



## HOA Board Meeting Minutes

### **March 9, 2022**

This Meeting was called to order by HOA president, Steve Williams at 6:30 pm. All three board members are noted as present; Steve Williams, president, Lily Westlund, treasurer and Melinda Cooper, secretary. The board is joined by Communications officer, Leigh Kelly. Meeting participants used the sign in sheet to document attendance and a quorum was established. Minutes from the November 10, 2021 Board meeting were approved. Additionally, the Agenda for this meeting, occurring on March 9, 2022 was approved.

There is no unfinished business.

Roger Roberts, head of the HOA Architectural Committee is absent and agenda item 2, "ACC Report" is forgone, accordingly. Note Roger communicated with Steve prior to the meeting indicating there were no new issues to discuss.

Leigh Kelly introduced the "New Member Orientation Process." She brought a sample welcome bag and brochures obtained from the Stayton visitor's center and the board agreed these add a nice element to the welcome packet. She further expressed intent to obtain small gift certificates of local businesses to include in the bags to promote local business activity. Again, the board agreed adding such gifts would appropriately represent our community. Next a drafted sample letter was presented and reviewed by the board. With minor adjustments, this too was approved as an inclusion in the welcome bag. Leigh also advised she spoke to the property management companies involved in the community rentals and found them to be highly-cooperative; committing to providing CCRs to new lessees. Finally, it has been determined there are four homeowners in the community for whom the board has no email addresses and both Leigh and Steve agree they will obtain these by visiting the homes in-person.

Next the Technology officer, Victor Kintz, is confirmed as unable to attend this meeting but prior to, agreed that Steve will introduce a discussion around the new website Victor is creating. We confirm the site address, [wildlifemeadows.com](http://wildlifemeadows.com); and the email address, [contact@wildlifemeadows.com](mailto:contact@wildlifemeadows.com). The board determined they will use one shared email address at this time. Board members and officers will be listed on the site and photos are to be provided by each member. We also discuss what content to include on the site and all agree the most important goals are easy access to the CCRs and contact information of the association.

Lily then shares the 2021 Annual Financial Statement. Verbiage is determined to be adjusted noting "Assets" shall now be labeled, "Reserve Account." We also approve a modified 2022 budget to add \$500 for refreshments at the next annual meeting, making this a community social gathering as well. While discussing the budget, concerns were raised around the perimeter fencing and upkeep. This fence is shared with the City of Stayton. Steve volunteers to speak to the city and the developer to clarify responsibility.

The next board meeting is confirmed as scheduled for May 11, 2022 at this (Regis High School) location.

We also discuss recruiting for the positions of President and Treasurer as both positions term-out in June.

Finally, the community directory project is cancelled due to lack of interest/community participation.

Meeting is adjourned at 8 pm.

*Minutes recorded by Melinda Cooper, Secretary.*