

Jackson Oaks Neighborhood Common and Open Space Maintenance Association

JACKSON OAKS NEIGHBORHOOD ASSOCIATION

Meeting Agenda

Council Chambers – Central Point City Offices/Tim's Home

Date: February 28, 2024, Wednesday, 6:50 – 10:20 PM

1. Call meeting to order: President.

2. Welcome – Introductions:

Roll call: Shayne Joseph, Brandon Snyder, David DeVilleneuve, John Chesley, Sandra Tegtman

a. Members Absent: Diane Vranes

b. Quorum Present: **Yes**

3. Minutes: Review and approve minutes from Board Meeting, January 31, 2024: **Motion**

Tim motioned to approved, David seconded, all approved.

4. Owners Forum:

This is an opportunity for homeowners to offer comments or ask general questions on topics.

Paul – Concerned that the agenda is not being posted timely. Possibly with a link to the agenda During the notification on website would help in better communicating with the community and increasing attendance

Has shared concerns regarding access being impeded, and has not received any communication or support from the board

Ethical concerns regarding new board member and past incidents, regarding statements they have made regarding why items were not being posted at the time. Never saw links being posted timely

Shayne – stated that there is only one individual running the website, creating a back log of response and issues with the website. That it runs on volunteers and free time and the time commitment. When an individual is serving, there needs to be grace to make for those individuals rather than be critical

Tim – If individuals, have an issue and post a complaint the individual deserve a response even if it is along the lines of ‘we are looking into this’

Mike – Could we post two days before the meeting or at some point prior and with a time

Shayne – Will try to have the agenda addressed 48 hours prior to the meeting. Feels individuals are being aggressive in expectations from a volunteer effort

Mike – Reinforced that individuals step up to serve, then take ownership of the issue.

Shayne- Asked for patience so we can work through the pass and provide a path forward for everyone and future boards

Royce – Was concerned about the budget and the prior errors from past meeting that were addressed per Tim in the last meeting.

Royce – Did we ask the state board if dues can be increased by 20% or more? Did anyone research?

Tim – Will research it

Royce – Believe it to be unfair that an added charge to receive paperwork by paper vs email. In addition, how many individuals are over 90 days. If so, how many liens on their property. Why did we change to the service in Ashland. What is the cost of the bookkeeper in Ashland. How many violation letters were sent out since they have been on the board. Has the board walked for violations?

Tim – Will respond during Treasurer Report.

David – No letters have been sent out.

Sandra – Has walked the community.

Royce – Will you address bylaw violations?

Shayne – Will address the bylaws as the board can when able

Royce – What are your plans to install the root barriers?

Shayne – Will be addressed in the Landscape Committee. Should have been addressed by prior boards.

Royce – Prior board president and himself were working through this. And what can be done. Had issues with prior board president. Why is the new invoicing not being posted on website prior to be seeing sent out. Shared with board regarding concerns of the sidewalk, while it is the homeowner responsibility, the board needs to notify homeowners with the violation.

Peter – The city will also contact the homeowner to post notice

Jason – Concerned about trees causing the sidewalk problems, which is board responsibility. Would like to address through the board to replace the sidewalks and work with homeowner during the prior boards

Sandy – has talked to the city, the city may sometimes have a cost sharing with the homeowner to help.

David – Could see issues with trees at large causing the damage

Shayne – We need to work with the city as a group, rather than address it as one smaller two-person group

Sandy – maybe we add the individual that does sidewalk grinding, maybe it can be posted to the website

Jason – Could be grinded for a small cost at the time to reduce risk without replacing sidewalk

Shayne – Encouraged, to let the individual contact homeowners regarding the sidewalk issues.

Royce – There's issues with sidewalk owned by Board

Sandy – Clarified that it belongs to Moore, and is working on a solution

Royce – Would provide clarification on board issues

Shayne – we do not need to hear prior history but focus on the future

Jason – can I replace a tree that was removed in yard

Sandy – shrubs can be replaced along with small trees

Jason/David – There is no limit on increases in state of Oregon for board fees

5. New Business – Update – Budget for 2024 sent out – Will be up for approval at February Meeting

Dues to increase to \$190.00 per quarter – starting 2nd quarter 2024.

Tim explained that over the four years cost have increased for the board on line items. The reserves were tapped to keep up with the cost. Current reserve has \$12,000 but increasing cost would bring the reserves to \$17,000 should there be an incident. Tim received the final report 10 minutes prior to meeting, which had an error on the budget of \$45k landscaping vs \$48k due to accounting error of when an invoice was invoiced vs paid. Included a buffer for insurance increase. Landscaping cost were reduced and watering, due to Royce's work. Tim budgeted \$20k to make sure there are available funds. Also includes additional funds for items not in contract as they come up such as seeding. \$6700 was included for trees, which can be removing trees, barriers, or others. The administrative cost is detailed in Budget and should be out at the same time. Cost on admin was reduce by moving to Ashland

David – what are special services for \$1,300 in accounting.

Tim – was mixed special, cost in associated to moving to the Ashland administrator. Is a budget for Liens or other special services. Includes violation letters, and other issues depending on the issue. Yearend Reports. Cleaning up issues on lot numbers, addresses, from prior business. May be high, but conservative as we do not know what we will be asking them

David – How active are we going to be liens? Are we acting on 90 days?

Shayne – What is the process going to look like?

David - Late fee is \$15 David is working with adding clarity on due date, when the cost will be spied such as every 30 days vs once. Even open to increasing late cost.

Sandy – Will it be emailed, since paperwork will cost extra money

Shayne – Agreed based on prior comments that the increased cost for fixed budgets on email address. Suggested the next two should not be just emailed but hard copied to prevent issues as the transition occurs.

Sandy – Could see board waving for big circumstances, but any individuals are choosing not to pay for personal reasons causing back payments. Jason was stated in prior meetings that individuals were written off and wants more transparency on individuals past due. Board needs to act on this.

Tim – Did not see in four years of anyone written off

Jason – Bad debt was written off, on the tax line. Year before \$1,000 was written off, not sure what it was meant. At the time, board was due \$14k when he joined and he worked on recovering it. Was not sure what was tallied or kept off at the time from prior bookkeeper. Not sure if HOA fees are applied to the property such as with city bills.

Tim – There are 9 individuals that are 6 quarters past due.

Jason – Are their reasons why they cannot ask individuals to pay face to face

Tim – Dues Committee will meet to discuss next steps

David - Supported that we discuss in an open setting

Shayne – Walsh services will notify individuals, when they are late.

Mike – Prior letter left a sour taste for neighbors

Jason – Prior board was going to increase to \$175, but never happened. Need to show the value of the work being provided from the board

Shayne – Letter was sent out to be able to increase cost, so it was notified to all. Otherwise, HOA would be in the red if it did not happen to the second quarter. Next Landscaper cost outside of who we went with would have been \$300 or more a month.

Tim – Is \$17,000 enough of a reserve?

Jason – prior board kept reserves at 18k-20k Asked if trees reserve would be used immediately or later.

Shayne – Later in the year

David- Felt 17k was too low.

Sandy voted to approve; Jason seconded all approved.

Budget will post online not mailed.

Sandy – Would like to send it out

Shayne – discussed posting it online and along with the next statement one more hard copy

Updates & Information – Tim Chesley

New Board Member – Jason West (will address Board): Apologized for way he communicated in prior meeting and how he spoke regarding others. It was difficult to run the board, and had prior availability to be an active member at that time. His goal is to impact and assist where he can to keep the cost down for neighborhood.

Mike – is there record of the prior board meetings and minutes

Jason – they are up on the website has seen them

Sandy – They are were not available to the public, and concerned that it was not clear when Jason spoke

Jason – Misunderstood, they thought they were available

Royce – Prior board president, got an email the board was not great and resigned. Jason took on all responsibility. Royce communicated that the possibility of lawsuit, which provoked members to resign. And wants to avoid it being an issue that occurs again.

Shayne – We will do what we can to act the right way and not act out of fear

Shayne – Opened to discussion

David – Concerned that the nomination process is being followed and the rules for bylaw are being followed.

Shayne – seemed the process is being followed

David – board should be challenged, and not blanket benefit of doubt. Power and authority should be challenged. If he has questions. He will ask them, and bring it up. Feels as if it is being addressed with integrity. Impression that expenses in the past were neglected and will need to be increased.

Tim – spoke the bylaw about how the process works and clarified it is open

Brandon – Will be abstaining from the vote

Shayne – Thankful for Jason being willing to serve.

Tim motioned; David seconded. Four members approved. One abstained.

Sandra – Asked that we avoid naming individuals.

David – Disagreed for transparency

6. Reoccurring Reports:

- a.) Treasurer: Tim will provide updated report: Explained prior communication was intended to communicate how cost were increasing, and the need for the cost. In addition, that the reserves were being used for projects. Covered current expanses paid 82 fully paid, \$5,165 are current outstanding. If meeting was on the 10th report would be more detailed. **Motion Sandy moved to approved, David seconded all approved**
- b.) DRC Committee Report - including Complaints – Sandy has not been receiving any communication on request. Has been an issue with website.
Tim has walked the flag lot that was Paul S concern, and believes there may a solution with parking that does not impact neighbors. May need to encourage them to mark validate parking spots.

Shayne does not see anywhere in bylaws or CCRs that board can direct parking spots.

Sandy – Company should park outside of flag lot area in the past.

Shayne – Concerned the board does not have the ability to enforce. Wants to partner with Law Enforcement and the neighbors in the flag lot to discuss the issue.

David – Does not believe board or HOA has ability to direct enforce it.

Shayne – Thinks homeowner needs to go to the city and designate non-parking areas to resolve the issue

Jason – Asked if any problem if he could reach out to the city, and will reach out to Paul to help resolve the issue

- c.) Landscape Committee Report – Sandy – Walked off some concerns from neighbors, where some individuals, are stacking items in the back. Causing an eye sore. arborvitae growing and getting bigger, becoming fire hazard.

Tim is concerned with 5 other HOA in area that rules can be hard to see as it varies between the different HOAs and could be harder to enforce.

Jason is pretty sure the different HOA have similar bylaws as Brett runs them

Sandy wants to send the letters out, communicating concerns or safety.

Jason mentioned a generator for violation letters

Tim – Discussed that irritation can be skipped based on advice from landscaper

Jason questioned if branch trimming is included in regular duties Tim verified it was

- d.) Collections Committee Report – Working on process to lien property for nonpayment – Walsh David clarified timeliness for payments. Wants a process of timeline on talking to neighbor vs sending letter.
 - Tim – lien cost \$275, and homeowner is responsible for removing lien.
 - David wants clarity on notice for lien process cost does not come back.
 - David is proposing if an individual has not paid by the next quarter from timeline, and if they do not pay 30 days from letter. Then a lien is placed.
 - Discussion then occurred around late fees in being fair a consistent. David will take point on lien process, sending out lean process 3 months after HOA bill is sent out.
 - Example bill Jan 1st. 30 days to pay, late fee occurs, \$15 each month late.
 - Shayne brought up since this is so new to the community, that the changes are incremental.
 - Tim proposed drafting the steps and process in a letter, and communicating it first before enacting the changes.
 - David will review bylaws, and based on feedback will propose it at next board meeting.
- e.) Communications Committee Report – Website Invoice and Hosting: Website hosting service, Pixel Productions, sent bill for website. Website was taken down due to past due bill. Last board president put website on personal card. Prior board president was charged for two years, and it had to be refunded. Pixel Productions cut cost in half. To continue it will have to be paid. Shayne was able to redesign and fix the site. But board will have to decide on who can host the site. \$419 is the cost to catch up. It has been budgeted to continue. They will not upload anything or manage it, only host it. If so Shayne will continue to upload or update but it will be on his timeline as he is volunteer

Brandon discussed continuing current service, and opening to bid later to understand the cost better

Motion Brandon motioned David Seconded all approved

Board Calendar – Discussed moving it to 2nd Wednesday of the month instead of last. Board Member a availability was discussed and dates were settled. : **Motion Brandon motioned, David seconded all approved**

Newsletter for 2nd Quarter – Will connect with Diane

7. Adjournment to Executive Session **if needed: Motion**
8. Next Meeting: Time & Place TBD – Wednesday March 27th, 2024. City Chambers
9. Adjourn: Tim motioned; David seconded all approved

PRESENT Members of the Community: Paul, Mike, Peter, Susan, Royce, Paul, Sheila