New Columbia Owner’s Association

Quarterly Meeting Minutes

November 29, 2022

***Meeting held via Zoom***

Attendees:

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| **Board Members** | **Management** | **Membership/Guests** | **Vendors** |
| Tonya Evans | Shelly Hillman | David Ferrier  Kati Dimoff  Kimberly Jackson  Spencer Hutchins  Michelle Boisvert  Heather Allford | Mike Nielsen, Valleyscapes |
| Shalonna Jackson | Michael Whitney  Daisy Betancourt |
| Simon Williams | Juli Garvey |
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The meeting begins at about 6:30 PM with introductions by Simon Williams.

1. **Review and approve August 2022 Quarterly Meeting Minutes**
   * Minutes are approved by Simon Williams
2. **Introduction of Daisy Betancourt, New Assistant Manager for New Columbia and promotion of Michael Whitney to Senior Property Manager.** 
   * Shelly Introduces Daisy as new Assistant Property Manager and Michael as new Senior Property Manager.
   * Daisy introduces herself to the board and homeowners.
3. **Portland Police Officers**

* Canceled due to officers not being able to be present.
* Michael said to email him any questions and he would ask the officers and send response.
* Simon asked about recent uptick in shootings in the area. Michael responding stating they believe the shootings are related to street racers racing on Columbia BLVD. Also several shootings involved a vehicle driving through premises and shooting into the air. No injuries, one homeowner’s home was hit by a round.

1. **ValleyScapes and Landscaping issues**

* Mike go overs landscaping issues throughout the property.
* He discusses new strategy to move leaves to help increase inefficient and has a goal of cleaning up leaves by Dec 15. 2023.
* Tonya asks if Homeowners receive any tips on winterizing their home. Juli says the information in news letter sent out by Resident Services. Shalonna doesn’t have Homeowner info.
* Michael to get Home Owner Directory to Shalonna.
* Kimberly asked about trees in her area have low branches. Michael to come out and check it out.
* Simmon gives Mike with ValleyScapes a shout out for the good work with picking up leaves and the hard work they do year round.

1. **Update on past due balances, collections and charging fees.**

* Shelly starts off with update regarding total unpaid balances of $33,000.00 of which most is 2020 and 2021 balances.
* Only had about 10 homeowners have engaged about payment plans no other responses.
* Michael discusses the CCRs language about late fees and Annual Interest.
* CCRs say that homeowners will pay 30% late fee against whatever monthly unpaid balance is. There is also an 18% Per Annum fee for the total unpaid balance for the year.
* Late fees are assessed as Arrearages. So Late fee for December would not be assessed until Jan 2023 and the Annual interest assessed in Jan 2023 as well.
* Juli asked that management sends a follow up.
* Board voted and approved for management to reissue letter about collections and Late Fees.

1. **Discussion of Proposed Budget for 2023**

* Shelly goes over budget.
* Biggest item in budget is a projected 6% increase to association dues.
* Shelly explains that last increase of association dues was back in 2020. She continues to explain that we are only asking 6% but would normally see something like 15% increase total over these past years.
* Juli explains that in reality because we round that actual increase is less than 6%. Juli explains that it is a $6.00 increase for majority home owners, affordable dues go up $4.00.
* Juli explains that we have made a conscious effort to not raise dues for the past 2 years due to the pandemic by trimming our budget as much as possible. However this year it is impossible to due and we have to increase dues because costs are going up.
* Juli explains that even with the increase our net income is only $817.00 which is very lean.
* Simon asks about increase of fees normally go about 3%.
* Juli says in general it could be 3% to 5% increase. It just depends on Vendors and how their rates are increase but we have been trying to stick that 3% annually.
* Simon says that projected increase rates for 15 year 3% annual increase. So that last two years with no increase the 6% is fine and put us back on track. From here we can see what the next 10 to 15 years bring for increases.
* Simon mentions that NCOA’s dues are lowest he has seen compared to others in Oregon.
* Simon makes a motion to approve the budget.
* Tonya Seconds the motion and the budget for 2023 is approved.

1. **Member Comments**
   * Tonya asks if there are member comments.
   * Kimberly Jackson mentions a neighbor removing their fence.
   * Michael says he will look into the next day.
2. **Year to Date Financial Review**

* Shelly goes over the balance sheet. End of October 2022 had about 14,000.00 in our operating accounting. We were 30,000.00 in rearranges from dues.
* Shelly expresses concerns over cash flow but confident we will come outahead.
* Juli asks about accounts payable third party, asked if pulled from the reserves from.
* Juli notes that replacements reserves will be going down.
* Shelly goes over our income statement. We are only $440.00 below income but our variance is approx. 1,300.00 ahead because arrearages are prior to 2022.
* Shelly explains that security patrol is adjustment not an actual payment due accounting note coding the payments correctly. This was corrected and is just a journal entry.
* Landscaping costs increase due to storm damages, emergency tree work needing to be done.
* Juli spots a coding issue with coding – some of the items in Landscaping contract could have been coded to landscape improvements.
* Shelly explains while it looks like there has been nothing spent, we have it just needs to be corrected.

**VIX. Community Updates**

* + Shalonna goes over Community dates.
  + Student Nurses on site every Thursday from 10AM to 2PM. They will give light medical advice and blood pressure checks. Located in the CEC.
  + Starting youth outreach for KaChing program. Shalonna explains that the KaChing program is a program to give youth ages 12 to 16 work experience during the winter break.
  + Urban League will be at the CEC on Dec 12 2022 providing a vaccine clinic. Residents can get COVID, Flu and possible Monkey Pox vaccinations. Urban league will also provide hot meals and food boxes.
  + Energy assistance outreach event on Dec 13 2022. Come by Resident Services office to sign up.
  + Holiday Celebration on Dec 23 at 1PM in the CEC. There will be Raffle prizes, light snacks and photo opportunity with Santa.
  + Juli discusses the grand opening the new Verizon STEM lab for the community on Thursday Dec 1 2022 at 11 AM.

**X. Adjournment**

* Meeting Adjourned at 7:15 PM