

Minutes of the Annual Membership Meeting

Date January 12th, 2025

Time 2:05pm

Meeting called to order by Kevin Hawkins

In Attendance

Kevin Hawkins, David Sorenson, Carolyn Mayers, Jeanne Liu, Pam Burnor, Rob Patman, Kathleen McBride, Larry McBride, Jennifer Klammer, Alan Palmer, Kathy Clark, David Bray, Jimmy Yang, Maria Purice, James Pillard, Karyn Bird, and Lynn Nappi were present, representing 15 properties. Seventeen homeowners were represented by proxies. These bring a total of 32 properties represented (out of 86).

Call to Order

Kevin Hawkins called the meeting to order.

Roll Call and Establishment of Quorum

Kevin Hawkins **Certified** the Quorum (20% or 18 required).

Proof of Required Notice of Meeting

Kevin Hawkins **Certified** that required meeting notices were sent out. The original save-the-date notice was emailed on November 17th, 2024. Email notices were sent on December 30th, 2024 and January 7th, 2025.

Approval of Minutes From 2024 Annual Meeting

Jeanne Liu noted the minutes from the Jan 21th, 2024, annual meeting had been circulated since February 11th, 2024. Hearing no objections, the members **Approved** the minutes as circulated. A copy of it will be sent again to recirculate.

Reports from Officers and Committees

2024 Financial Report

David Sorenson distributed a printed copy to everyone. We came in just slightly under budget, mostly due to less water usage. Electricity was slightly higher than budgeted. Landscape was about the same as budgeted. Water expenditure was under budget.

Outside Review of 2024 Finances

Kathleen McBride agreed to review our 2024 finances. Having a financial reviewer outside of the board allowed the HOA not to maintain a fidelity bond. The State requires either a fidelity bond or a review of finances. This

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association voted for the latter last year. Kathleen selected March and August to examine each expenditure and dues collected. The bank statements were verified by either invoices or meeting minutes of the board. They are further cross-checked with the spreadsheet maintained by the HOA treasurer. All items were accounted for. By March 31, 80 dues have been received. Six more were deposited in April. She noticed a few discrepancies. On the spreadsheet she noted a discrepancy of \$11 between the beginning balance of 2024 and the ending balance of 2023. She attributed it to the transactions in 2023 as the months (March, August and December) she checked are congruent between the spreadsheet and the bank statements. In addition, she recommended the following best practice for reimbursement: having both a receipt and a record authorizing the reimbursement in the board meeting minutes. "Overall, the financial transactions of the association are all proper and accounted for in the months reviewed".

Presentation of Proposed 2025 Annual Budget

David Sorenson presented the 2025 budget, which will be voted on at the board meeting to follow the annual meeting. With the exception of the landscape cost which is based on the quote, 5% increase was budgeted for the rest of the expenditures, with line items rounded for simplicity. The total cost per property to cover these costs exceeded \$450 per property. This is the reason the assessment was set at \$475 for this year. There is also a second quote from the landscaping company for moss removal on the pathway that was included in the budget, but the quote will be reviewed at the following board meeting to decide whether to proceed with the removal by Straub. (Moss treatment has been applied to the grass in the past, but not on the pathway. The city maintains the integrity of the path, but our HOA is responsible for the vegetation around it.) The assessment for 2025 has a small buffer to cover this cost and potential increase in water cost by the city.

Landscape Report

Carolyn Mayers gave the landscape report. Overall, we have been very happy with Straub's work. We are pretty lucky that their quotes did not go up too much given the inflationary factors out there. This may be a reflection of our congenial working relationship. A member asked the possibility of not watering the grass. Carolyn said her view is that this is not a choice due to fire hazard. Karyn mentioned that maintaining the landscaping is also a commitment to the city. The contract with Straub includes maintaining the grass, cutting low hanging branches, adjusting sprinkler heads, and turning off the water when not in use. Dethatching seems not to have been done for a few years. It was reported there might be a potential leaking sprinkler head along 29th. There was a discussion about replacing the turf, e.g. one section at a time. It will be expensive. To reduce maintenance cost of the grass, Straub experimented with watering less in one zone. Other alternatives have been discussed previously, such as covering the ground with mulch, which was rejected due to multiple reasons. The alternatives need to consider the city's requirements and CC&R requirements. There will be more work to do for the next landscape coordinator.

Report on meeting with Meadowridge HOA and Oregon Department of Forestry

Pam Burnor reported on the work she has been doing regarding the Timberhill greenway. Parcels in the greenway are owned by Meadowridge HOA or the City of Corvallis. Our association, the Downs and Greenbriar HOAs maintain certain portions of the greenway. However, some of the Meadowridge HOA members have been reluctant to remove the invasive plant build-up due to lack of perceived danger and the cost.

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Pam requested an assessment under the Oregon Department of Forestry's Firewise program. In December, Jessica Breding (Community Wildfire Forester, ODF) met with her and Meadowridge HOA representatives Bill Buckley, Ann Kimmerling and James Carter and conducted an assessment of the fire danger for our HOAs. The Forester reported that "Timberhill and the Meadowridge HOA properties were assessed to be at HIGH risk for wildfire potential, and the chances of home survival are NOT GOOD." The Forester recommended removing blackberries and thinning the trees. Pam shared a map that showed the ownerships of the greenway. The completion of the ODF assessment will allow Meadowridge to participate in the Firewise program and qualify for grants and access to resources such as the Oregon Conservation Corps and the Community Services Consortium. Carolyn Mayers mentioned that Meadowridge may also get help from the City. Pam also noted that Timberhill has many cul de sacs and only one way to escape in case of an emergency. Pam encourages our HOA members to speak to neighbors in other HOAs about the assessment, their part of the ownership in the greenway, and the importance of reducing the fire fuel so that our neighbors have more time to get out of the harm's way in case of a fire. Pam has also shared the assessment with the director of City's Public works so that city can remove fire fuels on their property.

Pam witnessed the Oakland fire and reminded us that houses can combust due to heat, not only from a direct flame. Thus, removing fire fuel is necessary to reduce or prevent heat build-up. Homeowners whose houses abut the greenway can apply for a city grant to restore the native vegetation by removing invasives, especially blackberry. Contact Ted Hud to get permission to remove invasives and get native plants on city properties. The next newsletter will include information on getting permission and grant from the city to clear out fire fuel on the city's properties. Some neighbors have the right of way to clear to the creek.

Pam will continue to work with Meadowridge and the city to remove fire fuel on their properties in the greenway.

Welcoming Report

Melissa Tucker was not able to attend. Kevin Hawkins reported on her behalf. She has been sending welcoming packets to new homeowners.

Neighborhood Watch Report

Pam Burnor reported that the Neighborhood Watch Captains have been provided with updated resident contact list in November and the crime reports from the city have been shared with the captains. However, some people are still not receiving these monthly crime reports. Please let Pam know if you are not receiving them. There will also be a reminder in the next newsletter as well.

Webmaster Report

Rob Putnam reported that the website is still up. Our website domain name will renew in February. Rob will keep track to ensure a smooth process.

Proposal to Exempt UTHOA From Maintaining Fidelity Bond Coverage in 2025

Carolyn Mayers moved to not carry the fidelity bond and get the required external financial review. David Sorenson seconded the motion. The members **Approved** to exempt the HOA from maintaining the fidelity bond coverage.

Election of Directors for 2025

The CCR requires 3-9 directors and a minimum of four positions. The members of the new Board are elected at the Annual Meeting and the newly elected members then assign the specific roles at the Board Meeting immediately following the Annual Meeting. Kevin Hawkins was willing to continue as a director. Karyn Bird, James Pillard, and Pam Burnor were nominated as new directors. Carolyn moved to approve the whole slate of four candidates. Jeanne Liu seconded. The members **Approved** the nominated directors.

New Business

- Carolyn Mayers reported that the City recently has posted a new “except bicycles and pedestrians” sign on the “dead end” sign on Huckleberry Place as part of a program to add these where appropriate around the city. The aim of this program is to let community members identify routes where they can walk or bike through, thus encouraging the use of active, non-auto centric transportation modes.
- Jennifer Klammer asked if anyone has called the city about the dead deer off 29th. Carolyn suggested reporting the problem to the city.

Adjournment

The next board meeting will follow immediately with the adjournment of this annual meeting.

The meeting was adjourned at 3:08pm