

September 21, 2022 Orchard Downs HOA Board Meeting Minutes

Present: Samantha Hirsch, Chris Russo, Rob Upson, Beth Russell, Adriene Guy

Meeting begins at 7:01 PM

1. Welcome and ask for agenda items from the floor
 - A. The Board Treasurer requested further discussion regarding contract with Willamette Community Management (See item 3 below).
 - B. The Board Secretary requested clarification on protocols for use of HOA Google Drive (See item 8 below).
2. The Board reviewed the minutes from the August 17, 2022 Board meeting. Adrienne Guy requested revisions of the draft. The Board approved revisions and the August 17th meeting minutes were APPROVED.
3. The Board discussed the Community Management Company contract.
 - a. cost of mailings
 - b. comparison with other providers
 - c. when is contract renewed?
4. Brainstorm/discuss ways to increase neighborhood involvement in CERT awareness.
This item was tabled for next month.
4. Discussion/review of ODA 2021-2025 Landscape plan.
The Landscaping committee had not requested this discussion. The Landscaping Chair has resolved proofreading suggestions and comments within the document and has placed the document in the Landscaping Committee Folder where all Board members have access to view and comment.
5. Subcommittee reports/presentations to the board (if necessary).
 - A.) Finance committee - Overview of August reconciliation and financials (Rob)
 1. +\$530 (below budget by \$3000)
 2. Concerns around mailing costs
 3. Address change causing reviews
 4. Unapproved landscaping cost: Adrienne Guy asked landscaper to remove juniper without ODHA Board approval of request. Adrienne understands that she is not to encumber the association's assets without Board approval, but stated that she had informed Michael and others of her decision to do so. Board reiterated that no Board member may encumber association assets without Board approval. Adrienne stated that she will not continue to work on the median project once the section she has begun is completed, and offered her resignation from the Board. Her resignation was accepted. Her access to the shared drive

was rescinded. Board President will notify WCM of this change. Board Secretary notified the foreman of the landscaping crew.

B.) Architecture committee - POD issue

1. Homeowner complaint regarding Pod at 3028 Thistle has been resolved. Pod has been removed.

C) Landscape Committee

 ODHA September Landscaping Committee Report

1. Re item #2, committee chair will check with Malcom of Peak Tree Care to see if oak adjacent to structure is leaning or structure can be rebuilt to accommodate growth of tree.
2. Re item #3, committee chair will check with the homeowner who cut the Madrone to find out who did the work, what happened to the wood that was cut, and whether or not the homeowner is willing to donate a replacement tree of the same species.
3. The Board APPROVED hiring Peak Tree Care to prune the ash tree, remove broken and hanging branches, inspect for signs of decay, remove compromised wood, chip up brush, complete fine cleanup of debris, rake and leafblow at an estimated cost of \$450, provided the quote is within \$50 of the bid.
4. Re item #5 in the report, the chair will contact the city regarding cost and procedure for installing bin and bags for disposal of dog waste adjacent to red rock.

8. Google Drive HOA Folder Protocols

- A. Agendas folder added to Google Drive. Add name and how much time needed as agenda items arise.
- B. Beth will organize folders within Landscaping Folders in October/by November.

Meeting Adjourned at 8:12