



HFVOA Board of Directors Meeting  
Tuesday May 25, 2021

**I. Opening the Meeting:**

- A. Location: The meeting was held via Zoom due to Oregon State Covid-19 Pandemic Emergency Orders.
- B. Time: Kathleen Newman opened the meeting at 6:33pm.
- C. Quorum was met with the attendance of 3 Board Directors: Kathleen Newman, Kay Nakao, Latha Chilkunda.

Elyce Wair joined the meeting at 6:49 pm.

There were in total 13 members of the Association attending, including the Board members.

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

**III. Minutes:** The minutes from the April 27th Board Meeting were unanimously approved by the Directors with no changes:

**IV. Perimeter Land Management Report - Don Shannon / Shane Lake**

We walked perimeter area last week, all looks good; Shute road East part will be worked this week, watering of new trees on Butler and Airport started last week of May; PGE making gradual progress, completion Dec to Jan time frame.

**V. ARC Report – Kay Nakao**

- A. ARC Monthly Report 4/27/2021 - 5/2/2021 (Approved)
  - 2 Exterior Paint
  - 2 New Fences
  - 1 Fence Repair / Replace Gate
  - 2 Driveway
  - 2 Replace Siding
  - 1 Shed
  - 3 Questions from Neighbors

Judy Reid submitted her resignation from the HFVOA Board and ARC May 2, 2021. Judy did a stellar job and her hard work is very appreciated.

ARC met to discuss moving forward 5/21/21. Laurie Anderson will manage paperwork and ensure that each step is completed and filed. Mike will deliver authorizations, provide color guidance and make himself available to answer questions. Mary Jo and Kay will focus on community, follow ups and reviews. Kay will arrange our meetings and report to the Board.



**VI. Treasurer – Catherine Gorrell**

- A. HOA operating within the current funding and budget.
- B. 3 severe delinquencies are in collections with the attorney.
- C. 2021-2022 budget timetable - 1<sup>st</sup> draft to Board at June meeting for discussion; 2<sup>nd</sup> draft for the July meeting for discussion and final approval; approved budget to AMS in August for mailing to each lot owner September 1<sup>st</sup> with the annual assessment. Payment due date is October 1, the first day of the new fiscal year.  
Request to each Board Director: do you have any projects (requiring funding) planned for the second half of your term? Tell me before June 15<sup>th</sup>.
- D. Submit three revised documents to Harker-Lepore for legal review:  
*Compliance Enforcement*: clarity of steps and actions (notifications)  
*Fine Schedule*: The fines are not by type of violation but rather by stage of non-compliance notification; the amounts are increased at the severely non-compliant end.  
*Collections Resolution*: Changed the time to charge late fees to be in 30-day cycles.

**Motion: Send above documents for review to Harker-Lepore; made by Kay, approved unanimously.**

**VII. Secretary – Latha Raghv**

- A. Voice Mail Report: There were four messages (1- about project completion, 1 - HOA dues, 1 - HOA Financial document, 1 - no message other than callback#).
- B. There were no new home sales reported in the neighborhood this month.

**VIII. Communications – Elyce Wair**

- Reviewing zoom — in the meantime, electronic meetings are legal as per new OR law; will send link in newsletter

**Motion I - Purchase annual contract with zoom pro for use for BOD meetings. Motion made by Kathleen. Unanimously approved**

- Ongoing review of Bulk email program alternatives.
- Outreach program to reach out to people to join zoom

**IX. Unfinished Business – President**

- A. Upcoming webinar regarding HB 2001

**X. New Business – President**

- A. None

**XI. Other:** Board expressed appreciation of Judy Reid's work

**XII. Adjournment:** The meeting was adjourned by the President at 7:50 pm. Next meeting will be held on Tuesday, June 22<sup>th</sup> at 6:30pm.