

Orchard Down Homeowners Association
Annual Owner Meeting
7/19/2023 7pm-8:30pm, Tamarack Greenspace

Present: Samantha Hirsch, Chris Russo, Rob Upson, Elizabeth Anderson, Adrian Upson, Beth Russell, Marc Rosegold, Tom Craven, Sarah Edwards, Andrea Foster, Kevin Craven, Will and Theresa Davidson, Richard Griffin and Meryl Miasek, Seri and Michelle Robinson, Nina and Corey Barton, Connie McGuire, David and Amy Welter, Vince and Adrienne Guy.

Present by Proxy: William and Theresa Davidson, Darryl Lai, Michael Freitag.

The President called the meeting to order at 7:16. She welcomed those attending and asked that people introduce themselves.

The President called for items from the floor. Adrienne Guy asked to add an agenda item discussing adding new plantings to the Arrowwood median. Andrea Foster asked to add a discussion of the quality of service provided by our current landscaper. Connie McGuire asked to add an item regarding mowing the strip west of Spurry. The secretary added these items to the agenda. The President reminded the group that time for landscaping requests had been built into the agenda, and added that any items from the floor not addressed in the one hour and thirty minutes scheduled for the annual meeting would be placed at the top of the August 17th Board Meeting agenda.

The Secretary had provided an agenda, copies of the 2022 Annual meeting minutes, a list of proposed landscaping projects for 2023-2024, and a copy of the neighborhood map detailing areas covered under our current landscaping contract. The President asked those attending to review the minutes from last year's meeting. The Secretary called for revisions to those minutes. Kevin Craven pointed out that his last name should be added to the minutes and Adrienne Guy requested that the section of the minutes summarizing her presentation regarding landscaping be amended to include recommendations regarding native plants and grasses, in addition to trees, pointing out that such plants require less water and less time to establish than non-native species. The President moved that the owners approve the minutes, Tom Craven seconded the motion. No members were opposed, and the motion carried.

The President gave an overview of the work the Board has done toward creating a Board website that will be managed by the Board rather than by the management company hired by the Board. The website will include a Digital ARC application, a full record of meeting minutes dating back to 2020, and copies of the Orchard Downs Articles of Association, Bylaws, and Community Covenants and Regulations, all of which have now been updated, in compliance with House Bill 2534, to prevent use of said documents for purposes of unlawful harassment and/or discrimination. The President asked if there were any questions or concerns about the website. Adrienne Guy asked that her name be removed from the minutes of past meetings before they are made public. The Secretary agreed that the record could be changed to reflect her past position on the Board rather than her private identity. Meryl Miasek asked if the ODHA contact list would be shared publicly. The President assured her that it will not be publicly shared on the website, and that in cases where the ODHA Board reaches out by email, blind cc ("bcc") will be used to ensure that email addresses remain private.

The Vice-President and Board Treasurer presented the Annual Financial Report for 2022, which had been mailed to members prior to the meeting. They discussed revenue, mentioned the fact that late fees boost the HOA revenue, and mentioned that last year almost all owners paid on time. They explained that the ODHA had unexpected expenses in 2023, including legal fees and unbudgeted landscaping fees related to cleaning up the south-eastern border shared with Sunrise Commons. Adrienne Guy expressed concerns that a check for a donation she had made had not been cashed, and the Treasurer explained that he would address that concern in the second half of the financial report, covering the budget for 2023-24.

The Treasurer then went on to give an overview of the 2023 budget, reminding owners that as voted by membership in 2021, in 2024 dues will increase to \$200 for the year. He reported that this year, the planned revenue from annual dues is \$19,637, and that recently landscaping costs have increased to \$9,000, though no contract for billing at that rate has been provided. Vince (last name unknown) suggested that given rising costs and the increasing risk of extreme weather events, the HOA should increase the amount kept in reserve to \$50,000-\$100,000. He asked who, in cases of natural disaster, pays for repairs to HOA property. The Vice-President pointed out that the HOA insurance policy includes coverage for such contingencies, and reminded the membership that in order to raise revenue to increase HOA revenue to meet costs, we will need to increase the rate of dues past 10%, which requires the approval by vote of a majority of owners (51% or more). Adrienne Guy suggested planning for a vote on such an increase at the 2024 annual meeting. A majority of owners present expressed agreement, and Meryl Miasek reminded Board members that the email list and website can be used to build support for this.

Meryl Miasek then asked the Board to address its decision to restore the irrigation system watering the lawns adjacent to Arrowwood, which members had voted to shut down for reasons related to water conservation and cost savings. The Treasurer explained that the decision to restore service was owner driven, and restoration of the system is being funded by donations from owners. Adrienne Guy asked the Board to clarify its policy for donations, stating that the uncashed donation she sent was not meant to be donated to the irrigation restoration project, but rather was intended to fund further plantings on the East end of the Arrowwood median. The Treasurer assured Adrienne that the Board would look into the matter of the uncashed check. Adrienne expressed concerns regarding communication with WCM. The treasurer informed owners that WCM's original owner recently retired, and that subsequently the company has changed bookkeepers. The Secretary made a note to add the question of the uncashed check to the August meeting minutes.

Coney McGuire asked for clarification regarding the planned reserve allocation for 2023. The Treasurer returned to his discussion of the 2023 Budget, emphasizing that dues revenue for 2023 is currently \$16,821.79, with 15 owners not yet having paid. He summarized the projects currently scheduled under the reserve study and emphasized the need for assessment increases in order to build the reserve. Meryl Miasek suggested using direct email outreach to communicate with owners about the need for an increase, and Nina Barton recommended using the website for this purpose. The Secretary made a note to follow up on these suggestions in a future Board meeting. The Board President suggested that in preparing to pass a significant dues increase in 2024 it would be helpful to have volunteers willing to act as neighborhood representatives for the measure.

Following the presentation by the Finance Committee, the Chair of the Landscaping Committee presented the 2022-2023 Landscaping Report, detailing the five landscaping projects completed between August of 2022 and July of 2023 and explaining that the last project on the landscaping list was scheduled to be completed on August 2nd, 2023 (This project was completed on schedule at budgeted cost). The Landscaping Chair then shared the list of new and review landscaping projects identified by the Board during the annual neighborhood walkthroughs completed in May and June and asked owners for revisions, suggestions and additions to the list.

Owners made the following requests and suggestions for the Board to consider:

- Andrea Foster requested cleanup of stumps on path and debris under trees and along the path in the ODHA area adjacent to Sunrise Commons.
- Connie McGuire requested that we work with the Landscaping Company to restore maintenance of the berm behind 2984 and 2986 NW Spurry. Brush is accumulating in this area, and owners are concerned about the risk of fire.
- With regards to the restoration of the Arrowwood Irrigation system, Dave Welter requested that for reasons of conservation and cost-efficiency the original jet-type sprinkler heads be replaced with water efficient heads that water the grass rather than the sidewalk, and that watering be seasonal as necessary (July, August, September) rather than year-round.

The Secretary made note of these suggestions and agreed to add them to the list of projects to be voted on at the August Board Meeting. The Chair of the Landscaping committee closed the landscaping report by inviting members of the ODHA to join the landscaping committee as area stewards, and expressed gratitude to Marc Rosegold, Tom Kirch, and Connie McGuire, who served in this capacity in 2022-23.

Following the report by the landscaping committee, the Architecture Committee presented its report. The Chair of the Committee reported that the Architecture Committee had approved a total of # **(Sam add number?)** applications this year, all related to the construction of roofs, fences or additional dwelling units.

Following the committee reports, the Finance Committee made a summative recommendation that in order to cover maintenance, landscaping and repairs to infrastructure in Orchard Downs owners support an initiative to increase the Reserve by approving a significant dues increase in 2024.

The President then called for nominations to the Board of Directors. Samantha Hirsch, Beth Russell, Chris Russo, Rob Upson, Michael Freitag, Michelle Robinson, and Tom Craven were nominated. All accepted nomination and the owners present elected these owners to the Board of Directors.

At 8:33 the Secretary moved that items from the floor be moved to the top of the agenda for the August 2023 Board meeting. The Board President agreed.

The annual meeting was adjourned at 8:36 PM.