



January 23, 2019

Approved at the 2020 Annual Meeting,
February 12, 2020

MINUTES OF WWHA 2019 ANNUAL MEETING

- 1) **Welcome** – Call to order 7:00 pm
- 2) **Confirm Quorum**
 - a. 29 lots represented in person, 7 by proxy
- 3) **2017 Board Members**

Kara O'Connell, President (term ending)
Ronnie-Gail Emden, Secretary
David Bodmer, Treasurer
Erik Daron, Landscaping (term ending)
Lisa Carstens, Special Projects
- 4) **Approval of 2018 Annual Meeting Minutes** (distributed)
 - a. Motion to approve minutes passed with one correction (spelling error in name)
- 5) **2019 Candidates & Speeches**
 - a. Bob Byrne
 - b. Cynthia Tokos
 - i. Candidates elected by acclamation
- 6) **2018 Year in Review**
 - a. Achievements
 - i. Improved communication, mostly through email
 1. Please check the current directory
 2. If your email and/phone number are not listed correctly, please let the Board know at board@wilcoxwest.com
 - ii. Updated website at www.wilcoxwest.com
 1. It is best to enter www.wilcoxwest.com into the browser
 2. A Google search will not necessarily get you to the home page.
 - iii. Neighborhood summer pizza party
 - iv. Community ivy pull
 - v. Electronic dues payment (a work in progress)
 - vi. Long term road maintenance plan
 1. First year completed

- vii. Change to Dennis' 7 Dees for landscape maintenance
- viii. Multiyear budget through 2023
- b. Items in Progress
 - i. Lorenz development
 - ii. Landscape quality of service
 - iii. Road safety concerns
 - iv. Legal review of HOA governing documents
 - v. Group Procurement Program
 - 1. Discussed at 2018 Annual Meeting
 - 2. Board will discuss in 2019

7) Financial Review

- a. Multiyear budget reviewed
- b. Expenses for roads, landscaping and tree maintenances budgeted over 5 years
- c. Cost of landscape services and road maintenance have increased
- d. Desire to keep reserves between \$100-120K based on historic levels (graph presented)
 - i. Review of need /level of reserves will be included in review of the governing documents
- e. **Dues increase**
 - i. **Based on anticipated expenses, dues will be increased:**
 - ii. **2019—increase by \$150 to \$900/year**
 - iii. **2020—increase by \$50 to \$950/year**
 - iv. **2021—increase by \$50 to \$1000/year**
 - v. **Early bird discount of \$50 will be continued**
- f. Recommendation to invest \$60,000 in Vanguard Wellington Fund
- g. Discussion including:
 - i. Question re: need for large amount of reserve
 - ii. Concern about inadequate time for reviewing proposal
 - iii. Questions about details of the analysis
- h. Report approved by a majority of owners of lots represented in person or by proxy

8) Legal Document Review

- a. All our governing documents (Bi-Laws, CC&Rs, Articles of Incorporation and a policy on enforcement of CC&Rs) are being reviewed by our attorney at Ball-Janik
- b. WWHA has been grandfathered but still held to current standards
- c. Amendments to the documents have been proposed with the goals of:
 - i. bringing them up to date with current state statutes,
 - ii. protecting the members, Board and association
 - iii. connecting the document to each other
- d. The proposed amendments have been sent to all homeowners by email and US mail

- i. **PLEASE REVIEW THE DOCUMENTS AND SEND YOUR SUGGESTIONS FOR CHANGES TO THE AMENDMENTS OR TO OUR EXSTING CC&Rs TO THE BOARD AT board@wilcoxwest.com BY FEBRUARY 15.**
- ii. **Please note that the last email listed the Board email address incorrectly. The one above is the correct one.**
- e. The Board will review all comments received and will work with our attorney to produce new drafts (which we will try to make easier to review) to be distributed to homeowners
- f. Request from homeowner to define what it means to be an abutter
- g. Changes to the By-Laws can be approved by the Board
- h. Changes to the CC&Rs need to be approved by a majority of the homeowners.
- i. The Board has already identified several parts of the CC&Rs that need revision including the issues of covered/enclosed decks and patios and signs
 - i. The Board has reviewed section 2a of the CC&Rs with our attorney and has decided that the decision about all decks/patios covered or uncovered, enclosed or unenclosed will be made based on aesthetics and quality of materials.
- j. A motion to schedule a meeting 30 days prior to a vote on the changes was approved. Our attorney can be present for that meeting.

9) Road Maintenance and Assessment

- a. Graph showing wide variations in road maintenance expenses between 1997 and 2017
- b. All of the roads in the neighborhood have been assessed and give a grade from "Very Good" to "Poor"
- c. Repairs will be prioritized according to condition and amount of use
- d. Expenses for the next 5 years budgeted to be approximately 16-18K/year
- e. First phase of work completed this fall
- f. Road safety assessment
 - i. It is difficult to find a company that will do work in a small development
 - ii. Board has contacted a civil engineer and transportation safety expert on the PSU faculty who may have students in his class in the spring who could do an assessment.
- g. Adding lighting to improve safety is not feasible
 - i. **Recommendation for homeowners to leave carriage/post lights on at night.**
- h. Road maintenance report approved by majority vote

10) Landscape

- a. WWHA has now contracted with Dennis' 7 Dees Landscaping and Garden Centers for our landscape maintenance at a very competitive price
- b. Clean-up work has started and will include:
 - i. removing debris, leaves and weeds
 - ii. pruning neglected shrubs as needed
 - iii. cleaning up "Rainbow" park and added rock pebble to sitting area
 - iv. instructing crew to clean driveways

- v. scan for signs of pest and disease
- vi. auditing and mapping the irrigation system
- c. **Unanimous approval of motion to allow Preston Foster (Lot 15) to pressure wash moss off curbs with his power washer and each homeowners water.**

11) Lorenz Development

- a. History
 - i. 1976: sale of future WW from Wilfred Lorenz to our developer, Nick Bunick
 - 1. Remaining land on Patton now belongs to Wilfred's daughter Aesha.
 - 2. Contracts describe easement and fence locations
 - ii. 2009: Lorenz requested an easement to access the sewer on Westdale Court but left the country for 8 years after that
 - iii. 2017: New development plan submitted to City of Portland for review
 - 1. 7 small 2-story houses/detached carports/existing house and garage on 1.75 acre lot.
 - 2. Includes easement claims for sewer and emergency access on Westdale Court and buffer easements along our common property line
- b. Review of Development
 - i. Application resubmitted in 5/18, declared incomplete by city planners with many concerns related to environment, easements, trees, number of houses, etc.
 - ii. Lorenz's attorney sent letter to WWHA in 7/18 alleging claims of emergency access, sewer and buffer easements
 - iii. WWHA legal counsel recommended attempt at negotiated settlement in 8/18
 - 1. Initial offer of sewer easement for fee and change in design to eliminate need for access easement rejected in 9/18
 - 2. Lorenz counter offer in 12/18 wanted sewer easement without payment
- c. WWHA Response
 - i. WWHA will grant and record easement for access to Westdale Court sewer if Lorenz agrees to:
 - 1. quit all claims on all access easements and record that
 - 2. pay our legal fees
 - 3. restore easement property to preconstruction state
 - 4. maintain a natural sight line barrier between properties on her side
- d. Rationale
 - i. Lorenz does not have good alternative options for sewer access
 - ii. We want to extinguish her access claims into our development forever
 - iii. We can still object to development on grounds of quality/number of houses

- iv. If Lorenz refuses offer and tries to use the claimed access easement, contract from 1976 would probably prevent her from being able to build
- e. Motion for Board to retract current offer and develop alternative proposal
 - i. Discussion included concern about alternative types of development if Lorenz development is not built, concerns about financial consequences involved if case goes to court and concern that the motion would take decision making out of the hands of the Board and give it to homeowners with less knowledge of the issues involved in the development.
 - ii. Motion opposed by majority of homeowners

12) Adjourn—9:30

Approved: February 12, 2020