

Starwood Association Board Meeting Minutes

May 19, 2020

1. Roll Call
 - a) At 7pm, the meeting was called to order by President Jim Porter. Board members present included Vice President Tina Galloway, Secretary Geri Wildenberg, Treasurer Deb Garley, and Member at Large Cheryl Pierce. The President confirmed that a quorum was present.
 - b) The meeting was held online as a video/audio conference using the Zoom platform.
2. Recognition of the adoption of the February 2020 business meeting minutes
 - a) It was noted that the Starwood Association HOA had not met during March or April due to the COVID-19 situation. The last board meeting was February 2020.
 - b) Deb Garley moved that the minutes of the February 2020 meeting be accepted; Cheryl Pierce seconded. There was no discussion. The February 2020 minutes were approved unanimously.
3. President report – Nothing to Report
4. Vice-president report
 - a) Front Fields: Both East and West fields have been planted, the east field with barley and the west field with red wheat. The irrigation pipes have been set and other than minor adjustments will remain in place until harvest.
5. Treasurer report
 - a) The current financial balances were read. No unusual financial activity was noted. No unusual disbursements. The Treasurer reports will be posted on the Starwood website as well as reviewed at the monthly meetings.
 - b) Even though the decision had been made previously to join the local chapter of the Community Associations Institute (CAI), all chapter activity had ceased due to the COVID-19 situation before we could act.
 - c) Deb Garley provided the following written input as a correction to the draft minutes: *“The road to the RV park was re-graveled by Aspen Creek Enterprises. (Note: this is not the contractor used for the slurry seal.) There was existing damage caused by using this road as an entry point for some vehicles which which did do the slurry seal. The damage could be addressed by re-graveling and that work was done. We have an invoice from Aspen Creek, which for booking purposes, the HOA is splitting with the RV Park for purposes of recording the expense. The RV park also incurred some other maintenance expenses at the time, which were paid 100% from the RV Park budget.”*
6. Secretary report – Nothing to Report
7. Member at Large report
 - a) One of the Juniper trees at the playground has a split trunk. The concern is that children will climb on it and it may not be safe. It will cost \$100 to have it assessed. Jim suggested that it be removed as part of the fuels reduction program. Cheryl will contact Scott to have the tree tagged for removal.
 - b) Many Starwood residents have expressed a desire to have a glass recycle container located in Starwood. Cheryl contacted Republic who said no, they do not provide that service. Jim will contact Deschutes County to see what the franchise renewal says and determine if there are other options.

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- c) One of the items in the Reserve Study is fencing. Cheryl had agreed to inventory and measure Starwood's fences. It was agreed that using the Deschutes DIAL website is the best way to estimate the length of fencing. Discussion on the white fence at the entrance and along Tumalo Road indicates there are two different types of fence. There is also more work to be done to determine which fences are owned by Starwood and which ones are owned by our neighbors but are on our property, and which ones are not on our property. Deb said Karen Sky may have information on this from 2018.
8. Review of Green Recycling Area (the green dump)
 - a) A second box for lawn clippings was added this week. Although the boxes are being used and fill up quickly, sod is still being dumped in the pit. Deb expressed concern that a second box will put the green dump over budget for the year.
 - b) There is a problem with construction debris and other material being dumped at the site. Jim Porter proposed that the HOA purchase and install a trail camera. A motion was made by Cheryl and seconded by Tina to spend up to \$250 on a camera. During discussions it was noted that perhaps a resident could donate one that they no longer need. The motion to purchase a camera was unanimously approved. Jim will research options. Jim then moved that the signage at the Green Recycling Area be replaced, Cheryl seconded the motion and the board approved it unanimously. Jim will provide wording to the board for approval prior to sending it to Scott, who will build the new sign.
9. Review of Capital Assets Inc (CAI) Roadway Contract: Board members reviewed the proposed scope of work for a contract with Capital Asset Inc (roadway engineering firm) to survey Starwood roads and provide us with a 20 year plan to keep the roads serviceable. The report will also include project costs which are needed for our strategic reserve plan. The cost for the survey and report is \$6,250, and can be covered with our reserve fund. The engineering firm is well known and used by municipal and county governments across Oregon to perform this type of work. Deb agreed a professional assessment is needed, as the rough estimates currently in the strategic reserve plan would require HOA fees to increase 10% per year in order to have the funds projected to be needed for future road repairs. Jim said that the urgency of getting better estimates before the August reserve study deadline, combined with the professional reputation of the firm, is reason enough to not secure two additional bids. Jim moved that CAI be hired as described above, Deb seconded the motion. The board approved the motion unanimously without further discussion.
10. Discuss CMI enforcement: Tina expressed concern on behalf of a neighbor who received a letter from CMI regarding repainting their house. She felt that the deadline given the resident was unreasonable, especially considering how difficult it is to hire a painter in the booming Bend economy. The board discussed how involved we should be and agreed that we probably owe CMI and our project manager Julien more guidance on giving deadlines for resolution. Jim had asked Julien to provide a CCR violations summary report for each meeting, but Jim could not open the file format once Julien sent it. Jim expects to have the log by next meeting.
11. New Business:

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- a) Deb gave a Starwood Website update. Nothing on the website has changed yet. All work being done is behind the scenes. Changes will be announced prior to being implemented. Tina asked about password protections and security to ensure changes can only be made by authorized administrations.
12. Open the floor for discussions and proposals:
- a) Bob Wilkerson said he will email Jim and Tina his proposed draft wording for the Green Recycle signage.
 - b) Geri said we are on the schedule again this fall with Central Oregon Weed Control for annual cheat grass spraying. The contractor had provided a map showing which areas were sprayed. The spraying was generally effective, especially in the dog park. Spraying this fall will include more road shoulders and secondary trails. The contractor had said that once the cheat is beaten back, tumbleweeds will take over and have to be hand-pulled. The next step after the cheat and tumbleweed are both gone will be to plant native grasses and vegetation that can survive without irrigation. Hand pulling is required because any spray effective against tumbleweeds would also kill sagebrush and desirable native plants.
 - c) Barry Garley will have updated bylaws drafted by the June meeting.
13. Move to adjourn: Deb moved to adjourn; Cheryl seconded. The meeting was adjourned at 8:30.