

Westview Estates Homeowners Association
Quarterly Board Meeting Minutes
Jan 5, 2021

Approved

Called to Order:

President Mike Crop called the meeting to order via Zoom at 7:07 p.m. A quorum was met.

In Attendance:

Board Members: Mike Crop, Al Youse, Maureen Pointer, Venessa Godfrey and Darlene Livermore.

HOA Members: Taraza Lawrence

Minutes:

The minutes of September 8, 2020 were read by Secretary, Maureen Pointer. **M/S/C to approve**

Correspondence:

- Several letters to Attorney – Issue resolved
- Letter to Residents re: Annual Meeting Actions including dues increase and bylaw revisions
- Resident complaint regarding another resident – President Mike Crop will contact residents involved to introduce himself and provide assistance if warranted. Darlene Livermore, Member at Large, will follow-up as necessary.

Financial Report:

Treasurer report by Venessa Godfrey - **M/S/C to approve**

- \$27,548.44 in Checking account, \$0.22 interest earned
- \$ 16,864.79 in Reserve account, \$0.12 interest earned
- 3 outstanding bills to be paid – Salem Geeks, Salem Electric, Garden City Landscapes
- With 2021 dues increase, budget is no longer in deficit
- Dues Collection -- 2 liens. 1 collection of \$486
- Liability Ins has been approved but has yet to be billed. (\$2,635)
- Accountant fee - \$540
- Annual dues increase to \$200 approved at the October 18, 2020 Annual Meeting. Annual dues payments are being received.

Financial Discussions (new item):

- Zoom subscription discussion – The board agreed that Zoom meetings are needed for the foreseeable future. \$149.90 annual subscription for professional level Zoom meeting service, includes 24+ hour meetings, gigabyte+ recordings, access to attend meetings via social media such as YouTube and Facebook. Discussion also held regarding transparency of all HOA purchases/transactions.
- US Bank – Secretary will prepare official HOA letter to US Bank authorizing President Mike Crop to replace Darlene Livermore as new authorized signer and debit card holder. Mike Crop will set up appointment with US Bank to make the changes.
- Annual transfer of funds from Checking Account to Reserve Account in March – Board members recommended increasing the annual transfer of funds from \$2,000 to \$3,000, to cover emergency repairs, such as the fence, etc., as costs have increased over time.
- Collections – brief discussion regarding HOA's options for dealing with a property with liens. Options: Attorney letter to clean up; send to collections; Foreclosure.
M/S/C to table further discussion for Executive Session to be scheduled by President.

Annual Mtg. Oct. 18th

- Meeting was held via Zoom, with Julie Nellis of Eugene administering the meeting.

By-Law Revisions

- Approved at the October 18, 2020 Annual Meeting

Misc. Reports:

Landscaping & Architectural

- Lot 78 - House painting **M/S/C to approve**
- 11/18/20 – Signed agreement re: landscaping on northwest corner of MCL & LVC
- 11/30/20 – Fall Cleanup of entrance area completed, as well as replanting of shrubbery removed from northwest corner of MCL & LVC.
- 12/13/20 – Graffiti on white vinyl fence northside of MCL – Board members worked to remove spray paint. City of Salem Graffiti Abatement Team came out and removed as much of the remaining paint as they could and recommended covering remaining stain with white paint. *Special thanks to Josh and Candace Chalmers for donating a bottle of graffiti remover. Board recommended 1) trying graffiti remover from Chalmers; 2) painting; 3) panel replacement as a last resort.

Landscape & Architectural Discussion (new item)

- Darlene will transfer all HOA keys (irrigation, mailbox, PO box, etc.) to Mike. Darlene will check with resident, Marge Wilson to see if she is still willing to collect P.O. Box mail from US Post Office, as she has been doing for years.
- Board discussion regarding a home needing a roof replacement.

Sales pending/in Escrow/foreclosures

- Lot 38 – Sale Pending, Close approximately 2/4/21 – Darlene received escrow papers regarding the home, completed necessary paperwork and returned them to the escrow company today.

CC&R Notices

- Multiple informal notices for garbage cans (14), weeds (11), noise (2), Misc. incl. trailers, bldg. material, tires/tarps (10)
- Formal Notices (1 in continuance) and fines being assessed on 2 homes

Neighborhood Watch

- 11/13/20 – tool theft from truck parked in street

Cards to Residents

- 3 (2 sympathy & 1 get well)

Business:

Architectural Requests: None needing Board approval at this time (see L&A report above)

Collections: No formal collections at this time.

Management Company:

Discussion has been on hold due to the need for annual dues increase and because of concerns voiced by HOA members at the Annual Meeting. It was the general consensus of the Board, that members may have misunderstood the role of a management company.

A plan of action was discussed to: 1) invite Fieldstone LLC, CEO to a Zoom meeting to get a breakdown of duties, what they can provide, what is involved, and costs for the service. 2) Board discussion and determination of what the HOA needs are. 3) Letter of understanding to all residents regarding Board and Management Company duties.

It was recommended that Board members thoroughly review the packet provided by Fieldstone and check out their website (Fieldstonemanagement.com) to become more familiar with their service before the Zoom meeting. Darlene will forward the material to Al.

M/S/C to approve the plan of action

Transfer Fee:

Al Youse reported he was waiting for Daylight Savings Time before kicking off the effort of door-to-door canvassing once again regarding the Transfer Fee. Al will contact Susan Wood, who volunteered to coordinate the effort. Al suggested that all canvassers have visible ID when going door-to-door.

Revision of Resolution 9 Rental and C-1

Low priority item regarding rental properties within the subdivision and the mechanics of getting on the waiting list. No more than 5% of properties are allowed to be rentals, however currently 7.5% are rentals.

Good of the Order – None heard

Adjournment:

There being no further business, the meeting was adjourned at 8:15 p.m. by President Mike Crop.