

CINNAMONWOOD HOMEOWNERS ASSOCIATION

HOA Board Meeting Minutes

May 27, 2020

(Held online via Zoom per Corona Virus Social Distancing Guidelines)

- Members Present:** Mark Freed (Via Zoom), Lori Cole (Via Zoom), Chris Preuitt (Via Zoom), Ken Silva (Via Zoom), Dave Simpson (Via Zoom), Noel Vaughn (Via Zoom), Ourania Yue (Via Zoom)
- Staff Present:** Darcie Preuitt (Via Zoom), Janet Morton (Via Zoom)
- Guests:** David Moore (1921) (Via Zoom), Dave Ronne (1957) (Via Zoom), Diane Silva (2002) (Via Zoom), Cheryl Vaughn (1914) (Via Zoom), Solomon Yue (Co-Owner for 1956, 1982, 1984, 1986, 1988, 1994, 1996, 1998, 2000) (Via Zoom)

Call to Order (7:10 PM):

The Chair called the meeting to order at 7:10 pm. Members were on time but technical difficulties caused a late start.

I. Roll Call:

The Secretary called roll for all Board members.

II. Proof of notice of meeting or waiver of notice:

The Secretary sent out email to all neighbors 8 days prior notifying all of tonight's board meeting.

III. Reading of minutes of the preceding meeting:

Members were emailed April's meeting minutes to review on April 25, 2020.

Motion made (Dave) and seconded (Ken) to approve minutes from the April meeting. Passed unanimously.

IV. Reports of Officers:

a. Secretary

- i. Notification of Death in Phase I.** Lori shared that the owner who had given the neighborhood concern as to her hoarding and piles of deliveries on her front porch passed away earlier this week.
- ii. New Cascade Landscaper crewmember:** . Lori informed members that Silbano is part of another team now, and Eber has joined Jose as our gardening team.

b. Treasurer:

i. April finances: Bookkeeper

- 1.** Janet reviewed the April Financial monthly report and said all is looking good, nothing out of budget.

- a.** Ourania asked questions regarding the landscaping line item charge and was frustrated with how confusing it was to her.

- b.** Discussion ensued and the Chair directed the Treasurer and Janet to work together to devise a more lay-friendly method of disseminating the financial information so that it's more easily understood by all.

ii. Bills: Treasurer

- 1.** Lori reviewed four bills needing to be paid:

- a.** Boatwright Engineering - \$230.30 for surveyor to try to locate property lines between Phase 1 and Phase 2.

- b.** Lori Cole - \$16.95 for a No Outlet sign she purchased and installed on the post at the entrance.

Motion made (Noel) and seconded (Dave) to pay both the Boatwright Engineering (\$230.30) and Lori Cole (\$16.95) bills. Passed unanimously.

- c.** Cascade Landscaping - \$1755.18 for spring irrigation activation.

- i. Lori explained that past bills for this particular job have come in at \$200 or \$300. When she asked about the marked change, Ashley at Cascade explained to her that the previous office manager was in error and that \$1755.18 is the true cost of this annual irrigation activation work.
- ii. Because the work was completed before this new charge was discussed, the Chair recommended considering denying payment of the bill, then obtaining quotes for service from other landscape firms. He further recommended that a clear contract be drawn up that prohibits any work outside the contract being done without prior Board approval.

Motion made (Dave) and seconded (Noel) to reject this Cascade Landscaping bill for \$1,755.18 and to work on getting quotes from other companies and putting together a more comprehensive contract with Cascade Landscaping for future work. Passed unanimously. Treasurer will communicate this to Cascade.

- d. HOA Attorney - \$941.00 for review, communication, and authorization of an alternative dispute resolution program in order to attempt to settle out-of-court regarding attorney letter sent claiming Board mismanagement by three property owners.

Motion made (Dave) and seconded (Noel) to pay the HOA Attorney bill of \$941.00. Passed with 2 abstentions (Ourania, Ken).

Motion made (Noel) and seconded (Dave) to approve

the Treasurer's report. Passed unanimously.

c. Chair – The Chair had no reports this month.

V. Reports of Committees:

There are no committee reports to review this month.

VI. Election of Directors:

There is no election of directors to consider this month.

VII. Unfinished Business:

- a. Fire Lanes Information from City: Lori reviewed her research with the City on where the fire lanes are throughout our neighborhood. Because the travel lanes in the neighborhood double as fire lanes, the curbs can be painted wherever it's deemed appropriate.
- b. Parking Issues at Back Gate: Lori shared a neighbor's concern that cars are parked in front of the gate and her follow-up findings. Because Spicetree is a privately-owned road, parking cannot be enforced by the City. Discussion ensued regarding installing towing signs that the HOA can then enforce as well as other options to paint the curbs and/or street indicating no parking.

Motion made (Dave) and seconded (Chris) to approve purchase of signs, up to \$100 if needed, to indicate something similar to "Do Not Block; Violators Will Be Towed At Their Own Expense". Passed unanimously.

Dave and Janet will give Lori the names of recommended tow companies.

- i. Members briefly discussed the s-curve near the entrance where the Phase I owner has parked at the curb in the past. Members agreed to not specify the phase 2 curb adjacent to his property as no parking as it appears he is trying to cooperate.
- c. North Lot Footpath to Commercial St: Lori shared that she was contacted by the owners in 1968 regarding quite a bit of foot traffic between their property and the vacant lot next to

them down to Commercial. Lori called the owner of the adjacent lot, informed him of the issue and he came out and barricaded off the foot path with a wire fence. Lori will stay in touch with 1968 and keep her eye on this issue.

- d. Marion Co. Land Crescent Adjacent to 1917 Condo: Lori explained that when the surveyor tried to locate the border between phase 1 and phase 2, it was found that the County owned a small 5-foot-wide crescent-shaped area next to the street adjacent to the property owned by the 1917 condo. The owner of 1917 evidently purchased it for \$350; this is why he leaves his garbage containers sitting there on the curb. Owner has said he is having a storage unit built for the garbage containers. Phase 1 has been informed that the cans are unsightly.
- e. Community Rules Review: Lori will re-send the Community Rules for the Board to review. The Chair instructed that if there are modifications suggested, the Board will discuss next month. If no modifications are suggested within the next two weeks, the Community Rules will stand as-is.
- f. Policy and Procedures Manual Review: Lori will re-send the Policy and Procedures Manual for the Board to review. The Chair instructed that they handle this exactly the same as with the Community Rules above (VII.e). The Chair also stressed that this Policy and Procedures Manual really needs to be completed because we currently do not have one for ease in enforcement of policies.
- g. Bylaws work session: The Chair pointed out that there was Bylaws approval and discussion in 2018 and a special committee reviewed further the CC&R's and Bylaws to update them further. This is not as essential as completing the Policy and Procedures Manual.
- h. Dog Request (1986): Ourania said the new renter at 1986 would like to get a 4-lb. Yorkshire terrier and is asking for permission.

Motion made (Lori) and seconded (Chris) to approve a 4-lb. Yorkshire terrier for the new renters at 1986. Passed unanimously.

VIII. New Business:

a. **Architectural Change Requests:** The Secretary/Treasurer reviewed the three Architectural Change Request submissions:

- i. Tree Removal at 1921. The new owners at 1921 have decided they want to take out both trees on either side of their house in order to plant another species and have received permission from their adjoining neighbors. Lori sent members the information and pictures ahead of the meeting for review.

Motion made (Lori) and seconded (Dave) to approve the tree removal and planting request at 1921. Passed unanimously.

- ii. Electrical Box Enclosure Request (1921). The owners at 1921 would like to build a lattice-like enclosure to surround the electrical box at the curb in front of their house.

Motion made (Lori) and seconded (Dave) to approve a lattice-like enclosure to surround the electrical box at the curb in front of 1921. Passed unanimously.

- iii. Painting Request (1924). The owner at 1924 wants to paint her house and submitted her request with pictures showing the colors which members have reviewed.

Motion made (Lori) and seconded (Chris) to approve the paint color request at 1924. Passed unanimously.

b. Annual Reserve Study and Annual Maintenance Plan: The Chair explained that, in talking with the HOA attorney, these two items—Annual Reserve Study and Annual Maintenance Plan—were brought up in the letter received from the Portland attorney representing three property owners. The recommendation made was to hire a third-party company to do a formal reserve study and to create the annual maintenance plan for common elements (street, gate, etc.). The Chair requested a motion from the Board to move in that direction by giving permission to the HOA attorney to get quotes and recommend a third-party company.

Motion made (Lori) and seconded (Noel) to advance on planning to gather quotes for consideration of a third-party company to do an Annual Reserve Study and an Annual Maintenance Plan. Passed unanimously.

- c. Security Issues: Lori mentioned some security issues within the neighborhood:
- i. Graffiti on Cinnamonwood Sign. The sign at the entrance was vandalized with gang graffiti and Lori reported it to the City under their Gang Graffiti law. She and Grover Carter scrubbed most of it off but there is still some gang writing there. She has alerted Kerry Garrett from Phase I who will also start working on getting it removed.
 - ii. Rash of Recent Thefts. Due perhaps to Covid-19 and drug dealers having to find new ways to make money, there has been an increase in criminal activity affecting our area. Lori spoke to other neighbors in the Cinnamon Hill area and they've had a similar increase in car burglaries lately. The police are aware of this and are doing more drive-bys in the area. Lori also called some security companies to get an idea of what it would cost to hire them for security surveillance in our neighborhood. They would do three drive-throughs nightly between 9 pm and 6 am for \$800 per month.

Discussion ensued regarding feasibility of hiring security companies and it was decided that property owners keeping exterior lights on, installing motion lights and security cameras, and being vigilant within the neighborhood was probably the best way to go. Noel mentioned that his neighbor across the street actually saw a hooded individual with a backpack walking around and checking out cars, even in areas where lights were on.

The Chair stressed the following as best deterrents for neighbors:

1. Consider installing cameras and motion lights.
2. Leave outside and inside lights on throughout the

night

3. Keep your garage doors closed.

4. Keep your doors and windows locked.

- d. National Night-Out Ideas for 2020. Lori suggested some kind of social-distancing event with chairs only. The Chair recommended perhaps a virtual version this year. Members will give it some more thought and discuss further.

Next Meeting Scheduled: Wednesday, June 24, 2020, 7:00 PM, via Zoom

Meeting Adjourned: 9:47 PM

Motion to adjourn meeting made (Dave) and seconded (Ourania). Passed unanimously.

Recorded by: Darcie Preuitt