

March 13, 2019  
Woodhaven Estates  
Board Meeting Minutes

1. Meeting Called to Order at 7:03 p.m.

Board Members Present: Karla, Janet, Carlie, Alex, Linda

Introduction of Meeting Guests: Dan Ferrall, Shaundi Woolley; representing the “Unofficial Group for Woodhaven Estates Residents of Salem, OR.”

2. Adopt February Board Meeting Minutes

Linda proposed adoption of Minutes, Karla 2<sup>nd</sup>; unanimous approval by Board members.

3. Treasurer’s Report (Carlie)

- a. Karla and Carlie met since the Board’s February meeting to discuss duties. Carlie will take over paying bills, and shall get the mail from HOA bookkeeper; Janet Morton. Currently Janet has lost the key to HOA P.O. box and Karla has been picking up mail and delivering to Janet. A new key shall be purchased.
- b. Carlie stated that the HOA has 2 electric meters and 2 water meters, which cover the shared outdoor association space. All invoices submitted prior to the meeting from vendors have been paid. Current deposits to the HOA this month is \$6,600 (mostly HOA due payments). Carlie is using auto-pay from the association’s bank account to make most payments; which provides better tracking.
- c. Board members will meet at MAPS Credit Union in West Salem on Saturday March 23, 2019 @ 1:00 pm to become check “signers” on the HOA account. Currently, Linda is the only Board member on the account for check signing.

4. CC&R/ARC Report & Discussion (Alexander, Karla)

- a. Board has received 1 paint request since January in the HOA email for approval. Requesting homeowner needs to complete associated request forms (gain approval from neighbors). Alex to get in touch with requester to complete the process. Board discussed the need to formulate an architectural / paint request process that is consistent, with clear instructions on forms to homeowners. Alexander shall work on an improvement process to present at next month’s Board meeting.
- b. There are no current homeowner CC&R complaints to discuss.

5. Parks Report (Janet)

- a. Involve Boy Scouts in Projects – group discussion around involving residents within the community and community groups for HOA outdoor shared space projects within the neighborhood. Janet shall investigate and report back at next month’s Board meeting.
- b. Shaundi Woolley (guest) presented to the Board about a neighborhood community garden named Eola Hills Community Garden which is located around the “power

lines” by Girod Park. HOA residents can garden up to two 4x8 foot plots. There is a water spigot in the garden. Additional information shall be placed on the website and on the “Unofficial group for Woodhaven Estates Residents of Salem, OR.”

- c. Group discussion about safety around the detention basin. Individuals who use the adjacent park may be confused that the detention basin is part of the park. Janet to look into “inexpensive” signage to warn people not to enter area.
6. General board obligations and practices (Karla)
    - a. Karla gave out to the Board a written list of vendor contact information so that Board members would be informed and have needed information available.
    - b. Group discussion as how to create a tracking system when the Board receives written action item correspondence from homeowners (complaints, paint requests, etc.). The items would be logged in and tracked so as to assure these were addressed and resolved in a timely manner. Alexander shall create a spreadsheet and present to Board at next meeting.
  7. Upcoming events (Easter, Garage sale)
    - a. Annual Easter Egg Hunt: April 20, 2019 @ 10:00 am. Bekah Hamilton will oversee and coordinate event. Carlie will create a flyer that will be distributed to homeowners. Karla has a draft flyer and will email to Carlie to use. Group discussion on adding events for older children (teens), and the Board providing additional funding. Carlie will contact Bekah to coordinate.
    - b. Annual Woodhaven Estates Garage Sale: 2019 date will be the weekend of June 22-23. Advertising to the homeowners will be done via “Spring Newsletter,” Facebook and on the website.
  8. Update on vote on amendment to bylaws
    - a. Ballots were sent out to homeowners with the 2019 HOA annual dues to vote on an amendment to the bylaws to waive current year dues to Board members who had served at least one year of their term, and were current with their homeowner dues. The bylaws state that any change needs a two-thirds vote by homeowners. Currently, there are 268 homes in Woodhaven Estates. Carlie provided a total count to date; 109 members have voted “yes”, and 8 members have voted “no” on the amendment. The amendment requires a total of 178 votes. The Board discussed ways to reach out to members who have not voted (61 additional votes required to meet the required two-thirds vote); perhaps putting out flyers at the upcoming HOA events, on the website or in the newsletter.
  9. Improving communications within HOA
    - a. Mailing: Karla presented to the Board a draft “Newsletter” that would be sent out to homeowners on a quarterly basis. Board discussed items to include in the newsletter, length of newsletter and delivery method. Carlie and Karla to complete and send out.
    - b. Facebook: Board discussed using this social media as a way to disseminate information to homeowners and help connect homeowners to the Board and HOA.

Guest Shaundi Woolley has already created a local neighborhood closed Facebook. Linda presented a motion to the Board to have Shaundi oversee the Facebook page and work with the Board to post events, information, etc. Karla 2<sup>nd</sup> the motion, all Board members unanimously voted “yes”. The closed Facebook site shall be listed on the website; “Unofficial group for Woodhaven Estates Residents of Salem, OR.”

10. Improving participation by members

- a. Group discussion on continued improvement to the website, and incorporating previously discussed (at this meeting) ways to engage homeowners.
- b. Group discussion on creating a map of the neighborhood; to include separate maps by the HOA “phases”. This would allow homeowners to easily ascertain what “phase” their home is in. There shall be continued investigating which computer maps will best serve the HOA purpose and shall be discussed at future Board meetings.

11. Presentation of Other Business

None; Alexander made a motion to adjourn the meeting at 8:52 pm. Karla 2<sup>nd</sup> the motion, all Board members unanimously voted “yes” and the meeting was adjourned.

Minutes respectfully submitted by,

Linda Wilson

“Draft” Minutes shall be posted on the website, and formally adopted at the April 10, 2019 meeting.