Roth Estates HOA Board Meeting

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| Minutes | March 17, 2014 | 7:00 p.m. | 517 ne rOTH sTREET, SUITE G PORTLAND, 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 January 20, 2014, meeting and approved with noted revisions.

## Meeting Opened

Called to order at 7:03 p.m.

## Officers Reports

* President – None
* Vice President - None

Treasurer - HOA dues. Due to a computer glitch, Mike wants to send a letter to the remaining 15 homeowners requesting proof of payment. When the newest statement comes from the bank he should be able to calculate the numbers. Insurance is paid for the year to both Zurich (end statement) and to Foremost for continuance policy. Our executive board coverage is $2,458.00 and liability is $785.00.

* Secretary –Reported that an email was sent to Deanna Ponder for interest in the open committee position.

New homeowner at 508 NE Roth reported that they have not received their Roth Estates Resident Handbook. **Mike advised that he would issue them one.**

* Member at Large – Mark reported that he has noticed that the trash and recycle bins have not been noticeably left out.

## Committee Reports

No committee reports discussed.

Old Business

* Garbage/Recycle Bins - No real idea for the San Francisco homes, and we have no options to recommend to them on where they can place their bins. It is recommended that they store them under the second flight of stairs. A policy will need to be written based on the style of home and by house numbers. This will require a walk by. There are approximately 6 different styles of housing. **Mark to do a walk by and write up a policy and send it to us by email for our review by March 21, 2014.**

Drew reported that he has not tagged any homeowners who have left garbage/recycle bins out beyond the pickup date. **Gorgy to create a tracking list with the following: Date, Time, House #. Tag, Letter 1 and Letter 2.**

* Common Area – The cost for a retaining wall in the common area is approximately $1.48 per brick. Measurements will need to occur to see how many are needed and whether brick pavers are the best solution. Aesthetically Kaylene would prefer to have something that matches their existing retaining wall. **Drew will do take measurements and get a quantity and cost back to us.** Drew asked for suggestions on what to do on top of the retaining area such as flowers, greenery, and low water plants such as deer grass or bigger bushes. There are a couple different type of flowers such as Russian sage (like lavender), or wildflower styles. Deer grass and Russian sage will survive without watering. **Drew to put together a design and cost estimate and will get it out to us on March 21, 2014.**
* Park benches – Consideration for 3 park benches. Drew has looked at Huntco Company and they have 10 different options. They are local but he does not have any prices. **Drew will send out pictures to everyone.**

Landscape Committee member - Mike has not had an opportunity to reach out to Carol Leichner. **Gorgy advised she would contact Carol**.

Mark inquired if the landscaping company is able to maintain the Gantenbein/Bridgeton front (across from the Faloma market). Mike advised that the landscaping fees will be increasing from $315.00 to $335.00 per month starting July 1. We currently pay $1800.00 every 6 months (includes trimming the edges, mowing and blowing grass, but does not include any weeding). **Mike to obtain a bid for the front maintenance and request a quote for the newly improved common area.**

* HOA Annual Due Date – Mike reported that he hasn’t researched if we are restricted to change the due date.
* Parking - Mike reported that he had spoken with the fire marshal and city parking people, and according to them we can exercise whatever we want as an HOA. He advised no one is permitted to park beyond their driveway line, because that puts them in the fire lane. Mike would like to write up a letter to all homeowners (not tenants) informing them these are the laws, they will be enforced and let them know what their fines are. We can assess the fines under nuisance where they are creating an unsafe area. It has to be an HOA fee, and only the city can issue a citation. **Mike would like to send the letter. Letter to be sent on April 1, 2014.**

New Business

Per Mike he advised that the City of Portland agrees that our neighborhood does not meet the specifications for plants planted in the planting strip areas between the sidewalk and the public access road. Mike has made and appointment with the city foresters on March 20th. He asked Dave Griffiths if he would write a letter explaining the problems so he will have that available. Mike would like to do an analysis of the entire neighborhood to see if we can replant trees. He also advised that we have sidewalks starting to buckle due to the types of trees planted in the planting strips. Mike is requesting board approval to work with the city forester to develop a plan that would identify and include removal of these trees. **The Board gave approval for Mike to work with the foresters to get assessment then proceed from their based on their findings.**

Safety issue regarding 520 NE Roth concerning sidewalk buckling. Mike wants to send the homeowner a letter notifying that if the sidewalk is not repaired, the HOA will repair it, and may lien the property. The cost to repair the sidewalk is approximately $750.00 to repair. There’s an additional issue next to Tom Workman’s place and Mike advised he will also work with the homeowner to assist with payment. **The board gave approval for Mike to send a letter to the affected homeowners.** Homeowners will have 30 days to respond, and in the absence of a response the HOA will make the repairs and lien the house.

Mike noted that dues for 520 NE Roth have not been addressed in the last two years, and that he has been unsuccessful in meeting with the homeowner.

Mark got a phone call and walk by about the pine tree that came down during the windstorm. Mark called the tree service, and went with based on a previous bid. They’ve been busy. We got the bid and they will be doing it on March 21, 2014. The cost is $350.00.

## Old Business

Next Meeting

* May 19, 2014, 7:00 p.m., 517 NE Roth Street, Suite G

## Meeting Adjourned

Motion to adjourn was made at 8:36 p.m. and was passed unanimously.