

# 4/23/24 HOA Board Meeting Mins and Als

## HOA Board Meeting 4/23/24

Tami Minnick called meeting to order at \_6:37pm\_, we set up a remote meeting connection, so that any HOA Member could listen in to 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:

- **Review outstanding action items**

**AI: BOD:** Forward the tree removal action item to the next meeting, didn't have time to address. Push fwd to summer.

**AI: Chuck** will buy another one back flow valve for folks that are building. Chuck supplied one for Jeff Behr and Jeff connected to the water on 4/20/24, paid the water connection fee in October23.

**AI: Tami:** Will send out the list for the owners and their lot number electronically. Tami will get the map together and send it out.

**AI: Dave :** 7/13/23: Carry Over from 6/8/23. Water committee will come back to the BOD with a proposal on how to manage the back flow valves, timing of testing and access for testing. This process should be documented and available to the HOA Members. Dave provided these process steps:

### **Annual Backflow Inspection Requirements**

- Annual backflow valve inspections for properties currently on Diamond Meadows water system will be performed between the months of June 1st through September 1st.
  - Property owners are required to have the backflow valve accessible during this time for inspection – this means easily identifiable and uncovered from debris and or soil.
  - After completed inspections – it is the property owner's responsibility to cover/insulate backflow as they see fit for the coming winter months.
  - **AI: Jeff:** Post it as a document for backflow inspection requirements on the HOA Web Site.
- **AI: Dave:** Will call Bend Back flow.

**AI: Dave P:** 7/13/23: Carry Over from 6/8/23. Find a Company that can do this sampling. We should use the same company that Emerald Meadows uses. (BoxR). We made need to upgrade the meter at the well head, so it can be read during the winter. It's snowed in several months of the year and is not accessible.

- Pumphouse at the water tank: Needs insulation and the booster pump installed. See Water Committee report out below. Dave P: Made a motion to have a pump company come in and do it and the HOA pay for. Tami seconded the motion.
- **AI: Dave:** Alliance construction will meet Dave on May 10th to look at the pump house. Architects are asking for over \$10K for just plans. HOA cannot afford that. Alliance believes we can rebuild what we already have up there and put some moisture mitigation in place and it should last 25 plus years.
  - **Decision:** Board preapproved a \$30K limit to move fwd. This is a repair, not a capital purchase. Chuck Made a motion, Dave seconded it.
  - Need a flow meter for total gallons. Need a way to hot tap into the line and possible get several taps put in at one time. Nathan tried several companies and nobody was interested.

**AI: Tami** will look into the recording of the Water Resource Dept. State of Oregon. Contact Bryce. Chuck sent contact info.

**Action Items (AIs): BOD:** Needs to investigate how many trees can be removed for building. Board needs to clarify what the rules are. 7/13/23. Carry over to next mtg. Can include the rules from the Architecture committee. This will be presented at the Annual HOA Sept 3rd, 2023. **Decision:** Jeff to include on architectural form with a hyperlink to section 4.8 in CCRs.

**AI: Jeff:** 2/29/24: Modify architecture approval form and steer new members who are building, so they have bullet points of the CCRs, so they check it off before they build. They won't read the CCRs. However; they need to abide by CCRs for things like tree cutting.

- Tree cutting restrictions are outlined in Article 4, section 4.8 in the CCRs. Jeff will modify the architectural form to include a statement that the Homeowner must read this section prior to tree removal and initial it.
- **AI: Jeff** will include a Hyperlink on the form to this section of the CCRs, if possible with a PDF, need to talk to Web Guy

**Action Items (AIs): BOD:** Each committee needs to make a recommendation of changes of the BY Laws in their area of expertise at the next BOD mtg. Carry over from 4/23/24 to the next Board mtg on July 9th, 2024.

- These recommendations can be made at the Annual HOA Mtg and put out for electronic voting.

- 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.

### **Report of Officers:**

- President: Tami: No specific topics given we have a large agenda to cover already.
- Treasurer: Eric: No specific topics given we have a large agenda to cover already.
- Secretary: Jeff: No specific topics given we have a large agenda to cover already.

### **Report out of Committees:**

#### Architecture committee:

#### Road Committee:

**AI: Jeff:** Will contact the Road Contractor that gave us the bid last year and check their availability and get an updated quote.

- Jeff: After many follow ups, Jeff received an updated bid from TopLoc Asphalt Maintenance. This is a refresh of the bid that I received two years ago when did the road report/analysis. Bid is \$44,850. Jeff was surprised it wasn't higher. Two years ago it was \$41,200. When we do this, we can't drive on it for 24-48 hours. Schedule on a non Holiday Week, for a Tuesday / Weds if at all possible to avoid disruption residents and minimize traffic.

**AI: Jeff:** to schedule it ASAP when the weather clears up, as our roads have never been resealed like the other HOAs.

- Jeff sent email on 4/23/24 asking for a date, non Holiday weekend, Tues/Weds
  - They gave us June 12-13, or **Decision: June 25-26th**, let's decide, so I can send out notices
  - **AI: Jeff:** Need to provide notification prior to doing this and also do in the middle of the week on a non holiday weekend.
  - Jeff will need to know what dist list to send the communication to. Do we have a HOA Member contacts list that is current? There is one in the HOA GMAIL
    - State that we get responses from EVERYONE that has houses, this will limit access during this time.
    - Put web site as well. Nathan has cones if we need them.
    - Notify the other HOAs Board Members and have them distribute an email to their HOA

### Finance Committee:

- Will set up 'buckets' of money to ensure we are preparing for the large expenses ( IE; road or water repairs)
  - **AI: Eric:** Will look into an auditor and also look to see how much it cost to have someone to manage the HOA books.
- Board aligned that once it's on quick books online, this won't be necessary at this point b/c of budget constraints.
- Only half of folks have paid dues. Eric send out with email. Members want to pay for due electronically. Maybe we can move to quick books online. This will stream line the processes. Need an estimate of cost. Dave made a motion to get Quick Books online, ~\$15-\$30/mth. Include invoices and payment. Seconded by Jeff Behr. Board voted and approved.
  - **AI: Eric** will send out reminders to unpaid invoices. Will send out after we have the checks from the mailbox. Nathan will deliver checks to Eric.
- Collection of HOA Members who are in the rears.
  - Also add a generic statement when Jeff sends out the road repair notice.
  - A few outstanding dues, if you have not received it, please reach out to Eric Olsen directly, include Eric's email.
  - **AI: Jeff:** Get key and check mail when he goes up this week, get checks to Nathan.

### Water Committee:

- Lot 7 is requesting to be get a water connection, 'hot tap' since there is no existing water box or valve existing. They intend to build in 2024.
- Need to investigate and get a quote for all the lots that do not have water boxes. We need a map that shows what HOA lots don't have water boxes.
  - **AI: Nathan** will contact a plumber / excavator and get a quote on what it will take to install a box and hot tap for all lots. Nathan contact companies and no one is interested. We would like to get them all done at once. Less than a dozen lots do not have valve boxes.
  - **AI: Chuck:** Get part number of saddle / and valve provide to Jeremy. CC: Dave P
  - **AI: Jeremy:** Check with pump guy in Cottage Grove, Dave's pump service. See if they will be interested in tapping line.
- They can do hot tapping, Braiden, need cost, Jeremy can get a quote.. May need an excavator, Marion/Kenny possibly. Can have it open for the hot tap person.
- Need the lots that don't have water to get taps. Need to prioritize the two lots that have paid for water already.
  - **AI: Tami** Will create a consolidated map on which lots do not have water boxes, but needs 8 weeks due to conflicts.

- 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.
  - Homeowners are responsible for the connection from the box to their house and pay the \$600 for the back flow valve installation.
- Well head: Need a meter at the well. Dave has a company, Correct Equipment, will get a quote, but they need the pipe diameter and pics of the well house. Only need to report to the State once per year. Will look at telemetry to see if we can get it online.
- **AI: Dave:** Will reach out to a local engineer to see if he's willing to spec out a solution. How can the building be built to last, no condensation, what ventilation, drainage, is required, etc. Dave can reach out to MSS in Corvallis, include Tami. Too expensive, close this AI.
- **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. Dave can get a quote so we have a budgetary figure and Chuck can let them into pumphouse when they need access.
- 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.
- Need a meeting to align on cost for adding additional lots.
  - Need a Board, meeting to outline the specifics. Provide input to Tami, so she can outline the fees.
    - Road maintenance, fees. Address at next board meeting for lots on the gravel road
    - **Decision:** For lots on the pavement, the fee should be \$25K for water rights AND join the HOA, ie; lot 29. Chuck made a motion to proceed with this. Dave seconded it. Board members voted and all "Ayes". Need a hot tap as well. Include this lot in the hot taps.
      - **AI: Tami:** Need an amendment on the CCRs to change the water cost from \$9K to \$25k.
- HOA Annual meeting date needs to be set, we'll set that at the next Board mtg in July

**New Business:**

- **AI: ALL BOD:** Review the CCRs and come fwd with proposals on changes by next Board meeting

**Closing:**

Call to adjourn the meeting by \_\_7:57pm\_\_ at \_\_\_\_\_. Seconded by  
 \_\_Jeff\_\_\_\_\_

**Next BOD mtg:**

**AI: Jeff:** Schedule another BOD meeting. July 9th 6:30pm

Agenda: CCRs and Road approach on Gravel Road

**Board Contact Information:**

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Dave Pattison	541 979-5139
Jeff Behr	541 740 2449
Chuck Baker	541 640-2419
Tami Minnick	541 936-4571
Jeremy Edwards	541 912-9770
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