

**CINNAMONWOOD ESTATES HOA**  
**Board Meeting Minutes**  
**February 28, 2024**  
**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 6:34 pm by Chair Matt Barnett

**ROLL CALL:** Secretary called the roll.

**Board Members Present:** Mark Freed, Noel Vaughn, Kyrria Martinez, Matt Barnett, Lori Murphy Cole, Lori Paddock Read, Dave Ronne

**Board Members Excused:**

**Community Members Present:** Grover Carter, Todd Center

**Guests Present:** Greg Hirth, Pacific Landscape joined the meeting at 7:15 pm

**PROOF OF NOTICE OF MEETING:** Community was notified of the meeting on February 19, 2024 and again on February 23, 2024.

**APPROVAL OF MINUTES:** The minutes of the January 2024 meeting were emailed (or hand delivered to those without email) on January 31, 2024. Noel made the motion to accept the minutes of both meetings as written and Dave seconded the motion. Passed unanimously.

**BYLAWS AMENDMENT: FIRST READING:** The secretary gave the second reading of the proposed Bylaws amendment for Article VII, Section 3.

**COMMUNITY MEMBERS COMMENTS:** Todd, landscape chair, summarized landscape information (see Reports of Committees).

**REPORTS OF OFFICERS:**

**A. Treasurer:** Dave

**a. Bills paid in January 2024:**

Pacific Landscape	1345.00	Jan 2024 service
State Farm Insurance	1146.00	2024 premium

**b. Bills needing approval to pay:**

Attorney	28.00	Question re required meeting
Secretary	50.00	Reimbursement for Annual Business License, State of Oregon

Mark made a motion to pay these bills and the motion was seconded by Lori Paddock Read. Motion passed unanimously.

- c. **January 2024 Financial Report:** Reviewed prior to the meeting and during. The HOA is financially sound and current on all obligations. Financial details are available by attending any HOA Board meeting or by making a request to the Board. Noel made the motion to approve the Treasurer's Report and Kyrria seconded the motion. Passed unanimously.
- d. **2023 Audit Report:** On January 30, 2024, Grover Carter, Matt Barnett, Lori Murphy Cole, and Treasurer Dave Ronne met to audit the 2023 financial records. One suggestion the Audit Committee put forth was to explore moving some dollars to a higher interest-bearing account. Treasurer will research and report back at March meeting.

**B. Secretary:** No report

**C. Chair:** No report

## REPORTS OF COMMITTEES:

### A. Architectural: Noel

- a. **Change Requests:** None were submitted for this meeting.
- b. **1942/1944 change request update:** Change request submitted in January by owner of duplex at 1942/44 asking the HOA to replace fence at the north side of their property. At January meeting, Board asked Noel to conduct research before decision. Noel explained that he conducted extensive research to determine if said fence was common property and the responsibility of the HOA to replace. Research did not find any documentation that supported maintenance or replacement of the fence or that it has ever been the responsibility of the HOA. Also, research did not uncover any documentation to indicate that the fence has ever been classified by the HOA as common property and thereby the responsibility of the HOA. Discussion. Noel made the motion to reject the request and Lori Murphy Cole seconded the motion. Motion passed unanimously.
- c. **Common Property Repair/Replacement:** Noel made the suggestion that whenever the Board repairs or replaces a Common Property item, that an Architectural Change Request form be completed and logged. Board will discuss process at March meeting.

### B. Landscape: Todd

- a. **New Account Manager:** Todd explained that due to the growth of Pacific, Cinnamonwood 2 has been assigned a new account manager to oversee services. Greg Hirth joined Pacific several months ago. Greg gave a brief background of his 35 year landscape experience. Greg, Todd, and Lori are conducting a 'walk-around' of the community on Friday, March 8.
- b. **Do not prune/spray:** Secretary sent Greg the HOA *do not prune, blow, and/or spray* list per property.
- c. **Additional services:** Secretary received email from Pacific and presented it to the Board outlining additional services. Discussion. Secretary made the motion to approve \$300 for a March or April moss control application by Pacific and Noel seconded the motion. Passed unanimously.

- d. **1942/44 duplex update:** Request by owner in December 2023 to clarify if Pacific is servicing her duplex. Secretary emailed Pacific and the response received was that Pacific is servicing the property.
- e. **Homeowners:** please contact Todd for all landscape concerns or questions: [todd@center4tax.com](mailto:todd@center4tax.com) or 818.264.9864.

**ELECTION OF DIRECTORS:** n/a

**UNFINISHED BUSINESS:**

- A. **Policy and Procedure Manual Edits:** Tabled to April meeting
- B. **HOA Violation:** Property owner is being fined because dog has been off property unleashed three times in a three-week period in 2024.
- C. **Bylaws Amendment:** Discussion. The Board made a slight edit of the proposed verbiage for clarity (please see attached Bylaws Amendment attached to these minutes). **Lori Paddock Read made the motion to accept the edit and Noel seconded the motion. Passed unanimously.** At the March meeting, a first reading of the proposed Bylaws amendment will take place. There were no community comments on this topic.

**NEW BUSINESS:**

- A. **Phase 1 Landscape Change:** FYI: Noel explained that Phase 1 is replacing the front lawns at most units in favor of low maintenance shrubbery.

**NEXT REGULAR MEETING:** Wednesday, March 27, 2024, 6:30 pm, Zoom

**ADJOURNMENT:** **Lori Paddock Read made a motion to adjourn and Noel seconded the motion. Passed unanimously.** Meeting was adjourned at 8:40 pm.

Respectively Submitted,  
*Lori Murphy Cole*  
 Lori Murphy Cole  
 Secretary

Secretary distributes Community Rules annually. As suggested by the Board, monthly Board meeting minutes will highlight one rule per month:

Do not store/park overnight operational/non-operational utility vehicles, trailers, RV's, boats, or the like in your driveway, property, or street.	\$250 day
---	-----------

**ATTACHMENTS:**

- Proposed Bylaws Amendment
- 2024 Budget
- Homeowner Ice and Snow Message
- 2024 HOA Board
- 2024 Board Meeting Schedule
- Pacific Landscape Calendar
- Essential Salem PD Information