

Jackson Oaks Neighborhood Common and Open Space Maintenance Association

JACKSON OAKS NEIGHBORHOOD ASSOCIATION

Meeting Minutes

Council Chambers – Central Point City Offices

Date: April 19, 2023, Wednesday, 6:30 – 8:30 PM

1. Meeting called to order at 6:30 p.m. by Shayne Joseph

2. Welcome – Introductions:

Present: Shayne Joseph, Brandon Snyder, Kumar Patel, Royce Chambers and Diane Vranes.

a. Members Absent: John Chesley, David DeVilleneuve

b. Quorum Present: **Yes**

3. Board Nominations & Positions

- Kumar Patel – Announced resignation for personal reasons - **Chambers motions, Vranes seconds. Passes unanimously**
- Tammy Herbers – Nominated to the Board by Shayne Joseph – **Chambers motions, Snyder seconds. Passes unanimously**
- Committee Nominations - The individuals below either volunteered for the position in person on April 19th or expressed interest on March 22nd 2023's meeting. The discussion was opened to individuals attending, who were provided an opportunity to serve on one of the below committees.
 - DRC - Brandon Snyder, Royce Chambers, Diane Vranes
 - Budget - Tammy Herbers, Shayne Joseph, Peter Brown
 - Landscaping - Royce Chambers, Jessica, Peter Brown and Kumar Patel in an advisory position
 - Dues - David DeVilleneuve, Kumar Patel, Royce Chambers
 - Communications - Shayne Joseph, Paul, Diane, John Chesley**Snyder motions, Vranes seconds. Passes unanimously**

4. Minutes: Review and approve minutes from Informational Meeting, March 22, 2023 : An addition will be made to March 22nd 2023's meeting providing clarity that board members' vote to change by-laws allowing 9 board members will have to be brought as discussion at another time, and cannot change current by laws. **Vranes motions, Chambers seconds. Passes unanimously**

5. Owners Forum:

Mike Neidermyer began a conversation asking for clarity on who is responsible for maintenance of the area near the Neidermyer's home. Peter Brown clarified maintenance responsibility is HOA, and had provided a map clarifying this.

Peter Brown brought forward a concern that some member dues were waived in a December meeting. Asked for clarification on the current status of past due members. Joseph responded that there was no evidence of the dues cleared on taxes or on the minutes of prior meetings. Vranes commented that there appears to be no authority to waive past dues in the current by laws. The board may consider placing liens on past due members at a cost. Chambers commented on May 1st that the Bookkeeper would be returning and provide information on members who are currently

past due. Joseph commented that the Dues Collection Committee will complete their due diligence review of the situation and provide recommendations to the board with all facts presented.

Peter Brown also requested that future meetings be posted on the HOA website.

Joseph closed the public forum after all present were heard.

6. Recurring Reports:

- a.) Adopt Budget that was presented and work forward - Joseph presented that board reconvene on approving budget to next meeting giving the newly elected board time to review.
- b.) Contact from DRC – Solar = Home in the community was installed solar in a manner that would cause it to be visible from the street. No current laws or regulations exist preventing the installation. **Snyder motioned to approve installation. Vranes second. Passes unanimously.**
 - a. Pattel commented that the board should provide clarity that solar installations should be approved by the DRC, and any other bylaws be reviewed to provide clarity for home owners on any future installs.
- c.) Landscape Maintenance, Report & Landscape maintenance plan to adopt -
 - a. Peter Brown addressed the board as a member of the Landscape committee.
 - i. The Landscape committee met twice with the current landscape provider to address concerns that areas of the current agreement were not being fulfilled. The current provider was asked for a plan to address shortcomings. The landscape provider came back stating that this would require additional cost resulting in a 30% increase to the current spend.
 - ii. The Landscape Committee suggested with the current contract ending May 4th, and given the projected increase in cost that the board consider putting the services to bid to find alternatives. Patel recommended amending bylaws to allow for 2 year contracts to allow a bidding process that provides more time for searching for vendors while also allowing cost savings by locking in vendors for longer.
 - iii. Patel and Chambers were able to meet with the current provider who agreed that they could extend services at current cost through August 4th and would be sending an agreement to be presented at the next meeting.
 - iv. The Landscape committee suggested the board continue with the replacement of trees, another 8 have been identified that are causing problems with the root system damaging sidewalks and sprinkler systems. This would cost approx. \$8,000 dollars to proceed.
 - v. Brown mentioned that a water saving sprinkler system was being looked at, however the system would require replacing all heads on the sprinklers in a given system. The total project would be over \$60,000 to complete.
 - vi. Patel mentioned that in addition to the cost of the landscaper, water accounts for approx. \$20,000 of the HOA budget.
 - vii. Neidermyer also commented on his concern on the amount of water waste contributing to the cost.
 - viii. Patel requested board walks in the neighborhood to familiarize themselves with the current state of landscaping.
 - ix. Board discussed options on reducing landscaping cost, either with concrete, artificial turf, shrubs, dry-scaping, or other alternatives as a measure to reduce cost on water and landscaping to the HOA. Shayne asked that options be presented from the landscaping committee on what can be done to reduce

cost. Once all options are presented communication will be sent to the HOA members to receive their input on the manner.

- d.) Communications Committee – Joseph provided clarity that he would be taking over the HOA website for future updates and to place it in a good position for future board members. Hosting will stay with the current provider.
 - a. Patel provided comments that the website could also be an opportunity for members to post their business on the website, or local business in the community as a benefit to being in the community. The board will review.

- 7. New Business:
 - a.) Board Calendar – To be presented at the next meeting. Board members will review dates in the coming weeks.
 - b.) Contact List Accuracy – The list was reviewed by board members.
 - c.) Change Banks – Joseph commented that the board was currently reviewing banks, as current bank Banner, charges some fees and is now out of the community causing charges from the bookkeeper when checks are deposited. The board would like to utilize a closer bank that may also allow online payment of dues. Joseph and Herber will provide recommendations at the next meeting.
 - d.) Insurance Quote – Joseph commented that the board was reviewing the insurance policy to make sure it provided adequate coverage, but also mentioned reviewing other potential bids to help reduce the cost of current insurance payments.

- 8. Next Meeting: Time & Place TBD – Communication will be sent out Joseph Shayne volunteered to send communication.

- 9. Joseph called for motion to elect key board positions needing to be filled. Secretary and Treasurer.
 - a. **Vranes nominated Snyder for the position. Chambers seconded. Passes unanimously**
 - b. **Chambers nominated Herbers for Treasurer Vranes seconded. Passes unanimously**

- 10. Meeting adjourned: 8:30 p.m. **passed unanimously**