New Columbia Owner’s Association

Quarterly Meeting Minutes

November 27, 2019

Attendees:

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| --- | --- | --- |
| **Board Members** | **Management** | **Membership/Guests** |
| Tonya Evans | Alana Wilson | Joseph McNeffNatalia OnnisVincent MorganJanis KhorsiSlobodan Radrseng | Jessica MartschinskeS. JusticeLeah SathrumKidus Yared |
| Alescia Blakely | Michael Whitney |
|  | Keith Karlsen |
|  | Juli Garvey |
|  |  |

The meeting begins at about 6:30 PM with introductions by Tonya Evans.

1. Quarterly Meeting Minutes
	* August 2019 meeting minutes are approved. They will be posted on the website.
2. Subcommittee Updates
	* There are subcommittees, but there have not been any meetings. Hopefully by next meeting there will be actual subcommittees for Landscaping and Legal.
	* The committees are open for membership and we want people to sign up for them and participate so that we can deal with some of these issues.
3. Member Comments
	* Homeowner – Path behind home that leads to Union Pacific has been taken over by transients. They have fires, garbage, noise disturbances, etc. This has happened before, and Union Pacific had been helpful in solving the issue. Recently it has been getting worse and Union Pacific isn’t being as responsive. Have contacted Portland non-emergency police, contacted NC police, and need assistance from management. Management has called fire department about fires, and the FD didn’t do anything. Homeowner was hoping that having an HOA would help gain leverage with Union Pacific. Maintenance from Home Forward and IPM both clean up after these camps. A homeowner suggested coming up with a strategy with steps to deal with homeless. Another homeowner suggested putting up a fence, getting the NC police to patrol the area on foot, and to put up signage stating no fires, no camping, etc. Home Forward said that if the HOA wants to attain an attorney to get Union Pacific to deal with the problem, we can do that. Previously, Union Pacific had dealt with the issue by whacking down all the underbrush.

Management is in the process of building a fence along the property line of Tamarack.

* + A homeowner asked for the names of the officers. Their names are Joshua Silverman, Joann Ortiz, Elise Temple, and Matthew Boyd. If they are on call, Portland police should be able to transfer a homeowner to them.
	+ A homeowner said that there are 13 lights out in his backyard. They are high up on poles. A vendor used to replace the bulbs, but now he is being told that he is responsible for it. Michael said that if lights are on homeowner property, they are the responsibility of the homeowners. Because the lights can be turned on and off by the homeowner, and are on their property, they are their responsibility. A homeowner said this is a similar discussion to the previous discussions about who is responsible for trees.
	+ A homeowner was wondering what we do with third party rental companies, large companies that buy homes in New Columbia and rent them out. There are currently two homes like that. There is nothing in CC&R’s saying they can’t, as long as they pay HOA dues, and renters are screened. The homeowner was concerned that this devalues the interest in the community by the renter. There needs to be more oversight over this, and a future conversation about how to deal with this in the CC&R’s.
	+ A homeowner was concerned about the size of the oak trees on his street, and believes that the trees planted are meant to be in forests, not neighborhoods. He is concerned that these trees are affecting the resale value of homes. The roots can cause damage to foundations. Management commented that we do provide maintenance on common area trees, and have arborists out every year to assess all common area trees and recommend removal of diseased or dangerous trees. A homeowner suggested having a tree study to see which trees need to be cut down or replaced. Management will get a bid for another tree study.

If trees are in the front yard of homes, they are the responsibility of the homeowner.

A homeowner commented that the builder of his home went out of business two years after he bought it, so all warranties on the home became void.

* + A homeowner asked why the City is tearing out wheel chair ramps and putting in new ones. Road improvement in the area was part of a scheduled improvement plan by the City, and included new sidewalks and repainting.
1. Financial Review – September Financials
	* Variance Report
		1. Revenue – no variance of note.
		2. Payroll – under on payroll. We are down one porter, so that payroll is not reflected. We are hoping to have somebody hired soon.
		3. Employee Benefit – over on employee benefits.
		4. Admin expenses – under budget slightly.
		5. Legal expenses – over a bit, as we had to take care of some past due expenses to Vial.
		6. Water and electricity – we are way under on water. It could be due to the replaced irrigation system clocks.
		7. Maintenance Contracts - $23,000 for reseeding was miscoded. It should be under non-operating expenses, which get paid out of reserves.
		8. Pocket Parks – we are still reviewing the plan for pocket parks, as the amount budgeted doesn’t cover what needs to be done to repair them.
	* Balance Sheet
		1. Reserves – We are up to $422,486 through September. We did have to transfer $70,389 to cover things that were budgeted for reserves.
2. Budget Review – Proposed budget for 2020
	* We are proposing a 3% increase in HOA dues, bringing them to $101 from $98, and the affordable dues from $63 to $65, and the apartment dues from $65 to $67 per unit. $13 from each of these amounts goes directly into reserves. This amount is based on the Capital Needs Assessment. We have had several years where we had big increases in the dues, so we looked at it closely this year and are proposing a 3% increase.
	* Non-rental income – NSF and late charges. Budgeted based on the past 12 month actuals.
	* Damages and cleaning charges – Based on $25 for each violation charge. There were no charges in 2019, but we are keeping it at $300 for 2020.
	* Bad debt recovery – no longer used on our budget because our attorney does all our collections.
	* Manager salary – based on 5 hours per week; 5% increase budgeted for April 2020.
	* Assistant manager salary – based on 13 hours per week; 5% increase budgeted for April 2020.
	* Payroll taxes – based on 22% of salary.
	* Employee benefits and workers compensation – Medical and dental for the porter, who will be full-time for the HOA.
	* Groundskeeper – 40 hours per week. Cleans up litter and grounds in all the common areas.
	* Payroll taxes, employee benefits, and workers comp – up slightly from 2019 budget.
	* Admin expenses
		1. Audit expenses – budgeted every year
		2. Software – standard 5% year-over-year increase.
		3. Bad debt expense – our attorneys
		4. Bank charges – keeping the same
		5. Courtesy patrol – HOA covers 29.4% of courtesy patrol. We are budgeting for increased security for 4th of July week, as we have done the past two years. We pay for two police officers for 7 days per week from 5PM to 12AM. Officers will be at the next HOA meeting.
		6. Outside management fee - $8.00 per home
	* Water – budgeted based on previous 12 months, and includes 7% increase based on PWB
	* Electricity – 60% of common area; 2% increase per PGE.
	* Maintenance Materials - $210 for bolts, locks, graffiti removal, etc.
	* Maintenance Contracts
		1. Electrical – light repairs
		2. Pest control – budgeted increase due to a problem with moles.
		3. Landscaping – regular landscaping contract, based on the proposal by Valleyscapes, with an annual increase of 3%.
		4. Miscellaneous - $9,000 for tree lifting and clearance
	* Non-recurring expenses – amount coming out of reserves
		1. Wastewater systems
		2. Pocket park upgrades – proposing $162,600
		3. Replacing 5 hydropoint controllers
		4. Landscape upgrades – going up to $157,741
		5. Pavement and walkways – asphalt repairs in back alleyways. Asphalt settles and creates puddles.
	* Landscape Budget review (directly from Valleyscapes)
	* Capital Needs Assessment review – forecasting our needs out to 2045
		1. Management took the 2020 year-end balance and compared it to the $13/month dues that go to the reserves, and included a 5% increase per year. The balance doesn’t go negative until 2030.
3. Meeting is concluded.