

**Summer Lake Home Owners Association
Board of Director's Meeting Minutes
February 16, 2022 6:30pm**

Zoom Meeting

Welcome by Michelle File

Quorum verified with 22 owners present; Andrew De Mars (Proxy), Shawn Montgomery (Proxy), Patricia Krajeck, Kym Wilson, Louis Woodbury, Jim Keniston, J. Cassinelli, Vicki Cowan, Linda & Dale Newton, Nikki Burton, Rose Jungkind (Owns 3 Lots), Rachel Costa, Randy and Ann Stolz, Joan Codd, Susan Svicarovich, Tiffany Wheeler, Andrew & Cindy Sprague, Gregory Richardson, Linda Hymes, Heide Ferguson, Shirley & Ted Deck, Alex Stegall, Lin Huang, Eddie Scheckmann

1. Call to Order: The meeting was called to order at 6:46pm by Michelle.

2. Approve Revised Agenda

3. Approve Meeting Minutes: 10/20/2021 & 10/27/2021
Motion to approve by Kym, second by Patricia

4. Old Business:

A. Newsletter

Cap will charge \$65/hour. 3 home owners volunteered to write Newsletter; Vicky Cowan, Rachel Costa and Nicky Burtan. Newsletter will be sent twice annually. Cap has Newsletter template. Goal first Newsletter to be sent in April.

B. Entrance Landscaping

Order bark dust and draught resistant plants. Tree on left side of Summerlake and Scholls Ferry is growing large and roots are lifting sidewalk to create a trip hazard. Michelle to talk to City of Tigard, to see if they can assist with repairs. Get bid from A&J landscaping and others for tree removal.

5. New Business

A. ARC Request

Roof replacement at 11040 SW Summer Lake Drive. Kym motioned to approve, second by Patricia.

B. Sidewalk Repair Bid

Bid of \$2,490 to lift sidewalk square and repair. Kym motion to approve, second by Rose. This cost falls under Reserve Budget. Michelle wil get bids for tree removal and stump grinding which also falls under Reserve Budget.

C. 2022-20223 Budget

General Maintenance: used to touch up mailboxes

Landscape Contract: increase \$20/month

Landscape Mics: used to add plants

Electric: increase 3%

Management Contract: increase 3%

Office Supplies/Printing/Postage: decreased

Reserve Study: Required by state of Oregon. Last year was first year performed where they came on site to review community. Intent is to take a look at what we own as a HOA and plan funding for 30 years. Take 2022 study and update per market.

Website: used to renew website name and domain

Legal: All HOA's are required by state to be reviewed by attorney

Accounting:

License/Annual Reports: must report to state annually as non profit HOA

Insurance: covers actions of board, directors and officers

Question about income from fines. Per Michelle this should not be a line item as amount is unpredictable

Flower baskets fall under Landscape Misc

Power washing mailboxes falls under General Maintenance Repair. Recommendation to remove this line item.

Annual Assessment per Lot: recommendation to increase to add to Reserve Budget. Proposal to increase from \$144.20 to \$163.44/lot

Vote was taken (YES-17, NO-2) but after it was noted that owners had left the call and no longer had a quorum of 22 home owners.

6. Open Forum

Annual meeting to be March 16, 2022. Notices and proposed budget to be mailed.

7. Adjournment: called by Michelle at 8:43pm