

5/27/25 HOA Board Meeting Mins and AIs

HOA Board Meeting 5/27/25

Tami Minnick called meeting to order at __6:32_pm__, we set up a remote meeting connection, so that any HOA Member could listen into the mtg. The call in link was posted two weeks in advance on the HOA Web Site. __0 non Board Members joined the call to listen in.

Roll Call: Attendees: Tami Minnick, Chuck Baker, Eric Olsen, Nathan Kunasek, Dave Pattison, Jeff Behr, Jeremy Edwards

Old Business:

- Last mtg minutes were motioned for approval by __Chuck B__ and seconded by __Dave P.
- *Lot Numbers:* AI (action item): Tami: Will send out the list for the owners and their lot number electronically. Tami will get the map together and send it out.
 - 2/25/25: Tami has been updating the list of lots as they are sold / bought, this is not always easy b/c of private non advertised sales
 - 5/27/25: Tami will update it and shoot it out to the Team, Excel file, after she cross checks it
- *BY LAWS:* Action Items: All BOD members:
 - The By Laws are on the Web Site located here:
 - Link: [HOA Bylaws & Documents | Diamond Meadows \(dm1384.com\)](https://www.diamondmeadows.com/hoa-bylaws)
 - Each committee will review their areas of responsibility of the By Laws and come back to the Board with recommendations.
 - The appropriate votes will be done, whether it's the Board or the entire HOA to approve recommendations according to the By Laws

- These recommendations can be made at the Annual HOA Mtg and/or put out for electronic voting now that we have updated emails on almost all members
- Also put into the By Laws that we can do electronic voting to enable more HOA Members to participate
- Each recommendation will have a line item and be voted on for that specific line item
- HOA Management Company, Hub City Management, Tami has a copy of the contract
 - Hub City can ensure we are compliant with HOA Oregon Laws and getting documents updated, \$125/hr
 - 8-10 hrs likely required
 - AI: All BOD members: If you have any changes you want reviewed with this company, **send to Tami ASAP**
 - Have your input by June 18th, so they can be discussed and consolidated at the next BOD mtg.
 - These changes will be brought up at the General HOA meetings for discussion then send out to vote (use the voting app) after meeting
 - AI: Jeff: Prior to Annual mtg send the agenda out to all HOA Members with the topics that will be discussed
 - After voting and approval, Hub City will make the modifications and file with Klamath County
 - Need to document with the County for 3 year BOD terms
 - Need discussion / volunteers in September in Annual Mtg then send out for voting for new BOD Members
 - AI: Tami will discuss with Hub City Management that we need to have the gravel / water status documented and what's the proper way to do this, that meets HOA Oregon State rules
 - Hub City never sent a contract, but Tami has sent them the By Laws
 - Tami has a list of changes that have been submitted to her
 - Tami also requested that it is updated to current HOA Oregon Standards

- Al: Jeff: Set up mtg to focus just that issue, in late June. Create a proposal for the gravel road. And water rights, how many will we allow

Report of Officers:

- President: Tami:
- Treasurer: Eric: See Finance Notes below
- Secretary: Jeff:

Report out of Committees:

Architecture committee:

- Al: Nathan 7/29/24: Will create a draft for the CCRs that includes insurance requirements, for the Architectural Approval Form, for section 4.8. 5/27/25: Pending
 - In regard to tree cutting required by Insurance Companies, some insurance companies require trees to be a certain distance from a house, this will have to be managed on a case by case basis if there is a conflict with the CCRs for tree removal
 - Also include exterior siding options / building materials to show available current materials
- Doug Herring has not been getting approval from the Architectural Committee for the houses he's been building
 - Al: Board can send Doug a letter before he builds another house, that this is a requirement of the HOA CCRs
- Al: Tami: New member, sent in an architecture form for approval on Sunday 18th, Tami send to Nathan for review.

Road Committee:

- Dave P motioned that we plow the road to the Well House, in FY26, include this in the next years quote. If snow is deeper than a foot deep, have it plowed so we can access for maintenance, snow was over 4 ft deep this year, Chuck seconded it.
- Al: Jeff: Include in next year's Snow removal bid, do not leave snow on Royce Pine for snowmobiles, it affects the owners ability to get to their home.
 - Plow single strip to the Well on the other side of 58.
- Al: Jeff: Look at crack seals in lower section. If it needs work, get a bid.
 - Update: 5/28: Chuck and Jeff drove the road and looked at the cracks, we will get a bid, as they need to be filled

Finance Committee:

- Collection of HOA Members who are in the rears.
 - How many HOA Members are still in the rears over a year? Mostly one member with several lots
 - New 2026 Dues invoices will go out in November, due by January 1st, 2026
 - Al: Eric will send out reminders, 2025 notices were the first time using Quickbooks for payments so it's a new process, it will get better
 - Josh and Penny Shields bought lot 36, dues are paid, footings will be poured this year
 - Joel and Nelly Geelan, purchased house, on Emerald Meadows, dues have been paid
 - There is still \$21K outstanding, need to follow up directly with the Members who have not paid. Some folks had the Quick books invoice go to peoples Junk Mail.
 - Al: Tami: Will contact the individuals who are overdue. Download and send out via DM email account.
 - Eric and Brandi have sold their lot, so Eric will work with a new treasurer for a hand off during Sept-Jan. Tami will get her name on the bank account.

Water Committee:

- Meter reading at the well, Chuck took reading
 - AI: Eric: Pay the annual water fee and update the email and address for the Secretary of State so it doesn't go to Chuck and goes to the HOA
- Need to install remaining water boxes, do hot taps all at once to make it worth a contractors time
 - Midway could to them all at once, we would need to get a quote for all of the remaining boxes
 - HOA owns the tool for the hot tapping (\$1200)
 - Need excavating as well to dig ahead of Midway when we install the boxes
 - Need to identify what boxes need to be done
 - One lot off of Royce Pine across the road from Gary to the left needs a box #3, Lot 29, Kemper's lot
 - Need to summarize total number of boxes/lots so we can get a bid from Midway Plumbing and Kenny
 - AI: Chuck: Can identify the lots. Tami will provide the map and request a bid
- All the lower lots have water boxes and it's not right for a select few lots in the upper section that paid for water on their lot to not have water connections at their lot. The HOA needs to provide a water connection IF they are in the HOA
 - Homeowners are responsible for the connection from the box to their house and pay the \$600 for the back flow valve installation.
- AI: Dave :We do need to get the booster pump installed. Dave spoke to WaterWorks. Booster pump can provide more flow, but same pressure. 4/23/24: Table for now due to cost. Decision: 7/29/24: Wait till tank house is built, the BOD has enough on their plates right now.
 - Need more volume, possibly variable speed drive pump to compensate
- AI: Dave: Call the pump guy back, out of LaPine. Need to confirm electrical requirements to ensure electrical circuit is sufficient. Need quote. *Selling water to additional lots.* If additional lots are added, all members have to vote and approve. The fee is several \$Ks. Main line is on the North side of the gravel

road. Haunted house side. Existing agreements cannot be changed, however; starting Jan 1, 2024, have to pay the water fee, the manual / document has to be changed to reflect the \$25k, any additional lots that are added, have to be part of the HOA.

- AI: Tami: Need an amendment on the CCRs to change the water cost from \$9K to \$25k.
- AI: Chuck: Talk to the fire Chief. Hydrant testing. Discuss with the fire department and inquire if they do it. They will do it. Chuck will discuss it with the Chief at the June Fire Dept mtg and provide guidance on how to do it, so we don't do damage
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New Business:

- Culvert pipe near Nathan's lot has been filled in and needs to be repaired. It goes under the road. Nathan asked Kenny for a quote to reinforce with rock to avoid it from filling back in.
 - Dave made a motion to get the culvert repaired, seconded by Chuck. Board approved the road repair to Not To Exceed \$3500 for culvert repairs. ~\$1000 per culvert.
- AI: Chuck check on culvert near tank, see if it needs repair, look to see if there are other culverts that need to be repaired
- Need Google Meet to paid for by HOA, it's been getting billed to Jeff Behr and he's been paying for it.
 - AI: Jeff work with Eric
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- Annual meeting, Sept 10th, 6pm-8pm

Next BOD mtg:

- June 18th, 6:30pm – 8:30pm
 - Agenda: CCR updates

Closing:

Call to adjourn the meeting by Tami M__8:26pm__ Seconded by _Dave P_____

Board Contact Information:

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