

Minutes of the UTHOA Board of Directors Meeting

Date January 4, 2026

Time 2:03 p.m.

Meeting called to order by Karyn Bird

In attendance

Kevin Hawkins, Karyn Bird, Pam Burnor, and James Pillard were present.

Approval of minutes

Karyn Bird moved to approve the minutes from the 11/30/2025 meeting. The Board **approved** the minutes.

Landscape report

Pam Burnor reported that Kevin Hawkins and Karyn Bird have signed the maintenance contract for 2026 with Pacific Landscape Management, which will cover weekly maintenance beginning in January.

Website report

Kevin Hawkins reported for Rob Putnam that there was nothing to report about the website.

Welcoming report

Kevin Hawkins noted that the Klammer house sold, so he passed on the names of the new owners to Melissa Tucker to welcome them, but last he checked before Christmas they had not yet moved in. Pam Burnor said they have moved in, so Kevin said he would pass along that message to Melissa.

Neighborhood watch report

Pam Burnor said she has not received any crime reports from the city since about October and will soon check with the City to make sure she's still on the distribution list. She had no other news to share.

Old business

Next steps for UTHOA on reducing risk of fire fuels

Pam Burnor reported that she has confirmed the availability of the Oregon Conservation Corps, directed by the Community Services Consortium, to remove the fire fuels from the greenway. She has drafted a vegetation removal request for approval by the City's Development Services department and has incorporated revisions from her contact at the Community Services Consortium. The Board **approved** submitting the request to the City.

Review of bids for landscape replacement.

Kevin Hawkins reported that Pacific Landscape Management has quoted \$10,818 for replacing turf in the 29th Street streetscape but that PLM will need to inspect the irrigation system to figure out what changes, if any, are needed with the irrigation. The Board also discussed additional options for ground covers in case we can find something affordable and with an appearance that all Board members agree with.

Approval of budget and assessment rate for 2026

Kevin Hawkins presented a budget that keeps the assessment at \$475 per lot and includes \$14,000 for landscape renovation, which could include turf replacement, replacement of turf with groundcover, and/or irrigation system changes. Based on the discussion with Pacific Landscape Management so far, the \$14,000 should be enough for us to replace all turf and do some work on irrigation if necessary, with our total spending on landscaping not much higher than in 2025. Pam Burnor moved to approve the budget and assessment rate; the Board **approved** the budget and assessment rate.

New business

Flooding in the greenway.

Pam Burnor discussed her experience during the recent heavy rains, when Dixon Creek became clogged with debris and started flooding into her property. The City's engineering department inspected drainage behind her house and in The Preserve and unclogged a culvert under NW Arrowood Circle, and the City also notified Pam that they have referred the matter to "erosion control". The Board agreed to include a reminder in the next UTHOA newsletter to not dump yard clippings or compostables in the drainageway.

Proposal to reimburse Kevin Hawkins \$300 for consultation with the land use attorney.

The Board **approved** this reimbursement.

Finalize agenda for Annual Meeting

Kevin Hawkins presented and reviewed a draft agenda for the annual meeting on January 25, 2026. After discussion, small revisions were made.

Proposal to reimburse Kevin Hawkins \$1.59 for irrigation key duplication

The Board **approved** this reimbursement.

Adjournment.

The meeting was adjourned at 4:28 p.m.