

HOA BOD Meeting Minutes 10/19/2022

1. Call to Order

- Meeting was called to order at 6:02 PM
- Board Attendees:
 - Peter Clark (President)-Present
 - John Wells (Treasurer)-Present
 - Cody Olson (Secretary)-Present
- Resident Observers in Attendance:
 - Bill Gaffi, Linda Macpherson
 - Don & Melinda Olson
 - Dave & Lori Byers
 - Ginny Wells

2. Review and Approval of Previous Meeting Minutes

The meeting minutes from the 09/28/22 BOD meeting need to be approved for the record.

- John made a motion to approve the 08/17/2022 BOD meeting minutes
- Peter seconded the motion
- The motion passed by unanimous vote
- ***The minutes from the 09/28/2022 BOD Meeting are approved***

Peter to post approved meeting minutes to the neighborhood website

3. Treasurer's Report

- The draft reserve study has been received by the finance committee. The committee will use the reserve study to draft a 2023 budget for BOD review and approval.
- The HOA currently has approximately \$154,000 in the bank (\$121,000 reserves, \$16,000 2022 operating funds, \$17,000 income)
- The BOD will review the 2023 budget at the next BOD meeting.

4. Ongoing Business & Updates:

- **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 County has notified the HOA that a Flood Plain work permit will be required for bridge construction. The cost of the permit is \$786. A board member will need to fill out the permit application.
- The BOD needs to select a contractor to construct the bridge
- Peter to work with the County on the permit application. Contractor solicitations will be discussed at a future BOD meeting.
- ***NO UPDATE (10/19/2022)***

- **Bank Erosion Repair at Tree Near Bridge Over Abernathy Creek**

Flow in Abernathy creek is eroding the bank along the Northwest end of the bridge and it is undermining a large tree directly adjacent to the bridge. The BOD needs to consider options for limiting bank erosion so the tree does not fall and damage the bridge. Peter to contact Clackamas Count to review permit requirements for this work.

- ***NO UPDATE (10/19/2022)***

- **Landscape Contract Review**

Ground Effects Landscape Maintenance has submitted a 24-month contract proposal for landscape services. The proposed contract is based on a \$2,550/month fee (\$30,600 annually). A copy of the contract outlining scope of work is attached to the minutes.

- ***Cody made a motion to approve the proposed contract from Ground Effects Landscape Maintenance without revisions***
- ***John seconded the motion***
- ***The motion passed unanimously***
- ***Peter to notify Ground Effects Landscape Maintenance that the contract proposal has been accepted.***

- **Sediment Pond Clearing**

Several of the sediment ponds within the HOA need to be cleared. The BOD needs to determine the best course of action for the clearing the ponds.

- ***Ground Effects Landscape Maintenance has submitted a quote of \$1,000 to clear the sediment pond near lot 27.***
- ***Peter & Melinda to request a quote from Ground Effects Landscape Maintenance to clear the sediment pond at the road intersection on Lot 8.***
- ***Melinda to request permission from property owners to deposit spoils from sediment removal on adjacent properties***

5. New Business

- OWRD Dam Inspection
 - The OWRD has contacted the BOD and has requested to visit the lake and inspect the dam.
 - The inspection has been scheduled for 10AM on Friday October 21, 2022

6. Committee & Task Force Actions/Recommendations:

- **Finance Committee (John Wells on behalf of Chris Sirpless)**
 - *See above under Treasurer's Report*
- **Landscape Committee (Melinda Olson)**
 - *See attached Meeting Minutes from 09-30-2022 Landscape Committee meeting*
 - *Ground Effects Landscape Maintenance has provided a quote for \$1,000 to perform brush mowing on the hillside below Hidden Lake Drive on the north side of the lake. The Landscape Committee is requesting board approval for the project.*
 - ***John made a motion to approve the \$1,000 cost for brush mowing***
 - ***Peter seconded the motion***
 - ***The motion passed unanimously***

- **Architectural Review Committee (Bill Winkenbach)**
 - *No Update 09/28/2022.*
- **Social Committee (Ginny Wells/Alicia Liberty)**
 - *The Halloween Hayride is scheduled for Sunday 10/30/2022 at 1 PM.*
- **Bylaw & CC&R Review Task Force (Linda Macpherson)**
 - *Work will continue on CC&R review. The Bylaw review is currently on hold. Revisions to both items will be considered after current legal matters are resolved.*
- **Inlet Road Task Force (Keith Coppenger)**
 - *No Update 09/28/2022*
- **Lake Restoration & Maintenance (Bill Gaffi)**
 - *Tom Gaskill, Executive Director of Oregon City Watershed is continuing to pursue grant money for stream restoration projects along Abernathy creek. He may request a letter of support from the BOD*
 - *Top Aquatic (Gabe) is currently working on draft recommendations for lakeside plant restoration.*

7. Legal Matters

- **Lot 21 Easement Agreements & Lawsuit (Executive Session)**
 - *Charlie Hammond (Geotechnical Engineer appointed by American Family) was on site today (10/19/2022) to perform field reconnaissance on the inlet road slide area. He is currently working on a formal report of recommendations to stabilize the hillside.*
- **Lot 23 Easement Agreements**
 - **NO UPDATE (09/28/2022)**

8. Next Meeting Date:

Wednesday October 26, 2022, 6PM

Upcoming Meetings:

TBD

Peter to send out notification of the scheduled meetings.

9. Future Meeting Topics

- 2023 Budget Review/Approval (10/26/2022)

10. Adjournment

Meeting adjourned at 7:01 PM

GROUND EFFECTS

LANDSCAPE MAINTENANCE



P.O. BOX 2437 Oregon City, Oregon 97045

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lcb9707

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ANNUAL LANDSCAPE SERVICE AGREEMENT

7/22/2022

Hidden Lake Estates HOA
Hidden Lake Drive
Oregon City, OR. 97045

This Annual Landscape Agreement is for 2 years or 24 months starting from the date signed.

The monthly charge for specified services is \$2,550 with the yearly cost of \$30,600 Goods and services not included in this maintenance schedule may be addressed on a time and material basis at \$55 per hour/per man.

THIS SERVICE AGREEMENT IS FOR YEARLY SERVICE and is amortized over a 24 month period, and renews with notice on the renewal date. Either party with written notice of at least 60 days can terminate this service agreement. All past due accounts are subject to a 2% per month (24% annual) Finance charge.

CONSIDERATION/PAYMENT: In consideration for the Contractor's performance described here, Hidden Lake Estates agrees to pay to Contractor the total yearly sum of \$30,600 for for the term of contract payable in 12 equal payments of \$2,550. The 2nd year with a total yearly sum of \$30,600 payable in 12 equal payments of \$2,550. Invoices will be sent on or about the 1st day of each month for the previous months services and shall be due by the 30th of each month.

Client Signature Maintenance

Start Date

LANDSCAPE SERVICE DESCRIPTION

1. MOWING:

Mowing of all turf areas will be provided as needed beginning in February and continuing through November Including park area around fire pit towards outflow and both sides of road across bridge

2. EDGING:

Edging of turf areas along curbs, sidewalks, beds, etc., will be provided every two weeks during growing season. Areas around signs, light poles, and fire hydrants are to be trimmed weekly. (19 times per year)

3. TRIMMING:

Weed eat from memorial bench to bridge between road and lake 2 times per month or as needed. Weed eat around entire bank of lake 1 time per month

Weed eat above rock wall Just past Lake Ridge way 5 feet back from top of bank as needed to maintenance attractive appearance.

4. FERTILIZING TURF:

Fertilizing of Entry Turf areas will be performed bi-monthly. All fertilizing material is to be blended and contain proper nutrients. Additional fertilizing shall be provided on a time and material basis. (5 times per year)

5. LAWN WEED HERBICIDES (turf):

Entry turf areas will be sprayed for germinated broadleaf weed control. Spot treatment may be necessary. (2 times per year/or as needed)

6. POLICE AND HAND WEED:

All landscaped areas are to be walked through to remove litter weekly.

7. POST EMERGENT:

Entry bed areas are to be sprayed as needed to control unwanted weeds and grass.

Barkdust area along white fencing from entry to around the downhill bend to be sprayed 1 time per month. Shoulder rock and bar ditches all throughout development to be sprayed 1 time per month.

8. Leaves

Leaves will be blown each visit during leaf season. Final clean up will be done when all leaves are down.

9. RAKING OF PLANTER BEDS:

Raking of entry planter beds is to be provided as necessary to promote an attractive appearance.

10. BLOW/SWEEP WALKWAYS:

Entry to be blown as needed with maintenance.

Park area around mailbox as needed with maintenance

11. PRUNING:

SHRUBS: Entry way Pruning as required for proper growth, development, and traffic control is to be performed as needed. "Disbudding Rhododendron not included"

TREES: Trees (up to 12ft) this service is for clearance only over sidewalks, driveways and any other areas that may be obstructed from walking safely under.

12. FRONT BERMS

Front berms along Redland behind white fencing to be maintained weekly. Remove debris and any unwanted growth, sucker trees ect..

13. SNOW REMOVAL:

Hidden Lake estates has priority for snow removal. Meaning first property we will head to if an event occurs.

Snow plowing will occur when needed 1 time per 24hrs. Snow will be pushed to clear a pathway for vehicles to drive throughout all roads in development. Pathway may or may not be taken down to bare pavement. If additional plowing is needed within 24 hour period it will be billed at \$135 per hour.

Snow must have minimum depth of 4 inches to trigger a snow plow. If HOA wants it plowed below 4 inches a charge of hourly rate will be charged.

De Icing- upon request. \$135/hour plus cost of granular de icer at a rate of \$1 per pound

Billing starts when dispatched to property and stops when leaving property.

14. IRRIGATION:

Activation, de-activation, monitoring of your irrigation system is included in your agreement. Repairs to heads, valves, controllers, main lines, lateral lines, and damages caused by others are to be provided on a time and materials basis. (\$55/hr + materials)

15. OFF SEASON VISITS:

Visits will be made to clean up and police for garbage and debris. This service will be provided on an as needed basis. However a drive through will occur 1 time per week to check the property (Varies-A/N)

THESE SERVICES LISTED BELOW ARE NOT INCLUDED IN THIS AGREEMENT; HOWEVER WE CAN PROVIDE YOU WITH ANY OF THESE SERVICES ON A TIME + MATERIALS BASIS UPON REQUEST.

1. Moss removal or control of any kind.

2. INSECTICIDE SPRAYING:

Spraying for control of insects and disease on plant material is to be provided as needed on a time and materials basis.

3. Cleaning and/or repairing from acts of vandalism, natural disorders, or acts of God (Ex: freeze, wind, fire, etc.)

4. BARK DUST:

Bark dust is to be applied upon request on a time and materials basis.

5. TREES:

All pruning and/or thinning of trees any size including fruit trees (Bid upon request)

6. Spraying of any blackberries

ANNUAL MAINTENANCE SCHEDULE

HIDDEN LAKE ESTATES HOA

FUNCTION

FREQUENCY

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	
<u>MOWING:</u>		1	3	4	4	4	4	4	4	4	2		38	
Front Entry		1	3	4	4	4	4	4	4	4	2		38	
Lower fields		1	3	4	4	4	4	4	4	4	2		38	
<u>EDGING</u>		1	2	2	2	2	2	2	2	2	2		19	
<u>TRIM</u>		1	3	4	4	4	4	4	4	4	2		38	
<u>FERTILIZER</u>				1		1		1		1		1	5	
<u>WEEDEAT:</u>		1		1	1	1	1		1		1		7	
Lake		1		1	1	1	1		1		1		7	
Park Stream		1		1	1	1	1		1		1		7	
Detention Pond		1		1	1	1	1		1		1		7	
Hillside		1		1	1	1	1		1		1		7	
Rock walls Both		1		1	1	1	1		1		1		7	
<u>SPRAY:</u>			1	1	1	1	1	1	1	1			8	
Barkdust areas			1	1	1	1	1	1	1	1			8	
Ditches			1	1	1	1	1	1	1	1			8	
Leaf control				One time per month during leaf season until final clean up									A/N	
<u>SHRUBS & GROUND COVERS:</u>														
Pruning shrubs (shearing)				1			With maintenance				1			2
<u>IRRIGATION:</u>														
Start Up System				1										1
Shut Down System											1			1
Monitor System				MONITOR AND ADJUST DURING THIS PERIOD									A/N	
<u>OTHER:</u>														
Off Season Visits		2										2		6
Trash				Police for trash during regularly scheduled visit									A/N	
Blow rocks off roadway										A/N				
Pick up debris							Each visit as needed							A/N
Pressure wash fence street side only					1									

This frequency schedule is representative of the number of visits and scope of services proposed, it is not intended to be a schedule commitment, which will vary depending on weather and other conditions

ADDITIONAL SERVICES:

The Contractor agrees to perform the grounds maintenance services, noted on the Annual Service Agreement. Services performed and/or materials delivered, which are not specifically mentioned here, will be deemed additional services. Additional Services will be billed separately and all payments are due upon receipt. Contractor will furnish all materials, labor, supplies and equipment necessary to perform the services specified.

LIABILITY:

Contractor is an independent contractor and the Owner assumes no liability for injury to the Contractor or the Contractor's agents or employees, unless such injury is caused by the Owner, the Owners agents, servants or employees by negligence or intentional acts. It is further understood that the Contractor is not liable for any damage of any kind that is not caused by the negligence of the Contractor; its agents or employees.

INSURANCE:

Contractor agrees to carry the required insurance and name Owner and their agents as additionally insured, if requested.

FW: Lake & Landscape Committee Meeting minutes - 9/30/22

Mama <mama@earthmama.com>

Wed 10/12/2022 5:30 PM

To: Peter G Clark <peter@clarkgrouprealtors.com>;Cody Olson <olsonco@hotmail.com>;John Wells <gwjwshare@gmail.com>

Cc: Bill Gaffi <bill@whiterabbitcellars.com>;Ann Marie Jones <amariespinelli@gmail.com>;de.copp@aol.com <de.copp@aol.com>

From: Ann Marie Jones <amariespinelli@gmail.com>**Sent:** Sunday, October 02, 2022 4:43 PM**To:** Melinda Olson <melinda.olson@me.com>; Mama <mama@earthmama.com>; Coppenger DeAnn <de.copp@aol.com>; Peter G Clark <peter@clarkgrouprealtors.com>**Subject:** Lake & Landscape Committee Meeting minutes - 9/30/22**Landscape Committee Meeting Minutes, Friday, September 30, 2022**

The meeting began at 2pm.

In attendance: DeAnn Coppenger, Bill Gaffe, Ann Marie Jones, Melinda Olson, Gabe Winfrey, Mark Rosencrantz

1. Lake Restoration - Bill and Mark reported on recent field trip to Fern Hill Wetlands. See Mark's notes below.

9/14/2022

Fern Hill Wetland tour with Hidden Lake HOA Landscape Committee and Lake Restoration Task Force

Visited with Jared Kinnear at Fern Hill site

Nutria

They control nutria by hiring a contractor to shoot them. They used to trap, but the nutria are getting trap shy. They install thick gauge chainlink fence on the soil before planting to prevent nutria from burrowing. Also, nutria do not like burrowing in areas with extensive root systems so they avoid areas with larger trees.

Littoral

They contour the shoreline 10:1 and hydroseed a native plant mix. This shallow slope discourages nutria, and once the planting mix grows wave erosion is not an issue. They have other areas with 3:1 or 4:1 but nutria like those steeper slopes. They were able to lower the water level and allow plants to establish before flooding. Otherwise it would be difficult to establish vegetation before the soil is eroded by wave action.

Jared suggested low plantings like Pacific Willow and various native shrubs on the dam to both hide the riprap and stabilize the banks that have not been armored. Chainlink fence can be placed before plantings are introduced.

Wapato is a good emergent plant that helps stabilize the shoreline once it is established. Once it is propagated it spreads readily via rhizome and seed.

Shoreline

A complex mix of native shrubs, berry bushes and Pacific willow provide habitat and food for birds. The vegetation will eventually reach about 10 feet in height so sight lines will be disrupted. They planted a mix of vegetation that flowers at different times of the year, and also some evergreen shrubs to avoid bare stems during winter. This may have to be trimmed occasionally to avoid encroaching on the pathway. However, it may be appropriate at HLE to have a mowed or low ground cover buffer between the shrubs and path so it is not so claustrophobic.

Jared provided an extensive planting list. (attached in his email)

Pathway: Move the path away from the lake edge, Incorporate wood chips into shoreline planting to help amend soil, Fern Hill use 1/4- gravel for their pathways with metal edging for ADA compliance and because it feels good underfoot

- Mark encouraged us to reach out to the HOA homeowners to gain support of the lake restoration. What is the vision of the community and how do we engage everyone to support restoration efforts? Discussed community volunteer project to plant seeds and small native plants around lake. Gabe shared a listing of native plants for consideration. Gabe and Mark are going to put together a few possible planting vignettes so residents can get a visual idea of suggestions for plantings around the lake. These can be shared with the community so they have an idea of what it will look like and the vision they see for the ultimate outcome.
- Gabe will also create a Google drive to house all related documents in one place for ease of access. A link to this drive could also be provided on our HOA website.
- **Use of Glycol phosphate** - Gabe discussed progress on reduction of glycol phosphate in areas around the lake. He and Mike, our HOA landscaper, have collaborated this year on use of less chemicals (Six times less spraying than previous use reported by Gabe), increased manual extraction and plants more conducive to lakefront growth.
- **Aeration** of the lake was discussed and possible use of a timer for reduced periods throughout the day/night. Gabe will be turning these off during the winter months.
- **Reseeding the Burn Pile** - Melinda discussed the need to reseed the burn pile near the lake. This is cleaned up with Bill's help and is smoothed for planting. We discussed Linda MacPherson's idea of planting milkweed seeds to attract monarch butterflies. We can do that on the area that was a wood pile? Thank you Bill for adding topsoil and leveling the area! If everyone agrees, we will plant crimson and red clover there as well. Crimson clover attracts wildlife and butterflies/bees and amends the soil. Red clover is a perennial and also amends the soil. Both will also do well and be undisturbed on that entrance hill below the road after the blackberries are diminished.
- Melinda has milkweed and clover seed for this area and the slope beneath the road.
- Melinda discussed the need for removal of the blackberries from the adjacent hill and seed with plants that flower along the hillside. Bill will contact the contractor who has a brush cutter machine to do this job. (See subsequent notes that Mike has given us a bid for this work.)
- **Cleaning up the Berm / Refreshed planting** – Mike's contract was reviewed and berm maintenance is included. Melinda to contact Mike to meet for a walk-through of areas that need attention. It was also noted that the irrigation in the front entrance area needs to be redirected off the pavement and into the landscaped areas. Plant selection in this area will be discussed since several shrubs are struggling and will need to be replaced. **As Offered** - Ann Marie raised an issue she had brought forward in past HOA meetings that has not been addressed to date. This is regarding the overgrowth of trees/plants in the HOA easement drainage areas. One is located between Nathan and Penny and Trace and Alicia's properties along Hidden Lake Drive. The sign "Slow 20mph" is obstructed from view and the tree limbs/blackberries are reaching out over the road. A tree that had fallen in a past storm was left in this area and potentially may cause future flooding of the road if not addressed. Melinda offered for Don and her to prune the problem areas until the tree trunk and other plant debris removal can be scheduled with Mike and his crew. (see subsequent notes and Mike's quote)

- Meeting was adjourned at 3:46pm

Respectfully submitted

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