

Jackson Oaks Neighborhood Common and Open Space Maintenance Association

**JACKSON OAKS NEIGHBORHOOD ASSOCIATION**

**Meeting Minutes**

Council Chambers – Central Point City Offices

**Date: May 24, 2023, Wednesday, 6:34 – 8:05 PM**

1. Call meeting to order: President
2. Welcome – Introductions:

Roll call present: Shayne Joseph, Brandon Snyder, David DeVilleneuve, John Chesley, Royce Chambers and Diane Vranes.

- a. Members Absent: Tammy Herbers – stepping down
- b. Quorum Present: **Yes**

3. Board Nominations & Positions

- Tammy Herbers – Accept Resignation – Diane motioned; Tim seconded – Unanimous vote to accept
- Sandra Tegtman – Sandra was present at this board meeting and expressed interest in the board in prior meetings. Sandra has also been a longtime member of the community. Shayne nominated to the Board – Diane motioned; David seconded - Unanimous vote to approve
- **Treasurer** – Shayne nominated Tim Chesley – Brandon motioned; Royce seconded - Unanimous vote to approve

4. Minutes: Review and approve minutes from Informational Meeting, April 19, 2023:  
Members present had no comments, changes, or additions to prior meeting. Brandon motioned to accept minutes; Shayne seconded - Unanimous vote to accept minutes
5. Owners Forum:  
Shayne opened the forum to the community members present.

HOA Member Bill stepped forward, bringing a concern that each quarter the invoices are sent out and at no additional cost a newsletter could be sent out. Bill commented this had been done in the past, and could be utilized to send communication to the various members on import topics and reminders to these members of responsibilities such as weed control. Bill mentioned his concern over some yards near Sandals and Steamboat, that he believed were renters that that had weeds, and regular maintenance of this would make it easier to control and reduce impact on the neighbors. Bill mentioned the possibility of sending notices to those with excessive weeds, but opened it to the board for their thoughts.

Brandon commented that its best to start with a general newsletter/discussion than to target individuals at the start. Sandra offered that after general notice, offering help to those maybe unable to care for the weeds, then specifically address individual beyond that with enforcement.

Shayne asked Bill to email the board with specific concerns.

Clarified that sidewalks should be maintained by the landscaping company, as part of the scope of agreement.

Diane asked if sprinklers should be on, Royce mentioned it would be part of his report in the landscape portion.

Tim asked for a date on any newsletter, Shayne mentioned that the newsletter would likely be sent in the early fall.

Diane requested board members use the microphone, as members of the community were having a hard time hearing any discussion.

6. Reoccurring Reports:

- a.) Treasurer: Share about QB – Tim provided an update on Quick Books. The goal of the transition was to reduce the need of an accountant from monthly review to only select times of the year, such as filing taxes. This would reduce HOA cost by approx. \$600 a month. Quick Books was proposed, it has multiple tiers with the first tier that allows electronic bill pay is \$55 a month. By transitioning to Quick Books, future options for HOA members to pay online would also be opened, allowing invoices to be digitalized at HOA member's request, this would also further reduce cost. Tim mentioned there is also a sale further reducing the \$55 a month cost by 75% for the first three months. By transitioning to QB the board would also have a real time view of available funds. Brandon motioned to accept the adoption of QB, Diana seconded. Unanimous vote to approve.
- b.) DRC Committee Report – Royce discussed there were three requests approved. One was for painting a house in earth tone colors, one for a gazebo in a home owner's back yard, and one for the removal of two trees. All three were approved between board meetings by the DRC.
- c.) Landscape Committee Maintenance Report – Royce opened by discussing the current bid process for the landscaping contract. The current provider cost is approx. \$31,000 for the year, and submitted that as a bid. The second is a new business being started by an individual (Luis) who had worked for the original landscaping business was also putting together a bid, and was in the process of being insured, their bid was approx. \$3,000 a month, a third bidder had dropped out.

Shayne asked about the interview process, Peter from the Landscape Review Committee stepped forward, as he had been working with Royce. Peter commented that the same scope had been provided to the different companies, and that he had walked with two of the three companies and had not walked with Luis. Peter recommended starting Luis' company in September when the current extension expires. While there is risk with the new company as it would take a whole day to work the HOA property vs a half a day. Luis is familiar with the property from his prior experience. Peter commented that the current agreement being used would also allow the board to step away if the performance did not meet expectations with just a 30 days' notice. Peter clarified that the work day for landscaping would remain on Thursdays.

Tim asked if special landscaping needs (seeding, fertilizing, etc.) would be part of the agreement. Peter clarified it would not be, as those are special projects are not considered part of the current scope. Sandra asked that anything special be clarified in the scope of the agreement to provide clarification.

Sandra asked if weeding is included, as in her opinion, weeds have gotten progressively worse over the years. Peter commented that weed control is part of the agreement. Including between the sidewalks.

Diane asked how many individuals were contacted for bids. Peter clarified that six companies were contacted, and all provided the same agreement. Only the three mentioned earlier expressed interest.

Royce asked if there would be a monthly report by the future provider that would provide recommendations or communicate concerns with the landscape during the service. Peter said there is no language in the report, but it could be added.

Shayne inquired that all language in any agreement and expectations between the bidders, be clear to prevent any breakdown in expectations. Any expectations that the service would be providing should be clear in the agreement.

Tim asked what equipment would be used during the landscaping, as he was concerned about noise from prior providers, and had in the past damaged sprinkler equipment. Peter clarified there was no specific allowances or prohibitions on equipment type uses in the agreement. Peter also generously volunteered his time to test the sprinkler systems and validate their current working conditions, and submit any broken for repair. Shayne asked for this request in writing.

At this time a member of the HOA, Bill, commented that sidewalks were being uprooted by trees, and anything over ¾ could potentially be the responsibility and liability of the homeowner. Bill requested the board to use a digger so that a root barrier could be added. Bill also commented that he had also commissioned a report on the status of the sidewalks and any potential concerns. Bill stated this report would be available by Friday 5/26 and request the board look for potential solutions.

Royce also met with Greg with Pacific on addressing sprinkler concerns. They identified two boxes where the locks had been broken off and sprinklers had been shut off when they should have been turned on by now. Greg will replace the locks and provide an invoice to the board for the cost. Shayne requested a copy of the locks for the board. Royce also mentioned that he had made copies of the manuals and placed one in each box while also retaining a master copy available at request. Because of the browning of some grass Royce mentioned that there would be some additional watering.

Diane commented she had not seen the water near her and other homes. Royce had confidence the system was working, but will validate at his next opportunity.

Royce mentioned July 1<sup>st</sup> the City of Central Point was taking over some land near the creek that was still owned by the developer. He clarified that the area near Twin Creeks crossing is owned by the City and a raised control box is for the city water.

Royce also commented that a check the HOA submitted for cost of approx. \$600 bounced, incurring the HOA a fee of \$10. At this time, Royce brought up that there are approx. \$3,000 in outstanding dues from HOA members uncollected.

David, as a member of the Due's Collection committee requested this.

- d.) Communications Committee – Website Report – Shayne reported that the website was updated by himself. Updates include board member names, a streamlined interface, and notification of future board meetings. Members present in the community expressed positive feedback as it allowed the easier reading of documents. Shayne expressed that tips for home owners on topics such as weed control, or other points could be put on the website in addition to any future newsletters.
7. New Business:
    - a.) Board Calendar – Present some dates – Draft at next Board meeting – Brandon recommended board meetings align with the last Wednesday of the month, providing consistency and allowing to plan for future sessions. This also aligns with the City of Central Point allowing use of council chambers on Wednesdays. Brandon motioned; Diane seconded. Unanimous vote to approve.
    - b.) Change Banks – Present Recommendations: Shayne discussed options for changing banks to either Rogue or People’s Bank. People’s bank only has a business account that does not align well with the HOA’s non-profit status. There was discussion over the \$5 monthly fee if there is not \$1,000 in the account, and additional charges if more than 100 transactions (lines) in the account. Rogue allows 250 a month before fee and only \$100 balance, which is waived for non-profits. Shayne asked David to review by-laws to confirm the HOA’s non-profit status due to confusion around prior Tax filings by current accountant, who had no reason when asked for the confusion around filings. Royce clarified the non-profit status with Secretary of State, Royce also mentioned he is clarifying with Department of Justice. Both banks are closer and would reduce cost of traveling downtown to Banner bank, and reduce fees currently paid. Board agreed that Rogue Bank was in the best interest of the HOA’s needs. Diane motioned to accept the change to Rogue Bank. David seconded. Unanimous vote to approve.
    - c.) Insurance Quote – Commercial General Liability and D&O – Present Recommendation: Shayne commented that current policy renewed in Jan. most quotes are only good for 30-60 days, at this time there is no need to review policy. However, planning to review policy will occur in Sept or October ahead of the next renewal for current policy.
  8. Adjournment to Executive Session if needed: No need for executive session
  9. Next Meeting: Time & Place – Wednesday June 28<sup>th</sup> beginning at 6:30 p.m. City Hall, Council Chambers
  10. Adjourned: 8:05 p.m.

# Public Meeting Sign in sheet

5-24-2023

(Date of Meeting)

(Please print)

Name	Address	Phone/ Email Address (If you would like to be contacted)
Bill Walton	1040 Duck Point Street	541-747-7200 billandbrendatu@gmail.com
Susan Brown	1031 Sandoz St.	541-301-8983
Peter Brown	1031 Sandoz St.	
Tim Chesky	1009 Shalce	
Mike & Robin Nedemeyer	4178 Sunland Ave	
Sheila Winans	1010 Steamboat	