

# New Columbia Owners Association

## Meeting Minutes

November 25, 2014

### Attendees:

#### Board Members

Molly Rogers  
Rachel Langford  
Simon Williams

#### Guests

Juli Garvey, Home Forward  
Amanda Clark, Guardian  
Matthew Fullen, Guardian  
Amy Crates, Guardian

#### Membership

Marcia Knutson  
Bob Clark  
Kerri Clark  
Will Coryell  
Tara Taylor  
Sybil Barrier  
Ginean McIntosh  
Kidus Yared

The meeting was called to order at 6:32pm. Simon Williams welcomed everyone and started the meeting with introductions around the table. Simon explained he would have to leave at 7:30pm.

#### *I: Member Comment*

- Homeowner, Sybil Barrier believes that TruGreen is over pruning the bushes in her front yard. Matt will give her the email for our TruGreen contact so she can address him directly.
- Ginean McIntosh asked about a schedule and rules for the Soccer Field. Rachel Langford stated that Home Forward is working on both. Juli Garvey said that trash receptacles have been ordered for the field.
- When asked about the vacant home at the end of Fiske, Molly Rogers asked that the issue be added as an item to the next agenda.
- Kidus Yared asked if the lighting project was complete and Matthew stated that it is. In some cases that sensors are not working at appropriate times. Both Kidus and Will Coryell have noticed lights that are still out. Matthew asked that they get the light pole numbers to him so that the bulbs can be changed and sensors checked.

#### *II: Review and Approve August & October Meeting Minutes*

- Simon moved to approve the minutes for August and the special meeting in October, Rachel Langford seconded and all approved.

### *III: October 2014 Financial Review*

- Matthew Fullen presented a Budget Comparison, Balance Sheet and Aged Receivables reports.
- In the comparison, Matt pointed out that we are under budget on staff and utilities but over budget on administrative because of maintaining the Portland Police contract. In the next year, that number will go down because of the contract made with another property to reduce some of the costs.
- With the addition of the Oregon Energy Trust check, the current balance for the operating and reserve account is \$45,111.
- The property is on track to pay off all liability by the 2<sup>nd</sup> or 3<sup>rd</sup> week of December.
- After reviewing the Aged Receivables report, Molly Rogers asked that a lien be put on accounts over 90 days late.
- Simon moved to accept the financial reports, Rachel Langford seconded the motion and all approved.

### *IV: Draft Budget Review and Approve*

- Matthew Fullen presented the year-to-year comparison and the breakdown of the dues income.
- Molly would like to see what the last 2 months electricity bills are now that the lighting project is complete so the will be a more accurate amount for the budget.
- Landscaping budget has increased largely due to a \$10k increase in irrigation repairs.
- A discussion was held on the new HOA dues proposed amount with a 5.7% increase.
- Homeowner, Tara Taylor suggested the dues be rounded up for all homeowners as well as renters to increase the cushion on the operating account.
- Simon moved to approved the budget with the caveat of rounding the payment up to the nearest dollar, Rachel Langford seconded the motion and all approved.
- Simon Williams exited the meeting.

### *V: Draft Reserve Study Review and Approve*

- Matthew Fullen Presented the Reserve Study for 2015. This funding scenario begins with a contribution of \$93,000 in 2015 and increases 5.00% each year for the remaining years of the study. A minimum balance of \$41,296 is maintained. The study includes the deferment of the landscaping plant fill-in and sand filter maintenance to be completed in 2016.
- Homeowners discussed the possibility of a Capital Needs Assessment in the future for the 2016 budget.
- Rachel Langford moved to accept the Draft Reserve Study, Molly Rogers seconded the motion and all approved.