Roth Estates HOA Board Meeting

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| Minutes | January 25, 2016 | 7:00 p.m. | columbia comm. bible church  420 Ne Marine drive  PORTLAND, OR 97211 |

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| board members present | GORGY GONZALES, JONATHAN HECHT (INTERIM), JILL MONTCHALIN, JAN STRAND |
| board members ABSENT |  |
| hOMEOWNERS PRESENT | RYAN BURKE, JULIE HIGGINS, MARY HART, STAN HART, KATHY KERSHNER, ERIK  MOLANDER, PEGGY MOLANDER, TJ SCHAEFER, MARY SHIVELL, BILL WRIGHT,  SUSAN WRIGHT |
| Meeting called by | JAN STRAND |
| MINTUES TAKEN BY | GORGY GONZALES |

## Homeowner’s Forum

The following homeowners are in favor of hiring a property management company: Kathy Kershner, Julie Higgins, Mary Hart, Stan Hart, and TJ Schaefer. The property management company would have limited oversight, overseeing landscape, annual dues, etc. There are noted issues with homeowners that haven’t abided by CC&Rs or even know they exist. Jonathan Hecht advised that the title companies routinely request copies of Roth Estates CC&Rs.

Issue with lot 111 concerning boat bottom, scraping the paint which ends up down the drain. Flushing hazardous materials is illegal. Jonathan suggested filing a complaint with Portland.com for land use issue.

Continuous parking issues. Homeowners are frustrated with renters leaving trucks disconnected with their equipment. They are parking in front of the mail boxes continually, and servicing their vehicles (changing oil). Would like to see this issue addressed.

Mary Hart and Stan Hart presented copies of pictures of lot 111, and hope that the Board or property management company will address these issues.

TJ Schaefer is in support of hiring a property management company, but wants to be sure we are getting bids and prefers that we select a local company. She added that she would like to be more involved, but does not want to be on the board.

There has been a complaint about a green light at a house which symbolizes a veteran of war. The Board apologized as they thought the light was left from the holidays. The board did advise however, that the orange paint trim was done without a submission of an architecture request. Homeowners inquired about the name of the property management we interviewed.

Eric Molander asked why the board did not send any information about the property management company prior to the meeting.

Mary Hart stated that it’s difficult to volunteer for a board position, noting that help is needed addressing the landscape issues, pet waste issues, and request for architectural changes.

Jonathan advised that there is a Bridgeton Neighborhood Association meeting January 26, 2016. Given the recent crime activity in the neighborhood, Jonathan advised that there is a local policeman assigned to every neighbor in the city.

Gorgy to send all attendees a copy of the link to the Roth estates website.

## Meeting Opened

Called to order at 7:24 p.m.

## Approval of Minutes

The minutes were read from the November 16, 2015 meeting were approved.

## Officers Reports

* President – Nothing to report.
* Vice President – Nothing to report.
* Treasurer – Budget – Jonathan provided a summary of previous Board efforts to collect on dues. We received $100 per house. Commercial property does not contribute. There are three to four homeowners currently past due, and one that is for multiple years. Jonathan stated that the fine schedule will put you in a debt situation very quickly. For the homeowner that is past due, we will proceed and file liens. These homeowners have been notified multiple times. As far as expenses so far, we don’t have any. There is over $46K in the checking account. One of the ongoing expenses is insurance for directors and liability. Insurance for the directors and officers we simply have to carry. In the past Jonathan has inquired with our agent to get a reduction. Most people don’t understand our planned community and the insurance costs. The property management company suggested another agent. We now have a quote of $3,500.00 less. In 2015, we paid $3,440.00. Jonathan received a proposal from Philadelphia Ins. Co, Agent is American Benefits Inc. /Vern Newcomb. For 2016, it would be $2,506.00 for both the directors and liability insurance. **Motion:** Proceed to utilize Philadelphia Ins. Co, Agent is American Benefits Inc. /Vern Newcomb and accept new reduction in insurance costs. Motion introduced by Jill. Motion seconded by Jan. Vote was 4-0. Motion passed.
* Secretary – None.
* Member at Large – None/absent.

## Committee Reports

* Architecture – None.
* Landscape – None.

Old Business

* Jan to send an email to 503 NE Suttle to ask that he paint his fence the color of the house trim and give him a deadline to do so, weather permitted.
* Regarding the house with the orange house paint the homeowner has a deadline to repaint the trim weather permitting. Board will monitor this. Another letter may need to go to the homeowner or have the property management company contact the homeowner.
* Homeowner Complaint – Lot 111. Ongoing, long standing issue. Jan presented a copy of letter she proposes to send on January 26, 20 16. It was agreed with the added language on how the homeowner can respond, the letter can go out as is.
* Open Board positions – Secretary, Treasurer and Vice President. Gave brief descriptions. Treasurer works primarily with real estate agents and title companies.
* Encroachment Issue - There have been concerns that some properties go into the green space that goes into the HOA global property. You get a legal description and a plat map, but no survey. The houses on the west side, and the middle houses come out further which is a function of the lots. There is one that comes out which can be questioned. There are a lot of issues. We have spent time with the attorney to figure out what we should do. Lawyer said we would have a very hard time getting someone to move their fence. There are 3 people that may have owned the house since they moved in. Jonathan feels that there are no encroachment issues. One is a chain link fence that violates our CC&Rs. One may encroach but we may tell them they have to get a survey when their fence needs replacing and at such time will need to submit an architecture request. All homeowners need to be communicated on what they need to do. There are no encroachment issues. For additional reference refer to Portlandmaps.com

New Business

Property Management Proposal – Community Association Partners (CAP). They will bill us monthly. If there is a violation they will write a letter and send us a fine. It will be more comprehensive, and they can stay on top of the violations. They have the names of the contractors. Background: What has prompted us is to get the property management is to attract new Board members, and not viewed as policing the neighborhood. $100.00 at 100 units gives us limitations to get assistance from property management companies to assist. Proposal: They act as our administrator, they will walk through the units to see if there are violations. They will come out a couple times of year, and write the letters. They will do a site visit for $400.00. Letters are included, they will send them and follow up. Independent party making an assessment, sending professional letters to homeowners and follow up. The charges are approximately $1,500.00 per year with site visits at $400.00 per visit, areas for maintenance and improvement, letters sent to homeowners in non-compliance with the CC &Rs. Will work with the board to ensure a timeline. No limit to how many letters are sent. Motion to accept option 2 by Jonathan, approved by Jan.

Homeowner’s Forum

All storage was supposed to be made available to the Roth Estates homeowners.

It was requested that we include the CC&Rs in our communications, and send a notice out to everyone in the neighborhood about what the property management is going to do, and their cost.

Jan encourages homeowners to volunteer and serve on the board given open board position. .

Next Meeting: March 21, 2016

## Meeting Adjourned

Motion to adjourn was made at 9:12 p.m. and passed unanimously.