

May 8, 2019  
Woodhaven Estates  
Board Meeting Minutes

1. Meeting Called to Order at 7:01p.m.

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

Introduction of Meeting Guests: John & Kara Crouch, Joe Herb, and Stacey Kline

2. Adopt April Board Meeting Minutes

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

3. Treasurer's Report

- Bookkeeper Contract & Duties – Due to the ongoing concerns about the current HOA book keeping service (poor response time, poor customer service, severe delays in processing homeowner's due payments, incomplete monthly reconciliations), Carlie presented information on another CPA; Vanlue, PC. They are located behind Roth's Market in West Salem. Don Vanlue has significant experience in accounting, financial statement preparation and tax compliance. He is a member of the American Institute of Certified Public Accounts and his firm was established in 1983. Carlie will check with Secretary of State and Better Business Bureau to ensure there are no consumer complaints against the firm. Based on those findings being satisfactory, Linda proposed that the HOA switch to this bookkeeping firm. The Board voted unanimously in favor.

4. CC&R Report & Discussion (Alexander)

- New CC&R complaints – the Board received a complaint about a homeowner's incomplete house siding project on Filmore. The home's siding is two different colors. Alex will investigate to determine if the project is taking longer than expected to replace siding and paint, or if there are other issues and report back to the Board.
- John and Kara Crouch requested Board approval for re-finishing their front outside deck and yard clean-up. The Board approved these unanimously.

5. Parks Report (Janet)

- Girod Park Gazebo Project – Janet reported that the City of Salem sent written verification that Girod Park is a private park and therefore not under the city's jurisdiction. Janet and Joe Herb presented their investigative findings on different park structures (gazebos, covered structures). The Board discussed placement of structures, durability of structures, cost, and material types. These structures can be very expensive (up to \$30,000). Linda suggested as a way to have multiple families use these outdoor structures and for versatility that the Board look at the covered structure for sale inside Costco and report back.

6. Neighborhood Events

- Easter Egg Hunt – Carlie reported that the event was a huge success and was well attended. A huge shout-out and thank you to all that participated and organized the event.
- National Night Out – Planning is underway for this event.

7. Presentation of Other Business

- Library Boxes and Message Boards– Janet shall reach out to two contractors to inquire cost for library boxes; possible placement of these would be at Girod Park and along Burley Hill Rd.

- Plastic Storage Containers – Carlie requested approval to purchase 3 to store games, and other items used for community events. The Board approved the purchase unanimously.
- Pop-Up Trash bins - Carlie requested approval to purchase 3 for trash and recycling as needed for community events. The Board approved the purchase unanimously.
- “Costco Canopy” - Karla proposed the purchase of 3 canopy pop-up tents (up to \$1,000 total cost) for use at community events, Linda 2<sup>nd</sup> the motion and the Board approved unanimously. Carlie shall purchase these.
- Stacey Kline presented to the Board with picture examples of the Watershed Council’s request to put up a sign by the detention basin explaining the basin’s function, and to serve by way of signage an explanation as to why not to enter the basin area. Woodhaven Estates is a project partner of the detention basin along with Glenn-Gibson Watershed Council, City of Salem and Salem Electric (HIP). Stacey and Nelson Kline have worked tirelessly for years on the project and serve as a project contact. The Board also discussed a sign that would identify the birds that frequent the basin area as a way for people who walk that area to become familiarized with the many birds and their habitats. The Board voted unanimously to approve the signage.

The Board meeting was adjourned at 9:02 p.m.

Minutes respectfully submitted by,  
Linda Wilson

These “draft” Minutes shall be posted on the website, and formally adopted at the June 12, 2019 HOA Board meeting.