

## **Minutes of the Orchard Down Board Meeting November 17th 2021**

The October Board meeting came to order at 7:06 pm on November 17<sup>th</sup>, 2021 in the Timberhill Athletic Club conference room. Board members Michael Freitag, Adrienne Guy, Samantha Hirsch, Chris Russo, and Rob Upson were present. Kurt Powell of Willamette Community Management was present.

After welcomes, no requests for additional agenda items were brought by owners or Board members.

The Board APPROVED the minutes from the October 2021 Board meeting.

### **Update on action items from the October meeting:**

- Address encroachment issues by drafting letters (Michael). **No action taken, tabled to spring 2022.**
- Continue to annotate the old landscape contract in terms of scope and frequency of activities to be carried out by landscapers (all Board members). *Michael Freitag drafted a new version for landscaping needs, discussed during the November meeting, continued during the December meeting.*

The Board was provided recent ODHA financial reports.

The Board TABLED discussions on the ODHA reserve study and budget planning until the December meeting because landscaping needs and potential changes must be addressed first.

The Board briefly discussed use of the Google Groups “listserv” (set up by Sam Hirsch), which has improved email communications.

The Board APPROVED sending a letter regarding a petition by Clairmonde Harris to take action on a large Silver Poplar tree that affects their home on Seneca Place. The Board decided to carry out tree maintenance in the spring. *Action item: Michael Freitag sent this letter on Nov. 20 with cc to WCM for document storage.*

The Board APPROVED a small lending library to be erected by Cassondra Olson, and APPROVED sending her a letter regarding a petition for a temporary, revocable easement for only that purpose. *Action item: Michael Freitag sent this letter on Nov. 20 with cc to WCM for document storage.*

The Board discussed landscape maintenance needs that will form the basis of a potential new contract. Specific items were discussed, such as timely pruning of fruit trees, removal of woody and other debris, and the difference between what activities would fall under the contract vs. activities that would be asked for separately (e.g., single larger landscape maintenance projects).

**The Board APPROVED a new contract with WCM. Instead of monthly billing by the hour, this contract will entail a fixed monthly amount. This more closely resembles the time and effort provided by WCM. For 2022, this will entail \$250/month, and it will not include managing the landscaping contract with A&H Landscaping.**

Points of information:

- traffic island landscaping project – planted and looks very nice;
- discuss Newsletter for release early 2022.

The meeting was adjourned at 8:18 pm.

**Preliminary agenda for Wednesday's meeting:**

1. Welcome and additional agenda items from owners present – 2 min
2. Approve November 2021 minutes (see attached) – 5 min
3. Finish discussion of reserve study (Rob leads) – 5 min
4. Discuss monthly landscaping needs – 15 min (Adrienne leads; verbal bid from River Roc at \$900/month)
5. Discussion of draft budget (Michael leads) – 20 min
6. Landscaping project for 2022: wooden stairs at Arrowood leading to Tamarack (Adrienne leads) – 5 min
7. Poplar - added discussion as requested by Adrienne - 5 min
8. Points of information (total of 3 min):
  - a. Wood debris at the small lending library will be hauled and library installed;
  - b. Soil around steps at Aspen and Arrowood needs to be leveled, stair steps should be aligned (seek bid);
  - c. language in governing documents & the new law for housing for governing documents (Adrienne and Kurt to present topic – will furnish information for discussion at January meeting);
  - d. Need to think about a year-end newsletter that highlights Board activities (Michael can write summaries of activities, Adrienne should write about landscaping and future plans or other topics of interest).