



## Board of Directors Meeting Agenda

April 28, 2020

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**I. Opening the meeting:** The meeting was held via “Zoom” due to ‘shelter in place’ order of the Governor of Oregon in response to the Covid-19 pandemic. President Elyce Wair opened the meeting at 6:36pm. Quorum was met with the attendance of all the directors: Betty Shannon, Bruce Starr, Judy Reid, Kay Nakao, and Kathleen Newman. There were 12 participants at the virtual meeting altogether, including the meeting host, Paul Newman. Five attendees came in by phone; the rest by videoconference.

**II. Agenda:** The meeting’s agenda was unanimously approved by the Directors with no changes.

**III. Minutes:** The Minutes from the March 24, 2020 meeting were unanimously approved by the Directors with no changes.

**IV. Member Comments:** Issues raised and discussed were:

- The distribution of Minutes and Newsletters to non-internet members;
- Commercial woodworking in a neighborhood garage;
- Moss on sidewalks and sidewalk trip hazards;
- Ensuring that new homeowners get given documentation of rules and regulations and standards; and
- How neighbors might coordinate to replace mailboxes.

**V. ARC Report:** Judy Reid

- Applications for ARC approval received to-date:
  - Paint – 2
  - Fence replacements – 1
  - Deck replacement – 1
  - Structure - 2
- There have been several visits with lot owners to address the questions and concerns regarding various issues such as neighboring yards and trees, noise, whether ARC approval is required for a specific project or not, etc.
- The bi-monthly “sweeps” will resume in May

**VI. New Business:** Changes and additions to the Architectural Review Committee (ARC)

- Bruce Starr resigned as the chair but wishes to remain on the committee.
- Judy Reid was nominated and unanimously voted to be the new chair of the ARC.
- Dave Cameron was nominated and unanimously voted to be the third committee member on the ARC. (The ARC members must be approved by the Board Directors, per HFVOA CCRs, Article 6.4)

## **VI. Communications:**

- No newsletter this month
- Call for contributions for May newsletter
- It would be useful to give advanced notice of the ARC compliance 'sweeps'
- Include a notice that mailboxes are each homeowner's responsibility

## **VII. Treasurer's Report: Treasurer**

### **Financials**

- Fiscally operating within the current budget which compared to the actual is good
- Delinquencies – as of the month-end report for March, there were 7 delinquencies:
  - Paid in full, not reflected in the recent month-end report - 1
  - Attorney – 2
  - Late letter - 1
  - Payment plan – 2
  - Intent to lien – 1
- Expenses – nothing unusual

Risk Management - During the next few months, the property and the liability insurance policies are due for renewal. Each will be reviewed and, if changes are indicated, recommendations will be presented to the board.

Reserve Account – An annual review by the board or an update by a professional third party needs to be done within the next month or two. In preparation for that discussion, each board member needs to read the 2018 Reserve Study and ORS 94.595 (pages 50-52 in the Oregon Community Association Guidebook).

### **Business Management**

- The annual corporate registration has been submitted to the State of Oregon.
- The 2019 Financial Statements are being reviewed by the Association's CPA.

## **VIII. Old Business:**

- Judy Reid resigned as the Treasurer and will devote her time to the ARC.
- Catherine Gorrell was nominated and unanimously voted to be the new Treasurer. Any lot owner/member of the HFVOA can be approved to be an officer, in accordance with HFVOA Bylaws, Article 5.

## **IX. New Business: President**

- During the current pandemic it is most important that we help each other. As more stores are demanding the use of masks, and as supply is somewhat limited, several of our home owners have joined the challenge to provide masks for the HFV owners. If you need a mask, please call our voice mail phone line 503-693-8787 and leave your name and phone number, We will contact you and make arrangements for pick up.

## **X. Secretary's report: Secretary**

- Getting up and running

- Updating data base of owners – Betty
- Orienting to Gmail, Google drive and the trove of information to track.
- Learning about Zoom and preparing for meeting
  - Creating invitation to Zoom meeting – sent by Mail Chimp by Elyce – Secretary will learn and take over Mail Chimp.
  - Printing and delivering meeting notices to residents without email
- Checking physical mail, email, and phone messages daily, Monday to Friday, and emailing information to appropriate officer.

**XI. Adjournment** of the meeting by the President was made at 7:47pm. The next routine Board meeting will be held at 6:30pm on May 26, 2020.