

CINNAMONWOOD HOMEOWNERS ASSOCIATION
HOA Board Meeting Minutes
May 15, 2019

Members Present: Mark Freed, Lori Cole, Chris Preuitt, Noel Vaughn, Ourania Yue

Members Excused: Ken Silva

Staff Present: Darcie Preuitt, Janet Morton

Guests: Mark Redfield (1992), Solomon Yue (Co-Owner for 1956, 1982, 1984, 1986, 1988, 1994, 1996, 1998, 2000)

I. Call To Order: 7:02 PM
The Chair called the meeting to Order at 7:02 pm.

II. Guest Comments (5 minutes each)

a. There were no guest comments.

III. Approval of Minutes:

Motion to approve minutes from the April 2019 Board Meeting was made (Noel) and seconded (Ourania). Passed unanimously.

IV. Architectural Change Requests:

a. Tree Trimming 1919. The Secretary presented Kenni Halford's change request to trim 3 trees in her front yard, giving several reasons as to why this is needed.

Motion to approve Kenni Halford's tree-trimming architectural change request was made (Chris) and seconded (Ourania). Passed unanimously.

- b. Gutter Replacement, 1983. Chris asked if he would need to submit an architectural change request to replace their gutters if the new gutters will be the same color. The Chair said the architectural change is needed only if there is a difference of appearance or color.

Motion made (Lori) and seconded (Noel) to approve Chris Preuitt's request to replace their gutters. Passed unanimously.

V. Financial Report:

- a. April Financial Report. Janet reviewed the April report with members. Everything looks good and no significant changes.

Discussion ensued regarding the difference between the 5% for common property reserve fund versus the \$5 per address per month for the street reserve fund.

Members also reviewed how Phase I and Phase II might interact regarding future street repairs. Chris reported that the asphalt companies came out in the spring of 2018 and assessed an amount for resurfacing that will need to be looked at and discussed at some point.

Motion made (Lori) and seconded (Chris) to approve the April financial report. Passed unanimously.

- b. Check signing. Janet presented a check to the Secretary/Treasurer for her costs to record the amended Bylaws with Marion County.

Motion made (Noel) and seconded (Chris) to approve the check for \$241.20 to the Secretary/Treasurer. Passed unanimously.

- c. Mailing and Emailing Invoices. Janet clarified with the Board that she would be both mailing ("snail mail") and emailing invoices again for third quarter assessments. The first run of emailed invoices revealed a couple of glitches that we need to smooth out.

VI. Old Business:

- a. Concern Regarding Property Owner Complaint - Update. Lori reviewed the property owner complaint issue discussed at the April meeting and members agreed that this is not an HOA matter at this time. Suggestions have been made for them to call the police to document their concerns.
- b. Electrical Boxes. Question arose about hiding large electrical box that is now exposed due to landscape trimming: they wondered if it could be latticed like the one in front of 1916. The Chair pointed out that if it's on their property, it becomes their decision if they want to submit an architectural change request to enclose it. Chris shared pictures of examples and added that there are all kinds of boxes that make up the infrastructure of this neighborhood. Board decided that the boxes do not need to be enclosed.

VII. New Business:

- a. HOA Website and Pricing. The Chair and Secretary/Treasurer reviewed WIX website plans they have researched (see attached document). The Chair took a straw poll about whether credit card payments should be a part of the new website options. The group consensus was that since Janet can currently accept credit card payments, via phone if desired, there is no need to do credit card payment with the website at this time. The website can be upgraded at a later date if it is determined that the membership would benefit from this service. The group reviewed the plans offered and discussed what space best suited the HOA's needs.

Motion made (Chris) and seconded (Lori) to approve the \$14/month Unlimited Plan. Passed unanimously.

The Chair and Secretary/Treasurer will work with the current web manager, Tom Strauch, to get the current website transferred so that the Board can take a look at it before publishing.

- b. Annual Meeting Format and Location. The Secretary/Treasurer will be sending out an email to property owners regarding ideas for getting a room for this year's annual meeting. Solomon mentioned that the Salem Library has a space they

offer for free that might be considered.

Secretary/Treasurer will put together a survey to send out in order to get an idea of what people want to do.

- c. Annual Barbeque: National Night Out, Tuesday, August 6, 2019. Chris mentioned the hassle of barbequed meat dishes with all the yellow jackets that are attracted and the group brainstormed alternatives including an alternative "ice cream social" kind of Night Out event. This idea was well-received. **Janet requested a flyer to go out with the invoices which the Secretary/Treasurer will supply (see attached).**
- d. Property Owner Concern. Lori shared a memo and pictures from a property owner's concern about the unsightly state of their next-door neighbor's backyard. The Chair pointed out that step one would be that the neighbors talk to each other. The matter is not an issue for the association, since the backyard in question is not visible from the street. Suggestions can be made for both neighbors to plant trees and/or shrubbery to block the view.
- e. 2018 Financial Audit Report Committee Recommendations. The Board reviewed the 2018 Financial Audit Report (attached). Chair went through each item with suggestions for next steps. Information on some items will be gathered for continued conversation at our next meeting.

VIII. Items for Next Meeting

- a. Scanning HOA Documents
- b. Update on 2018 Audit Report
- c. Website Update
- d. Review survey results on what property owners want for Annual Meeting format.

Next Meeting Scheduled:

The next meeting will be 7:00 pm Wednesday, June 19, 2019.

Meeting Adjourned at 8:45 PM

Motion made (Lori) and seconded (Ouriana) to adjourn the meeting. Passed unanimously.

Recorded by: Darcie Preuitt