

New Columbia Owner's Association
Quarterly Meeting Minutes
December 8, 2020

Meeting held via Zoom

Attendees:

Board Members	Management	Membership/Guests	Vendors
Tonya Evans	Carrie Lewis	Kristine Kukich	Mike with ValleyScapes
Alescia Blakely	Michael Whitney	Janis Khorsi	
Simon Williams	Juli Garvey	Cassy Esparza	
	Eduardo Salcido	Joyce Moreland	
		Dave Ferrier	
		Kimberly Jackson	

The meeting begins at about 6:30 PM with introductions by Simon Williams.

- I. Review and approve August Meeting Minutes
 - o Minutes are approved by Simon Williams
- II. Subcommittee Report – CC&R Review
 - o Issues discussed: safety, animals, speeding/cars, crimes, fines and fees, hardship waiver, property issues around short term rentals, owners taking responsibility for renters, cultural diversity (can we soften the rules in order to promote diversity), rules around events.
 - o Hardship waiver – with people losing jobs due to COVID pandemic, this issue should be addressed. Perhaps the fees should be relaxed for affected households. If we wanted to fasttrack this, we could get legal advice. In order to override CC&R's, the properties would have to be labeled on their deeds as "affordable".
 - o Can we come up with criteria to temporarily alleviate this burden? Carrie will check in on this issue.
 - o HOA dues increases are paused for 2021, pending approval at meeting.
- III. Police Department Review – none in
- IV. Landscaping Review – ValleyScapes
 - o It has been a challenging year. The only item left is finishing removing leaves, which should be done in a week.
 - o Mowing starting in 2021, then weed control.
 - o Homeowner – is there anticipation of snow/ice this year? Mike – the City does think there will be cold weather coming in Jan/Feb, but nothing forecast in next 15 days.
 - o Homeowner – City of Portland has been picking up leaves. Are they partnering with ValleyScapes? Mike is unaware of the City schedule, and they are separate from ValleyScapes. This may be the people cleaning the bioswells. There is no communication between the entities.
- V. Pocket Parks Signage

- Eduardo was waiting on verbiage for simple signage with updated rules (no alcohol, marijuana, littering, weapons, etc.). There is some money in the budget for signs. The plan is to incorporate all the rules into one sign, instead of multiple signs.
 - IPM will put together a draft sign, present it to the board, and present it to the HOA for review and approval. The sign should mirror what is at McCoy Park, including wording and symbols.
- VI. Update on Sub-Committee Movement
- Simon signed tax form saying that we can use any excess funds in any subsequent years. For example, any leftover accounts in operating account can be used in future years. This will allow some room for unexpected expenses. This form lasts for three years before it has to be signed again. It is a new tax rule.
- VII. Budget Review
- Not proposing to increase HOA Dues for 2021.
 - Increase in Payroll – standard increase, plus increase in benefits
 - Admin expenses – standard increases, plus extra fire patrol for 4th of July weekend
 - Legal expense – increase of \$10,000 for revision of CC&R's
 - Outside management fee – since IPM took over, there has been no increase in charges. Recommending an increase from \$8.00 per door to a standard \$12.00 per door.
 - Water – estimated based on anticipated increases
 - Electrical – lowered based on 2020 actuals
 - Landscape contract – small increase
 - Misc. contracts – tightened it up and reduced it.
 - Insurance – actual expenses
 - Common area improvements – we have a grant for the Trenton pocket park, but we have to have the demo and new tile. We are proposing funds for wood for tables and benches in pocket parks, as well as new signs.
 - Catch basin cleaning, concrete repairs, and trip hazard repairs are also included.
 - Projected operating cash: starting year with \$100,392
 - Replacement reserve is \$452,000
 - Proposing \$177 excess – we can do this because of the operating reserve. We might have to rely on the reserves to pay big bills such as water.
 - Projects can be paid out of replacement reserves account.
 - We will still keep the property in good standing, and also have ample funds in operating reserves and replacement reserves.
 - Proposed projects are based on the Capital Needs Assessment.
 - The 2021 budget is approved by the Board.
- VIII. Member Comments
- A homeowner has concerns about vehicles speeding in the property, and wants to know what we can do to install speedbumps. Carrie spent a lot of time with the City several years ago to get speedbumps and stop signs put in, and was unsuccessful. Another homeowner had a similar experience, and wants to use the Community voice to reach out to the City. This may have more influence. This could be an open letter from the community to PBOT. The legal subcommittee will write the letter and add homeowner names to the letter for anybody willing to sign. Alternatively, the HOA board or

subcommittee could just include their names. If the subcommittee prepares the letter, management can get the info out to homeowners to put their names on the letter.

- Homeowner – thank you for not increasing the Dues. He is wondering what can be done to keep them from going up 5% every year, and perhaps include a reduction. He would at least like to see a conversation to see if this could be done.
- Homeowner – pays much more now than when he moved in. Perhaps the dues could be reduced when expenses are lower, such as during winter months when landscaping is minimal?
- Juli – there are many factors besides landscaping that play into increased dues. We spend a lot of money on irrigation clocks so that we could start seeing some water conservation and start lowering our water bill. We may look at getting more bids for landscaping. There are things we are doing to try keep monthly dues down.
- Homeowner – we should at least bring the question to the members, rather than making drastic steps such as cutting landscaping to save money.
- Perhaps have a subcommittee that will look at reserve study and the budget. How would a homeowner initiate a subcommittee? A homeowner can ask for a subcommittee, and begin it in January. Notices could be posted on homeowners doors asking them if they would be interested in joining a budget review subcommittee.

IX. Financial Review

- Balance sheet –
 - Operating Account - \$100,392
 - Reserves Account - \$452,000
- Variance Report –
 - Other revenue – under budget
 - Under budget for NSF's and late fees
 - Total income – looks good, right on budget
 - Manager salaries/payroll – on track with budget
 - Security Patrol contract – over for the month because there were 3 pay periods
 - Legal – under budget because of COVID
 - Utilities
 - Irrigation – large charge for this month, but not far over on YTD.
 - Maintenance Contracts
 - Landscaping – found some coding/classing issues, which created a variance
 - Land improvement – had to do some reclassing. Looking good for the year.

X. Community Updates

- Resident Services – Resident services work with NC households who receive subsidies. Services can be requested through management, and referred to Services. Assistance they offer include utilities assistance, connecting homeowners with COVID testing and vaccine resources, legal, housing, energy assistance, family, school, employment services, anything a household may need. Reach out to IPM management to get connected.

- COVID Testing – There will be free testing for COVID on December 22 from 11AM to 4PM at Regence Boys and Girls Club. There are time slots available every hour for free testing. Everybody is welcome.
- City Assistance – The City is offering cash assistance for households in need due to COVID. On December 10 from 10AM-6PM, households can apply for \$500 cash to help with household needs. You can apply by going to www.pdxassist.com. IPM will send a mass email to homeowners. If you received funds from other programs, you will not be eligible for these funds.

XI. Meeting is Adjourned.