending on the how much Straub charges, the board may consider other options since this may be an occasional need. The advantage of using Straub's services is that they are aware of the regulations around chemicals near the wetland.

New Business

Review of draft budget for 2025

Kevin Hawkins shared the proposed budget for 2025 by David Sorenson. David assumed an increase of approximately 5% for all expenses. If we keep the same assessment for next year, there will be a deficit of a few hundred dollars. David had recommended to keep the dues the same as last year and to look for ways to trim the cost further. However, since we are looking into the cost of the moss treatment, this may not work. In addition, considering that this year's water bill was likely lower in part due to the summer not being so dry, the board agreed to plan for a small increase in the assessment. Kevin moved to have the assessment for next year set at \$475. The board **agreed**.

Planning 2025 annual meeting

Kevin Hawkins suggested that we plan for in-person meeting for the 2025 annual meeting. Proposed meeting place: Timberhill Athletic Club conference room. **Carolyn Mayers will reserve the room**. Meeting time will be at 2:00pm on January 12th, 2025. **Kevin will look into getting coffee and refreshments for the meeting**. Announcement will be handled through emails. The bylaw allows email notifications unless someone opts out. Proxy voting can be attached to the email. **Kevin Hawkins will handle this**.

Proposal to reimburse Kevin Hawkins \$1.46 for postage for mailing CC&R compliance notices

Kevin Hawkins asked for reimbursement of \$1.46 for postage. The board **agreed**.

Other items presented at the meeting

None. Set the date and time for next Board meeting

The next board meeting was set for January 12th, 2025, immediately after the 2025 annual meeting.

Adjournment

The meeting was adjourned at 8:57pm.