

# Cascade View Estates HOA Board of Directors



February 18, 2014

## Meeting Notes for February 17, 2014 10:00 am

### **Meeting Attendees:**

Board members present: Ken Kerfoot, Roiann Santos, Daria Nelson, Joe Murray, Julie Boock

Board members absent: none

Quorum present: yes

Others present: John Seitter- Accountant., Bob Grabar- Compliance Administrator

### **Proceedings:**

#### **Meeting called to order by Joe Murray at 10:00 am.**

Agenda items addressed:

- 1. Compliance Administrator reports-** Bob presented the report dated February 17, 2014 . He reported on 3 properties in stages of construction and 4 properties with violations. Roiann will provide Bob with owner contact info for Lot 105. Lot 7 owners did not show for the Hearing, therefore a 30 day appeal period will commence. They have relocated the garbage cans, but the construction materials/trash still remain on the driveway.
- 2. Redmond City Codes and CC & R's-** Bob communicated with the Redmond Code Enforcement Officer concerning the questionable construction going on at Lot 7. Bob did not receive a positive response and felt the City is not cooperating with the HOA to maintain/enforce City Code violations. The HOA would like a working relationship with the city to enforce and resolve both CC & R's and city codes. It was suggested that surrounding homeowners report problems to the City Code Enforcement officer directly for a greater impact.
- 3. Review financial reports and Late fee/fines-** John reported on the January financials. There were no issues or questions. There was much discussion regarding the process of assigning late fees and collection policy. John wanted better definition of the fine/collection policy. It was agreed that yearly dues invoices are sent out in December for January 1 due date. Subsequent statements for unpaid dues after February 15, March 1, April 1, and May 1. Late fees/interest (\$1 per month will not be waived after February 15). The Collection policy will go into effect after March 14 for any unpaid HOA dues. Unpaid accounts will accumulate \$100 in fines per month until a \$200 balance. Then a lien may be placed on the property. Any unpaid account balances will carry over into the next year.
- 4. Oregon Statute 94.670 and Year end financial report-** Roiann brought to the meeting a copy of this statute requiring the year end financials to be available for all HOA members. It was agreed to post the financials on the Website in the HOA documents section. If any homeowner wants a paper copy , they should notify the Board of Directors.
- 5. Approve 2014 HOA Annual Meeting paperwork-** The paperwork was passed around and approved. We have 2 candidates for the two open Board positions (Julie Boock and Rod Hatchell).
- 6. Board of Director positions and Registered Agent-** Joe asked the current Board members to consider taking over the soon to be open Secretary position. Joe said he would be willing to accept the position, but needed someone to take over the President duties. A discussion involving time spent, job duties, etc. ended with Joe and Roiann being assigned writing President and Secretary Job descriptions. Bob Grabar agreed to be the Registered Agent, so Roiann will prepare the change paperwork. In a subsequent discussion (2/18/14) it was determined the RA should be a Board member due to insurance coverage. The change will be addressed at the May BOD meeting. Thanks so much Bob for volunteering.
- 7. Quarterly Common Area Maintenance Report and Snow Removal-** Joe provided a report of Common area. The only activity was the Snow removal. We normally contact Nelson Landscaping on an as needed basis. However this year the snow fall and build-up was too much for Nelson's equipment. We had to contact Blake and Sons to use larger snow removal equipment. The removal of snow from the common area sidewalk is a City of Redmond code 5.335.6A.
- 8. Homeowner maintenance of House paint, Fencing** It was determined the BOD did not want to force homeowners to paint their house. However, CC & R 4.6 Nuisance does require homeowners to maintain Boundary fences. There are several fences in the neighborhood in need of repair or maintenance. This item was tabled for the present time.
- 9. 2nd. Quarter meeting schedule-** The next BOD meeting was tentatively scheduled for Saturday May 17, 2014 at 10:00 am. John will verify church availability and confirm with Joe.

Daria made a motion to adjourn and Julie seconded. Meeting adjourned at 11:50 am.