

April 7th, 2020 Vista View Village Board Meeting Minutes

Venue: Conference Call

Officers in attendance:

President Brion Kidder (BK), Vice President Denessa Tompkins (DT), Treasurer Lona Azar (LA), Secretary Erin Geist (EG), ACC members Dennis Brokaw (DB), Doug Lux (DL), and Helen Nolen (HN), Member-at-Large Debbie Hollen (DH).

1. BK opened the meeting at 7:00pm.
2. EG motion to approve March Minutes. LA 2nd, no discussion, all in favor, motion passed.
3. President's report (BK)
 - a. Website was not secure, this has been fixed.
 - b. Greenway private property signs, do we continue with the existing signs or do they need to change? Discussion as follows:
 - i. LA would prefer something similar to what we already have.
 - ii. DH likes signs similar to those on 117th & Southern Lites. DB agrees. BK to look at these signs and determine if something similar makes sense.
 - iii. LA proposes we wait until after COVID-19 "stay home, save lives" order.
 - iv. DH proposes we should close the play structure to be in line with the city/county park closures. LA & HN second this, all in favor to close play structure, motion passed. (04/08/2020 update, this action has been completed).
 - c. Annual meeting date needs to be set and a venue reserved soon. BK proposes August 4th, all in agreement. Will look into New Seasons (DH) and Happy Valley Library (BK) as potential venue locations.
 - d. July Board Meeting confirmed for 07/07/2020.
 - e. BK to call Sunset Garbage to inquire about 2 green trash bins to replace yard waste bin at greenway #3.
 - f. BK will create a knowledge management page "how to" for website maintenance and management. (04/07/2020 update, this action has been started).
4. Vice President report (DT)
 - a. Greenway Maintenance contract update:
 - i. Get bids for scope of work being completed under current contract. We can add additional items at a later date (04/07/2020 update, this action is complete).
 1. DT will present template for bids from four landscaping companies for Board to review. (04/07/2020 update, this action is complete).
 - a. Two companies submitted bids: Grass Doctors (GD) and Golden Eagle (GE).
 2. DT completed comparison review of each bid with quotes as follows:
 - a. Mowing/edging/limb clean up/ flower bed clean up/shrub pruning:
 - i. GD:\$700/visit, GE: \$960/visit
 - b. Light branch trimming:
 - i. GD: included in each visit, GE: \$300 each time
 - c. Maintain cedar chips at playground:
 - i. GD: \$975, GE: \$750

3. Discussion by Board: LA asked what additional services GD was including from the previous 3-year contract to warrant a 27% price increase over the previous contract?
 - a. DT-this is in line with having no price increases over a 3-year period, it is a competitive rate.
 4. DB asked if this bid was for an annual contract or a 3-year contract.
 - a. DT-It can be for 1-year or 3-year.
 5. DT to send each bid to Board for review (04/08/2020 update, this action is complete). BK makes motion to approve GD bid pending review via email, submit vote to DT by 04/12/2020. DT 2nds, motion passed. (04/13/2020 update, this action is complete).
 - a. 7 votes in favor of approving GD, 0 votes for GE, 1 abstained.
 - i. BK Signed 3-year (05/01/2020-04/30/2023) contract with Grass Doctor 04/19/2020.
 6. DT and GD walked each greenway to assess other maintenance that should be addressed, discussed the following items found:
 - a. Fence is falling down on back easement of Greenway #3 and trash is being dumped there. GD recommends adding more river rock to path.
 - b. Blackberry bramble is encroaching neighbors yard at Greenway # 3, should cut back to keep from impacting neighboring houses (04/26/2020 update, this action is complete).
 - c. Greenway #1-blackberry bushes are encroaching neighbors property near the creek. All bushes should be removed.
 - i. GE: \$920.
 1. LA this needs to be bid out to GD as well. DT & BK to walk project with GD and have bid submitted (update 04/21/2020, this item is complete).
 - a. GD: \$725
 2. Contract signed with GD 4/21/2020 to complete this project.
 - d. DT also sent information to Board via email regarding updating/replacing benches at Greenway #3 and adding benches to Greenway #1.
5. Secretary report (EG)
 - a. Greenway #3 abatement project:
 - i. EG/BK to add plans and project information to website. EG to create PDF of project for BK to add to website.
 - ii. Board will notify all HOA members of project status/start as this date approaches 30-60 days prior via mailbox stuffers or postcards. Additional notice to be sent to home owners directly impacted by project construction (homes in cul-de-sac of Knee Ct, along Azar Dr, etc (04/07/2020 update will wait for a firm start date from WES before sending out this information) -EG will complete.

- iii. HN shared new information from Leah at WES, a survey crew is coming 04/09/2020 to identify plans for the summer project, equipment storage, etc.
 - b. Newsletter-send out next edition in early June. Include annual meeting information, copy of CC&Rs, as well as 2020 Census information.
 - i. DH asked if any Homeowners had responded to being added to a neighborhood directory of businesses. EG-received one response. (04/21/2020 update, received second request). EG will add homeowner business information to June Newsletter, Board exempt at this time.
- 6. Treasurer report (LA)
 - a. \$33,000+ in HOA bank account.
 - i. This includes a contingency fund for Greenway #3 project if the county determined it would not cover the cost. Funds can now be used for additional deferred maintenance.
 - b. 68/75 homeowners have paid as of this meeting.
 - c. New HOA Officers have been reported with Oregon Secretary of State
- 7. ACC Report-(DL< HN, DB)
 - a. DH- asked to revisit house on corner of Valley View and Azar, yard needs to be cleaned up or screened off.
 - b. House at 108th and Forest View-off color fence will be repainted weather permitting. Will follow-up if needed.
 - c. White truck parked on curb at 108th has not moved for more than 3 days, will follow-up if this continues.
 - d. DL- ACC should send letters to 9 homeowners regarding following CC&Rs in relation to proper garbage can storage and yard maintenance. Discussion followed:
 - i. DH-Didn't the Board agree to talk to Homeowners prior to mailing out letters? Discussed discomfort sending letters to neighbors before talking to them about what rules aren't being followed.
 - ii. DT-can we soften the language due to COVID-19 circumstances?
 - iii. DH-agrees to help with the language of the letter.
 - iv. LA-truck and trailer full of yard debris parked in front of her house for a week, not comfortable talking to neighbors due to social distancing requirements.
 - v. DH-each homeowner should still be able to approach their neighbors with CC&Rs and remind them of the rules and ask them to please follow them.
 - vi. BK-Example: if you call the County about a neighbor's dog who is barking, the county will ask you to talk to them first.
 - vii. EG-As Board members our job is to enforce the CC&Rs and bylaws of the HOA, even if we don't agree with them. We should not ask Homeowners to be enforcing CC&Rs/bylaws on their neighbors.
 - viii. DL-ACC will discuss the houses identified as needing to be addressed and send a list/letter.
 - ix. DB-in years prior members of the Board would walk the neighborhood in the Spring and send out letters reminding homeowners of the rules and what they needed to do to be compliant.

1. DH-would feel comfortable with this type of communication as long as it is not a certified letter the first time.
- x. No consensus reached during discussion, will review this topic again at a future meeting.
8. Member-At-Large report (DH) no new business.
9. New Business:
 - i. HN would like to discuss changing the language in the CCR regarding the number of days allowed to park a motor home in front of house from 24hrs to 3 days.
 - ii. How do we adjust this in the bylaws? Board agreed this should be put before Homeowners at the Annual Meeting.
10. HN motion to adjourn the meeting, DH second. No discussion, all in favor motion passed.
 - a. Meeting adjourned at 8:05pm.