

## HOA BOD Meeting Minutes 06/19/2022

### 1. Call to Order

- Meeting was called to order at 3:10 PM
- Board Attendees:
  - Peter Clark (President)-Present
  - John Wells (Treasurer)-Present
  - Cody Olson (Secretary)-Present
- Resident Observers in Attendance:
  - Keith Coppenger
  - Ginny Wells

### 2. Review and Approval of Previous Meeting Minutes

The meeting minutes from the 06/08/22 BOD meeting need to be approved for the record.

- John made a motion to approve the 06/01/2022 BOD meeting minutes
- Peter seconded the motion
- The motion passed by unanimous vote
- ***The minutes from the 06/08/2022 BOD Meeting are approved***

***Peter to post approved meeting minutes to the neighborhood website***

### 3. Treasurer's Report

- The 2<sup>nd</sup> installment of the Special Assessment approved by the BOD in 2021 is due on 07/30/2022. Notices regarding the assessment have been sent out by Superior. Some residents have asked if the assessment needs to be paid since lake dredging is not scheduled to occur in 2022 as previously planned.
- The special assessment was not earmarked specifically for dredging. The assessment was required to build up HOA reserves to fund the various capital improvement projects approved by the residents in 2021. All other capital improvement projects approved in 2021 have been completed.
- John has consulted with the finance committee and collectively, they recommend that the 2<sup>nd</sup> installment of the special assessment be collected to enhance the HOA reserves in anticipation of known and unforeseen costs potentially incurred in 2022 (legal fees, inlet slide repair, Oregon DSL citation).
- ***The BOD will make a final decision on collection of the special assessment at the 06/22/2022 board meeting to John will provide addition information regarding the 2021 special assessment for the Board's consideration.***

### 4. Ongoing Business & Updates:

- **Lake Maintenance Contract and Improvement Projects**

The BOD will appoint a Lake Restoration and Maintenance Committee tasked with reviewing the planned lake maintenance projects presented by Gabe Winfrey at the 05/09/22 BOD. The committee will be assembled after the Owner Forum meetings on 05/22/22 and 06/05/22.

The BOD also needs to review Top Aquatic's contract with the HOA and work on a renewal.

- ***No update 06/19/22***

- **Bridge Replacement at Spillway**

Parker Pacific has contacted the board and requested to collect the steel plates currently spanning the spillway at the lake. During dam improvements the wood bridge was removed and replaced by steel plates for equipment access. The steel plates were left in place and a permanent bridge has not been re-established. The bridge replacement will require a permit from the county. The ARC will be tasked with reviewing and selecting a bridge design for the replacement. The plates will be rented for 3 months with a goal of having a permanent bridge replacement installed by August.

- ***The BOD requested Keith's assistance preparing bridge designs for BOD review and approval. Keith will request an architect's assistance preparing beams calcs for permit submittal at the County. If the plan preparation has a cost, Keith to present anticipated costs to the board for approval.***

- **Committee Heads**

Per the 05/04/22 BOD meeting, a series of Committees and Task Forces will be established to aid the BOD in resolving ongoing business matters. A solicitation for committee members will be made at the Neighborhood Town Hall meeting. Task Force appointees will be made as required during BOD meetings.

Committees:

Finance Committee  
Landscape Committee  
Architectural Review Committee  
Social Committee

Task Force:

Landslide and Inlet Road (Keith Coppenger)  
Lake Restoration and Maintenance  
Bylaw and CC&R Review/Update

- Committee seats have been filled via the BOD forum meetings
- Committee heads to be appointed at 06/22/22 BOD meeting. The Board asks each committee to nominate the chairperson for their committee.
- ***No Update 06/19/22***

- **Inlet Road Landslide & Code Violation Notice/Remediation Strategy**

During inlet road clearing and dam improvement projects in 2021, fill was deposited in the clearing by the lake inlet. It has been determined that the fill was placed in a designated wetland by Oregon Department of State Lands. The county has notified the Oregon DSL of the issues. In winter of 2021/2022 the slide at the inlet road reactivated and slid across the road.

- Keith and the BOD have completed collecting documentation related to the inlet road slide.
- (4) Geotechnical firms have been engaged to provide a proposal for issuing repair recommendations for the slide. Geotechnical proposals should be available for BOD review by mid-July.
- The BOD will determine a path forward, including engaging Oregon DSL regarding the wetland deposit, one Geotech proposals are available for review.

- **Chip Spreading and Lake Common Area Clean-Up**

The HOA needs to perform some common area clean-up to take care of the current stockpile of wood chips by the lake. Also, the debris pile by the cedar grove needs to be removed. The BOD would like to schedule a work party in June.

- ***No update at 06/19/2022 meeting***
- **Front Gate Administration**

Superior Management has recommended the appointment of a front gate administrator to be the point of contact for issues related to the entry gate. The board and the administrator will need training for gate administration. The BOD will seek an appointee for an administrator at the Owner Forum meetings.

  - ***Beth Dolph has agreed to remain the front gate administrator for the neighborhood. ITEM RESOLVED.***
- **Backflow Testing**

Superior Management has notified the BOD that backflow testing will be required for HOA owned irrigation systems.

  - ***Backflow testing has been scheduled. ITEM RESOLVED.***
- **Burn Pile at The Lake**

The debris pile from the 2021 lake improvement projects needs to be removed. Per 06/05/2022 owner forum meeting, the pile is to be burned prior to the end of burn season on 06/16/2022.

  - ***The pile was burned on 06/09/2022. Bill and Keith to do final clean-up this week. ITEM RESOLVED***
- **Mole Service at Lake**

Per the 06/05/2022 BOD meeting, it was suggested that the BOD look into hiring a mole removal service for the lake common area.

  - ***Cody has requested proof of insurance from Mr. Hill Mole Exterminator. Once proof of insurance is received, the BOD will be notified.***

## 5. New Business

- **HOA Transfer Fee**

Per the October 2021 Annual Owner Meeting, the residents approved implementation of a \$7,500 transfer fee collected upon the sale of a property within Hidden Lake Estates. Although the transfer fee was voted on conceptually, it has not been formally implemented in the HOA bylaws.

  - John has discussed transfer fee implementation with Jason Grosz. Jason advised that transfer fees are not common, only occurring in about 10% of the HOA's he represents. Jason also advised that \$7,500 was greater than the typical transfer fee. He believes that \$5,000 would be more appropriate for Hidden Lake Estates home values
  - Implementation of the transfer fee requires an amendment to the bylaws. Approval of the amendment will require 75% voting approval by the HOA members.

- The transfer fee amendment can be presented to the membership once the Bylaw/CC&R task force completes their recommendations for amendments to the documents.

**6. Committee Actions/Recommendations:**

- **Social Committee:**

- 5 households have RSVP'd for the neighborhood potluck. The social committee will review the calendar and consider postponing the potluck to a later date in hopes of increasing attendance.

**7. Executive Session - Lot 21 Easement Agreements & Lawsuit**

- *No update at 06/19/2022 BOD meeting. An executive session with Damon Henrie (HOA/Real Estate Attorney) is re-scheduled for the 06/22/2022 BOD meeting, to review potential representation of the HOA in the matter.*

**8. Executive Session – Lot 23 Easement Agreements**

- *No update at the 06/19/2022 BOD meeting. The BOD has requested to re-schedule an executive session with the Lot 23 owners planned for the 06/22/22 BOD meeting. The executive session will be tentatively scheduled for an early July BOD meeting.*

**9. Next Meeting Date:**

Wednesday June 22, 2022, 6PM

*Upcoming Meetings:*

*07/06/2022, 6PM*

*07/20/2022, 6PM*

*08/03/2022, 6PM*

*08/17/2022, 6PM*

*08/31/2022, 6PM*

*Peter to send out notification of the scheduled meetings.*

**10. Future Meeting Topics**

- None at this time

**11. Adjournment**

Meeting adjourned at 4:40 PM