Roth Estates HOA Board Meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Minutes | September 15, 2014 | 7:00 p.m. | 517 ne rOTH sTREET, SUITE G  PORTLAND, OR 97211 |

|  |  |
| --- | --- |
| board members present | GORGY GONZALES, MICHAEL GRAY, ANDREW PAINTER, KAYLENE PUTNAM, MARK PUTNAM, DAVE GRIFFITHS |
| board members ABSENT |  |
| hOMEOWNERS PRESENT | FRANCHESCA ARRIAZA, JAN STRAND, DEANNA PONDER, TIA TESFAY |
| Meeting called by | KAYLENE PUTNAM |
| MINTUES TAKEN BY | GORGY GONZALES |

## Homeowner’s Forum

Franchesca Arriaza requested approval for extended her deck and build it down in the back of her home, and would like to make some modification as well in the front entrance to make it safer. She included blueprints and pictures of her request. Need to get 75% of the homeowners to allow her to modify the front part of the home. Wants to implement change. She will come up with her list of issues. Encouraged to attend Annual Homeowners meeting in October. Is looking into a grant to utilize an area in the park next to the Bridges school that would offer an area for children’s playground. Franchesca may be interested in the Landscaping committee.

Deanna Ponder inquired if there was a way to set up a yahoo group email for individuals. Requested reimbursement for block party expenses. Mike advised to bring in an itemized receipt for reimbursement.

Tia Tesfay inquired about the rules and process for requesting that a back gate be installed between the open space and back patio. Mike advised her to submit a plan to make sure it complies with the city ordinances and the HOA. We have 2 weeks to get back to you on a request. She also inquired about the exterior painting as the inspector advised and told her to paint the home. Also asked whether we had suggestions on a cell phone carrier.

## Approval of Minutes

The minutes were read from the July 21, 2014 meeting were approved.

## Meeting Opened

Called to order at 7:08 p.m.

## Officers Reports

* President – Kaylene inquired about the closing of the property on 428 NE Suttle.
* Vice President – None.
* Treasurer – Mike reported that $150.00 in transfer fees was collected (fees we charge for paperwork). He noted that there were two closings since the last meeting. He is currently working on 426 NE Suttle. The closing has not been an easy one. We have no contractual obligation with the buyer and their realtor. As a board we have 14 days per the CC&Rs to respond to homeowners requests. Homeowners have the right to take the documents. They can schedule time to stop by the office and make copies of the minutes at a cost to them or request they be emailed to them. The cost is $3.00 a copy.

Mike recommended that homeowner have their surveyor check the lot size. At point of sale we would require them to survey their lot size. Will get the financial report out in the next two months.

* Secretary – Gorgy reminded the board that a newsletter will need to be drafted and reviewed to distribute for an October release date.
* Member at Large – Dave discussed the need to approach HOA issues as a community, get a general philosophy from the board; define the priorities and identify the challenges. Mark stated that he noticed yards are getting better, however there still appears to be issues with garbage/recycle bins not being put back after pick up. Dave inquired how often fines and sanctions been imposed. Dave wants to approach it in a community approach.

Kaylene suggested having food at the annual homeowner’s forum meeting. What are the top 10 issues? It’s about setting expectations, not setting rules. Mark asked about including the top 10 things to know in the homeowner’s handbook. Dave will put that together and review with the board.

Dave inquired about how board members protected from liability. Regarding the issues concerning garbage and recycle bins, Dave would prefer to address with homeowners and make an effort to talk to folks about these issues. He would also like to contact the parking officer.

## Committee Reports

No committee reports discussed.

Old Business

Roth Estates website - Andrew went to the Bridgeton Neighborhood Association (BNA) meeting and asked if we could have a link off the BNA web page. They thought it would be nice to have a page to have a brief description of our neighborhood and a back end page that would include links in emails to the page. It would include our homeowner’s handbook, and meeting minutes. We cannot put anything that is proprietary, only public documents. This is an opportunity to piggyback off the BNA and not cost additional money except additional time. Any updates to the Roth page would be done by Andrew. Dave made a motion to request that Roth Estates HOA info be posted on the BNA website page, Kaylene seconded, Board approved.

New Business

Roth Estates HOA Yahoo Mail - Dave agreed to volunteer to man the Roth Estates HOA in-box. Kaylene made motion to have the member at large be responsible for handling the in box, Andrew seconded, Board approved. Gorgy to email Dave Jill’s contact information so she can get a copy of the CC&Rs.

Annual Neighborhood Blocky Party - Mark expressed his thanks to everyone

for their help with the party, with particular thanks to Deanna and Billie Ponder for

their assistance with the block party and the children’s activities. Mark felt it was

more about community this time, more cohesive and wants to bridge the

community in Roth and Bridgeton.

Board seat position available in January 2015 – Kaylene’s term as Board

President is ending this year. She expressed that both she and Mark would like

to continue to plan and assist with the annual block party.

Fire Hydrant - Kaylene advised that the fire hydrant is covered by bushes and the space needs to be color marked.

Pumpkin carving contest - Mark suggested we have a pumpkin carving contest. It was decided we would communicate this in the newsletter and have a prize for the best decorated or carved pumpkin. Judging to occur on Sunday, October 26th and the winner will be announced on Friday, October 31st.

Next Meeting

* October 20, 2014, 7:00 p.m. (Annual Homeowners Forum) 517 NE Roth Street, Suite G

## Meeting Adjourned

Motion to adjourn was made at 8:55 p.m. and passed unanimously.