



## Board of Directors Meeting Agenda August 24, 2021

**I. Opening the meeting:** The meeting was held via “Zoom” - President Kathleen Newman opened the meeting at 6:31pm. Quorum was met with the attendance of all the directors: Kay Nakao, Latha Raghu, and Elyce Wair. There were several other lot owners attended by phone or zoom, including the meeting host, Paul Newman.

**II. Agenda:** The meeting’s agenda was adopted by the President, with no changes by the Directors.

**III. Minutes:** The Minutes from the July 27, 2021 meeting were unanimously approved by the Directors with one change (adding the words ‘hand-delivery’).

### **IV. Perimeter Land Management – Don Shannon**

1. Given the high temperatures of this summer season and no rain, the new trees on Airport and Butler need more watering.

**Motion** by Kathleen, second by Kay: to give pre-approval for Cascadian Landscaping to water the new trees 3 additional times in the September and October (every 2 weeks), if there is exceptionally hot, dry weather; the cost is not to exceed \$3,840.00. Vote: unanimously approved.

2. Last month the bid from Haworth Tree Service was approved to remove 22 perimeter trees on Airport Rd. Due to the lengthy amount of time it took to get payment to Haworth for their prior job, Haworth requests that they be given 25% of the total project cost at the beginning of work.

**Motion** by Kathleen, second by Kay: To approve a 25% prepayment (\$5900) to Haworth; authorized AMS to cut a check and mail it to HFVOA in advance of the September 15th project commencement date; the check is to be given to Haworth on the first day of their work. Vote: unanimously approved.

### **V. Architectural Review Committee (ARC) – Kay Nakao**

1. Eight requests for house improvements were processed, many questions from homeowners were answered; chats with over 20 homeowners about ARC matters.

2. The NEP (Neighborhood Enhancement Program) is set to begin in September. The ARC team will discuss the procedures for working with the AMS team who will be doing the ‘sweeps’. The first month will be used to calibrate the criteria standards for determining compliance.



**VI. Treasurer** – Catherine Gorrell

1. All expenditures are tracking to budget; funds in our bank accounts will cover all anticipated expenditures.
2. Oregon's legal restrictions on collections of delinquent accounts continue until the end of the year.

**VII. Secretary** – Latha Raghu

1. Voice messages (8) were passed on to appropriate directors
2. One house sold this month.

**VIII. Communications** – Elyce Wair

1. Fun Fest community event (held Aug 3rd) was a success per all who came. Estimated 115-120 attending homeowners and kids. Attendance was promoted via numerous email newsletters and hand delivery of notices to those without email and to renters.
2. Currently promoting the Sept 11th community garage sale, sponsored by Sue Graves, real estate agent.
3. Next event is the annual meeting, to be held via Zoom on Nov 9th. Newsletter announcements will be issued well in advance.

**IX. Old Business** - President

Fun Fest and the new NEP program were discussed previously.

**X. New Business** - President

There is an open Director position on the Board. A possible candidate is in attendance.

**XI. Adjournment** of the meeting by the President was made at 7:09pm. The next routine Board meeting will be held at 6:30pm on September 28, 2021.