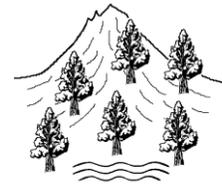


# *Cascade View Estates HOA*

## *Board of Directors*



February 10, 2012

### Meeting Notes for February 9, 2012 5:30 pm

#### **Meeting Attendees:**

Board members present: Craig Knight, Joe Murray, Roiann Santos, Daria Nelson, Julie Marrs Boock

Board members absent: none

Quorum present: yes

Others present: John Seitter- HOA Accountant

#### **Proceedings:**

**Meeting called to order by Joe Murray at 5:30 pm.**

Agenda items addressed:

#### **1. Quarterly updates from AR & C&A Committees and Common Area Maintenance.-**

- Common area update- Mulch was put in until SOD can be put in repair places. Fall cleanup was the last maintenance work done.
- AR Committee did not have much activity. One homeowner has submitted plans to build on Lot # 75. Plans will need to have some clarification before approval can be made. Craig also submitted a letter to be sent to homeowners who supersede the ARC and complete projects without approval. The letter was approved by all.
- C & A Committee report. Only 1 property remains in violation with unscreened Utility trailer. Property is in Foreclosure, so resolution may not happen. Lot 225 Landscaping is on hold until April when SOD should be put in.

**2. Review RFQ's for Common Area Landscaping contract.-** A spreadsheet with RFQ information submitted by 5 companies was reviewed by all. There were some rates that were very out of line with others, so it was decided to get clarification from 2 vendors. Julie asked if tree trimming is part of the weekly maintenance. It was determined that tree trimming is either part of weekly maintenance or Spring/Fall clean-up. After getting some clarification on discrepancies, a contract should be proposed to the selected company by April 1, 2012.

**3. Discuss and Finalize HOA Annual Meeting paperwork-** HOA Annual meeting paperwork was approved with the date of May 10, 2012 at 6 pm. at the Community Presbyterian Church at 529 NW 19<sup>th</sup> St. Redmond. Annual meeting paperwork will need to be printed and postmarked within 30 days of the Annual meeting (by April 10).

**4. 2011 Year End financials & Reserve fund management.-** John made some changes to 2011 year end financials. He wanted to make sure we understood the reallocation of Reserve funds. The Reserve yearly fund allocation has been subtracted from revenue and is now in Shareholder's Equity as Reserve maintenance current year. Also John brought up the need to complete the enrollment in EFTP Tax program (Electronic Funds Transfer Program). The IRS needs more information from a board member.

**5. Disposition of late/unpaid accounts-** John reported that 47 homeowners have not paid dues to date. The BOD agreed to establish a format for late fee collection. The issue in question is when a member pays only \$75 and does not include late charges. A method for disposition of non-payment of late fees was defined by the BOD to be applied to accounts this year. The BOD were all in favor of a Lien being placed on Lot 237 for 3 years of past due HOA dues and fines. The lien was completed and will be filed early next week.

**6. Common Area fencing work in 2012-** Joe asked for a subcommittee to be formed for the Common Area fence work. Craig, Roiann, and Julie volunteered. Joe also provided some items of concern or consideration and outlined some criteria for RFQ's. This should happen early this summer.

**7. Impact of Phase 10 future development-** It was determined that the BOD doesn't have enough information to make any decisions on Phase 10 at this time.

**Next BOD meeting-** The next BOD meeting was set for May 10th at 5:00pm.

Meeting adjourned at 7:00 pm.

**Addendum BOD Meeting held 2/17/12:**

- The selection was made to keep the current Landscaping contractor. Thank you letters will be sent to all vendors that submitted Landscaping bids.
- Joe Murray will continue as point of contact for the Landscaping Company.
- Lot 237 Lien letter and filing paperwork was submitted to Deschutes County.

Meeting adjourned at 3:00 pm.