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# CINNAMONWOOD ESTATES HOA

## Board Meeting Minutes

April 27, 2022

6:30 pm

Meeting was conducted via ZOOM and recorded following Robert's Rules of Order and order of agenda outlined in Bylaws, Article 3, Section 10.

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**Call To Order.** Meeting was called to order at 6:34 pm by chair Mark Freed.

**Roll Call.** Secretary called the roll.

Board Members Present: Mark Freed (chair), Lori Murphy Cole (secretary), Dave Ronne (treasurer), Noel Vaughn, and Dave Simpson.

Community Members Present: Grover Carter, Nikki Kosean, Sally Wheeler, and John Larson

**Proof of Notice of Meeting.** Community was notified of the meeting on Monday, April 18, 2022 and again on Friday, April 22, 2022.

**Approval of Minutes.** Were emailed (or hand delivered to those without email) on April 3, 2022. Noel made a motion to accept the minutes as written and Dave S seconded. Passed.

**Comments from Community Members/Guests.** None

### Reports of Officers.

#### Treasurer:

March Financial Report: Board questioned a category that didn't fit an expense: Treasurer will communicate with bookkeeper to edit the category and send adjusted March report. Transfers of reserve funds process discussed: Treasurer will clarify with bookkeeper.

Bill approved: Reimburse secretary for one-half annual Zoom subscription. Dave S made a motion to pay the bill and Noel seconded. Passed.

#### Secretary:

Insurance agent: Announced new agent due to retirement of Al DeBacker. Board asked secretary to invite new agent to our May meeting for a meet and greet.

Bookkeeping contract: Discussion

Moving van at 1924: New owners moving in Wed May 4.

**Chair:** No report

**Special Guest Discussion.** Mauricio Flores and Matt Henscheid from Pacific Landscape Company discussed and answered questions regarding their proposal to become our new landscape maintenance provider.

## Reports of Committees

**Architectural Committee:** Noel

1914: Requests installation of two trellis' alongside front walkway on side of garage with jasmine vines. Lori made a motion to approve the request and Dave R seconded. Passed.

1944: Request to install a fence to close in backyard space and plantings of small shrubbery near sidewalk. Noel made a motion to approve the request and Lori seconded. Passed.

1957: Request to install a custom wood planter at base of block wall with trellis for clematis vine. Lori made a motion to approve the request and Noel seconded. Passed.

1950: Request to modify approved request at March 2022 meeting with small shrubbery vs. jasmine on trellis. Lori made a motion to approve the request and Dave S seconded. Passed.

Arch Request Form: Noel explained that form on website is not fillable. Will send form to chair for conversion. Secretary will communicate with webmaster.

**Landscape Committee:** Dave No report

**Election of Directors (if applicable).** n/a

## Unfinished business.

**Post Office Box Relocation:** Request by bookkeeper at March meeting to move location of our p.o. box from Vista post office to West Salem or 25<sup>th</sup> Street. Discussion. Lori made a motion to **not** move the location of our p.o. box and Noel seconded. Motion passed with three in favor and one opposed.

**Reserve Study Template and Assignments:** Tabled to May meeting

**Landlord Letter:** Draft letter discussed and edited. Board member asked if Secretary provided welcome packet to renters (no, welcome packet only given to property owners): Board will discuss welcome options at May meeting along with further discussion of letter. Suggestion by chair that a privacy policy be developed: Secretary will add to Policy and Procedure Manual.

**Road Safety:** Shelved: action to be taken if issue reappears.

**Property Upkeep Project:** Tabled to May meeting.

**Policy and Procedures Manual Edits:** Tabled to May meeting.

**Pet Registration Form:** Tabled to May meeting.

## **New Business.**

**Violations:** None reported nor observed

**Late Assessment Fee:** Lori proposed raising the late payment fee from \$25 to \$50. Chair asked Secretary to check Bylaws to be certain Board can exercise this option.

**Board Meeting Week Change:** Dave S suggested that we move our monthly meetings back to the third Wednesday of each month rather than stay on the fourth Wednesday. Discussion. Board asked secretary to check with bookkeeper to be certain a change wouldn't conflict with her schedule.

**Mailbox:** Noel suggested ideas to keep our cluster mailboxes safe from vandalism and/or theft given the fact that the USPS will not replace the master lock. Discussion. Noel will explore options and report at May meeting. Chair asked Secretary to give Vista station copies of the Ring photos captured at the cluster box near 1924. Board requested that Secretary create a draft letter to USPS Postmaster General and Oregon Congressmen re USPS policy of one master key for all cluster boxes in Salem.

**Landscape Maintenance:** Discussion of proposal from Pacific Landscape Company and request by Cascade Landscaping to raise rates. Discussion. Cascade Landscape's manager was invited to attend tonight's meeting but did not attend. Property owners present at meeting were asked for their opinions. Noel made a motion to inform Cascade that the Board does not approve nor agree to Cascade's request to raise our rates and Dave R seconded. Passed. Further discussion. Dave S made a motion to give Cascade a 30-day notice to terminate the contract. Died from lack of second. Discussion. Dave S made a motion to give Cascade a 30-day

notice to terminate the contract and Dave R seconded. Passed. Chair and secretary will create letter to Cascade. Discussion. Dave S made a motion to reach out to Pacific Landscape Company to begin services once letter to Cascade has been sent and Noel seconded. Passed.

**Adjournment.** Motion made by Noel to adjourn the meeting and seconded by Dave S. Meeting was adjourned at 9:50 pm.

Respectively submitted,

*Lori Murphy Cole*

Lori Murphy Cole  
Secretary

Secretary distributes Community Rules annually with the minutes of our Annual Meeting and/or when the Rules are updated. As suggested by the Board, monthly Board meeting minutes will highlight one rule per month:

NOISE AND COMMUNITY ACTIVITY

9 pm – 8 am are considered quiet hours. Please keep loud noises to an acceptable level. This includes noise from pets and/or construction/maintenance on a property. Fine: \$100 day.