ANNUAL MEETING OF THE MEMBERS – January 26, 2017
West Linn Adult Community Center – Maple Room

Board Members Present:

Doug Caudell, President
Chris Allori, Secretary
Nathalie Poche, Treasurer
Chuck Lytle, CC&R

Call to Order: Meeting was called to order at 7:00 p.m. Introduction of board members and all attendees. Four board members and four homeowners were in attendance. 27 Proxy appointments were received for this meeting (refer to attached proxies). Chris reported this represented a quorum.

Reports:

- Chris gave a report on the minutes from the 2016 Annual Meeting of the Members.
- Doug gave a report on the HOA accomplishments for 2016 (refer to attached hardcopy of PowerPoint Presentation). Doug mentioned there would be future meeting to present information on the proposed CC&R/Compliance process. Lynn Fox suggested the City of West Linn has a grant program and they might have funds available for our HOA community mailbox repair.
- Doug reviewed the monument sign replacement process and described the new entrance signs installed in 2016. Doug said the monument walls at both entrances were power washed prior to putting up the new entrance signs. Doug said the HOA should be setting money aside for the sign replacement in the future after the current signs need replacing again (estimated life span of new signs is approximately 20 years).
- Doug gave the landscape report including review of the landscape expenditures for 2016. Doug said a plan to reduce water costs in 2016 was successful. Doug mentioned our current irrigation system is 30 years old. Trestles to support Jasmine Vines were installed at the Rosemont Entrance. The Santa Anita lights in the island were replaced along with a timer for the lights. Doug said the Rosemont tree pruning has been completed and was done in sections over 3 years with the last section completed being the west end of the Rosemont Property. Some maintenance tree trimming to occur in 2017 along Rosemont. Doug said only the monument entrance areas were bark dusted in 2016 to save money.
- Sean Snodgrass from 7 Dees gave an overview of the HOA property maintenance that had been completed the past year. Sean mentioned that with the pruning completed along Rosemont that less pruning would be needed in the future. Sean said there were some bare spots in the grass that would be seeded this next season. Lynn Fox asked about the trees lifting the asphalt path along Rosemont. Sean suggested an arborist should be consulted before cutting any roots of the large trees causing issues with the path to make sure there was no severe damage to the trees.
- Nathalie gave the Financial Report reviewing the 2016 budget (refer to attached hardcopy of PowerPoint Presentation). Nathalie reported HOA administrative fees for 2016 were lower than expected. Jim Callas asked about the overage on professional fees. Doug answered his question explaining the reason was due to consultation with the HOA attorney for several issues: Proxy Process, CC&R/Compliance consultation and other matters. Nathalie finished her report by reviewing the 2016 HOA Financial Summary.

Discussion:

- Doug gave a review of the HOA cluster mailboxes explaining the HOA and not the U.S. Postal Service (USPS) was responsible for the upkeep, repair and replacement of them. The HOA has 13 cluster mailboxes that have a useful life of approximately 20 years, but they are now 30 years old. Doug reported that in 1999 the USPS decertified the current
design of cluster mailbox the HOA is currently using. Doug said the newer design cluster mailboxes were much more secure. Doug reviewed the cost for replacing each cluster mailbox. Lynn Fox asked if advertising could be posted on the mailboxes and Steve Miller said this would be illegal. Steve Miller suggested replacing 2 cluster mailboxes each year so all the cluster boxes were replaced over a 7 year period. Steve suggested parts off of the replaced boxes be collected and stored to use for repair of the remaining older mailboxes. Jim Callas asked about the few homes in the neighborhood with stand along mailboxes. John Lewis, who said he moved into the neighborhood when it was first being constructed, explained that there were no cluster mailboxes for the first few homes completed. John said the first homeowners had to install their own mailboxes to receive mail and the cluster mailboxes were installed after this. John Lewis asked the Board to ensure the cluster mailbox process was completed and to not replace just a few cluster mailboxes.

- Doug mentioned that Chris and Nathalie were retiring from the Board and there were three homeowners, Dominic Moore, Steve Miller and Mark Procopio that had expressed interest in becoming board members. Doug asked if there were any other nominations for board members and there were no other nominations.
- Doug reviewed the 2017 Plan and Budget (refer to attached hardcopy of PowerPoint Presentation). Lynn Fox suggested the HOA Board contact the City of West Linn about posting the HOA meeting notices on their webpage.
- Doug reviewed the 2017 Landscape Expense Budget (refer to attached hardcopy of PowerPoint Presentation). Jim Callas commented he would like to see native plants at the entrance instead of the flower annuals that are planted each season.
- Nathalie reviewed the 2017 Administrative Budget (refer to attached hardcopy of PowerPoint Presentation).
- Doug reviewed the 2017 Financial Summary Budget (refer to attached hardcopy of PowerPoint Presentation).
- Doug reviewed that the annual HOA fee was to remain at $360 for 2017.
- Chuck discussed the need for a process to fine homeowners who do not follow HOA rules. Chuck said some homeowners are not following rules and there is no monetary penalty process currently in place to address violations of HOA CC&R’s. Chuck said the HOA Board will be moving forward to adopt stipulated penalties (fines) for violations of HOA CC&R’s. When the enforcement process is completed, the fines will be for the purpose of providing the Board with a tool to encourage an owner, who is in violation of a CC&R or other HOA rule, to comply with the request of the Board.

Votes:

- Steve Miller made a motion to approve the minutes of the 2016 Annual Meeting of the Members. John Lewis seconded the motion. Vote: Unanimous vote to approve the Meeting minutes.
- A vote was taken for acceptance of the following people to represent the HOA as board members for 2017; Doug Caudell – President, Dom Moore – Secretary, Steve Miller – Treasurer, Mark Procopio – Landscape and Chuck Lytle – CC&R. Vote: Unanimous vote to approve the above listed people as the HOA board for 2017.
- Doug motioned to keep current HOA annual dues for 2017 at $360 and Chris seconded the motion. Vote: Unanimous vote to keep annual dues for 2017 at $360.
- Chuck motioned to adjourn the meeting and Nathalie seconded this motion. Vote: Unanimous vote to adjourn meeting.

Meeting adjourned at approximately 8:30 PM.