



Hidden Grove/Green Valley
Homeowners Association

***“Our mission is to provide for the safety of our residents,
maintain the common property and protect our home values.”***

Annual Meeting of the Homeowners Association Membership

Date: January 18, 2017

Minutes:

The meeting was called to order by V.P. Denise Walker at 6:00 P.M.

Present: HOA manager: Carrie Andries; Board members: Denise Walker, John Whiting, Mike House and Carol Rosenberg; and HOA member: Regina Nelson.

Business:

Applications were opened for HG/GV Board position. Regina Nelson was the only applicant for the position and was approved by a majority of the members present. Carrie Andries abstained.

Accomplishments of 2016 and Challenges for 2017 for the HG/GV HOA were noted.

Accomplishments of 2016

2016 was another great year for the HGGV HOA! The achievements include:

1. Transfers to the reserve account totaled \$ 39,000.00
 - In 2015 \$31,500.00 was transferred to account
 - In 2014 \$31,500.00 was transferred to account
 - In 2013, \$36,000.00 was transferred to account
 - In 2012, \$ 26,000 was transferred to account
 - In 2011, \$ 9,443 was transferred to account
 - In 2010, \$23,465 was debited from account (crack sealed streets for \$25,806) so, approximately \$2,341 was transferred
 - In 2009. \$ 8,303 was transferred to account
2. The Association now has 2 CD which are earning much more interest than our money market
3. The Association came in over \$7,800 OVER budget on INCOME

4. Each of our 3 governing documents (By-Laws, CC&R's and Rules and Regulations) have been reviewed, edited, approved by the Board of Directors, undergone legal review and are ready to present to Association Membership
5. Another great year for the pool. No extended closures due to vandalism or chemical imbalance.

Challenges for 2017

1. Getting the amendments governing documents approved and filed with Jackson County
2. The Clubhouse grounds enclosure project should be completed this winter/spring
3. As always one of the main challenges will be funding the reserve account so that the Board can pay for scheduled repairs and maintenance of common elements along with emergency or unforeseen repairs.
4. Control of monthly operating costs and strict adherence to the approved budget. As we continue to follow and adhere to a budget, the Board is more able to accurately predict income and expenses.
5. Enforcement of the CC&Rs – always a challenge since we continuously have people moving in and out of the subdivision. It's one of Carrie's main responsibilities and allows her to be in close contact with homeowners to find out what needs to change as well as what needs to be done to ensure all residents are in compliance with our CC&Rs, Bylaws and Board Resolutions. The main goal is to make our neighborhood a safer and nicer place to live.
6. The HOA will always aggressively seek payment of homeowner dues and limit losses to every extent possible.
7. The HOA will need to hire a part-time handyman and helper for the pool.

Adjourned 6:03 P.M.

HG/GV Secretary,

Mike House



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Board of Directors Meeting Minutes

Date: January 18, 2017

The meeting was called to order by V.P. Denise Walker at 6:15 P.M.

Present: HOA manager: Carrie Andries, Board members: Denise Walker, John Whiting, Mike House, Carol Rosenberg and Regina Nelson.

Board unanimously voted to appoint newest elected member Regina Nelson as Board of Directors President.

Old Business:

1. Unanimously approved November 2016 minutes with a minor punctuation note.
2. Project to enclose clubhouse grounds is moving forward
3. Board discussion regarding voluntary audits was informative. Consensus seemed to favor a bi-annual or tri-annual A.U.P. audit. None of the members of the Board felt there were any signs of impropriety at this time and would like to search less expensive options for the audit.

New Business:

1. The body of the 2017 HOA Budget was discussed and unanimously approved. Additionally, the Board approved discretionary funds totaling \$5,500 for patio furniture, red curb painting, light at G.V. park, weed abatement on lawns and new plantings at Hamrick entrance.
2. The Board, following the advice of Portland attorney Ms. Angie Bagby, unanimously passed a resolution regarding Voting Rights (Resolution 2017.01.01)

Resolution 2017.01.01- Pursuant to Article IV, Section (e) of the Covenants and Restrictions, the Association has the right to suspend any member's voting rights. As representatives of the Association, the Board of Directors hereby resolves that members who are more than \$500.00 past due on their association dues and/or assessments shall have their voting rights suspended. Unanimously approved. If voting rights of members are

withheld, the remaining number of eligible voters counts as 100% of the voting membership.

3. Ballot timeline for amending the Governing Documents
 - a. Timeline
 - a. 1/25/17 mail letter with all instructions
 - b. 2/04/17 send out ballots
 - c. Wait for ballots to come back (set soft deadline of 2/24)
 - d. If a 75% majority, either yes or no, has not voted by 03/07/17, the Board has voted unanimously to extend the deadline until 5/17/17
 - e. 3/15/17 open meeting to count ballots (even though we are doing ballots by mail)
4. Board Meeting Schedule for 2017 stays the same, (3rd Wednesday of odd numbered months at 6:00pm) All agreed
5. The Board does not wish to set a precedent of trading work for preferential treatment for any member. Mike will pay normal RV space rent.

Financial Report:

1. Financials
2. 2017 Reserve Study (74% - 94% funded)
3. Copies of Bank Statements are available in the clubhouse office for review upon request
4. 90 days past due report/Accounts in collections were presented

All financial reports unanimously approved

Manager's Report:

1. The Board voted unanimously to change the rental and deposit rates for the clubhouse. **Resolution 2015.01.03** — The cost of renting the clubhouse shall be \$50.00 for all events. The deposit shall be \$50.00 but can go up to \$100.00 at the discretion of the manager. If a resident misstates the purpose of their clubhouse rental, they shall forfeit their deposit. (passed 01/21/15 amended 1/18/17)
 - a. Will need to correct fee schedule on Rules and Regs (new)
2. Working with Clint on Lawn Alternative/Sprinkler Efficiency Class
3. Still waiting for the fence people to come replace/repair fencing
4. CC&Rs Report - 377 Letters sent in 2016 (156 to owner occupied/221 to rentals)

Resident Communication:

1. Resident would like the Board to consider installing a Porta Potti on HOA grounds for people playing tennis or playing in the park (approximately \$110.00/month)

The Board chooses not to place Porta Pottis on HOA grounds at this time.

Old Business:

1. Update on visit to the City regarding Home Based Businesses
 - a. Procedure: When a resident applies for a business license, the city notices that the business address is a home. They evaluate all aspects of the business to determine if it will be detrimental to neighbors' standard of living. The Board can do the same.
 - b. There are three businesses in the HOA that could negatively affect home values. Carrie will do more research regarding this matter so the Board can decide what the next steps will be

New Business:

1. Denise is now an official V.I.P.S.

Adjourn - 7:40pm

Next Meeting: Wednesday March 15 at 6:00 pm in the clubhouse



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Board of Directors Meeting Minutes Date: March 15, 2017

Meeting was called to order at 6:00 P.M. by Regina Nelson, President

Present HOA manager: Carrie Andries, Board members: Denise Walker, John Whiting, Mike House, Carol Rosenberg and Regina Nelson. Also 1 resident was present

Old Business:

1. Unanimously approved 2017 Annual Meeting Minutes, January Meeting Minutes and Special Board Meeting Minutes.
2. Dead/Dying light in Green Valley Park (John).
 - It was decided by all that the light shouldn't be upgraded at this time.

Reports:

Financial Report: (Carrie)

1. Financials
2. Copies of Bank Statements in clubhouse office for review upon request
3. 90 days past due report/Accounts in collections

Financials were unanimously approved.

Manager's Report: (Carrie) – **Est. 10 min.**

1. The board agreed unanimously to write off \$155 owed as uncollectible.
2. Class “Landscaping for Water Conservation” scheduled for April 17 from 6:30pm to 7:30pm at the clubhouse
3. Fence work has begun. It is nearly finished. Privacy slats will go in shortly.
4. Aztec revised bid for doing light only in Green Valley Park
5. CC&Rs Report –Been slow as not much goes on in the winter as far as CC&Rs violations
6. There was a request that Carrie talk to Accountant Dale Foster about taking over the HOA's accounting. He actually no longer does A.U.P Audits, and his fees are \$90.00 more than what we pay now.
7. Proposal from Bumgardners to aerate turf (attached) Received 02/02/17
 - Aeration was tabled

8. Thinking of hiring Angie Bagby to assist with HOA legal matters. She does not do collections, but Carrie thinks her advice has been better than our local attorney.
 - Board agreed that Angie Bagby was more responsive to our needs and could be used for advice.

New Business: **Est. 30 Min.**

1. Develop a plan for the door-to-door approach to gather votes.
 - Members of the Board will split up streets and begin contacting absent ballot holders.
2. Voting and discussions by email - Matter had been discussed by previous Boards. Current Board corroborated that voting on emergency items by email is ok but discussions are not because they can become cumbersome.
3. Letter for New Board Members
 - Carrie will work on a letter for new Board Members which will go over past Board decisions etc. Just to keep everyone on the same page.
4. Reserves discrepancy/budget (John)
 - The Board agreed that there may be underfunded reserves in some areas but chose to maintain discretionary spending for this year and try to adjust budget to meet our needs next year. All agreed that we are far better off now than in the past.
5. Raising HOA Dues (John)
 - The Board agreed that at this time there wasn't enough need to increase dues.
6. Block Party in the Green Valley Park or Something for July 4th? (Had been discussed in a previous meeting to revisit in March)
 - The Board is interested, but honestly doesn't see how involved we can be or what challenges we might see, and left this as more of a community interest and self driven opportunity.
7. Information about City's plans regarding Country Crossing and Traffic
 - Resident called our attention to a real challenge that might face the community with increased traffic impacts regarding the July 27 – 30 concerts at Expo. Carrie will contact the City to see what their plans are.

Resident Communication: - **Est. 5 min**

1. Resident would like to change her fence along Nadia. There is a retaining wall on her property along Nadia. The fence currently starts at the base of the retaining wall and is 6' tall. From the street, she has no privacy. She would like to raise the fence for privacy.
 - The Board agreed unanimously to allow an 8 foot fence to be installed for privacy, only along the existing Nadia Way fence line.

Meeting adjourned at 7:25 PM

Next Meeting: Wednesday May 17 at 6:00 pm in the clubhouse

Respectfully Submitted

Mike House, Secretary



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Board of Directors Meeting Minutes

Date: May 17, 2017

Called to order at 6:09 P.M. by Regina

Board present; Regina Nelson, Denise Walker, John Whiting, Mike House and Carol Rosenberg. Also present Carrie and a resident

Open Forum: **Est. 5-10 Min.**

Any residents in attendance have any comments or concerns?

Old Business: - **Est. 5 Min.**

1. We discussed the voter turnout and statistics for our HGGV amendments vote.
2. Approve March, 2017 Meeting Minutes. Approved unanimously.
3. Clubhouse enclosure project – getting so close to completing.
 - a. Mike and Carrie were discussing using a barrier above the mailboxes, rather than slats. (pictures attached)

The board approved purchase and installation of crown barriers to restrict climbing of courtyard wall.

Reports:

Financial Report: (Carrie) – **Est. 10 min.**

1. Financials
2. Copies of Bank Statements in clubhouse office for review upon request
3. 90 days past due report/Accounts in collections (9 pool fobs deactivated because of 30+ day delinquency).

Manager's Report: (Carrie) – **Est. 10 min.**

1. Class “Landscaping for Water Conservation” had to be delayed indefinitely.
2. Light is installed in Green Valley Park
3. CC&Rs Report – starting to see more violations – yards. Such a wet spring.
4. Country Crossing
 - a. Carrie contacted the organizers. They didn't have much information regarding traffic/safety in our neighborhood. They are working with the City and Sheriff.

- b. Closing off Green Valley Way would not be a good idea, because emergency vehicles need a way in.
- c. The City is working on plans. (email from city attached)

New Business: **Est. 30 Min.**

1. The pool party will require more research and discussion
2. Properties with renters.
 - a. Non-compliances. Should the HOA manager contact landlords only and leave it to the landlords to contact their tenants? We usually send notices to both, but this often puts the HOA in the uncomfortable situation of negotiating with tenants. They are technically the responsibility of the landlord, not the HOA.
 - b. Use of Amenities. Should the HOA require the landlords sign off on their tenants using the amenities and accepting responsibility for their tenants if there is damage?

The Board unanimously approved this change in communication with owner/tenant interaction. It was the consensus of all that we should not be "property managers" for the Landlord owners.

Resident Communication: - **Est. 10 min**

1. Resident asked to be put on the agenda to address the Board. Resident did not appear.
2. Resident on Lara Lane would like to change fence line. Regina met with him while collecting ballots.

The board agreed to this fence line change with a note depicting fence parameters.

Secretary,

Mike House

Next Meeting: Wednesday July 19 at 6:00 pm in the clubhouse



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Board of Directors Meeting Minutes Date: July 19, 2017

Meeting called to order at 6:00 PM

Full Board in attendance and Carrie. 2 Owners present

Old Business:

1. May, 2017, May 17th Special Meeting and May 31st Special Meeting Minutes approved
2. Clubhouse enclosure project – COMPLETED.
 - a. Carrie feels that it has been helpful keeping non-residents out of the pool area.

Reports:

Financial Report:

1. Financials approved
2. Copies of Bank Statements in clubhouse office for review upon request
3. 90 days past due report/Accounts in collections presented

Manager's Report:

1. CC&Rs Report (including deactivating fobs for pool misuse) – Board approved refunding residents who got their fob this year but Lot owners didn't sign written authority
2. Carrie will not allow bounce houses on the HOA common areas anymore. The City has made the same decision on city properties.
3. Update on Lara Lane (eviction) – have won our judgment. They should be out by August 5th. Then we will follow our Attorney's advice on what happens next.
4. Interesting email from a seller in the HOA regarding reserves funding: “The MLS purchase agreement requires us (the seller) to produce a statement disclosing the amount of money in the HOA reserve fund account.” He stated this is “to ensure we're not selling property in a defunct HOA.” This may be a trend. Good thing Carrie could answer “When we reviewed our

reserve funding for our annual meeting, we estimated that, according to industry standards, our reserve fund is 94% funded."

5. The Board approved 8:00 P.M. closure of the pool when daylight becomes an issue.

New Business:

1. John suggested the purchase of another CD with reserve funds. There is over \$46k in the account now, and John does not see any reserve expenditures in the near future. He believes we could easily put \$40k into a CD and have a cushion for unexpected expenses.

A motion was made/seconded and passed unanimously to transfer \$30,000.00 to a Certificate of Deposit at Umpqua Bank

2. Time to raise HOA dues? – After some discussion, the Board decided to not raise dues.
3. Raise RV and Storage rental fees?
John, Denise and Mike voted yes to raise the RV rental to \$35 per month effective 9-1-17.
4. Landscaping issues
Mike and Carrie will appraise the performance and contract issues with the Bumgardners Landscape Company.
5. Board Resolutions.
 - a. They have been edited for typographical errors, and so that they are the same as our new Governing Documents (Lot Owner as opposed to Homeowner, etc.)
 - b. Amend **Resolution 2015.10.01** – When a property is out of compliance, the Association shall assess a \$100.00 fine for non-compliance. The fine will double after 3 such fines in a calendar year. After 2 infractions at the double rate, the primary rate will quadruple until resolved. In addition, once a non-compliance fine is charged, the resident(s) will lose privileges to the pool, tennis court and clubhouse until the property is brought back into compliance and the fine is paid. (passed 10/21/15 and amended 07/19/17)
 - c. DECREASE FINE FOR SMALLER INFRACTIONS? **Resolution 2017.07.02** – When a notice is sent to a Lot owner regarding violations to the rules described in the HOA Governing Documents, including but not limited to large trucks, commercial vehicles, trailers, RVs, boats, or other parking violations, a \$10.00 fine shall be assessed pursuant to the timeline outlined in the notice. To read: The fines for the first offense will increase \$10 progressively each day up to \$100 per day until violation is abated. Lot owners will receive a one-time only notice with their first fine. After that, they will only receive a fine. (passed 07/19/17)

Resident Communication:

1. Resident feels that people are saving spots for too long at the pool, and would like the Board to put a limit on how long people can save spots (tables, chaise lounges, etc.)

The Board agrees this can be a problem and will look at options that might mitigate it. All agree that decency and fair play should be the mantra here.

2. Owner at Lara Lane sent email asking for a variance for the iron piece in his gutter. (Letter attached)

The Board will inspect the metal and render a decision at the Sept. meeting.

Meeting adjourned at 7:55 P.M.

Mike House

Secretary

Next Meeting: Wednesday September 20 at 6:00 pm in the clubhouse



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Board of Directors Meeting Minutes Date: September 20, 2017

Called to order at 6:00 P.M.

Board present; Regina Nelson, Denise Walker, John Whiting, Mike House and Carol Rosenberg. Also present Carrie.

Old Business:

4. Approved July, 2017 Meeting Minutes

1. Documents for new CD have been prepared and signed.
2. Old car parked in Association (Denise)
 - a. Resident had received a non-compliance notice and talked to the Board regarding his old convertible in the driveway. Carrie will send a non-compliance notice. Vehicle cannot be parked on street or driveway anymore since tag is expired and vehicle is in disrepair.
3. Business at home in Association – Carrie will send a letter with Board approval terms

Reports:

Financial Report: (Carrie)

1. Financials
2. Copies of Bank Statements in clubhouse office for review upon request
3. 90 days past due report/Accounts in collections

Financial reports approved

Manager's Report: (Carrie)

1. CC&Rs Report – Nothing new to report. Turning off fobs has been very helpful this summer.
2. Update on eviction. They are out. Then we will follow our Attorney's advice on what happens next.
3. Received another call from a realtor requesting information regarding our reserves account.

New Business:

1. To consider for 2018 Budget
 - a. Replacing gravel in playground area with bark (bid for bark attached) (\$1500 to remove existing gravel)
 - b. Fix gutters around HOA. (HOA responsibility?)

Board will look at adding these items to 2018 budget

2. Fence issues with properties (Mike)
Mike will work with Carrie to formulate letters to property owners that about HGGV property fences and are impacting the integrity of those fences.

Resident Communication:

1. Lot Owner would like Non-Compliance fine for yard care waived. (email attached) **Board waives this fine.**
2. Lot Owner would like non-compliance fine for tree trimming waived. (email attached) **Board waives this fine.**
3. Lot Owner would like non-compliance fine for post light waived. (email attached) **Board denies waiver of this fine.**
4. Lot Owner sent email asking for a variance for the iron piece in his gutter. **The Board feels the Bridg-it style curb bridges are the only safe and conforming gutter bridge that will be allowed. If we allow any variations, it will become an ugly, unsafe situation.**

Meeting adjourned at 6:50 P.M.

Respectfully Submitted,

Mike House
Board Secretary

Next Meeting: Wednesday, November 15 at 6:00 pm in the clubhouse



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Board of Directors Meeting Minutes

Date: November 15, 2017

Called to order at 6:00 P.M.

In attendance: Full Board in attendance as well as Carrie and 3 Lot owners

Old Business: - **Est. 5 Min.**

1. Approve September, 2017 Meeting Minutes
 - *Approved*
2. Welcome Letter for Board Members attached (discussed in previous meeting)
 - *Approved*
3. Building on Green Valley Lots
 - *Tabled until such time as needed.*

Reports:

Financial Report: (Carrie) – **Est. 10 min.**

1. Financials
2. Copies of Bank Statements in clubhouse office for review upon request
3. 90 days past due report/Accounts in collections
 - *Reports approved*

Manager's Report: (Carrie) – **Est. 15 min.**

1. CC&Rs Report –
 - *Report approved*
2. Painting Curbs – City is moving away from painting corners unless they really need to.
 - *Voted to leave curbs unpainted with manager discretion to cite problem vehicles*

New Business: **Est. 60 Min.**

1. Preliminary 2018 Budget
 - a. Replacing gravel in playground area with bark
 - *Board approved earmarking \$5,148.00 for removing gravel and placement of 9 inches of bark in the playground area.*
 - b. Items emailed by John
 - *The board present discussed the trees and the retaining wall and chose no action at this time. Mike will test a fastener system on the Bridget to see if it can be stabilized.*
2. Fix gutters around HOA.
 - a. Discuss basics and likely costs
 - b. Discuss for what portion the HOA is responsible
 - c. Put on Budget (cost should come from reserve account, but the payment will need to come off the budget)
 - *The Board approved a 2018 budget item of \$20,000.00 to address the first phase of repairing curbs and sidewalks. A committee will be formed to determine a contractor, formulate a payment solution between the HOA and lot owners and schedule repairs.*
 - d. Form a committee to get project completed
 - *Approved*
3. Secretary and Treasurer term is up on 12/31/17
 - *Mike has agreed to serve as secretary for another term unless some new blood would like the opportunity. We hope John will also serve again*

Discuss different colored lights and post light issues. Can we use Resolution 2017.07.02, rather than doing a 14 day/7 day notice?

- a. Text of resolution: When a notice is sent to a Lot owner regarding violations to the rules described in the HOA Governing Documents, including but not limited to large trucks, commercial vehicles, trailers, RVs, boats, or other parking violations, a \$10.00 fine shall be assessed pursuant to the timeline outlined in the notice. To read: The fines for the first offense will increase \$10 progressively each day up to \$100 per day until violation is abated. Lot owner(s) will receive a one-time only notice with their first fine. After that, they will only receive a fine.
(passed 07/19/17)
 - *Rescinded a. passed 7/19/17 and replaced with b. passed 11/15/17*
- b. New text: When a notice is sent to a Lot owner regarding violations to the rules described in the HOA Governing Documents, including but not limited to post lights, large trucks, commercial vehicles, trailers, RVs, boats, or other parking violations, a \$10.00 fine shall be assessed pursuant to the timeline outlined in the notice. To read: The fines for the first offense will increase \$10 progressively each day up to \$100 per day until violation is abated. Lot owner(s) will receive a one-time only

notice with their first fine. After that, they will only receive a fine.
(passed 07/19/17 and amended 11/15/17)

4. Raise cost of renting the clubhouse?
 - a. Currently \$50.00
 - *Rental of the clubhouse will be \$50 for the first 4 rentals in a calendar year beginning Jan. 1, 2018, then goes to \$75 per rental by any one owner or group. Approved. This was done to encourage a more equitable schedule for others to be able to use the facility. If this does not create a more fair distribution of dates, we may have to just impose a limit.*
 - b. 2008 - \$25 in 2008; around 2011 - \$35, 01/15/15 \$50.00
 - c. Pricing for other facilities attached.
5. Think about foreclosing liens for 3 seriously delinquent accounts
 - *It was agreed that a progressive action was needed to satisfy the ongoing challenges one of the delinquent accounts. Carrie will research the ramifications of foreclosing our lien. The other two accounts are really in a wait and see situation until foreclosure processes have wrapped up.*

Executive Session to discuss staff wages

Next Meeting: Wednesday, January 17 6:00 pm in the clubhouse
Annual Meeting followed by January Board of Directors Meeting
Meeting adjourned at 7:47 P.M.

Respectfully Submitted,

Mike House, Secretary