Roth Estates HOA Board Meeting

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| Minutes | January 20, 2014 | 7:00 p.m. | 517 ne rOTH sTREET, SUITE BPORTLAND, OR 97211 |

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| board members present | GORGY GONZALES, MICHAEL GRAY, ANDREW PAINTER, KAYLENE PUTNAM, MARK PUTNAM |
| board members ABSENT |   |
| hOMEOWNERS PRESENT |   |
| Meeting called by |  MICHAEL GRAY |
| MINTUES TAKEN BY  | GORGY GONZALES |

## Homeowner’s Forum

No homeowners in attendance.

## Approval of Minutes

The minutes were read from the December 16, 2013, meeting and approved.

## Meeting Opened

Called to order at 7:04 p.m.

## Officers Reports

* Vice President

Garbage/Recycle Bins - Drew reported he went to Office depot and made 200 copies of the garbage/recycle bin notices for posting. On December 13, 2013 at 5:30 p.m. he went around the neighborhood and tagged 9 properties. He reported a second notice was issued to 449 NE Roth and there hasn’t been an issue since then. He inquired about policy resolution #5, paragraph 10, page 6. In CCRs it says that residents have 24 notice from garbage pickup date to ensure their garbage/recycle bins are not visible. Mike suggested a revision of the policy to allow one notice per household, then fines are assessed. Additionally, Mike asked for recommendations on how to best handle addressing this issue with the units that have limited space. **He asked that everyone be prepared to discuss options on how to best handle this.** Board members can review and revise policies provided appropriate notification is provided and offer a period of time for comment (30 days). Board members should make their recommendations on this issue by February 15, 2014. Effective January 20, 2014 the Board approved moving forward with issuing bin notices; first notice, second notice will have a “second notice” warning, thereafter a letter will be sent. **Drew and all board members to send information to me to put on tracking list.**

Vehicles in Disrepair - Drew inquired if it would be permissible to tag vehicles in disrepair, and Board agreed per CC & Rs it is permissible.

* Treasurer

Budget - Mike reported that as of January 10, 2014 we currently have $9,573.81 in our checking account and $27,570.88 in savings for a total of $38,378.05.

Dues – There are currently 18 properties that have still not sent in their dues. **The Board suggested that we reconsider a different time of the year to ask for the HOA dues, and Mike advised he will research to see if we are restricted to change the due dates and will report back to us at the next meeting.** There are seven dues that are outstanding from last year and one that has been cleared up. One of the outstanding homes is in rears for $9,000.000 and it will cost the HOA approximately $150.00 to put a lien on the house.

Inventory - One of the homes that was nearing foreclosure is settling so homeowners will keep their home. The house at 508 NE Roth was listed for $165,000.00 and sold on January 8, 2014. Mike will know within a week if the property will be owner occupied.

Expenses – Mike advised that several bills were paid for HOA expenses; $12.30 to Office Depot for supplies, $50.00 for corporate state filing. He reported that he received a letter from our insurance company Zurich providing notice that they will not be renewing our policy as they are getting out of the business, and our policy will be acquired by Foremost. This change will involve no lapse and our current pricing structure will remain the same. Mike reported often prospective home buyers or agents request copies of our CC& Rs and we are able to charge them for copies. Gorgy suggested putting the CC & Rs on a website and referring requestors to the website to obtain a copy. **Andrew will attend the next Bridgeton Board HOA meeting to ask if we can utilize their website to post our CC & Rs.**

Landscaping Position – **Mike to reach out to the new committee chair.**

* Member at Large

Mark inquired about the car on the jack, and the truck at the end of the storage.

## Committee Reports

No committee reports discussed. Landscape committee member not in attendance.

## New Business

Parking Notices – Mike started tagging again and has been receiving complaints since the last meeting. If we enforce in the alleyways we have to enforce it for everyone. The 500 block on Roth & Bridgeton are parking outside their garages and not allowed to park in the fire lane. Options are on public street parking. He is seeking input and re-assurance from the city that we can tag these. We currently don’t assess fines for any vehicles who are parked and hang over their driveway. Mike would like to take a more active approach and survey the areas to see how many vehicles are identified. **He would like to have it looked at it from a legal perspective before concluding that a third notice would incur a fine. Board approval given to Mike to move forward with research on this.**

Homeowners Forum Topic - Possible topic for Homeowners forum is to have architecture requests brought to the board.

Common Area – Drew reported that the common area is sloping is showing degradation of grass. A proposal would be to put a retaining wall to level off with the ground, put fill dirt or add low ground cover. **Drew will put together cost estimates for both sides.**  Drew suggested a volunteer work party for this communal improvement, and a spring neighborhood party.

New Neighbors - Mark reported that he is seeing more kids in the neighborhood, and perhaps we can address inclusion of bench park seats so that the grounds can be used and enjoyed by residents. **Drew advised he would also looking into cost estimates for this.**

Designated HOA Office - Mike offered to donate office space in his company building for HOA purposes, use by the HOA Board members, and for file retention. Board gave approval for Mike to purchase a printer. **Mike will notify us when the office is ready for our use and will provide keys.**

##  Old Business

* Garbage/Recycle Bins

Next Meeting

* March 17, 2014, 7:00 p.m., 517 NE Roth Street, Suite B

## 2014 Annual Meetings

* May 19, 2014, 7:00 p.m., 517 NE Roth Street, Suite B
* July 21, 2014, 7:00 p.m., 517 NE Roth Street, Suite B
* September 15, 2014, 7:00 p.m., 517 NE Roth Street, Suite B
* October 20, 2014, 7:00 p.m., 517 NE Roth Street, Suite B

*Annual Homeowner’s Forum*

* November 17, 2014, 7:00 p.m., 517 NE Roth Street, Suite B

## Meeting Adjourned

Motion to adjourn was made at 8:46 p.m. and was passed unanimously.