Minutes of the Orchard Down Board Meeting
February 17th 2021

The February Board meeting came to order at 7:06 pm on February 17th via Zoom/telephone conference call. Board members Astrid DeAngelis, Michael Freitag, Adrienne Guy, and Jon Nicolello were present. Kurt Powell and Joh Eick of Willamette Community Management were present. No owners other than the Board members were present.

No requests for additional agenda items were brought by owners.

The Board **ADOPTED** the minutes from the January 2021 meeting (posted on the ODHA webpages).

Action items from the <u>January</u> meeting:

- Complete an audit of property line encroachment of properties on Spurry and Bittersweet Place (Freitag). Draft letter to Owners of properties with encroachment issues (Freitag). The Board failed to address encroachment issues during the February meeting because of time constraints. This issue was tabled until the March meeting. **No action taken.**
- Circulate plans or ideas for landscaping of the island between Arrowood and Sitka Place. **Action taken:** Adrienne circulated plans.
- Continue to annotate the old landscape contract in terms of scope and frequency of activities to be carried out by landscapers (all Board members). **No action taken.**
- Schedule remaining meetings for 2021 (Kurt Powell) – **Action taken:** This has been done. All meetings are scheduled for the third Wednesday of each month by Zoom. https://zoom.us/j/93502645746 , by telephone 253 215 8782
- Branches from path behind east Thistle Place should be removed by landscapers (Kurt). **Action taken:** This has been done.
- The Board had tabled further discussions on awarding updated landscaping contracts because the scope of the contract needs to be changed. **Action taken:** Freitag again sent a pdf with proposed changed before the March meeting.

Kurt Powell informed the Board on the outcome of the survey conducted by Northstar Surveying of the footbridge across the creek behind NW Thistle Place, Lots 8, 14, and 15 in the common area tract. The issue is recurring maintenance because of flooding, and cleaning of the culvert. If this was City of Corvallis property ODHA would no longer support maintenance of the bridge. Even though Northstar Surveying was "unsuccessful in finding any monuments that defined the exact line the bridge crossed…" they "found some additional monuments around the subdivision and calculated the line accordingly", which indicated that the bridge and footpath are largely on ODHA property.

Kurt Powell informed the Board that Willamette Community Meeting holds banker boxes of old ODHA. He recommended adopting a records retention resolution to define what documents the association is required to legally keep; this proposed policy adheres to Oregon statutes and tax law, and would improve the ability to find documents of importance that are not kept elsewhere (e.g., the City of Corvallis or Benton County). Enforcing the policy is cost neutral. WCM has kept electronic records of all important documents over the last decade, thus the policy would impact mostly storage of older documents. No action was taken until further review of the policy.

The Board **APPROVED** roof replacement at 4191 NW Bittersweet Place (vote via email).

The Board **APPROVED** re-painting of the house at 3960 NW Tillicum Place (vote via email).

The Board discussed an updated draft of a new landscape contract, based on the pdf Freitag provided, as well as landscaping of the traffic island between Arrowood and Sitka Place. The Board decided to meet with landscape consultant E. McEvoy on March 2. Detailed plans will be discussed at the March meeting.

Remaining action items from February meeting:

- Address encroachment issues (Michael)
- Continue to annotate the old landscape contract in terms of scope and frequency of activities to be carried out by landscapers (all Board members)
- Address document storage policy (Michael)
- Post minutes of 2021 Board meetings and dates of Board meetings for 2021/22 on the ODHA webpage (Kurt)

Announcements and items not on the agenda

- Two owners had not paid annual dues for 2020. The Board agreed to sending one last reminder by certified mail.

The meeting was adjourned ~8:15 pm.