

ROTH ESTATES HOA BOARD MEETING MINUTES

SEPTEMBER 18, 2017

Board Executive Session: 6:30-7:00 PM

Regular Board Meeting: 7:00 PM



COLUMBIA COMMUNITY BIBLE CHURCH

420 NE MARINE DRIVE

PORTLAND, OR 97211

BOARD MEMBERS PRESENT	JAN STRAND, DAVE GRIFFITHS, JOYCE WILLISON, KIM JUNKIN
BOARD MEMBERS ABSENT	NONE
HOMEOWNERS PRESENT	MELISSA SEGURA
MEETING CALLED BY	JAN STRAND
MINTUES TAKEN BY	KIM JUNKIN

Executive Session Opened

Called to order at 6:35pm

Special Business

- The Board discussed edits to violation letters that will be mailed to homeowners by Community Association Partners, Inc. ("CAP"). Edits to be made to the letters include:
 - Correct the Roth Estates email address (rothestates2@gmail.com)
 - Define the meaning of "Committee"
 - Give specific dates/deadlines for homeowners to correct violations (30 days from the date of the letter)
- The Board reviewed Roth Estates' signed contact with CAP. The board unanimously decided that we will continue to retain CAP as the Roth Estates HOA property management company.
- The board discussed the invoices received from CAP for management services for the months of February through July 2017 (\$200/month, totaling \$1,200). The Board decided that since we did not receive services from CAP between the months of February and July (due to issues with a CAP employee not performing their duties), we will not pay the above mentioned invoices. CAP resumed services for Roth Estates in August with site visits and drafting of violation letters.

Executive Session Closed

Executive session was closed at 7:15pm

Board Meeting Opened

Jan called the board meeting to order at 7:20pm

Homeowner Forum

Melissa Segura, owner of 427 NE Suttle, wants to put in a gate and asked how she should go about requesting approval. The Board advised Melissa to fill out an architectural request form (which can be found on the Roth Estates HOA web site) and submit it to the architectural review committee for approval. Jan noted that the gate must be similar in style and color to the existing gates.

Approval of Minutes

Dave made a motion to approve the board meeting minutes from July 17, 2017; Jan made a second motion, minutes approved.

Officers Reports

- Jan Strand, President – Jan reported that she will be resigning her position as President at the end of 2017, and we need to get word out about the vacant position.
- Joyce Willison, Vice President – Nothing to report.
- Dave Griffiths, Treasurer – Dave gave handouts of the budget, and noted that we are in good standing. We will be under budget this year as we have not had any major expenses. Jan made a motion to approve the budget, Joyce made a second motion, budget approved.
- Kim Junkin, Secretary – Nothing to report.
- Member at Large – Vacant

Committee Reports

- Architecture – Architecture Requests – None pending.
- Landscape – None.

Old Business

Roth Estates Annual Picnic – Jan noted that the annual picnic was a huge success with over 150 people in attendance.

Other Business

Unapproved Fence – The owner of the property at 448 NE Bridgeton Rd still has a fence up in her front yard which has not been approved by the architectural committee. (No request has been submitted.)

Repaving of Common Area – We have a quote of \$6,000 for repaving the common area. Two more quotes are needed before we proceed with the paving, ideally in February or March of 2018.

Other Business (Cont'd)

House Numbers on Trash Cans – Joyce mentioned that Arrow Sanitary had requested that homeowners label their trash cans and other bins with house numbers for easier identification. Jan said that the board cannot make homeowners comply with this request, and if Arrow wants it done, they need to do it themselves or contact homeowners directly.

Planting Strips Near Common Areas – Jan mentioned the disrepair of the planting strips near the common areas and noted that they do not comply with our CCR's. Jan recommends filling the planting strips with stones or something else that is easy to maintain. Jan will get a quote and suggestions about materials from our landscape company (Living Water Landscape).

Movie Night at Columbia Community Bible Church – Pastor Boyle invited everyone in the neighborhood to attend a movie night this Friday, September 22, 2017 at 6:30pm.

Next Board Meeting: November 20, 2018 (Annual Homeowner's Forum)

Meeting Adjourned

Motion to adjourn was made at 7:54pm and passed unanimously.