

The Meadows at Timberhill Home Owners' Association

Minutes of Thursday December 14, 2023 Board meeting

Meeting called to order at 7:05 p.m. PDT. **Present:** President Robert Neary, Treasurer Maggie Wang, Secretary Ike Ghozeil, Jason Peter of Willamette Community Management (WCM), and owners Bruce Bowlby, Tricia Bowlby, Marianne Clausing-Lee, Nancy Neary, Tamina Toray, and Liping Yang. Meeting was conducted via Zoom using the following link:
<https://us06web.zoom.us/j/84760168317>

Open Forum:

1. During this part of the meeting there was a technical problem which caused the President to be absent from 7:07 to 7:17 p.m., at which time he rejoined the ongoing discussion about the financial status

Housekeeping and Report Items:

1. Approve Minutes from the Board meeting of November 16, 2023 – Ike
 - a. The minutes as posted on website were approved
2. Approve the Treasurer's report – Maggie
 - a. The Treasurer's report was approved
3. ARC request – none at this time
4. Committee reports – Landscape Committee
 - a. There is a need to have a resolution passed by the Board when the CC&Rs are not clear, as is the case for watering
 - b. Committee has submitted proposed wording to capture possible actions to enforce lawn watering – President and Nancy are reviewing/modifying this draft
 - c. President will send the new draft to the Board members for their review
5. Report from Willamette Community Management
 - a. Special assessment of \$4.8K/unit – all owners are current in their payment plans
 - b. Status of delinquent accounts – no major issues
 - c. The wording in the monthly financial reports will be modified to clarify that the entry labeled Special Assessment under Expenses is for the latest roofing work – tentative wording is Roofing/Special Assessment
 - d. All reroofing has been completed – roofing company has performed final clean-up and has removed all vent screens that were not removed when they performed their work
 - e. Gutter cleaning – no update
 - f. Landscaping
 - Updated mowing proposal was received – it is at a lower cost, based on the Board's decision to have two mowings per month versus the current weekly mowing
 - g. Painting status
 - Decision on resumption of painting is on hold until we know how much funds we have on hand at the end of the year
 - For the next Board meeting WCM will obtain bids for painting buildings in need of this work in 2024
 - h. Earthquake coverage insurance premium for 2024 has been received and is in line with expectations – payment is due on January 1
 - i. Remaining insurance coverage for hazard and Board is due in March – amount captured

- in 2024 budget is a placeholder
- j. Marianne suggested negotiating with insurance company to reduce our premiums
 - WCM will pursue this, although commercial properties do not usually benefit from such negotiations
 - k. WCM provided an updated budget for 2024 and was approved by the Board
 - Reserve study is done at this time of the year – worth noting is that reroofing planned for future years was done in 2023 to lock in the cost of this work
 - l. Other items regarding WCM – none at this time
6. General announcements and items for the record – none at this time

Discussion and Decision Items:

- 1. Owners are reminded that vents through the attic should be inspected to ensure that they vent to the outside because they may have become disconnected either through age or because of the reroofing
- 2. Updated budget for 2024 was approved – note that cost of painting is captured under general reserves
- 3. Annual owners' meeting will be on Wednesday January 17, 2024 at 7:00 p.m. PST and will be via Zoom at this link: <https://us06web.zoom.us/j/84760168317>
 - a. Board President will send out the annual status letter to the owners in preparation for the annual meeting
 - b. Letter will include the request that owners address their emails to the general WCM email address (wcm@willamettecm.com) with a cc to the Manager (jason@willamettecm.com) to ensure fast responses
- 4. Next meeting will follow the annual meeting on Wednesday January 17, 2024 noted above, and will be via Zoom at this link: <https://us06web.zoom.us/j/84760168317>

Action Items:

- 1. President will send to the Board for its review the draft resolution clarifying the CC&Rs' wording for lawn watering by owners
- 2. Marianne will obtain information on CDs for Board consideration in investing part of the reserve funds
- 3. WCM will obtain bids from arborists for tree pruning/trimming and will invite Board President to participate in arborists' inspection of needed work
- 4. WCM will obtain bids for painting buildings in need of this work in 2024
- 5. President will send out the annual letter to owners in preparation for the annual meeting

Date and time of next meeting: Wednesday January 17, 2024 at 7:00 p.m. PST via Zoom at this link: <https://us06web.zoom.us/j/84760168317>

Adjournment was at 8:18 p.m. PST
Respectfully submitted, Ike Ghozeil, Secretary