

HOA BOD Meeting Minutes 05/04/2022

1. Call to Order

- Meeting was called to order at 6:53 PM
- Attendees:
 - Peter Clark-Present
 - John Wells-Present
 - Cody Olson-Present
 - Various HLE residents attended in a public capacity

2. Appointment of Officers

The new BOD needs to appoint directors to officer positions.

- John made a motion to appoint Peter Clark as President, John Wells as Treasurer, Cody Olson as Secretary
- Peter seconded the motion
- The motion passed by unanimous vote
- ***The Board appointed officers for the current BOD is as follows:***
 - Peter Clark-President***
 - John Wells-Treasurer***
 - Cody Olson-Secretary***

3. Review and Approval of Previous Meeting Minutes

The meeting minutes from the 3/27/22 BOD meeting need to be approved for the record.

- John made a motion to table approval of the minutes until the next board meeting in order to allow the BOD to properly review
- Peter seconded the motion
- The motion passed by unanimous vote
- ***The minutes will be review and approved at the next BOD meeting***

4. Ongoing Business & Updates:

- **HOA Legal Representation**

The BOD would like to retain legal representation to serve as General Counsel for HOA affairs. John presented information related to retaining Jason Grosz as general counsel. The HOA is a current client for Mr. Grosz, therefore no engagement letter is required. The fee structure for services is as follows:

Jason Grosz	\$400/hr
Paralegal/Clerk	\$125/hr
Legal Associate	\$250 - \$325/hr

The representation is for general counsel only as does not include participation in the ongoing litigation matters related to Lot 21.

- Peter made a motion to approve retaining Jason Grosz's services as General Counsel
- Cody seconded the motion
- The motion passed by unanimous vote
- ***Jason Grosz will be retained as general counsel. John Wells to contact Jason and inform him of the board's decision***

5. New Business

Neighborhood Town Hall Meeting

John suggested a Neighborhood Town Hall meeting to provide the HLE residents a forum to have open discussion with the board regarding issues within HLE. Peter and Cody agreed that this was a good idea.

- ***The Neighborhood Town Hall meeting is tentatively scheduled for 05/22/2022 at 4 PM.***
- ***Peter will take care of sending out an invite to the neighborhood with proper notice***
- ***BOD to continue discussion regarding format of the meeting and agenda***

Committee Heads

Peter has suggested re-establishing committees to assist with ongoing matters within HLE. After discussion, the following committees will be established:

- Finance Committee
- Landscape Committee
- Architectural Review Committee
- Social Committee
- ***A solicitation for committee members will be sent out with the notice to the Neighborhood Town Hall meeting. Committee members will be appointed following the Town Hall.***

During discussion regarding the committee structure, John suggested Task Force groups to assist with resolving some of the temporary issues the HOA is currently tasked with. After discussion, it was determined that (3) task forces are needed at this time:

- Landslide and Inlet Road
- Lake Restoration
- Bylaw and CC&R review/update
- ***The board will seek appointees for these positions and make appointments in the coming weeks***

Clackamas County Code Violation Notice/Remediation Strategy

The HOA has received a code violation notice related to the inlet road improvement work that occurred in 2021. Clackamas County has determined that fill was deposited in a Habitat Conservation Area. The County is requiring a remediation strategy be submitted, approved, and implemented in order to resolve the violation. At this time, the County has agreed to waive the fines associated with the violation so long as the HOA is actively working on resolution.

- John made a motion to appoint Keith Coppenger as "Task Force" lead in resolving this issue
- Peter seconded the motion
- The motion passed by unanimous vote.
- ***Keith Coppenger will serve as the main point of contact with the county in resolving this matter***
- ***Keith to contact Clackamas County to request a May 12th meeting on site to review the violation***
- ***Cody to contact Parker Pacific (Blake) to review the work they performed in the area, notify them that a code violation has been received, and invite their participation in resolving the matter***

HOA Zoom Subscription

The HOA is in need of a Zoom subscription to facilitate virtual meetings. The cost of an annual Zoom subscription is \$150/yr.

- Cody made a motion to obtain the subscription
- Peter seconded the motion
- The motion passed by unanimous vote
- ***The HOA will obtain an annual Zoom subscription***
- ***John will take the lead on procuring the subscription***

Lake Maintenance Contract and Improvement Projects

Gabe Winfrey has contacted the BOD and requested a meeting to review the annual lake maintenance contract and the list of lake improvement projects on the HOA's long term plan.

- ***Gabe will be provided 30 minutes for a presentation to the BOD at the next board meeting to bring the board up to speed on the list of projects***
- ***Per Cody's request, Gabe to provide a proposal for contract renewal (current contract expires is July) next week, so the board can review***

Bridge Replacement at Lake 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.

- ***John to call Parker Pacific and discuss whether retrieving the plates prior to dry weather is a feasible option. There is concern that the equipment required to retrieve the plates will damage the common areas.***
- ***Keith and Bill offered to review and see if a tractor is capable of retrieving the plates to the road without damaging the common areas***
- ***As an alternative, the HOA can rent the plates from Parker Pacific for \$640/month. The board will review this option after the above items are explored.***

PONO Reserve Study

The BOD has received a proposal from PONO for a 3-year contract to prepare the proper reserve studies required by law. The proposal is for \$1,187/yr.

- John made a motion to approve the proposal
- Peter seconded the motion
- The motion passed by unanimous vote
- ***PONO will be engaged by the board to provide reserves studies per their proposal.***
- ***John to contact PONO to initiate their services***

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.

- Keith presented the board with an option to chip the debris pile and spread the chips in the cedar grove. He will report back on options for chipping the pile.

- Cody recommended a work party to spread chips at the grove and the path to use up whatever chips we can
- ***The BOD would like to schedule a work part tentatively for Mid-June. The neighbors will be asked for input on a date at the Town Hall Meeting.***

6. Sub-Committee Actions/Recommendations:

None at this time

7. Execute Session - Lot 21 Easement Agreement and Lawsuit

- John made a motion to move to executive session for the BOD to discuss the matter
- Cody seconded the motion
- ***The board moved to executive session at 8:46 PM***
- ***The board reconvened from executive session at approximately 9:13PM***
- Cody made a motion to have the HOA remain as co-plaintiff in the suit and retain Jeff Seymour as legal representation
- John seconded the motion
- The motion passed by unanimous vote
- ***The HOA will remain as a co-plaintiff in the lawsuit. Jeff Seymour to continue to serve as the HOA's legal representation.***
- ***Cody to contact Jeff Seymour to inform him of the decision and request that Jeff participate in an executive session at one of the next (2) board meetings for legal consultation on the state of the lawsuit.***

8. Next Meeting Date:

Monday May 9, 2022 6:00 PM. *Peter to send out notification*

9. Future Meeting Topics

- Lot 23 Easements/Vineyard
- Landslide at Inlet Access Road
- HOA Transfer Fee

10. Adjournment

Meeting adjourned at 9:20 PM