

# 2/29/24 Diamond Meadows Tract 1384 BOD mtg notes

## HOA Board Meeting 2/29/24

Tami Minnick called meeting to order at 6:32pm, 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\_\_ 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: Jeff Behr:** Hook up fee is wrong on the Web Site. It says \$500 and should state \$600. Jeff updated the Web Site.

- Chuck needs to buy two backflow valves for folks that are building and paying the fee.

**AI: Chuck** will buy another one.

**AI: Tami** Tami will reach out to the State. Usage monitor can be installed at the tank. Easier access. Usage is .08 CFS. With the tank we should be able to stay within this flow rate. HOA has to enter into the Web Site. It's on the honor system.. Need to figure out how much each house can use and the tank can support.

**AI: Nathan, Dave P:** Will meet with Chuck July 1st and learn about the water system, Saturday. So it's not all on Chuck all the time and we spread his knowledge of the system. 7/13: Chuck, Dave, Nathan met at the well head and the water tank and walked through the entire process. Read report out on the Water Committee for the findings.

**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: Tami:** No update on the water tank lot. Carry over from 6/8/23. Tami made a motion to go to the Law Firm that represented the HOA and handled the lawsuit regarding the water tank and

get documentation. Dave seconded the motion. Law Firm blew us off. Dead end. Easement is recorded with the County.

**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.

- Need to send notifications to homeowners when this work will be done. Very clear email, dates, do during the summer time. Homeowners are responsible to make sure it's covered. Chuck sent contact information for backflow test vendor, David Doerr, to BOD.

**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.
- Need a flow meter or 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: 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.

**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.

- **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.
- **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. **DUE April 23rd**

- 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:
- Treasurer: Eric:
- Secretary: Jeff:

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

##### Architecture committee:

##### Road Committee:

**Al: 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.

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

**Al: Jeff:** Need to provide notification prior to doing this and also do in the middle of the week on a non holiday weekend.

##### Finance Committee:

- Will set up 'buckets' of money to ensure we are preparing for the large expenses ( IE; road or water repairs)

**Al: Eric:** Send address for billing, so Vendors can send the bills to the right location.

**Al: Eric:** Will look into an auditor and also look to see how much it cost to have someone to manage the HOA books.

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.

**Al: Eric** will send out reminders to unpaid invoices.

#### 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.

**Al: 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.

**Al: Chuck:** Get part number of saddle / and valve provide to Jeremy. CC: Dave P.

**Al: Jeremy:** Check with pump guy in Cottage Grove, Dave's pump service. See if they will be interested in tapping line.

**Al: Dave** to send map that shows water lines and boxes to Tami.

**Al: Tami** Will create a consolidated map on which lots do not have water boxes.

- 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:** At the well, there is a fiberglass cover. Across highway 58, we should spray foam the 'dog house' to protect it from freezing. The 6x8 fiberglass box, weighs a few 100 lbs. Nathan is having some spray foam done at his house and we can leverage the timing and have this done at the same time. This will save money. Under \$500 to get it down.

**AI: Nathan** set the schedule with the spray foam and the BOD will help get the 'dog house' to Nathan's place to be spray foamed. We need to ensure the panels are still removable. Done and paid for. Chuck put the heater in there and heat tape.

- A lock should be installed on the well head. There is a plate with bolts, we can remove some of the bolts and replace with locks to ensure no one vandalizes the well head.

**AI: Dave** Contact a telemetry contractor and see what it cost to get telemetry installed. We need the ability to see how much water we use and the level of the tank. It would have the ability to tell us if the pump is running constantly and we have an issue. Dave will continue researching. What we have is working. We can put an hour meter on the pump and calc the flow. Lower priority since we can measure water usage at the tank now. Shelf this for now.

**AI: Tami** 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.

**AI: Dave** :We do need to get the booster pump installed. This pump provides pressure for the homes on Royce Mountain Drive. They've had water issues b/c of the failure of the existing pump. Get dog house built before we put the booster pump in. Or put a pressure regulator for the 3" line to Royce Mountain Drive. Dave will discuss with contractor. Also discuss this with Tye / MSS Engineering. Tye Eng has the maps.

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.

#### **New Business:**

- **AI: ALL BOD:** Review the CCRs and come fwd with proposals on changes by April 23rd

#### **Closing:**

- Chuck made the motion to adjourn the meeting. Dave seconded the motion.

#### **Next BOD mtg:**

**AI: Jeff:** Schedule another BOD meeting. April 23rd, 6:30pm

#### **Board Contact Information:**

Eric O: 503 333-3986

Dave P: 541 979-5139

Jeff B: 54 1 740 2449

Chuck B: 541 640-2419  
Tami M: 541 936-4571  
Jeremy E: 541 912-9770  
Nathan K: 541 228-6227