

Wilcox West Homeowners Association
Annual Meeting, February 17, 2021
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: 7:06 p.m.

- I. **Introductions:** Homeowners signed into the Zoom meeting and lot numbers were recorded to ensure a quorum.
- II. **Approval of 2020 Minutes**
 - Motion was moved and seconded, and the minutes were approved.
- III. **Board Election**
 - Two candidates, homeowners Debbie Taylor and Domenic Ippolito, introduced themselves and briefly stated their interests in the two open board positions. There were no write-in candidates. Due to the Zoom meeting format, it was requested that any negative votes be raised (there were none) and votes were counted as silent affirmations. They were unanimously elected.
- IV. **2020 Year in Review:**
 - Lorenz Development project has been paused at this time, they have until January of 2023 to get started if all of the requirements have been met and conditions set by the City of Portland have been approved.
 - Video conference calls were held by the Board this year and it has become the new normal.
 - Neighborhood trees on common ground continue to require removal due to drought and disease.
 - We have five new homeowners this year.
 - Electronic archives: It remains a pending project to complete full transfer of HOA documents from paper to electronic archives.
- V. **Landscape Review - Robert Byrne**
 - CC&Rs speak to WWHA landscape maintenance responsibilities: Association takes responsibility for street-facing common areas and handles weeding, pruning, street cleaning and irrigation maintenance. Non-street-facing areas around the periphery facing woods in its natural state, except for taking action in relation to specific hazards such as dead trees that could damage property. The CCR's state that the decision to perform additional services is at the board's discretion, occasional special maintenance projects as the budget allows. Bob

couldn't follow up on potential grants could be available to remove invasive species; the new board may be able to follow up there.

- Dennis' 7 Dees—is in their third year of being our maintenance provider, they have done a great job. Zero complaints this last year regarding their service, and the leaf pick up this year was improved over last year. Their contract is up for renewal in November with a projected 3% cost increase. They plan to install automated weather sensitive sprinkler controllers which will remotely monitor the weather and help optimize water usage as needed to save water and cut down our bill.
- No major projects, however, we still lost trees in the last year (mainly cedars) that were weakened by drought and susceptible to insects and disease. We had advice from an arborist, and he recommended watering at least 45 minutes/week. If you can help a tree in common area, it would be helpful.

Discussion: A homeowner asked if there is any competitive bidding done with the contractor and their service when up for renewal. Bob answered that three years ago several companies went through the bidding process, and he said that the current company is competitive cost-wise and that there was a marked improvement when they took over. His opinion is to not disturb the relationship. They are very responsive, do additional work etc. Bob mentioned that he hopes they can stay on, but that it is up to the next board to decide. She said it probably makes sense for now but that we should look to have it competitively bid every so often. He agreed.

A question on the Rainbow Garden was raised regarding the heather, it seems to be taking over. Noted by Debbie, the incoming Landscaping Chair who is a master gardener.

A homeowner noted that there is quite a bit of moss growing on the parking bays that might be a slipping hazard liability. They discussed whether the pavement would be addressed in the roads or landscape budget. Shouldn't be a big deal. Another neighbor chimed in that the curbs would power washed again this spring and they can spot wash any parking areas that need it. Colin Andries and Preston Foster with many other volunteers did the power washing and they will let the board know and reach out for interested volunteers this Spring.

VI. **Special Projects/Road Maintenance - Tamara McAllister**

- The year was a challenging one in general and not many Special Projects are happening.
- The scheduled road maintenance work based on the previous 5-year plan was pushed to this coming Spring (2021). The work from 2020 *and* the scheduled work for 2021 will both happen, the budget was not spent in 2020, rather set aside to double down in 2021.

- This includes the scheduled seal coating along with the areas that require maintenance toward the bottom of the neighborhood, as well as the curb repairs that are always coming up as wear and tear.
- Pavement Maintenance is the company we work with, and they will visit in March to affirm highest need within budgeted allocation.
- Power-washing of curbs will happen as mentioned in questions above.
- Please notify Tamara of any road issues that you would like her to know about, she will keep a record of the requests.

A homeowner asked if they could be notified in advance so they might have additional work be done on an ad hoc basis, for instance a pothole addressed in front of a driveway. It was noted that another lot has an issue as well and that everyone will be notified where the work will be done so that the chain can be put down and cars can be moved if necessary.

A homeowner asked whether anything was going to be done regarding the speed bumps. Another issue is speed bump location and repair. It's easier to do it all at once. Dennis joked about his personal speed bump to his property.

A homeowner on a flat area near lot 18 has noticed that people are driving too fast while there are walkers, kids, etc. Could a reminder be installed regarding the 10 MPH limit? Perhaps in one of the small islands. A reminder was announced to the group to please drive the limit. Another neighbor noted that there has been parking along the curbs (not in the designated spots) which narrows the road and forces you into on-coming lane. Another reminder to please use driveways or parking spaces, not along the curb in the street. This was noted and new neighbors were told where to park.

VII. **Additional Special Projects**

- Emergency preparedness: Ronnie and Sheri have been working on this with neighborhood pod leaders and have done a tremendous job. Tamara noted that she strongly recommends getting involved, she has learned a lot and felt a relief going into a winter storm based on the E-Prep information. Ronnie noted Sheri's slide summary which is that email is not the preferred method of communication, it is about getting pods together and getting to know your neighbors. Once the weather improves and Covid restrictions lessen they hope to hold some outdoor meetings and events. They have things to hand out and stress the buddy system to know your whereabouts and have a key. We are becoming part of a larger organization, connecting with the Bridlemile Assoc.
- Recommended Contractors list: This wasn't worked on this past year, but is still a great idea and was brought up at the end of the meeting. It would serve as a resource for neighbors to recommend contractors, potentially negotiate economies of scale (think of a contractor quoting

less for multiple homes getting bark mulch). This could be a Google Doc on a shared drive and might be a good project for a volunteer or committee. Lynda Corliss volunteered to work on this project.

VIII. **Financial Report:** Haig Biddulph

- Year end: \$107,000 in cash assets. Up from previous year's balance as we didn't use the Road Maintenance budget and due to Covid didn't use the funds budgeted for the Social Gathering (picnic).
- See PPT slides for review of numbers within budget.
- All homeowner dues have been paid.
- Outgoing expenses were standard, exceptions were some hold over legal expenses from last year from the Lorenz dispute. Taxes were flat. We did go over budget a bit on repairing the irrigation system. Landscaping expenses were a little under the budgeted amount and as previously mentioned the \$15,000 Road Maintenance budget remains in the account to be used this Spring. Trees were budgeted at \$9,000 and we came in at \$8,000.
- As a re-cap for new neighbors, the HOA dues had not been increased for many years, in 2019 it was agreed to increase dues to \$950 and eliminate the early bird discount. Doing so did not result in additional late dues (only one late fee).
- As a board it was decided to increase the dues to \$1000 for 2021 to keep in line with the budget projections and reserve balance. A sheet was reviewed capturing a five-year budget overview.
- See slides to review expenses by category. This was reviewed for a 2021 projection based on averages and known increases, like the landscape maintenance contract increase of 3%. Overall, it's a pretty flat budget, and the budget for the social gathering is included in the 2021 budget, depending on guidance.

Discussion. A homeowner asked what the fees were in regards to the legal expenses from Ball Janik. There was some conversation whether these fees were previously cleared from an agreed upon bid. It may have been for work done on the revisions to the CCR's. Haig will follow up on that question.

A homeowner brought up that the social event may need a committee to help plan and execute the event to take it off of the board's hands.

IX. **Open Question Forum:**

A homeowner asked whether there was anything that the homeowners should know about regarding violations of the CCR's. Are there any determinations made that might affect other homeowners? Dennis answered that he's not sure about the question and stated that we try and be a neighborhood of neighbors. The Board does keep an eye on the neighborhood and does send out warning notices to let Homeowners know if they're in violation.

Generally, a good response is achieved by communicating. If complaints are received by the Board it's hoped that the neighbor being complained about has been approached regarding the problem first versus relying on the Board to be used for this purpose. The question was re-asked whether the Board was considering any changes to the CCR's because of any violations. Answer is no.

Tamara added that the Board walked through the neighborhood and sent an email regarding CCR violations to those in violation.

A homeowner asked about whether the referral resource list that had been mentioned in the previous annual meeting had been worked on. (See note above under the Additional Special Projects section).

A homeowner noted that having a social gathering seemed essential after this past year. Dennis agreed.

A homeowner asked if a document could be sent out regarding the road maintenance budget allocations, as it's a large amount of money and he'd like to know exactly which areas will be repaired. Answer was that after the Spring walk-through that this could be sent out and/or posted.

A homeowner thanked the current board for their service and thanked the new board members for volunteering to serve.

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

Minutes approved at 2022 Annual Meeting on February 16, 2022