

## HOA Board Meeting 7/29/24

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 action items

- **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.

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- ~~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. Web person was not able to embed the link to the CCRs, that specific section, inside the architectural review form. We did list section 4.8 out in the form.~~

**BY LAWS: 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.

- The By Laws are on the Web Site.

Link: [HOA Bylaws & Documents | Diamond Meadows \(dm1384.com\)](https://www.diamondmeadows.com/dm1384.com)

- Committee Leads can solicitate additional help for their committees, should they need help from other HOA members.
- 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 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:

**AI: Nathan** 7/29/24: Will create a draft for the CCRs that includes insurance, for the Architectural Approval Form, for section 4.8.

##### Road Committee:

- Road work was completed on June 25th and June 26th as planned

##### Finance Committee:

- ~~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.
  - Eric sent out the notices. There are still several outstanding. Approx \$23K still due.

- Need to implement late charges and liens. Only 3 months before next years dues are sent out for next years dues.
  - **AI: Eric** to draft message and align with Tami before sending out.
  - Eric paid the Road sealing invoice.
- Well House, Down payment, 50%, for well house reconstruction was paid.
  - QuickBooks is online and working now. Nice job!

Water Committee:

**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 under documents. DONE 5/7/24~~

~~**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).~~

**AI: Eric:** Need a way to report water consumption to the State. Use meter at well head. We can take an overall reading and average it out. We can check it once a qtr and report it to the State through the Web Site. Could use BoxR to take the reading. Eric will ask if they provide a service for reading the meter bi annually. Take meter reading and water samples at the same time. Update: 7/30: Cannot get anyone at BoxR to answer the phone and voicemail is full, Tami will try as well.

- 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.
- Open the water line with an excavator. **AI: Chuck** will reach out to Kenny to see if he can expose the pipe and buy the parts. Start with Lot 7, as they've paid. Need a plumber to do the hot tap. HOA may need to buy the hot tap kit.

- **AI: Nathan** and Dave will try again to get a plumber up there to do the hot tap. Tami will also talk to her friend that is a licensed plumber to see if they are interested in weekend work.
- Next year do all the remaining boxes, hot taps all at once to make it worth a contractors time .

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~~AI: Jeremy: Check with pump guy in Cottage Grove, Dave's pump service. See if they will be interested in tapping line. He's not interested.~~

**AI: Tami** Will create a consolidated map on which lots do not have water boxes, Less than a dozen do not have 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.
- **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. **Decision:** 7/29/24: Wait till tank house is built, the BOD has enough on their plates right now.

~~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.~~

- *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.
- *Pump house construction*
  - Bid accepted. Down payment sent 7/21/24. Date to be set for construction. On the schedule. Alliance Construction. Should be done before the winter.
  - **AI: Chuck:** Talk to the fire Chief. Hydrant testing. Discuss with the fire department and inquire if they do it.

**New Business:**

- **AI: ALL BOD:** Review the CCRs and come fwd with proposals on changes by next Board meeting.
- Review and discuss letter from Doug Herring, dated June 21st.
- HOA Annual meeting date needs to be set, we'll set that at the next Board mtg in July
  - Sept 8th, Sunday, 9am, HOA Annual Mtg, Virtual mtg b/c of fires
    - What is the number of folks can attend a mtg and RSVP. **AI: Jeff** to find out.
- CCRs and Road approach on Gravel Road
- CCR changes, all BOD members propose changes.
  - **AI: Tami:** Send out the word document of the CCRs to the BOD members and Tami will consolidate them and we can discuss at the General HOA meeting in Sept. Jeff pull up old notes on which section each of chose a year ago.
    - Have your input by August 21st submitted to Tami, so it can be consolidated and aligned BEFORE the General HOA mtg

**Next BOD mtg:**

- TBD

**Closing:**

Call to adjourn the meeting by \_\_Tami at 8:23pm\_. Seconded by \_\_Jeff\_\_\_\_\_

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**Board Contact Information:**

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