



Hidden Grove / Green Valley  
Homeowners Association

**BOARD OF DIRECTORS MEETING**

October 21, 2015

Meeting Called to order at 6:00pm.

Regina moved to hold an election for the vacant position of Board member/secretary pursuant to Resolution 2014.01.01. Mike House was the only candidate to submit application in the time allotted for prospective members that could be considered for this meeting. He provided background information and why he wanted to serve. Carol Rosenberg moved to elect Mike House to the Board of Directors. 8 of 9 owners voted yes. Regina ran a standard background check which was clear.

This created a quorum on the Board of Directors to address business of the HOA regular meeting.

**Resident Communications:** Discussion was opened on resident communication.

- Water meter on New Haven – Lot owner requested a refund of \$360 for water usage caused by an improperly installed water meter at the time they developed the property. The HOA attorney has directed the HOA not to act on this as it isn't our responsibility. Motion was made, seconded and approved to direct our attorney to send the Lot owner/developer a letter denying any responsibility for a meter change or any water bills. Attorney fees not to exceed \$300.
- Fence construction at 1262 Ivan was determined to meet standards of HOA rules, approved.
- Tennis pro's request to give professional lessons on our court was deemed an intrusion to the rights of HOA members and was denied.
- Resident asked what could be done to better control speed in the subdivision and it was left open for further review and discussion.
- Resident asked who determines what paint colors comply with HOA regulations. Carrie responded that it was one of her duties and that she did this once a year. Her criteria included faded and failing paint that would detract from appearances in our neighborhood and essentially negatively impact property values.
- Resident had some problem trees and would like to know if some trees could be eliminated to reduce hazard and ground/sidewalk damage. The Board needs to address this in a change to the CC&Rs.

**Old Business:**

- Minutes of July, 2015 special meeting of the Board of Directors were approved as presented.

**New Business:**

- Motion was made, seconded and carried that Board of Directors meetings be held on third Wednesday of January, March, May, July, September and November to better address the

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business needs of the Association.

- Tabled discussion of additional fire lanes pending further review.
- Tabled discussion of non-compliant house colors for further review.
- Motion was made, seconded and carried to approve fines of \$100.00 for 3 residents who disregarded rules for driving on new crack seal. Those present agreed that notice was extremely adequate for compliance to HOA needs.
- Tabled discussion of proposed budget items (bottle fill station and keyless locks at tennis courts) for further review and possible addition to next year's budget and inclusion of all Board members.
- Long term planning for Gebhard Road expansion and installing a wall at Green Valley and along Gebhard road left open for discussion and timeline of Gebhard development.
- No meeting date set to review proposed changes to the governing documents.
- There was much discussion regarding fines levied for non-compliance issues regarding HOA regulations and the CC&R's. It seems there are tenants who are unfazed by punitive fines and continue to ignore requests to comply. These rules are in place to maintain a quality of life and ownership for our members. Motion was made, seconded and carried to approve a progressive fine in the hope that it would emphatically encourage non-compliant members to abide by our rules. The approved fines will double after 3 infractions in a calendar year. After 2 infractions at the double rate, the primary rate would quadruple until resolved. In addition, after 3 infractions in a calendar year, the owner/tenant will lose privileges to the pool, tennis court and clubhouse until the property is brought back into compliance.
  - **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, after 3 infractions in a calendar year, the resident will lose privileges to the pool, tennis court and clubhouse until the property is brought back into compliance. (passed 10/21/15)
- Motion was made, seconded and carried to amend 2014.04.01 to read 5 days instead of 2 weeks.
  - **Resolution 2014.04.01** – If the Association receives a complaint about a car being parked on the streets for an extended period of time, the Association Manager shall place a note on the car that there has been a complaint, and observe the car for 5 days. If the car does not move during those 5 days, a tow sticker shall be placed on the car, and it will be towed pursuant to ORS. (passed 04/28/14 and amended 10/21/15)
- Motion was made, seconded and carried to amend the terminology in resolution 2014.01.01 from "residents" to "voting owners." Approved by unanimous vote of members of the Board of Directors present.
  - **Resolution 2014.01.01** – When there is a vacancy on the Board of Directors; the association manager shall notify the residents of the vacancy by putting an announcement in the newsletter and on the association website. Owners who wish to be a candidate for the position shall submit their intentions in writing to the office at least 7 days before the meeting during which the election shall be held. Candidates shall also submit to a background check. If there is not a quorum of voting owners at the meeting during which the election shall be held, the candidate with the vote of the

most voting owners present shall be elected to the Board of Directors. (passed 01/20/14 and amended 10/21/15)

- It was determined that proposed resolutions concerning parking of boats and trailers; junk vehicles; barking dogs; and parking at corners should be tabled until more research is done and a more complete consensus of Board members is allowed.

**Financial Report:**

- Motion made, seconded and carried to approve the 3<sup>rd</sup> quarter financial report.
- \$8,000.00 was transferred to the reserves in the 3<sup>rd</sup> quarter (\$23,500 ytd)
- A 90 days past due and a collections report were reviewed
- This year's surprise expenses were discussed.

**Manager's Report:**

- Carrie let the Board of Directors know that pursuant to a State of Oregon Employment tax audit, the HOA had to hire Geoffrey as an employee as he does not meet the requirements of a contractor.
- Carrie presented a bid for the drywall repair on the back patio. The Board requested that she get multiple bids before they decide to spend money on the repairs.
- Carrie discussed a resident's front light along the street that has been out for several months, and stated the Association may need to repair it. The Board instructed Carrie to assess fines as required and see if they repair before deciding on repairing it.
- The Board instructed Carrie to have the attorney prepare and file a lien against a property as it is bank owned they have a balance of over \$1,700.00.

Meeting adjourned at 9:00 pm.

There will be an annual meeting on January 20, 2016 at 6:00pm in the clubhouse immediately followed by a meeting of the Board of Directors.

**Respectfully Submitted,**

**Mike House, Secretary**



Hidden Grove / Green Valley  
Homeowners Association

**MEETING OF THE BOARD OF DIRECTORS  
TO DISCUSS RESERVE/FINANCE**

February 25, 2015

**Board Members present:** Regina Nelson, Paul Rydings, John Whiting

**Staff present:** Carrie Andries.

**Residents present:** None

- The primary purpose of this meeting was to discuss the HOA's component list, or the list of components that the reserve account needs to pay for.
- John had already gone through the reserve study from 2008, so, using John's list, we discussed which items needed to be included, and which ones need to be removed.
- At the end of the meeting, Carrie was instructed to begin searching for bids as to the cost of replacing many of the components on the list.

The next meeting has been scheduled for March 18, 2015 at 6:00pm in the Clubhouse.

Respectfully submitted,

Carrie Andries  
Manager



Hidden Grove / Green Valley  
Homeowners Association  
**BOARD OF DIRECTORS MEETING**  
January 21, 2015

**Resident Communications:** none

**Old Business:**

- Minutes of October 2014 were approved as presented.
- The board agreed to table the issue of getting more cameras for the front of the clubhouse in order to see how this spring and summer go with our security company canvassing the association nightly during the spring and summer months.
- CC&R Review: The board agreed to review the changes during regular meetings rather than forming a committee. Prior to each board meeting, Carrie has been instructed to email the board the portion of CC&R's to be reviewed during the meeting. This process will take as long as necessary until all changes are reviewed and approved.
- Missing Water Meter on New Haven Drive
  - Carrie discussed this with the attorney, James Stout and reported back to the board.

**New Business:**

- Carrie and Regina informed the board about their meeting with the Central Point Police Chief to discuss police enforcement in our Association. The chief stated:
  - It is unlawful for the police to enforce parking or traffic violations.
  - Speeding/Traffic: The police can help by setting up a sign that shows how fast people are driving. This may help keep speeding down.
  - Parking issues: The board can pass resolutions and we can enforce with fines and/or towing.
- Motion was made/seconded and passed to have the City of Central Point move the fire lane on Walnut Grove from the north to the south side of the street. Carrie will let all the residents know and keep in contact with them regarding the timeline from the city.
- The board also discussed having the south side of New Haven between the  
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clubhouse and Nadia made into a fire lane. Paul will check with the fire chief to see if this is possible.

- Although a notice was put in the HOA newsletter regarding a financial committee, no residents responded with any interest. Therefore, the board did not form a financial committee, rather voted to hold open meetings to discuss finances.
- The board discussed that when capital improvements are approved, unless they are an emergency, the improvements need to be placed on the following year's budget in order to keep the HOA within the approved budget.
- The board agreed that quarterly meetings are working well, and did not express any desire to meet more often at this time.
- Motion made/seconded and passed to have the light posts on the basketball court repaired, cost not to exceed \$500.00.

**Resolutions of the Board of Directors. Motions were made/seconded and passed regarding the following resolutions:**

- A. Residents and/or guests are parking facing the wrong direction.
- B. Residents and/or guests are head-in parking in the cul-de-sacs
- C. Clubhouse rental fee
- D. RV parking rates

**Resolution 2015.01.01**

The Board voted to comply with of the City of Central Point Municipal Code in the Association. In accordance with the City of Central Point Municipal Code, no person shall stand or park a vehicle in a street other than parallel with the edge of the roadway, headed in the direction of lawful traffic movement and with the curbside wheels of the vehicle within twelve inches of the edge of the curb., Beginning March 1, 2015 the Association shall place tow stickers on cars that are in violation of this code, and have the car towed at the owner's expense according to Oregon Revised Statutes. After 3 violations by the same vehicle, a \$100.00 fine shall be issued to the owner of the home to which the vehicle (either of a resident/tenant or guest) belongs. (passed 01/21/15)

**Resolution 2015.01.02**

The Board voted to comply with of the City of Central Point Municipal Code in the Association. In accordance with the City of Central Point Municipal Code, no person shall stand or park a vehicle in a street other than parallel with the edge of the roadway, headed in the direction of lawful traffic movement and with the curbside wheels of the vehicle within twelve inches of the edge of the curb, except where the street is marked or signed for angle parking (Clubhouse and RV/Parking areas only), in

which case motor vehicles shall be parked with the front head-in to the curb at the angle of and between painted stripes or other markings. The Association shall put notices on vehicles in violation of this code, and notify the homeowner of the home in front of which the vehicles are parked (either by a resident/tenant or guest). After 3 notifications, the owner of the home shall receive a \$100.00 fine. (passed 01/21/15)

### **Resolution 2015.01.03**

The cost of renting the clubhouse shall be \$50.00 for parties and \$100.00 for all other events. The deposit shall be \$100.00. If a resident misstates the purpose of their clubhouse rental, they shall forfeit their \$100.00 deposit. (passed 01/21/15)

### **Resolution 2015.01.04**

The RV parking rate shall increase to \$20.00/month beginning March 1, 2015. (passed 01/21/15)

### **Financial Report:**

- Motion made, seconded and carried to approve the 4<sup>th</sup> quarter financial report.
- A 90 day's past due and a collections report were reviewed.
- Motion was made, seconded and carried to invest \$100,000.00 in a Certificate of Deposit for the benefit of the Association.
- The board will meet in the Clubhouse at 6:00pm on February 18<sup>th</sup> to continue the financial planning of the Association. This meeting will be limited to 1 hour and residents are welcome to attend.
- Motion made/seconded and passed to update banking information pursuant to the changes made in the annual meeting.

### **Manager's Report:**

- A church would like to use the clubhouse every Sunday from June-September. The board agreed that Carrie should not allow this as it is not fair to other residents.
- Carrie let the board know that the security company will be driving through our association only 7 months/year (April-October).
- Carrie discussed parking problems within the subdivision
- Regarding cars that do not run, but are parked in people's driveways, the board agreed that this is not a problem for the association to deal with unless the car becomes a nuisance.

Meeting adjourned at 8:15 pm.

Next meeting of the Board of Directors will be Wednesday, April 15, 2015 at 6:00pm in

the clubhouse.

Respectfully submitted,

Cheryl McKenzie  
Secretary





Hidden Grove / Green Valley  
Homeowners Association  
**BOARD OF DIRECTORS MEETING**  
July 15, 2015

President opened the meeting at 6:00 p.m.

A quorum was not present.

Once it was determined that a quorum could not be reached, the meeting was adjourned with no business being conducted.

The President will call for a special meeting on July 22, 2015. The purpose of the special meeting shall be limited to:

- Vote on a crack seal bid so that the crack seal can begin in 2015 rather than waiting until 2016
- Vote on turning resident over for eviction
- Approve the April 2015 minutes
- Approve the 2nd quarter financial reports

Meeting adjourned at 6:45 pm.

Next regular meeting of the Board of Directors will be Wednesday, October 21, 2015 at 6:00pm in the clubhouse.



Hidden Grove / Green Valley  
Homeowners Association  
**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
July 22, 2015

Because there was not a quorum at the July 15<sup>th</sup> meeting, the President of the board called for a special meeting on July 22, 2015 in order to vote on crack seal & seal coat bids and on turning a resident over for eviction. Also on the agenda was approving the April, 2015 minutes and to approve the 2<sup>nd</sup> quarter financials.

President opened the meeting at 6:00 p.m.

The three bids for crack seal/seal coat were reviewed by the board. Motion was made, 2<sup>nd</sup> and passed to accept the bid from Strahm's Sealcoat & Striping with the option for fog seal if the cost of the bid does not increase more than \$5,000.00

Motion was made, 2<sup>nd</sup> and approved to have the attorney move forward for a judgement and eviction of residents 2 years behind on dues.

Motion was made, 2<sup>nd</sup> and passed to approve the April, 2015 minutes.

Motion was made, 2<sup>nd</sup> and passed to approve the 2<sup>nd</sup> quarter financials.

Meeting adjourned at 6:25 pm.

Next regular meeting of the Board of Directors will be Wednesday, October 21, 2015 at 6:00pm in the clubhouse.



Hidden Grove / Green Valley  
Homeowners Association

**MEETING OF THE BOARD OF DIRECTORS  
TO DISCUSS RESERVE/FINANCE**

March 18, 2015

**Board Members present:** Regina Nelson, Paul Rydings, John Whiting

**Staff present:** Carrie Andries.

**Residents present:** None

- Paul, John and Carrie each presented their figures regarding the future needs of the reserve account.
- The 2105 working budget was also discussed to figure how that net profit fits into the needs of the reserve account.
  - There was brief discussion of the city's Gebhard Road expansion
  - There was brief discussion regarding the possibility of refinancing our mortgage into possibly a first and 2<sup>nd</sup>.
  - There was discussion as to Carrie's raises, and that the board needed to be mindful of these budgets before approving raises and/or bonuses.
- There was a discussion of making a recommendation of having dues raised to \$75.00, and Paul wanted to review his figures further.

Respectfully submitted,

Carrie Andries  
Manager



Hidden Grove / Green Valley  
Homeowners Association  
**BOARD OF DIRECTORS MEETING**  
April 15, 2015

**Resident Communications:** Motion was made, 2<sup>nd</sup> and approved to install Benjamin Glenn as the Member at large.

**Old Business:**

- Motion was made, 2<sup>nd</sup> and carried to approve as presented the minutes of the Annual meeting, January, 2015 meeting and the two finance meetings.
- The CD has been opened with Umpqua Bank
- The board had made a motion, 2<sup>nd</sup> and carried to agree to the \$3,500 cost for the surveyor to prepare the documents necessary to transfer the storm drain system to the city of Central Point. At this point, the transfer of the storm drain system is in the hands of the city and may take up to 6 months to complete.
- Reminder that email correspondence should go to the office for distribution to the board members.

**New Business:**

- Motion was made/seconded and carried (3-2) to spend up to \$350.00 for cameras at the entrance to the Hidden Grove Park (by the gate).
- Finance committee findings were discussed.
  - Motion was made to Raise HOA fees on a schedule of every 5 years. Was not approved.
  - Motion made, 2<sup>nd</sup> and carried to raise the HOA dues by \$5.00/month beginning June 1, 2015 to allow for a 30 day notification to the HOA membership
- HOA Refinance
  - Umpqua Bank has proposed 5 year ARM with a balloon payment due in 10 years.
  - John noted that the HOA membership needs to approve any refinance pursuant to the Bylaws.
  - Motion was made, 2<sup>nd</sup> and approved to table the mortgage refinance until a better loan comes along.
- John discussed the fact that the city will be expanding Gebhard Road and the Green Valley entrance will become the main entrance to the subdivision. For  
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home resale values, it will be important to have a nice looking entryway at Green Valley.

- He discussed that the fencing is old and overgrown.
- John has researched that it would cost approximately \$30,000 to construct a new all similar to the wall in Bluegrass downs.
- John would like to think about saving for that wall.
- Regina thought we should wait until the city knows more about what they are doing and when.
- Ben discussed that having residents abide by the CC&R's would do more for home resale values.
- Paul discussed wanting to keep improving the Hidden Grove Park to make it better for the children of the neighborhood.
  - Motion made to spend \$3,000.00 on a new swing set. Vote tabled until we know more about what our HOA insurance will cover.
  - Motion made to spend \$200.00 for ping pong table for the patio. Not 2<sup>nd</sup>
  - Motion made and 2<sup>nd</sup> for \$250.00 for tetherball. Not passed
  - Motion made and withdrawn for horse-shoe pits.
- A resident had proposed to Carrie that we could install security lights in the Storage area as we have a power source there. The board was not interested in installing security lights in the storage area as we have not had any security issues in the storage area.
- The board discussed satellite dishes on the front of the houses and agreed to table any vote until the CC&R review is completed.

### **Financial Report:**

- Motion was made, 2<sup>nd</sup> and carried to adopt the current budget subject to the raise in HOA dues.
- Motion made, seconded and carried to approve the 1<sup>st</sup> quarter financial report.
- \$6500.00 was transferred to the reserves in the 1<sup>st</sup> quarter
- A 90 day's past due and a collections report were reviewed.

### **Manager's Report:**

- Tennis Courts
  - The board instructed Carrie to replace the tennis court lock and issue new keys.
  - Motion was made, 2<sup>nd</sup> and carried to have residents sign a tennis court release.
- RV Parking Area

- Motion was made, 2<sup>nd</sup> and carried that from this point forward, to have the landlords sign onto the RV parking contract. The HOA will include the RV parking charges on the HOA bills to the landlord rather than the renters.
- The board did not believe that owners who own homes but don't live here is a problem, but if the RV parking area fills up, they withhold the right to request that residents who LIVE in the subdivision be given preference.
- The board did not believe it is a problem that residents pay for RV parking, but park vehicles they do not own in the space.
- Carrie discussed parking problems within the subdivision.

Meeting adjourned at 9:00 pm.

Next meeting of the Board of Directors will be Wednesday, July 15, 2015 at 6:00pm in the clubhouse.

Respectfully submitted,

Cheryl McKenzie  
Secretary