

# The Meadows At Timberhill Board of Directors meeting

Minutes from March 14, 2005

Meeting was officially called to order at 7:15pm. Board members present were Brian B. Egan, Jensen Lee, and Tim Hanson. Homeowners present included Les Boudreaux, Cass Dykeman, Karl Hownold, and Charlotte Goddard. Dave Stubbs, of DLS Associates, was also in attendance.

## Open Forum

1. An unattended car was reported. It is parked on Daylily. License plate number is YUX608. Dave Stubbs will observe and contact Corvallis Police. (Car has moved without Dave Stubbs intervention 3/15).
2. Concerns were expressed over parking on Shooting Star. With vehicles parked on both sides of the street, there is not enough room for two cars to pass by. Dave Stubbs will contact Corvallis City planners about possible options.
3. Several complaints were made regarding animal waste in yards of the community. A large number of people use the new city park and pass through the Meadows, so some problems are not from residents of the Meadows.
  - a. The Board will investigate possible actions. Suggestions are welcome. Possible options include: addressing violators within the Association, providing community waste containers.
  - b. Brian requested that complaints about specific items be brought to the attention of the Board, at anytime, using the community website ([meadowsattimberhill.com](http://meadowsattimberhill.com)), by emailing the Board directly ([hoaboard@meadowsattimberhill.com](mailto:hoaboard@meadowsattimberhill.com)), and emailing DLS Associates ([DLSAssociates@comcast.net](mailto:DLSAssociates@comcast.net)).
  - c. There was mention of one possible CC&R violation {P7.18 limits pets (dogs and cats) to two (2) per townhome}. The Board and DLS Associates will work to get more information (address, confirmation of reported four dogs).
4. A question was raised regarding the condition of the front porch of 2865 Daylily. The discussion was tabled until CC&R enforcement discussion later on the meeting agenda.
5. Several questions were brought up about why landscaping work, in particular mowing, was being done during winter months. Contract with Cedar crest provides that lawns are mowed once per week during summer and once per month during winter. *This issue will be placed on the April Board meeting agenda.*

## Housekeeping and Report Items:

1. **Minutes from February 7, 2005 Board meeting were read and approved.**
2. Treasurer's Report
  - a. Dave Stubbs provided February balance sheet and income/expense summary from NWCM. Due to some owners prepaying their HOA dues, January and February balance is slightly ahead of schedule. NWCM is understating the allocation to reserves for the Association (using 2004 amount). This leads to overstating the Association's account balance (Revenue Over Expenses should = approx. \$6,000; not \$8,000).
  - b. Dave Stubbs will be receiving complete records from NWCM on April 5 and provide a more detailed analysis of the financial accounts of the Meadows HOA. *This will be an agenda item for April Board meeting.*
  - c. Dave Stubbs will look into recouping several outstanding amounts in K&F's name (HOA dues of property owned by K&F). Unpaid HOA dues can be a lien against a property. *Update to be provided at April Board meeting.*
  - d. **Treasurer's Report was approved.**
3. Architectural Review Committee (ARC): None

4. Status of Agreement with The Park (development) regarding Tract A landscape maintenance.
  - a. The Corvallis City attorney and City Manager, as well as representatives from The Park and The Meadows, approved and signed the agreement. Agreement states that the Meadows is responsible for watering Tract A, while the Park is responsible for mowing grass.
  - b. Additionally, Dave Stubbs discovered that the general maintenance of the water retention/run-off pond in Tract A is the joint responsibility of Legend Homes and Timberhill Realty. This is until one year after build-out of the Park development and Meadowridge development. After that time, the Park HOA assumes full responsibility of maintenance for the pond. Dave Stubbs will contact developers about the need for pest abatement (mosquitoes) in the pond.

### **Input and Information**

1. Foxtail Pl. Parking
  - a. The issue of parking on Foxtail Pl. was raised at a previous Board meeting (difficult to drive down street with vehicles parked on both sides).
  - b. Dave spoke to city planner about the issue. Foxtail Pl. is a private street and was designed with parking on one side of street only.
  - c. The Board asked Dave Stubbs to contact the City of Corvallis regarding necessary action and whether K&F is still responsible.
  - d. Follow-up from Dave Stubbs (3/15/05): "I got a chance to talk with the Public Works folks about the parking situation on Foxtail. Unfortunately, they have been unable to find any specific requirements in the Conditions of Approval. It appears that the one-side parking only appeared in the proposed layout and was never officially incorporated in the approvals. Further, the final inspection has been completed and K&F has had the construction bond released. So, they're off the hook. Public Works person said she didn't think there would be any issue with us deciding to make that one-sided parking on our own. She'll cross-check more info and give me another report."
2. Management company transition
  - a. Official transition from NWCM to DLS Associates will be on 3/31. NWCM closes money market account on 3/14.
  - b. Billing will begin in March (for April dues) by DLS Associates. Initial payments must be via check or web bill pay (check-based). Electronic Funds Transfer (EFT) will be considered as a future option for payment.

### **"Board" Decision Items**

1. Banking resolution:
  - a. Dave Stubbs investigated several local bank options for Association accounts. These included: Washington Mutual, OSU Credit Union, Citizens Bank, Well Fargo, US Bank, and Benton County Schools Credit Union. **Washington Mutual was recommended and approved by the Board.**
  - b. The Board authorized DLS Associates to pay the following bills without Board notification: City of Corvallis (water), State Farm Insurance, Cedar Crest Landscaping, and necessary government licenses, fees, and taxes. All other checks require signature of one Board member.
  - c. All Board members will need to visit Washington Mutual to have signature authority.
2. Tax Filings:
  - a. Dave Stubbs prepared and mailed Federal and State tax returns for the Meadows. Brian Egan signed and approved these returns.
3. CC&R enforcement/Subjective standards decisions

- a. The Board evaluated several properties with possible exterior problems. Dave Stubbs will speak with owner/residents initially.
    - i. 3196 Shooting Star—car battery in driveway (health and safety issue).
    - ii. 3202 Shooting Star—Front porch clutter
    - iii. 3103 Foxtail—Front porch clutter
    - iv. 3187 Shooting Star—hay bale and debris near rear of unit
  - b. Dave Stubbs will send a letter to 2865 Daylily regarding ongoing issues with the appearance of the front porch.
  - c. The Board will consider adopting a resolution to set standards and enforcement of townhome exterior appearance.
4. A proposal was made to require homeowners in the Meadows to notify the Board about changes in occupancy of each townhome. The Board of Directors will have a list of homeowners and renters in the community. **The Board approved this proposal.**
5. Any other business
- a. One letter mailed to a homeowner last week was returned to the Meadows P.O. Box. Dave Stubbs will attempt to find updated information about the owners.
  - b. Jensen Lee announced that he will be resigning from the Board of Directors of the Meadows in May. The Board will receive nominations for this upcoming vacancy.
  - c. Dave Stubbs notified the Board of two items that have been filed: Change of Business Address and change of Registered Agent.
  - d. The next HOA Board of Directors meeting will be Monday, April 11<sup>th</sup> at 7:15pm. The location will be NW Hills Community Church (3300 NW Walnut Blvd.).

Meeting adjourned at 9:30pm