

## **Graf Meadows January 2020 HOA Board Meeting**

January 23<sup>rd</sup> 2020 – 7:30pm – 8:50pm

Attendance: (5/6)

- President –Scott Mikkelson - Present
- Vice President –Monica Dolezsar - Present
- Treasurer –Dan Di Matteo – Excused
- Secretary - David Dolezsar – Present
- Architecture Chair/Landscape Chair –Bob Hale - Present
- Social Committee Chairs - Julie Mikkelson / Monica Dolezsar - Present

### **Order of Business - Agenda**

- Business covered via Email since last meeting on October 19<sup>th</sup> 2019
- Backflow Assembly Testing
- Organizing for Annual AGM February 6<sup>th</sup> 2020
- Opens

### **Business covered via Email since last meeting on October 19<sup>th</sup>, 2019**

- 10/21/2019 - Dan received e-mail from TVWD that our Backflow is overdue for testing.
- 11/18/2019 - Request from First Tech Fed for Copy of Mater Insurance for HOA – Sent by Dan.
- 12/10/2019 – Spam email looking to improve our website – ignored.
- 12/16/2019 – Email from Dan again stating he has received a notice of non-compliance for the HOA backflow assembly. This should have already been taken care of but see no e-mail trail. Priority follow up at upcoming Board meeting. We have known about this since Oct 21<sup>st</sup>.
- 12/19/2019 - Email to HOA members from Jeff Yates on Waste Management date changes over Christmas.
- 12/27/2019 - Email to HOA members from Jeff Yates on Waste Management date changes over New Years.

- 01/12/2020 – Email from Secretary saying need to get AGM scheduled and booked. Few email with regards to dates and wording – Decision AGM Meeting for Thurs February 6 – at 7 pm and Dan has confirmed dates with the church. Pre-AGM Board Meeting Wednesday Jan 22 – 7pm at David and Monica.
- 01/20/2020 – Flyers posted on all mailboxes in HOA boundary by David (found 6 missing flyer holder to be replaced). Email sent to HOA members via Blind CC by David. Request to Jeff Yates to post on our HOA website.
- 01/21/2020 – Request from HOA member to switch email on file from a work account to a personal account. Forwarded to Jeff Yates to get updated.

## **New Business**

### **Backflow Prevention Assembly**

- Number of emails from Dan to board with regards to this that have not been actioned. Checking email history few possible contacts. Bob Hale (Landscaping) has agreed to follow up on this as priority.
- Greg with Backflow Boss has been used by some homeowners.
- TVWD Program – Dan says we are signed up but at time not starting till next year, but we are now into next year. Application form had this posted: questions, please call 971-327-6285.
- TVWD also provides this list of state certified testers please visit <https://public.health.oregon.gov/HealthyEnvironments/DrinkingWater/CrossConnection/Pages/publiclist.aspx>.

### **AGM Preparation**

- Sign in sheet at AGM. This sheet should have column for “email address” in case any attendees would like us to update their email address in our database. – AR (Secretary David) to print out and bring sign in sheet.
- 2020 email addresses for board members – currently showing as 2019, need new set with 2020. AR (Webmaster Jeff Yates) Separate e-mail has been sent to Jeff Yates to see if he can have e-mail address updated before AGM (Done).
- Last year our HOA Community Liaison Marty was not aware of AGM date and as such did not give update. Need to ensure she

is invited and aware. AR (Vice-President Monica) to personally reach out to Marty and ask if she can attend and give 10 minute update to attendees on current projects in neighborhood.

- No elections scheduled for this year(2 year term and this is first year since last elections), but want to still look to membership for anyone willing to help out with HOA.
- Dave to bring a projector to AGM. Want to be able to have meeting even without projector but will bring one to see if it helps.
- Dave to provide Board Members a blank PPT template with each position so each board member can fill in few key bullets they will speak on. Will try to send out this weekend, if can then get back from each board member by January 31<sup>st</sup> Dave can format and put into a Power Point and also create a few 8.5x11 handouts.
- Discussion of key topics each member should be covering. As Treasurer was unable to attend the meeting, Dave has sent separate email on key items similar to previous years that Board would like to present out with regards to our finance. Details of this e-mail not part of this minutes as is material that will be presented at AGM.
- Scott believes he may have signs that Brian made for last year's AGM – AR (President Scott) check his garage to see if he has them, if so deliver to Dave on weekend. AR (Dave Secretary) to see if date on sign can be modified and if so get date updated and signs posted week before AGM).
- Additional communication for AGM still required – Week and day before AGM to send out email, and also post week before to website “NextDoor” within HOA boundary. Will add friendly reminder that would be nice if they could bring a check to the meeting if attending, to help HOA save \$ and simplify invoicing process.
- Gift Cards raffle for attendees after meeting, snack and beverages to be provided.
- Board in agreement that need to provide members with a specific “Due Date” for HOA dues. Will be March 1<sup>st</sup> .
- This year 10% discount exactly as previous years that members get it if they attend the AGM. Agreement to present out at AGM slight change for next year that will be still 10% discount for attending but adding in also need to pay by check on or before

AGM. If member can bring a check to AGM just makes it easier for everyone.

## **Opens**

- Need 6 new flyer holder for mailbox replacements that have gone missing. Board in agreement to replace – Monica to look online and order 7 (1 backup)
- HOA Kids Easter Egg Hunt and coffee donuts for the adults neighborhood get together will be Saturday April 11<sup>th</sup> 2020.
- Sunshade canopy cover agreement to buy, would be ideal to have before Easter activity.
- Plan for next meeting after AGM tentative April time frame unless HOA issues arise that we should call meeting earlier.
- Fence in need of maintenance still holding up – look into this spring to ensure problem areas fixed.
- Annual HOA BBQ on Labor day is historically on the long weekend with members out of town – will bring to AGM possibility of trying new name and date this summer to see if we can increase attendance.
- Dave to work with Board to create a “HOA Top 10 – did you know ...” flyer that will be included as a printed insert when invoices mailed out and also emailed to members afterwards.

**Meeting Closed – 8:50pm**