
CINNAMONWOOD ESTATES HOA
Board Meeting Minutes
June 28, 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 6:31 pm by Chair Mark Freed.

ROLL CALL: Secretary called the roll.

Board Members Present: Mark Freed (Chair), Lori Murphy Cole (Lori MC, Secretary), Noel Vaughn, Lori Paddock Read (Lori PR), Kyrria (Kiwi) Martinez, Dave Ronne

Board Members Excused: --

Community Members Present: Matt Barnett (1954), Todd and Koi Center (1926)

Guests Present: Don VanLue, CPA

PROOF OF NOTICE OF MEETING: Community was notified of the meeting on June 20, 2023 and again on June 23, 2023.

APPROVAL OF MINUTES: The minutes of the May 2023 meeting were emailed (or hand delivered to those without email) on May 29, 2023. Lori PR made the motion to accept the minutes and Dave R seconded the motion. Passed unanimously.

COMMUNITY MEMBERS COMMENTS: Chair welcomed homeowners in attendance

REPORTS OF OFFICERS

A. Treasurer: Dave R

BILLS PAID IN MAY			
Pacific Landscape	1214.00	Monthly service	May 2023
Pacific Landscape	300.00	Moss Control Application	May 2023
VanLue CPA	260.00	Bookkeeping Services	April 2023
BILLS APPROVED TO PAY			
Reimburse Secretary	194.00	Annual P.O. box rental	June 1, 2023 – May 31, 2024
The HOA is financially sound and current on all obligations. Financial details are available at any HOA Board meeting or by making a request to the Board.			

May Financial Report: Reviewed prior and during meeting with Don Van Lue

Noel made the motion to accept the May Financial Report and LoriPR seconded the motion. Passed unanimously.

- B. Secretary: no report
- C. Chair: FYI to Board: Mark is creating a Board resolution to be discussed at July meeting that speaks to two items in governing documents that are specific only to condominium associations and/or outdated references.

REPORTS OF COMMITTEES

A. Architectural Review: Noel

- a. 1926: Owner presented photo of small areas of their front lawn abutting driveway that is worn from foot traffic. Asking for installation of short, temporary fencing while those areas are being refurbished. Owners will remove the fence each Tuesday when Pacific is present to mow and edge. Discussion. Lori PR made a motion to accept the request of a temporary fence and Dave seconded the motion. Passed unanimously.
- b. FYI on 1927: Owner is refurbishing their backyard. Arch request approved at May 2023 meeting. One slight change: in lieu of block wall, poured concrete will be used to provide better support.
- c. FYI on a rental unit belonging to S. Yue: Request via email for satellite dish that was removed during roof repair be approved for relocation on dish stand. Because an Architectural Change Request (ACR) wasn't submitted, there was unanimous agreement that the Board could not take any action without the submission of an ACR.
Note to homeowners: a reminder an ACR is required for all TV dish installations. Since the dish assets are owned by the service company, removal is generally not performed unless requested. In that case re-installation of equipment previously removed also requires an ACR.

B. Landscape Committee: Lori MC

- a. Homeowner Concerns: A number of comments have been submitted by several homeowners regarding substandard landscape service. All concerns have been addressed with Pacific Landscape. Note to homeowners: Pacific Landscape crew will not use their blowers if garage doors are open in order to prevent debris from blowing into garages. Please be sure your garage doors are closed when they are in the neighborhood.
- b. Replacement of Landscape Committee Chair: Since the retirement of Board member Dave Simpson, landscape chair, discussion of who will assume landscape chair tasks ensued. **Effective July 4, 2023, homeowner Todd Center will become landscape chair.**
Landscape Concerns/Questions: All questions or concerns regarding landscaping and/or irrigation need to be sent to Todd at todd@center4tax.com or 818.264.9864

ELECTION OF DIRECTORS: n/a

UNFINISHED BUSINESS

- A. Street at Slope During Ice Storms: Tabled to July meeting.
- B. Reserve Study: Lori MC announced she has all the information necessary to complete the HOA’s benchmark Reserve Study and will try to have a draft ready to review by the July or August Board meeting.
- C. Unsheltered Camp in I-5/Commercial St Triangle: Homeowners in Terrace Lake Mobile Home Park worked closely with the owner of their community, ODOT, and Salem PD to determine ownership of the campsite area. Ground markers were located last month and the area was determined to be owned by all three entities: private, ODOT, City of Salem. Camp has been cleared and posted. Trees in the area will be pruned of lower branches to inhibit return of campers.



NEW BUSINESS

- A. Violations: None
- B. Website: Lori MC asked the Board if they wanted her to enter into a conversation with the new owners of 1954 who work in the tech industry to discuss the development and cost of a new website. Lori MC will meet with Matt and Wanda and report back to Board.
- C. Director Resignation: Noel made the motion to accept the resignation of Board member, Dave Simpson, and Dave R seconded the motion. Passed unanimously.
- D. Director Position Open: Board is accepting nominations from homeowners who wish to fill the position vacated by Dave S. The term ends on December 31, 2025. Anyone

desiring to be considered for appointment to this vacated position are welcome to submit their name to the Board secretary, Lori MC, no later than Wednesday, July 19, 2023. Candidates please provide a brief explanation of why you wish to serve on the Board and what skills you would bring to the Board. Any questions, please reach out to any Board member.

NEXT MEETING: Wednesday, July 26, 2023, 6:30 p.m. Zoom

ADJOURNMENT: Motion made by Lori PR and seconded by Noel to adjourn the meeting. Passed unanimously. Meeting was adjourned at 7:32 pm.

Respectfully 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:

Pet's waste must be picked up throughout the community. \$50 occurrence
