Roth Estates HOA Board Meeting

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| Minutes | November 16, 2015 | 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 | FRANCHESCA ARRIAZA |
| hOMEOWNERS PRESENT | MARY HART, STAN HART |
| Meeting called by | JAN STRAND |
| MINTUES TAKEN BY | GORGY GONZALES |

## Homeowner’s Forum

Mary presented another complaint submission, and advised that she is looking to the board to respond to their complaints concerning the business building citing there are garage issues, weed issues, abandoned tires and stacks of palettes. She has offered to do the clean-up herself with an escorted board member. There has been no maintenance for many years, and Mary advised that in the past the Board has been unsuccessful in having homeowners comply with the CC&Rs, or notices of landscape/garbage bin issues.

A home has been identified that has painted their house trim orange. No formal architecture requests have been received.

## Meeting Opened

Called to order at 7:02 p.m.

## Approval of Minutes

The minutes were read from the September 21, 2015 meeting were approved.

New Business – Ed Hamilton presented from Community Association Partners, a property management company. He stated our documents were written that homeowners are to maintain their roofs and siding. Cole read through them including lot 111 which states there is not a lot he can do, including being excluded from HOA annual dues. The building was turned into condominiums and there needs to be a percentage of each unit paying into the association.

He will say he’s not part of the association.

Ed feels confident that the HOA would benefit from having a property management company be our financial stewards, pay our bills, and collect our HOA dues. Board would have online access to a bank account, all monies insured through FDIC, will have Board signors, and get monthly reports to see the cash flow and view the vendors they are paying on a monthly basis. They try to make it as transparent as possible. They will scrutinize all line items on our budget. Our documents limit the association’s assessments to a certain extent. People will be able to see a difference and see that they are getting immediate response. Important as a Board member not to be perceived as the community police. There are some limitations that they can do. Ed would like to confer with Vial Fotheringham LLP (legal firm) to discuss lot 111.

We need to have a plan in place to protect our investments and the ability to market and sell our homes to get some equity. Jonathan advised that there are no expenses to the Board. We spend about 70% of what we collect maybe even less. The alleys that are the homeowners’ responsibility as well as the trees in the front of their house.

Ed would like to look at our liability and directors officers insurance. There is one called CAU (Community Association Underwriters) and they specifically handle insurance needs for HOA. He will put together a proposal for us on the fee.

Jonathan asks that Ed doesn’t contact the attorney as it will incur fees. Ed said they don’t. He will give us a scope with line items they can change, and put together a proposal for us to review, including the landscaping. He requests that we provide him a list of items they would need to start working on so he can give us some options. **He will discuss this at their staff meeting tomorrow and get back to Jan in the next few days.**

## Officers Reports

* President – No report.
* Vice President – No report.
* Treasurer – 31 dues already collected. One homeowner has paid 2015 and 2016, but has not paid 2013 and 2014. There’s a $311.00 bill owed to the attorney and Jonathan is asking that Jill and Gorgy make a decision on settlement. Jonathan will contact Jason at Vial concerning the encroachment issues and do nothing now until we hear from them. Jonathan also has the name of another property management company called Community Management Inc. **Jan will send the names of other property management companies to Jonathan.** The hourly rate is $225.00. Jonathan will give him the background and suggest that we do nothing and what alternatives he brings up. Jill made a motion to accept Jan’s settlement of $156.83 and Gorgy seconded leaving the Board with the remaining balance.

**Gorgy to email Karen Kane as they had advised they would pay up to $800.00 in reimbursement for the block party.**

* Secretary – Gorgy agreed to stay on as Secretary only as a transition with the expectation that a replacement is nominated soon as Gorgy has served her two year term as secretary. **Gorgy gave dates for 2016 meetings, and will post them on the website.**
* Member at Large – No report.

## Committee Reports

* Architecture – 503 NE Suttle. Back fence installation with no architecture form submitted. Next steps on addressing paint trim consistency.
* Landscape – No report.

Old Business

* Homeowner Complaint – Most of the fences were put up with homeowners that don’t live there before. What do we do when there was no fence when the person acquired the property and rebuilt the fence and encroached the property? We need to be fair across the board. Motion to approve a formation of a committee of two people to outline the maintenance/encroachment issues and draft a letter to the attorney for consultation.
* Open Board Positions – Treasurer (we need to fill the interim – possibly go to Dave Griffith). Secretary needs to be filled, and the architecture and landscape committees.
* Newsletter – No updates
* Website – No updates

New Business - None

Next Meeting: January 25, 2016, 7:00 p.m.

## Meeting Adjourned

Motion to adjourn was made at 9:08 p.m. and passed unanimously.