

**STARWOOD HOA BOARD OF DIRECTORS' MEETING
TUESDAY, OCTOBER 16, 2018 AT 7:00 PM
THREE SISTERS SCHOOL, BEND, OR**

PRESENT: Steve Mulkey, Mike Kentley, Aaron Loukonen, Laura Thompson-Ball, Michelle Wainwright and Carrie Smith (Brick House Property Management)

ABSENT: Robert Curzon (excused)

Approximately 20 homeowners attended this meeting.

OPEN FORUM: The open forum was moved to the beginning of the meeting. Homeowners asked questions regarding deterioration of specific natural landscape plants, loose dogs and waste, and CC&R violations.

Suggestions included dog poop stations at specific locations. Michelle Wainwright explained that Brick House Property Management had sent out to all homeowners a list of most common violations. Homeowners have taken notice and several parked trailers have already been moved. Brick House Property Management will begin sending courtesy notices to homeowners in violation of the CC&Rs this week.

CALL TO ORDER AND CONSENT TO AGENDA:

The meeting was called to order by Steve Mulkey at 7:17 pm.

REVIEW AND APPROVE PRIOR MEETING MINUTES:

The previous minutes from the June 26, 2018 board of directors' meeting were read.

A motion was made by Steve Mulkey and seconded by Aaron Loukonen to approve the June 26, 2018 board of directors' meeting minutes. Unanimously passed.

REVIEW AND ACCEPT SEPTEMBER FINANCIALS:

Aaron Loukonen presented the financials for the period ending September 19, 2018.

The balance of assets is \$350,784; the balance of liabilities and equity were \$350,784.

Income included \$96,172 from dues, \$10,531 for RV income. Expenses totaled \$52,521. Total assets held by the association is \$350,784. This includes \$148,236 in Washington Federal Reserve account, \$47,989 in Wells Fargo checking account, and \$21,526 in the RV storage checking account. Other assets include \$39,982 in the FIB Reserve CDs and \$91,702 in the WFed Reserve CD.

He mentioned that a CD with Washington Federal had expired on September 3, 2018. Money from this CD was placed into the money market account for the association.

All new signature cards are on file with the bank for the community accounts. The financials were accepted as presented with no changes.

COMMITTEE REPORTS:

ARC COMMITTEE: Debra Coss informed the group that 36 projects have been reviewed since March, 2018. There are six pending projects to date. The ARC records all documentation and provides summaries to Brick House Property Management.

LANDSCAPING: Bob Wilkinson informed the group that they are preparing for the end of the season. The grass has grown exceedingly well this year and he suggests a mulch kit be installed on their mower for the upcoming season since there are considerable grass clippings. The cost is approximately \$400 and could be installed with the maintenance of the mower in March, 2019. Irrigation seasonal flow has been cut to approximate 30% output for this time of year. Swalley installed a metal cover on the concrete standpipe for the front irrigation system. The feeder and runoff ditches for the front pond need cleaning and maintenance which can be done prior to the spring operation.

They have been in contact with Thompson Pump for the annual blowout of the irrigation pipes which will occur in November. It was determined that the broken feed pipe to the pond will be fixed after the water is turned off for the season. This

pipe has been inspected by Cascade Pump and Irrigation and It was suggested that Roto-Rooter be called for this work.

Bob Wilkinson explained that the removal of landscape yard debris materials will need to be done in the near future. Deschutes County is very costly (it cost upward of \$4,000 to remove these materials several years ago). A review by Bend Garbage and Recycling indicated approximately \$6700 total for removal. Bob also mentioned he has reached out to Bar Seven A in Redmond and is hoping this may be another option for removal that will not include burning of the large debris piles. He is continuing to source other options in this regard. Bob Wilkinson suggested that two, 40-yard dumpsters could be placed into the green disposal site that could be easily removed when needed. Signs are also needed for the disposal site with the new management contact information. He noted that there has been sod debris dumped into the recycling areas that does not appear to be from the Starwood community.

Bob Wilkinson provided an on-site inspection tour for Brick House Property Management. He also mentioned that the soccer nets need to be replaced for next season. The pavilion cover has been removed for the season; galaxy park signposts were painted, flowerbeds were trimmed for the season and repairs were completed on the basketball nets.

Additional irrigation water was supplied to the Sanitation District to assist with the cleaning of the septic system.

COMMON AREA AND FACILITIES: There was no report from this committee.

SECURITY AND SAFETY: Laura Thompson-Ball presented the report for this committee. She mentioned that patrols are needed along with signage off of Hunnel Road. There are breaches in the fence lines on both sides of Valeview that need to be moved and repaired. It was noted that Robert Curzon had received quotes for fencing in these areas and that the owner of the trailer park had been contacted but the owner declined to help pay for fencing repairs. Laura Thompson-Ball noted that there are several barbeques from this community that have been placed extremely close to the fence lines that could pose a fire hazard. There are also items that have been placed as storage over the fence. It was the recommendation that the fence be repaired or replaced by the trailer park. There

are also security problems associated with this trailer park and trespassing onto Starwood property. The Firewise program literature will be provided to the board by Brick House Property Management. Starwood Property signs were suggested to be posted in several locations.

Steve Mulkey informed the group that a large parcel of land owned by Greg Ferris has been sold and will be subdivided into three parcels. Presently, the main house is listed for sale. A fence that was installed years ago on the eastern border with Starwood is encroaching on Starwood property.

There are areas within the community where bikes can enter through fence openings and it was mentioned that no parking signs should be placed at the pull-out sections by the mailbox areas to deter trespassing. It was recommended that a tow truck company be contacted and signs posted at the mailbox areas.

Jim Porter, Bend Police Chief, informed the group that he researched the crime stats for the community. He references two other similar communities, one gated, in this research (Mt. High and Boonesboro). These statistical comparisons are from August 2016 through September 2017. There were high re-contacts and double the number of animal control calls. There were 6 calls for prowlers and he noted that there have been some sheriff patrols throughout the community.

It was determined that Laura Thompson-Ball will research and provide samples for no parking signs for the community.

COMMUNICATIONS: No report was filed.

RV STORAGE: Michelle Wainwright presented the report. There are three new RV vehicles. The light for the RV area has been repaired.

MANAGER'S REPORT: Michelle Wainwright presented the Brick House Property Management report to the board.

256 emails were received and processed in the past month. Brick House Property Management sponsored a town hall meeting for all homeowners. There were four email blasts and mailings to the community. Paulette Page volunteered to contact

the homeowners who have not provided emails to Brick House Property Management.

Snow Plowing: The snow plow bid was presented to the board. Snow plowing is done on a use basis and the cost cannot be pre-determined. It would be \$105 per hour for this service. Plowing will occur when 4" or more of snow has fallen and will be coordinated with Michelle Wainwright.

The board approved this expenditure.

Fire Clean-up: There is an RFP for fire fuel reduction. One bid was received for \$6200. Michelle Wainwright explained this is a very large and expensive project to do manually so a brush hog to reduce the density of ladder fuels would need to be used. Discussion ensued among the board regarding the use of this type of equipment and the damage that can be done to the natural habitation. It was suggested that the work would have to be done as carefully as possible. The suggestion was made to have an on-site meeting with the contractor for this work to be done in the spring. Bob Wilkinson should be included in this meeting. It should be noted that fire fuel reduction is included in the reserve study.

Annual Spraying: A bid from Cascade Vegetation was reviewed. The cost would be \$4775. Helena has been used in the past. It was suggested that a bid be requested from Helena for this work. Bob Wilkinson mentioned that he is not convinced that pre-emergent spraying is effective. Michelle Wainwright told the group that if spraying was to be effective, it would have to be scheduled as soon as possible.

The board decided to not do any pre-emergent spraying at this time.

Review of Town Hall Meeting: The group was informed that there were approximately 18 replies to the request for input from the town hall meeting. The responses will be attached to the town hall notes to file.

The board approved posting this information on the portal for homeowner review.

Define Roles/Responsibilities of Board and Committees: Reference was made to the community documents which define these items.

Define Role for Brick House Property Management: Several items were clarified by the board. These include: only monthly meeting minutes that are approved will be posted to the portal for the community. Only financials that have been approved will be posted to the portal for the community. ARC and RV committee reports will be a part of the monthly board packet.

Publish Current Financials with Meeting Minutes: Current financials approved at the board meeting will be posted on the portal for the community.

Paving of Roads: Brick House Property Management has asked for an inspection of the roads within the community and is awaiting the final report. The 2015 reserve study includes shoulder work gravel to extend the life of the roads. It was suggested that a bid be requested from Gradeline in this regard.

PREVIOUSLY UNRESOLVED ITEMS:

Mailbox Repair: The mailbox project is being completed. The board had previously approved the project but the amount for the project had increased from that timeframe.

A motion was made by Mike Kentley and seconded by Aaron Loukonen to approve the mailbox repair for a total of \$16,138.75. Motion carried unanimously.

It was mentioned that the USPS recommends US Mailboxes for this type of mailbox replacements. This type of replacement must be in strict adherence with the USPS guidelines. There are no other contractors in the central Oregon areas that can do this work completely. Utilizing other contractors would include coordination among many sub-contractors.

Pacific Pride Card: There is a \$900 requirement with utilizing this card for landscape equipment. It was also noted that a lower deposit amount may be acceptable. Low ethanol gas is required and provided by this company.

A motion was made by Mike Kentley and seconded by Laura Thompson-Ball to procure a gas credit card to be used by the landscape maintenance personnel. Motion passed unanimously.

NEW BUSINESS:

Fire Fuel Reduction: Monies need to be set aside for these projects. These projects would be done in increments since the cost is very expensive. Michelle Wainwright will research the reserve account and make certain that the correct amount of money is set aside to do this service on a continuing basis. The Common Area and Facilities Committee will work in conjunction with Brick House Property Management in this regard.

It was suggested that the landscape maintenance personnel prepare a scope of work regarding the annual maintenance schedule for fire fuel reduction in conjunction with the Common Area and Facilities Committee.

Discussion on Additional Landscape Needs and Farm Land: It was also recommended that an annual scope of work be prepared for the entire common ground areas. Additionally, a committee should be formed to compile the scope of work, lists of contractors and schedules for landscape maintenance. This committee should include the landscape maintenance personnel.

Determinations need to be made regarding the front pasture and this committee would also review those needs.

Michelle Wainwright informed the board that the present landscape maintenance personnel provide exceptional service to the community at an extremely reasonable cost and outside landscape bids should not be requested presently. Michelle Wainwright will investigate if insurance needs to be increased for the landscape maintenance

Spraying: *(See above for details under manager's report.)*

Upcoming Elections: A nominating committee headed by Joe Coss was established by the board. Larry Smith also volunteered to be on this committee. Procedures for upcoming elections will be established by this committee and they will advise

the board prior to notices being sent to the community. It was suggested that bullet points taken from the community documents regarding election procedures be included in the community notices.

Encroachment Policy: There was a discussion among the board and those present regarding the encroachment policy. It was suggested that more research be done to investigate all reasonable options in this regard. Some of the topics discussed included the encroachment policy that wasn't enforced, creation of hard feelings and additional costs, appropriate plantings for these areas, and requiring encroachment be rectified when property is sold.

Domestic Pets/Chickens-Community Survey: Reference was made to attorney suggestions regarding this issue. The county does allow chickens and those present expressed their viewpoints.

Starwood Sanitary District: Larry Smith provided some background regarding the development of this district. It is regulated by the DEQ and provides the treatment and disposal of all household sewer waste for all the residents within the Starwood community. It is a gravity collection systems and utilizes lift stations, sand and drain filters and has easements within the community. Homeowners are provided with information regarding the use of this system. There is a county election for the board members of this district and tours of the facility are provided upon request. A monthly meeting is held for this board. A separate billing is provided to all homeowners through a separate bookkeeping service. Contact Geri Garner at 541 617-1810.

Budget Committee for 2019: The board established a budget committee to review reserve items. This volunteer committee will include Deb Garley, James Porter and Terrill O'Connell.

ADJOURNMENT:

A motion was made by Steve Mulkey and seconded by Aaron Loukonen to adjourn the meeting.

The meeting was adjourned at 9:40 pm. The next scheduled board of directors' meeting is planned for Tuesday, November 20, 2018.