

**Westview Estates Homeowners Association Annual Meeting
Minutes
October 16, 2022 2PM - 4PM
Salem Towne Hall
2900 Oakcrest Dr NW**

APPROVED

Call to Order: President, Michael Crop called the meeting to order at 2:04 p.m. With members present, proxies, and absentee ballots, a quorum was established.

Introduction of Officers: Mike Crop, Laurie Crop, Maureen Pointer, Janie Roberts, Darlene Livermore

2021 Minutes:

The minutes of the 2021 Annual Westview Estates Homeowners Association Meeting held October 17, 2021 were read.

M/S/C by the membership to unanimously approve the minutes as written.

Treasurer Report:

- * Balance on Hand in General Operations: \$51,003.42
- * Outstanding unpaid dues: 7 - Collections: 3 - Liens: 4 .
- * Outstanding CC&R Fines: 3 Unpaid - 3 Lien
- * Reserve fund account current balance: \$22,856.24
- * \$3000 General Operations Funds transferred to Reserve Funds.
- * State and Federal tax returns were filed; no payments were required.
- * State of OR Corporation Documents Renewed
- * Liability Insurance and Bond Paid – Renewal due Dec 2023

M/S/C by the membership to unanimously approve as written.

Nomination Report: The Board received nominations until September 30, 2022. Board nomination announcement was emailed to members.

Nominations received:

President – Gary Willcoxon or Barbara Kennedy
Vice President – Cheryl Willcoxon or Theresa Staley
Secretary – Toni Horton
Treasurer – Virginia Knabe

M/S/C by the membership to unanimously approve as written.

Landscape & Architectural Reports:

- * Arch. Reviews approved. 1 painting, 3 fences, 1 landscape, 4 roofing, 2 other (deck, porch, shed, railing)
- * 5 Homes sold this year: 1 pending, 1 for sale

* CC&R Letters: Informal (Courtesy): 32
Formal: 2 Hearings: 0 Fines: 0

M/S/C by the membership to unanimously approve as written.

Board Actions:

2023 Budget: By unanimous decision, the Executive Board took action to approve the 2023 Budget, based upon current and projected expenditures, and factoring in inflation.

Westview Estates is subject to the provisions of ORS 94.550-94.945 Oregon Planned Community Act. 94.645 Adoption of annual budget. (1) *The board of directors at least annually shall adopt a budget for the planned community.*

(2) *The budget shall include moneys to be allocated to the reserve account under ORS 94.595.*

(3) *Within 30 days after adopting the annual budget for the planned community, the board of directors shall provide a summary of the budget to all owners.*

(4) *If the board fails to adopt a budget, the last adopted annual budget shall continue in effect.*

Member concerns and questions were discussed.

2023 Dues: By unanimous decision, the Executive Board took action to increase the 2023 annual dues by \$50, for a total of \$250.

Westview Estates Homeowners' Association Bylaws: Article III, Section 2.

The membership dues of the Association shall be established by a majority of the Executive Board prior to the end of the fiscal year and continue in effect until changed in the same manner at a subsequent meeting.

Member concerns and questions were discussed.

HB 2534: The Executive Board had its attorneys review all HOA governing documents due to passage of HB 2534, which requires the HOA to repair any portion of its documents that may be in violation of the new law. Documents were reviewed, required repairs made, and a legal certification was filed with Polk County attesting to the same.

HB 2534: The Oregon Legislature passed a new law that impacts every planned community and condominium in the state. The law, HB 2534, enacts broad prohibitions on discriminatory language in governing documents and requires every planned community or condominium association review each of its governing documents on or before December 31, 2022.

Resolution B-4 – Records Examination – *Amended to align with the Planned Community Action requirements.*

Resolution B-7 – Alternate Dispute Resolution – *Sections 3 & 4 revisions to clarify which Mediation Services are to be used.*

Resolution C-1 - Administration of CC&R's and Fines –

- *Correction – Replaces reference to “Landscape and Architectural Committee” with “Member-at-Large” corrects a missed edit when Bylaws were approved and recorded in 2020.*
- *Section 3(d) addition to incorporate new Resolution C-13.*

Resolution C-13 – Harassment and Intimidation – Noxious Activity – New

Prohibits harassment and intimidation of any kind within Westview Estates Homeowners Association. Approved by the Board at its September 6, 2022 meeting, reviewed by the HOA’s attorneys, and now an active CC&R.

By-Laws – Proposed Revisions

Article V – Duties of Officer – proposal to add Section 6, officer duties upon resignation or end of an officer’s term.

Upon resignation or the end of an officer’s term, such officer shall, within ten (10) days, return all files accumulated or acquired during their term to the Secretary. This shall include, but not be limited to, distribution list, membership lists and information, keys, emails, email passwords or any assistance required to change email addresses, letterhead, and office supplies.

Article VI – Committees – proposal to add Ad Hoc Committee language and clarify responsibilities to the Board.

Section 1. The Executive Board, at its sole discretion, may establish *Ad Hoc working or advisory* committees and may delegate committee responsibilities when needed as beneficial to the Association. *Ad Hoc Committees may be terminated by vote of the Board at any time.*

Section 2. Each committee shall consist of not more than 5 members of the Association. Each committee shall elect a chair to *report its activities to* the Executive Board.

Management Company – The Executive Board took action to approve hiring Clark Simson Miller (CSM) to perform duties as directed by the HOA Executive Board.

Member concerns and questions were discussed.

New Business:

Election of Officers and By-Law Revisions

Prior to voting, Board nominees were invited to introduce themselves to the membership. Two nominees, Barbara Kennedy and Theresa Staley, were unavailable for introduction.

Voting on by-law revisions and board member elections were held. The counting of ballots followed, with the membership being invited to observe the counting of ballots.

Data Breach – Willful Disregard of CC&Rs and Bylaws

There has been a data breach of contact information by a member. Corrective and disciplinary action has been taken. Members were asked to contact any board member if they receive unauthorized HOA emails.

Ad-Hoc Advisory Dog Committee

Additional volunteers are needed to participate on the committee. Current issues include dog attacks, lack of owner responsibility, etc. The advisory committee will be asked present ideas to the board to

better handle the continuing issue. Possible ideas to discuss: number of dogs allowed, breeds, size/weight, other?

Current volunteers: Al Youse and Rick Pointer. Janice Hayes and Pam Lange volunteered during the meeting and are to follow up via email, confirming their interest in volunteering.

Announcement of Election Results:

By-law Revisions – Passed (42 Do Pass, 1 Do Not Pass)

2023 Board approved:

President: Gary Willcoxon

Vice President: Cheryl Willcoxon

Secretary: Antoinette (Toni) Horton

Treasurer: Virginia Knabe

Safety Concerns - Neighborhood Watch Report

- Mail box break-ins: Contact post office and Salem Police Department
- Cars racing through neighborhood
- Doorbell ringing and running
- Stop light at Wallace and Michigan City Lane – no change
- Loud motorcycles
- Nothing reported to Neighbor Watch Ad-Hoc Committee

Good of the Order – Items of discussion/concern

- Underground boring for installing fiber optic cable to SalemTowne
- HOA website host will be changing
- Issues with the HOA distribution list, after transferring from the private to business Google account are still being worked on.
- South side, front entrance along Wallace Road by white fence will be re-landscaped with easier to maintain plants and irrigation system will be repaired to accommodate new plantings.

Adjournment: There being no further business, the meeting was adjourned by President Mike Crop at 3:57 p.m.