

HOA BOD Meeting Minutes 09/20/2023

1. Call to Order

- Meeting was called to order at 6:00 PM
- Board Attendees:
 - Peter Clark (President)-Present
 - John Wells (Treasurer)-Present
 - Cody Olson (Secretary)-Present
- Resident Observers in Attendance:
 - Ginny Wells
 - Melinda Olson
 - Gary Myers

2. Review and Approval of Previous Meeting Minutes

The meeting minutes from the 08/23/23 BOD meeting need to be approved for the record.

- John made a motion to approve the 08/12/2023 BOD meeting minutes.
- Peter seconded the motion
- The motion passed by unanimous vote
- ***The minutes from the 08/23/2023 BOD Meeting are approved.***

Peter to post approved meeting minutes to the neighborhood website

3. Treasurer's Report

- Currently the HOA has \$167,502.51 in the bank accounts, of which \$142,715 is allocated to reserves.

- **Reserve Study**

Pono has completed the draft Reserve Study for BOD review and approval. The Reserve Study recommends an annual Reserve Fund contribution of \$20,000-\$22,000 in the 2024 HOA operating budget.

- John made a motion to approve the Reserve Study as submitted by Pono.
- Peter seconded the motion.
- The motion passed by unanimous vote.
- ***The Reserve Study is approved by the BOD.***
- ***John to notify Pono to finalize the report. The report final draft will be posted to the HOA website.***

- **2024 Operating Budget**

The finance committee has prepared a proposed budget for 2024 and submitted for BOD review and approval.

- Cody made a motion to approve the 2024 Budget as submitted.
- Peter seconded the motion.
- The motion passed unanimously.
- ***The 2024 Operating Budget is approved by the BOD. Annual membership dues to be set at \$3,850/year.***
- ***The approved budget will be posted to the HOA website.***

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.
- The BOD is considering pre-fabrication of a bridge that can be transported and set into place at the spillway. This would eliminate construction work occurring in the waterway, which is a large part of the permitting concern with the County.
- Peter to check with Bill Gaffi on availability to assist with construction of the bridge.
- Cody to research pre-fabricated bridge options and report back at the next BOD meeting. This project has funding budgeted in the reserves. John to research and provide budgeted amount.
- The budget for the project is \$5,000. Peter requested to put the project on hold as he seeks volunteer help from HOA members. (07/12/2023)
- **No Update (09/20/2023)**

- **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 County to review permit requirements for this work.

- Peter has discussed this repair with Ground Effects Landscaping and has requested a formal quote. The reserves have budgeted \$8,000 for this work. Cody to request permitting guidance from the Oregon Water Resources Department. (07/12/2023)
- ORWRD has referred the repair to Tony Janicek (State Engineer) for review but he has not provided a response. Cody to check in with Tony to seek guidance. (08/23/2023)
- ***Tony Janicek (OWRD) has confirmed that OWRD does not need to review the repair because it is not part of the dam. (09/20/2023)***
- ***The BOD hired Nick Bloundon (Bloundon Engineering) to review the erosion and provide a letter of recommended repairs. Bloundon recommended repairs to both the bank erosion and also erosion at the bridge abutment. The repair is larger in scale than initially approved by the Oregon Department of State Lands. The recommended repairs will require a coordinated permit effort between Oregon DSL, US Army Corps of Engineers, Oregon Department of Fish and Wildlife, and possibly Clackamas County (due to the bridge work). (09/20/2023)***

- ***Cody to research the permitting requirements for this project and report back at the next BOD meeting. (09/20/2023)***
- **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
 - Upper sediment pond clearing complete (10/26/2022)
 - The BOD, via the Landscape Committee, obtained written permission from related property owners to deposit spoils adjacent to the pond
 - The mailbox sediment pond work has been postponed until next year due to weather.
 - Peter to work with Landscape Committee to solicit a quote for this work from Ground Effects Landscaping (05/17/2023)
 - Ground Effects Landscaping has quoted \$4,500 to clear the sediment pond at the intersection near the cedar grove, and to clean out the sediment pond near 17876 Hidden Lake Drive. This project is accounted for in the HOA Reserve Study. (07/12/2023)
 - Peter made a motion to approve Ground Effects to complete the work as quoted.
 - Cody seconded the motion.
 - The motion passed unanimously.
 - Peter to contact Ground Effects Landscaping and request that they proceed with the work.
 - The work at the sediment pond near the cedar grove is complete. Work is in progress at the sediment pond near 17876 Hidden Lake Drive. Ground Effects has requested an additional \$750 to add rock around the catch basin to repair erosion. (08/23/2023)
 - John made a motion to approve the additional \$750 expense to repair the catch basin.
 - Cody seconded the motion.
 - The motion passed unanimously.
 - Peter to notify Ground Effects to proceed with the catch basin erosion repair (08/23/2023)
 - ***Work is complete. This item is resolved. (09/20/2023)***
- **Main Entry Landscape Improvements**

The Landscape Committee has solicited a quote from Ground Effects to update the landscaping and planting at the main entry. The quote exceeds the budgeted amount for landscaping in the 2023 approved budget and exceeds the amount the BOD is authorized to approve without a neighborhood vote.

 - The BOD will consider budgeting for this project in 2024 and will seek neighborhood input to determine if the members are interested in pursuing/funding this project (05/17/2023)
 - Peter to request a quote from Ground Effects Landscaping for a phased approach to this project. The project will then be incorporated into the updated reserve study to be completed this year. (07/12/2023)

- The BOD will seek public comment regarding this project to determine membership support and project scope. The project will be turned over to the Landscape Committee to request bids. (08/23/2023)
- **No update (09/20/2023)**

- **Care for Trees at Cedar Grove**

Several of the trees at the Cedar Grove are showing signs of stress. The HOA needs to seek guidance from an Arborist regarding how to treat/rehabilitate the condition of the trees.

- John presented recommendations provided by Arbor Now. Arbor Now has cited a root fungus as the source of the issue and has recommended treating with sulfur. (08/23/2023)
- Bill has reached out to the head forester at OSU for recommendations and is waiting to hear back. (08/23/2023)
- Peter to check with the previous board regarding the recommendations made by a previous arborist. (08/23/2023)
- **Mulch has been spread at the bases of the trees (09/20/2023)**
- **John to contact Arbor Now for a quote for Sulfur Treatment and a quote for removal (09/20/2023)**

- **Dead Tree Removal Near Intersection of Lake Side Court**

There is a sizeable tree that is dead and had fallen over into a neighboring tree. The neighboring tree is currently holding up the dead tree adjacent to Hidden Lake Drive presenting a potential hazard if the dead tree is allowed to fall.

- John met with Arbor Now to seek a quote for removal of the tree. Arbor Now quoted \$2,500/day for work on site. They recommended removal of the dead tree near the intersection as well as “topping” the dead tree on the levee at 10’ tall. They will chip the trees and dump them at the cedar grove for use as mulch. They have estimated all work would be completed in a single day. (08/23/2023)
- John made a motion to approve the expense of \$2,500 to have Arbor Now complete the work they have recommended.
- Peter seconded the motion.
- The motion passed unanimously.
- John to contact Arbor Now and notify them to proceed with the work. (08/23/2023)
- **Work is complete. This item is resolved. (09/20/2023)**

- **Return Lake to Upper Level (Replace Top Board on Dam)**

Prior to the levee repairs the top board of the spillway was removed to lower the lake and reduce stress on the levee. Now that the repairs are complete, the lake water level can be returned to the high-water elevation.

- Cody made a motion to replace the board on the dam and return the lake to the high-water elevation.
- Peter seconded the motion.
- The motion passed unanimously.
- Peter to notify Gabe to replace the board on the dam
- **Work is complete. This item is resolved. (09/20/2023)**

- **Lake Maintenance and Restoration Projects**

Top Aquatic has prepared an information packet and quote to implement a series of lake restoration projects for BOD consideration.

- The BOD has requested the Lake Restoration and Maintenance Committee review Top Aquatic's quote and work with Gabe to finalize project scope and pricing that the Committee can present to the BOD and make a recommendation for accepting.
- Once the BOD receives the recommended project scope and pricing, the BOD will seek public comment from the membership prior to proceeding.
- ***No Update. Peter to check in with the Lake Restoration Committee regarding the status of a recommendation (09/20/2023)***

- **White Fence Cleaning**

Members of the HOA membership recommended including pressure washing of portions of the backside of the white fence that are visible from the road as part of Ground Effects contract.

- Peter has contacted Ground Effects regarding the added pressure washing. Ground Effects has offered to include washing the backside of the fence in exchange for a 2-year contract renewal for their services. Peter to get a copy of the contract.
- ***The Landscape Committee has requested a meeting with Ground Effects to review contract scope and performance. Peter to contact Ground Effects to set-up a meeting. (09/20/2023)***

5. New Business

6. Committee & Task Force Actions/Recommendations:

- **Finance Committee (Chris Sirpless)**
 - *No update 09/20/2023*
- **Landscape Committee (Melinda Olson)**
 - *No update 09/20/2023*
- **Architectural Review Committee (VACANT)**
 - *No update 09/20/2023.*
- **Social Committee (Ginny Wells/Alicia Liberty)**
 - *No update 09/20/2023*
- **Bylaw & CC&R Review Task Force (Linda Macpherson)**
 - *No Update 09/20/2023*
- **Lake Restoration & Maintenance (Bill Gaffi)**
 - *No Update 09/20/2023*

7. Legal Matters

- **Lot 21 Easement Agreements & Lawsuit (Executive Session)**

- *The easements that are part of the settlement agreement have been recorded. There are two items required to finalize the agreement:*
 1. *A recorded easement for portion of the pipeline that passes through the Whitted Lot*
 2. *There is a correction to the Lot 21 pipeline easement that is required based on a discrepancy in the pipeline route on the currently recorded easement.*
- *No Update (09/20/2023)*
- **Tadpole Park Lawsuit**
 - *See above. The Tadpole Park matter has been coupled with the Lot 21 matter.*
- **Lot 23 Easement Agreements**
 - *No update 09/20/2023*

8. Next Meeting Date:

- The next meeting is scheduled for October 11, 2023 at 6 PM
- Peter to send out notice to the HOA membership.

9. Future Meeting Topics

- None at this time

10. Adjournment

Meeting adjourned at 7:35 PM