

Wilcox West Homeowners Association
Annual Meeting, February 12, 2020
Approved Minutes

Note: PDF of presentation slides is posted alongside these minutes on the Wilcox West website. These minutes capture highlights, actions, and discussion rather than reproducing each presentation point.

Called to order: 7:03 p.m.

- I. **Introductions:** Homeowners shared their names and lot numbers.
- II. **Special Election:** Vote on proposed CC&R amendments
 - Motivated by a recommendation from our attorney that we align our CC&R's better with more recent HOA requirements, including to clarify HOA fiduciary responsibilities; took the opportunity to address certain issues that homeowners had raised. Ronnie reviewed specific major items (see slides).
 - Hearing no objections, Ronnie moved to a vote on a motion to approve the revised CC&R's and asked homeowners to complete their own ballots and any proxies under their authority.
 - With 43 "yes" votes and 2 "no" votes, the CC&R revisions were approved.
- III. **Approval of 2019 Minutes**
 - Motion was moved and seconded and the minutes were approved.
- IV. **Board Election**
 - The three candidates, Haig Biddulph, Tamara McCallister and Dennis Stultz, briefly stated their interests in the three open positions. They were unanimously elected.

Discussion: A Homeowner asked what happens if in the future we did not have homeowners willing to serve on the board. Ronnie answered that discussion would then open about hiring a management company—which usually motivates volunteers.

- V. **2019 Year in Review:**
 - Lorenz settlement: Lorenz relinquished claims, in exchange for access to our sewer. Lorenz paid all WWHOA related legal fees and committed to maintaining a sight line natural buffer between the two developments. The Lorenz development has been approved by the city with many conditions that must still be met.
 - CC&R/bylaws amendments and consolidation
 - A reserve study was commissioned, per previous annual meeting request. Results are summarized in the Financial Report.
 - Addressed CC&R violations.
 - Road safety: Requested self-monitoring of driving speeds; looked into safety study but identified consultant declined. However, the Board

located and adopted for guidance a "2010 Safety Handbook for Oregon Roads & Streets." A link to that handbook is posted on the WWHHA website.

- Conducted Tree Survey: See Landscape report.
- Communication: The board sought to provide regular and extensive communication to homeowners in a year that entailed extensive activity.
- Neighborhood Picnic: The board did not feel able to take on organizing a picnic in this very busy year; the next Board may want to consider identifying a non-board event committee that might volunteer for this planning.
- Parking: Neighbors were responsive to appeals to refrain from using guest parking for personal vehicles. No new enforcement policy was devised.
- Electronic archives: It remains a pending project to complete full transfer from paper to electronic archives.

Discussion: A homeowner commented that the 35 mph speed limit on Patton seems too fast and that it is increasingly difficult to get out of the neighborhood. Could we advocate for lowering it? Ronnie responded that the WWHHA has approached the city with that appeal in the past and the city rejected any consideration of lowering it.

VI. Landscape Review

- CC&Rs speak to WWHHA landscape maintenance responsibilities: Association takes responsibility for street facing property and leaves non-street-facing in its natural state, with the exception of taking action in relation to specific hazards – such as dead trees that could damage property. As the budget allows, the board may (and has) addressed occasional special maintenance projects. We received word that grants could be available to remove invasive species; the new board will follow up.
- 7 Dees—new contractor. They have done an excellent job. The only concern was that at the heaviest leaf fall season, the leaves at the bottom of the neighborhood were not taken care of as quickly as desired. We anticipate corrected service next fall.
- Major projects included bark mulching of street-facing common areas, consideration of ivy-eating goats, and a tree survey. Cynthia Tokos inquired into hiring goats to eat blackberries and ivy – but learned that they eat only the leaves of blackberries and not the stalks and only ivy on trees and not the ground. Board members did a tree survey with an arborist and identified some problem trees – however, the survey did not predict the number of trees that subsequently died of drought and disease, indicating that such a survey will not provide a reliable schedule for anticipating tree removals. The board is also aware that a pine tree disease on the east side of Portland is unfortunately likely to come our way. Hence, we anticipate heavier tree losses into the future.

Discussion: A homeowner asked if such “extras” as bark dust should be subject to a homeowner vote rather than board discretion, such that a vote could be called now (at the annual meeting) regarding whether to expend the \$6,000 for bark dust next year. Bob pointed out that bark dust is something that would be done only every 5-6 years. Another homeowner suggested we build bark dust into the budget on a schedule but then refrain from the expense if, for instance, tree removal expenses exceed the allocation. Bob pointed out that, unfortunately, such a strategy wouldn’t have worked this year, as the bark dust expense came before the unusual tree expenses. A homeowner asked whether we should be planting replacement trees for the many we are losing. The idea was acknowledged as something the board should look into.

VII. **Road Maintenance**-Cynthia Tokos

- Cynthia continued to be guided by the multi-year maintenance plan developed by previous board member Eric Daron. It’s a dynamic plan designed to provide a long term schedule with recognition that annual surveys may alter specific repair decisions year to year. Hence, each year walkthroughs with Pavement Maintenance have been conducted to affirm highest needs. Cynthia provided a slide that summarized relative maintenance risk assessments of various neighborhood road sections. We are in year three of the maintenance plan.
- This year, Cynthia did three walk-throughs with Pavement Maintenance to affirm highest need within budgeted allocation.
- Next year, the anticipated work will be seal coating, as scheduled.
- Curb repair is also an annual repair element. The curbs are fragile because they sit on top of pavement. In the future, it may behoove us to install more expensive but more durable curb styles in frequent-damage zones.
- Power-washing of curbs – thank you Preston Foster and helpers Dave, Colin, and Ruth, as well as homeowners who allowed the use of their water. It was much appreciated and would be welcomed as a regular event, subject to continued interest of volunteers.

VIII. **Future special projects** – Cynthia

- Hospitality Committee: Cynthia raised the idea of establishing a hospitality committee that could take on such tasks as planning the neighborhood picnic and welcoming new neighbors. In response to positive responses, Cynthia said she’d follow up.
- Emergency preparedness: We could work with Bridlemile Neighborhood to develop an emergency preparedness plan. (Homeowners responded positively.)
We could also establish a Text Tree for communicating time-sensitive alerts, such as for weather events or thefts. (Homeowners responded positively.)
- Recommended Contractors list: Cynthia asked if homeowners would be interest in sharing recommendations for contractors, repair technicians and the like, toward creating a neighborhood recommended

contractors sheet. Yes, homeowners liked the idea. Cynthia will pursue it.

IX. **Financial Report:** Dave Bodmer

- Year end: \$90, 212 in cash assets.
- Opened Wellington account, made \$3,700—then closed the account because we learned that the state of Oregon disallows HOA investments outside of insured accounts.
- Last year, homeowners agreed that we should spend more to keep the neighborhood maintained but asked for a basis for the amount we keep in reserve. The board commissioned a reserve study to that effect. The reserve study provided an advised range, with \$100,000 at the midpoint. Notably, though, our neighborhood does not have the capital expense exposure that a condo HOA has; our road maintenance is the largest capital expense, typically considered an expense from reserves. However, if we spend annually to maintain the roads, as we are now organized to do, we should not need as large a reserve, since we would be addressing a reserve expense gradually through operating expenses. Hence, we have arrived at a different structure to accomplish the same ends, maintaining a larger operating budget and smaller reserves.
- See slides for detailed budget sheets and details about the process of moving from last year's annual meeting through careful expense projections leading to the calculation for appropriate November 2020 dues—which remain in line with last year's projections.
- Dues will be set at \$950 and the early bird discount is being discontinued.

Discussion. A homeowner asked whether dues notices could be sent by email. Dave Bodmer answered that it should be possible to send via both U.S. mail and email. Another homeowner asked whether the elimination of an early bird dues discount will likely result in more late dues and, if so, whether there are fines for late payment. Dave answered that people will receive reminders and that, yes, fines are levied for late dues payments, at \$25/month.

The meeting was adjourned at 8:16 p.m.