

---

**CINNAMONWOOD ESTATES HOA**  
**Board Meeting Minutes**  
**August 24, 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.

---

**CALL TO ORDER** Meeting was called to order at 6:31 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:** Lori Paddock Read, Leo Read, Nikki Kosean, Kyrria Martinez, Grover Carter (joined late)

**Guests Present:** Don VanLue

**PROOF OF NOTICE OF MEETING** Community was notified of the meeting on Aug 17, 2022 and again on Aug 20, 2022.

**APPROVAL OF MINUTES** Minutes of the July meeting were emailed (or hand delivered to those without email) on July 31, 2022. *Dave S made a motion to accept the July minutes as written and Noel seconded the motion. Passed unanimously.*

**COMMUNITY MEMBERS COMMENTS** None

**REPORTS OF OFFICERS**

**Treasurer**

**Monthly Financial Report:** Don VanLue answered questions re the July financial report. Don explained the p&l should show a different amount and it will be fixed for the August report. Reporting on a cash basis affects totals. Don will also check to see why the reimbursed expense of \$58 is showing in income.

**Bills to Be Approved:** Treasurer presented a bill to reimburse the Secretary for National Night Out expenses and postage. *Dave S made the motion to pay this bill and Noel seconded the motion. Passed unanimously.*

*Noel made a motion to accept the Treasurer's Report and Dave S seconded the motion. Passed unanimously.*

**Secretary:** Secretary reported that 1921 is under contract.

**Chair:** No report

## REPORTS OF COMMITTEES

### Architectural Committee:

**Dead Tree at 1994:** Noel presented a change request to remove the dead maple tree in the front yard of 1994. Discussion. *Lori made a motion to approve the request provided the property owner removes/grinds the stump so that it isn't visible and submits an additional architectural change request if the tree will be replaced. Noel seconded the motion. Passed unanimously.*

### Landscape Committee: Dave S

**Plant Species:** Property owner requesting assistance from landscape company to maintain a plant that is spreading quickly. Discussion.

**Edging:** Edging of all lawns will be increased.

**Weeding:** Dave S will clarify hand vs. spray weeding schedule.

**Holly Tree Seedlings:** Homeowner explained prior to their moving in, a holly tree was cut down on their property and the seedlings are emerging and difficult to contain. Board suggested solution is to grind/remove stump. Secretary will research to see if prior owner submitted a request to remove the holly tree.

**Landscape Concerns/Questions:** All questions or concerns regarding landscaping and/or irrigation need to be sent to Dave Simpson. Text or phoning him is okay but he needs a follow-up email for documentation. Phone: 503.949.1111  
email: [dave@yourNewHomeRentalGroup.com](mailto:dave@yourNewHomeRentalGroup.com)

## UNFINISHED BUSINESS

### Reserve Study:

**Sidewalks and Curbs:** Lori reported that the final estimate for sidewalks, curbs, and street maintenance was received. She will present draft reserve study to the Board at the Sept meeting.

**Letter to Landlord Property Owners:** Noel explained that the letters were mailed August 3 certified. One has been returned with information requested. Discussion.

**Cluster Mailbox Security:** Noel and Lori showed examples of decals to attach to the cluster boxes to inform of video surveillance. Board reviewed

the examples. *Dave S made the motion of ordering a specific decal for the placement of two decals per cluster box and Noel seconded the motion. Passed unanimously.* Lori will order the decals.

**Pet Registrations:** Lori explained all had been submitted except for two homeowners and they've been reminded.

**Brick Repair Back Gate:** Dave R explained that he's trying to connect with the contractor to schedule the repair that was approved at last month's meeting. Board also discussed possibility of placing a bollard in front of the brick for protection.

**Annual Meeting Location and Dinner:** Dave S will inquire of Scottish Rite Temple to reserve the large room and obtain dinner price. Secretary will text Dave S. the date and time of the Annual Meeting (Wednesday, Dec 7, 6:00 pm)

**HOA Website Options:** As requested at the July meeting, Wix has a variety of monthly prices for websites for whatever options we want. Homeowner present gave the Board the name of the website used by her previous HOA (Vantaca). Secretary will explore that option.

## **NEW BUSINESS**

**Violations:** Not a violation but concern: car parked at curb on two Mondays in the cul-de-sac that impeded the pick-up of garbage and recycle containers. *Property owners [Landlords, please inform tenants] are asked to please have guests/visitors park in their driveways or in areas that won't impede D&O Garbage collection on Mondays.*

**Annual Meeting Voting Process:** Secretary asked for clarification of the process to be used for Director Elections at our Annual Meeting since it will be in person this year. Discussion. The consensus of attendees and Board members is:

- the candidate slate will be determined by the November meeting
- write-in candidates will be accepted at the Annual Meeting
- proxies will be mailed in advance
- balloting will take place at the meeting

*Any property owner interested in serving on the Board for a three-year term please inform a Board member no later than 6:30 pm the evening of the November Board meeting (Nov 23). Three current Board members will be up for election and there are two unfilled slots for a total of five positions available.*

**Pet Approvals:**

**1921:** Potential buyers have one dog and one indoor cat. *Lori made a motion to approve both the dog and cat and Noel seconded the motion. Passed unanimously.*

**Pet Verbiage in Community Rules:** Lori pointed out that the pet approval verbiage in our Community Rules is confusing to realtors and potential buyers because of the word 'small' to describe dog size. Discussion. Lori will review verbiage in our Bylaws and she'll bring the topic back at the September meeting.

**Title Company Escrow Form:** Lori explained that title companies ask for information of percentage of rentals in the HOA. FYI only.

**Phase 1 Requests:** Mark explained that he's received two requests from the Phase 1 chair:

1. That Phase 2 pay for the landscape maintenance on the exterior of the brick wall from the entrance south to Rees Hill intersection.
2. That Phase 2 open the back gate.

Extensive discussion ensued. Board advised chair to respond to Phase 1 chair that Phase 2 does not agree to the two requests.

**Next Meeting:** Wednesday, Sept 28, 6:30 pm Zoom

**Adjournment:** *Lori made the motion to adjourn and Noel seconded the motion. Passed unanimously.* Meeting was adjourned at 9:10 pm.

Respectfully 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:

Community Visual Appeal:

*Yard, Garage, Estate, Moving, etc. sales or any public event is prohibited in the community unless approved by the Board. \$200 day fine.*