
CINNAMONWOOD ESTATES HOA
Board Meeting Minutes
January 25, 2023
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 6:32 pm by Secretary Lori Murphy Cole. Chair Mark Freed joined the meeting at 6:45 pm.

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: Kyrria (Kiwi) Martinez, Lori Paddock Read, John Larson, Grover Carter, Pam Towry

Guests Present: Don VanLue, CPA

PROOF OF NOTICE OF MEETING: Community was notified of the meeting on January 17, 2023 and again on January 22, 2023.

APPROVAL OF MINUTES: The minutes of the Nov 2022 meeting were emailed (or hand delivered to those without email) on November 27, 2022 and the minutes of the Annual Meeting were emailed (or hand delivered to those without email) on December 11, 2022.

REPORTS OF OFFICERS

A. Treasurer

a. Monthly Financial Reports: Don Vanlue presented the November 2022 and December 2022 financial reports.

b. Treasurer presented: 2022 Audit Report, Bills paid in December 2022, and 1st quarter assessment report.

Noel made a motion to accept the 2022 Audit Report and Dave S seconded the motion. Passed unanimously.

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

c. 2023 Budget: Was presented and discussed at the Annual Meeting held December 2, 2022. Noel made a motion to accept the 2023 Budget and Lori Paddock Read seconded the motion. Passed unanimously.

d. Approval of VanLue Contract for 2023: Discussion. Board asked Secretary to check with VanLue to edit a portion of the proposed contract and to request a renewable contract. Noel made the motion to extend the 2022 contract for two months until 2023 contract is approved and with payment of \$260 per month beginning January 2023 and Dave S seconded the motion. Passed unanimously.

- B. Secretary:
 - a. Asked if a co-habitant of property can act as proxy for Board member in case of absence of Board member at a Board meeting. Discussion.
 - b. Asked Chair to add new Board members to Dropbox
 - c. Reported on SGNA meeting
 - d. Request from John and Sandy Larson for dog. Discussion. Lori Murphy Cole made the motion to accept the dog and Lori Paddock Read seconded the motion. Passed unanimously. Pet registration form forthcoming from Larson's.

- C. Chair: No report

REPORTS OF COMMITTEES

- A. Architectural Review: No change requests submitted
- B. Landscape Committee: Dave S reported that a property owner requested Pacific to trim a shrub on her property.
 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

ELECTION OF DIRECTORS: Homeowners present at the Annual Meeting held on December 2, 2022, acting as a Committee of the Whole, reviewed the Director Candidate slate and were given the opportunity to add additional nominees. No additional nominations were made and there was no objection made to the slate of Board Members presented. Quorum not being met at the Annual Meeting; the recommendation of the Committee as a Whole for the election of directors was referred to this (January 2023) Board meeting. Based on the recommendation of the Committee of the Whole present at the Annual Meeting 2022, a motion was made by Noel and seconded by Dave R. to extend the terms of Mark Freed, Lori Murphy Cole, and Dave Simpson whose terms ended 12-31-2022 for three years and appoint Kyrria Martinez and Lori Paddock Read to the Board. Discussion. Passed unanimously by the five sitting directors.

UNFINISHED BUSINESS

- A. Reserve Study: In progress.
- B. Bollards at Back Gate: Dave R and Noel will survey the back gate to determine if a bollard would be beneficial. Will report at February meeting.
- C. Utility Lines Mapping: Noel reported that he has not yet heard back from the City to his inquiry for information. He will follow-up.
- D. No Trespassing Sign North Boundary: Lori reported that it would be beneficial to install a No Trespassing sign at the north boundary, perhaps on 1968 property, for legal authority to deter trespassing from foot traffic via north lots. Discussion. Noel made a motion to purchase and install a sign limited to \$100 for sign and materials and Lori MC seconded the motion. Passed unanimously. Once sign is installed, HOA will submit letter to Salem PD giving them permission to act on anyone trespassing.
- E. Entrance Gate: At the Annual Meeting, homeowner asked if further discussion could take place on working with Phase 1 to install a gate at the entrance of Spicetree from Fairway. Discussion. No action taken.

- F. Oregon Law Re Home Businesses: Mark clarified that in the process of updating certain language in our governing documents due to HB 2534, our attorney explained that Oregon law prohibits discrimination of home businesses including childcare and/or adult foster care. However, City zoning laws prohibit commercial activities in residential areas.

NEW BUSINESS

- A. Violations: None reported
- B. Maintenance Issues:
 - a. USPS. Homeowner reported a broken key lock in the parcel box at the cluster mailbox nearest the cul-de-sac. Secretary filed a repair request with the USPS: awaiting repair/contact.
 - b. Salem City Public Works: Secretary filed repair request for stop sign at back gate. Repair has been completed.
- C. Maintenance Verbiage in Documents: Homeowner suggested edits are needed in our governing documents on certain items because reference is to condo associations and not HOA's. Discussion. Chair suggested a Board committee to examine documents/consult with attorney.
- D. Snow and Ice Storms: Keeping roads passable. Discussion. Board asked Dave S. to ask Pacific if they have means to provide sand/salt on roads. Dave S will report findings at February meeting.
- E. Unknown Vehicles: Lori MC commented that property owners report to her about unknown vehicles. Discussion of procedure. Board suggests that when a homeowner sees an unknown vehicle that is present in the community for a period of time, they phone Salem PD if concerned.
- F. Neighborhood Watch Zoom Gathering with Salem PD: Lori MC asked the Board if a Zoom with all interested for a Q&A with Salem PD might be beneficial. Board asked her to poll the HOA to get input.
- G. Election of Board Officers:
 - a. Chair: Noel made a motion which was seconded by Dave S. to nominate Mark Freed. Lori made a motion to nominate Noel Vaughn: Noel declined the nomination. Chair asked for additional nominations. Hearing no further nominations, Dave S. made the motion which was seconded by Lori to close the nominations. Passed unanimously. Due to one candidate, Dave S. made the motion to elect Mark Freed and Lori MC seconded the motion. Passed unanimously.
 - b. Secretary: Lori PR made a motion which was seconded by Noel to nominate Lori Murphy Cole. Hearing no further nominations, Dave S made the motion which was seconded by Lori PR to close the nominations. Passed unanimously. Due to one candidate, Dave S made a motion to elect Lori Cole by unanimous acclamation and Noel seconded the motion. Passed unanimously.
 - c. Treasurer: Lori MC nominated Dave Ronne and Dave S seconded the motion. Hearing no further nominations, a motion was made by Lori PR and seconded by Dave S to close the nominations. Due to one candidate, Lori MC made a motion which was seconded by Lori PR to elect Dave Ronne by unanimous acclamation. Passed unanimously.

d. Committees:

- i. Architectural Review: Noel agreed to stay as chair. Lori Paddock Read will be a member.
- ii. Landscape: Dave S agreed to stay as chair.
- iii. Governing Documents: Lori MC volunteered to chair. Kyrria Martinez will be a member.

H. Chairing Board Meetings 2023: Mark proposed that Board members rotate chairing Board meetings as an effort to mentor potential Board chairs in the future. Noel will chair February's meeting. Lori PR will chair September's meeting.

NEXT MEETING: Wednesday, February 22, 2023, 6:30 p.m. Zoom

ADJOURNMENT: Motion made by Lori MC and seconded by Lori PR to adjourn the meeting. Meeting was adjourned at 8:50 pm.

Respectfully Submitted

Lori Murphy Cole

Lori Murphy Cole
Secretary

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

Pets are allowed upon submission of a pet registration form for each pet and approval by the Board.	\$100 week until approved
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