

Graf Meadows December 2020 HOA Board Meeting

Date/Time: Dec 17, 2020 – 7:00pm – 8:15pm

Location: Held via Zoom Video

Attendance: (5/6)

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

Order of Business – Agenda

- AGM date and logistics on how we plan to hold it
- Elections plans related to AGM
- Board alignment on recent mailbox vandalism/theft
- Any other recent member emails that we should address our actions in the minutes
 - o Temporary/Permanent Role Coverage for Webmaster
 - o Trailer parked in driveway
 - o Construction on Springville
 - o Fence Maintenance
- Opens

Minutes

Board alignment on recent mailbox vandalism/theft

- Some board members were texted/emailed on recent rash of mailbox vandalism and theft asking if the board was responsible for the mail boxes and repairs. Option to have new type of mailboxes installed, and also asking if we could install cameras on member house to watch the mailboxes.
- Ownership of community style mail boxes differs by neighborhoods across Portland. In our case, HOA is not responsible for the mailboxes in our HOA boundaries. The current vandalism has taken place across all of Beaverton.
- Email was sent from board to HOA distribution giving heads up on recent rash of vandalism. Extra precaution and more check of your personal mailboxes is highly recommended during this Christmas season with all the packages being delivered right now.
- Police report was filed and USPS was contacted. Most recent inspection all boxes were repaired by USPS and back in working order.
- Agreement from board that we are not in position to take on responsibility to replace or repair the mailboxes.
- Board also cannot be responsible for trying to get WIFI cameras installed in our members houses to watch each of the many mail boxes within our

boundaries. This would be a logistic nightmare to control. This does not stop any resident who may have visibility from their house to see the mailboxes from volunteering to install their own personal camera pointed at the mailboxes.

- Secretary (Dave) to send a reply back to at least two members with these details who had made effort to reach out to the board directly.

Trailer parked in driveway

- Brought to boards attention earlier by one of our members that we have a household in our boundaries who has been parking a trailer setup in their front driveway for most of the past year. This is in violation of published our Covenants, Conditions & Restrictions (CC & Rs) on our website @ http://www.grafmeadows.com/downloads/current_gm_ccr.pdf.
- Discussion with board that 2020 is a unique year and we should be willing to make some exceptions for temporary shelters that may be required for social distancing.
- Email was sent to owner informing them of our CC&Rs and we were informed that the owners were looking for options for “storage” of their trailer.
- As of meeting time the trailer still there so HOA President (Scott) has sent second email to owners asking for update on status.

Temporary/Permanent Role Coverage for HOA Webmaster

- Jeff Yates who has been our HOA Website webmaster for last 20 years has let board know he wants to retire and give up the responsibility by end of this year
- The Board thanks Jeff for all this effort and support in this volunteer position over last couple decades
- Dave (Secretary) has agreed to take over this role as part of Secretary function
- Dave to meet with Jeff over next couple of weeks for training and handover of responsibility

Construction on Springville

- Ongoing and in full swing
- Plan is that will continue West on Springville once current section done and likely be doing widening of the current 2 lane bridge over the wetlands.
- Board position is wait and see as expect will need to reevaluate after construction completed what areas will continue to need board maintenance/lawn care and if any remaining sprinklers which ones may then need repairs.

HOA Springville Fence Maintenance

- Continue to repair on an as needed basis until board in position to have funds do full replacement.
- Recently have noticed a few of the posts are in need to additional support. Not critical yet but as we learned from past we want to action before

fence falls down as much more expensive to fix after if falls then when first noticed that they are loose.

- Landscape Chair (Bob) to walk the fence to identify which posts need reinforcing and find company to quote price to reinforce them.
- In past this is just typical metal support hammered into place but will need painting as well to match new paint color.
- Bob to evaluate scope, get quote and then inform board for us to make decision on next steps.

Elections Plans 2021 and Schedule Update

- Board positions supposed to be 2-year positions with every other year supposed to be ½ the board roles to be up for election. Over the years exact dates have gotten out of sync.
- For 2021 AGM to get back on track Board will put President, Secretary, and Social Committee Chairs positions up for vote
- For 2022 Vice President, Architectural Chair, Landscape Chair, and Treasurer will be up for vote
- As of this meeting current President (Scott), Secretary (Dave), Social Committee 1 (Julie), Social Committee 2 (Monica) have all agreed to run for second 2-year term.
- Any other HOA member who may be interested in these positions may also put their name in as well and would then be voted on in next AGM.
- Please contact the board if any HOA member for more information or if interested in President, Secretary, or Social Committee role for 2021 elections.

2021 HOA Annual General Meeting Date and Logistics

- Current COVID and social distancing guidelines means HOA AGM cannot be held as it has in past with in person attendance.
- Board agrees and plans to hold a Virtual online meeting via Zoom
- Date to be Thursday January 21st at 7:00pm
- Official communication to all HOA members on details to be sent out in early January via email with agenda items
- Will also post a reminder flyer on local mail boxes that they should have received in their email a Zoom Link invite.
- Will provide an email address on the flyer for any member whom may not have received invite to reach out to board to ensure we have their proper email address on file
- Actual Zoom Link will only be posted via email to members (for security reason and to minimize any person other than HOA members from attending)
- As in past attendance will be taken and those in attendance will receive a \$10 discount off the \$100 HOA annual dues

Opens

2020 HOA Member Dues Outstanding

- For 2020 as cost saving measure and in agreement from last year's AGM the Board had sent out annual HOA dues invoices electronically via email rather than as in previous years via snail mail.
- Have found that our received payments dropped significantly and roughly only half the members have paid so far for 2020 dues now overdue.
- Missing payments might be as members missed email as spam or even as 2020 was difficult year may be financial impacts so trying to give some leeway on payment required date
- Treasure (Dan) to send out reminder email to all members who have not yet paid for 2020 to give opportunity to make payment (or ask for option if impacted financially in 2020) before assigning late payment fees to those who did not pay yet.
- Still though also have a few members who are well over 2 or more years behind on payment. In one case have been working special payment plan out that agrees not charging new late fees and will follow up in 2021 to ensure the agreed minimum payment to match agreement is received.

HOA Expenses

- Reminder to all Board Members – any preapproved HOA expenses that are made with personal funds must be submitted with receipt within 30 days of expense being paid.

Easter Egg Hunt 2021

- Current COVID situation and local guidelines means most likely there will not be a Easter Egg Hunt again this spring for our members. If anything changes in this regard will let member know.

Meeting Closed – 8:15pm