



Hidden Grove / Green Valley  
Homeowners Association

**Board of Directors Annual Association Meeting**

January 20, 2016

**Board members present:** Regina Nelson, John Whiting, Mike House

**Staff present:** Carrie Andries

Meeting called to order at 6:00pm

**New Business**

Regina opened discussion to elect new applicant, Denise Walker, to the board. It was moved and seconded to place her on the board. Motion carried. She was vetted and invited to sit with the board.

Carrie was asked to discuss accomplishments of 2015 and challenges for 2016. 2015 was an overall success with some challenges that were handled well by staff and the board. We face some normal challenges in 2016, but have plans to address most of them. One challenge we struggle with every year is compliance with CC&Rs, Bylaws, and Rules and Regulations. Enforcing these rules is onerous, but meant only to make our community safer and more valuable to our residents.

**Financial Report**

John opened discussion of funding enhancements, also called capital expenditures in the bylaws, vs. repairs of common areas. The association must earmark a fund, or establish assessments on all HOA properties to pay for capital expenditures. Repairs can be accomplished using available funds and reserves if needed. Consensus of those present seemed to reflect little support for a Gebhard Rd. fence at this time.

The annual budget for 2016 was discussed and approved. The only change was an additional \$2300 for the keyless lock system and new gate to make that possible.

Annual Meeting was closed at 6:47 p.m.

Respectfully submitted,

Michael House,  
Secretary



Hidden Grove/Green Valley  
Homeowners Association

**Board of Directors Meeting**

January 20, 2016

**New board members:** Denise was appointed vice president

**Old Business:**

- October, 2015 and November 3rd special meeting of the Board minutes were Approved
- Regarding the review of the Governing Documents, Carrie was instructed to prepare changes for discussion, notification and presentation at our next regular Board meeting, March 16, 2016

**Unfinished business:**

- Moved and carried to send standard paint improvement letter to non-compliant house color infractions. Further resolution and determination of fines may be needed if this action is not sufficient.
- Moved and carried to create fire lane on north side of New Haven between Nadia Way and Hawthorne Way.
- Tabled passing resolution concerning parking of boats and trailers for work session to define wording and submit for vote at a regular meeting.
- Tabled for work session to define wording regarding the parking of Junk vehicles and submit for vote at a regular meeting.
- Barking dogs and other nuisances that violate city ordinances need to be reported to appropriate city officials.
- Resolution to eliminate parking within 25 feet of any intersection was moved and passed, however exact wording needs to be spelled out. Resolution 2016.01.01

**New Business:**

- Create a mission statement for our association was tabled to allow for suggestions and discussion.

- We need to define repairs needed on our sidewalks and discuss viable repair options and costs. Mike will look into needs and present at the next regular meeting.
- Meeting to go over proposed changes to governing documents was set for March meeting.
- Rick McCurdy Drywall was selected as contractor for drywall repair and paint on clubhouse patio canopy and the ceiling crack in the clubhouse.

### **Financial Report:**

- Reviewed and approved financial reports.
- Discussed review of bank statements and concurred that all were in order.
- Carrie's report on past due and accounts in collection were comprehensive and in order.

### **Managers Report:**

- There were 385 non-compliant letters sent out last year. While 37% of residences are rentals in the HOA, those accounted for 57% of complaints.
- A website bulletin board was discussed and approved. Submissions to be added to the website can include many things that may be of interest to HOA members but will need to be submitted to Carrie for posting.
- Slow down signs are currently our only option for speeders according to Central Point Police Chief Allison. Newsletter reminders might also be in order.
- The board approved initiation of action to repair yard light on Evan Way.
- We need to investigate payment and purchase options for the HOA.

Adjourn: 8:57 p.m.

Respectfully submitted,

Michael House,  
Secretary



Hidden Grove/Green Valley  
Homeowners Association

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Board of Directors Meeting Minutes  
March 16, 2016

New Board Members: It was moved, seconded and passed to welcome Carol Rosenberg on the board as member at large. Background check passed.

Old Business: actions taken on agenda items  
January Meeting Minutes and Annual Meeting Minutes were approved and signed.

Unfinished Business: actions taken on agenda items

1. Approved to specifically define the resolution regarding parking at corners  
**Resolution 2016.01.01** – No resident or guest shall stop or park a vehicle so as to obstruct clear vision areas for vehicular or pedestrian traffic or with the front or rear of such vehicle, as the case may be, within less than twenty-five feet from the center of the intersection. (Passed 01/20/16)
2. Approved amending resolutions regarding parking of **Boats and RVs**. They can be towed exactly like a car. Update resolution 2013.10.04 to remove boats. Add boats to 2014.01.02 and add language regarding towing of RVs or boats.
  - a. Approved removing boats and updating language about assessment being charged to lot owner (rather than resident)  
**Resolution 2013.10.04** – Residents shall not park trailers or inoperable vehicles (including vehicles which are not registered) on any part of any lot or on streets except within the confines of an enclosed garage, or behind a screening fence or shrubbery tall enough to screen the vehicle from view. When residents park such vehicles on any part of any lot or on the streets for more than 5 days, the Lot owner shall receive a notice to remove the vehicle within 5 days, after which the Association shall assess the Lot owner a \$50 fine for each day the vehicle remains illegally parked.  
**(passed 10/21/13 and amended 01/20/14 and 03/16/16)**
  - b. Approved adding boats and updating language about assessment being charged to lot owner (rather than resident)  
**Resolution 2014.01.02** – RV and boats may be parked within the confines of an enclosed garage, or behind screening fence or shrubbery tall enough to screen the vehicle from view, which shall in no event project beyond the front walls of any dwelling or garage. They may also be parked on the streets or lots for up to twenty-four (24) hours to accommodate loading and unloading. Except as allowed above, the

Association shall place a tow sticker on RVs or boats parked on the streets and have the vehicle towed pursuant to O.R.S. When RVs and boats are parked on lots except as allowed above, the lot owners shall receive a notice to remove the vehicle within five days, after which the Association shall assess the Lot owner a \$50 fine for each day the vehicle remains illegally parked. **(passed 01/20/14 and amended 03/16/16)**

3. Approved amending Resolution for parking of commercial trucks (2 warnings rather than 4, and fine lot owner rather than resident)

**Resolution 2013.10.03** – When large trucks (larger than 1 ton) or commercial trucks are parked on the streets or lots except as allowed in the governing documents, the owner of the truck and the lot owner shall receive written notice. After 2 notices, a \$50.00 fine will be assessed to the lot owner for every Day such vehicle is parked in the subdivision. Residents may park their large trucks in the clubhouse parking lot for limited amounts of time with the approval of the Homeowners Association Board of Directors or Management. **(passed 10/21/13 and amended 03/16/16)**

4. Approved amending Resolution about parking the wrong direction to state 3 violations by same residence rather than vehicle.

**Resolution 2015.01.01** – The Board of Directors voted to comply with 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 residence, 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 and amended 03/16/16)**

5. Approved the Mission Statement – "Our mission is to provide for the safety of our residents, maintain the common property and protect our home values."

#### New Business:

1. Governing Documents review - Approved to send to the attorney
2. Rain Drain/Sidewalk repair - Board voted to allow Mike House to do a test repair
3. Speed issues - Final decision was to start an awareness and self directed community campaign to try to reduce speeding.
4. Resident proposed turning ownership of the railroad ties to the homeowners (Just open a discussion) - Board agreed we need legal clarification to move forward.
5. Discussion regarding Xeriscaping some of the common area by the clubhouse was tabled for further study.

Financial Report: (Carrie)

1. Reviewed and approved financial reports.
2. Reviewed and approved 90 days past due report/Accounts in collections.

Manager's Report: (Carrie)

1. Non-Com Report (70 letters sent – 26 Owners, 44 renters) 22 Fines charged
2. Sent certified letter regarding light on Evan. If not fixed by April 4, we will have our electrician do it. Mike has volunteered to help deal with residents personally.
3. Keyless entry update - Bids needed to decide new common area fence and door.

Resident Communication:

- Request to extend the fence at a home on Lara Lane was approved.
- Residents contesting fine for paint. Denied relief from fine for lack of timely owner communication for one home. Approved extension for 2<sup>nd</sup> home based on timely communication of need.
- Lot owner requesting HOA pay for railroad tie repair was denied at direction of attorney.
- In order to help facilitate sale, the Board approved to waive fees to bank and attempt to send seller to collections.

Adjourned at 8:00pm

Respectfully Submitted

Mike House, Secretary



Hidden Grove/Green Valley  
Homeowners Association

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maintain the common property and protect our home values.”***

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Board of Directors Meeting Minutes  
Date: May 18, 2016

Old Business:

April Meeting Minutes were approved with the following corrections:

- **Resolution 2013.10.04** – Residents shall not park trailers or inoperable vehicles (including vehicles which are not registered) on any part of any lot or on streets except within the confines of an enclosed garage, or behind a screening fence or shrubbery tall enough to screen the vehicle from view. **When residents** park such vehicles on any part of any lot or on the streets for more than 5 days, the Lot owner shall receive a notice to remove the vehicle within 5 days, after which the Association shall assess the Lot owner a \$50 fine for each day the vehicle remains illegally parked. (passed 10/21/13 and amended 01/20/14 and 03/16/16) Approved with changes 05/18/16
- **Resolution 2013.10.03** – **When large** trucks (larger than 1 ton) or commercial trucks are parked on the streets or lots except as allowed in the governing documents, *the owner of the truck and the lot owner* shall receive written notice. After 2 notices, a \$50.00 fine will be assessed to the lot owner for every day such vehicle is parked in the subdivision. Residents may park their large trucks in the clubhouse parking lot for limited amounts of time with the approval of the Homeowners Association Board of Directors or Management. (passed 10/21/13 and amended 03/16/16) Approved with changes 05/16/16

There was some discussion about the Board of Directors' responsibility to all of the HOA owners and oversight of budgets and following the rules we have established.

Critical planning for enclosing the clubhouse and equipping the RV/Storage area for limited access



### New Business:

#### Campaign about trees in subdivisions

There was much discussion initiated by John regarding the CC&Rs requirement that each lot have a central tree in front yard. Changes that had been previously proposed to allow a substantial shrub in place of a tree due to the smaller front yards in the Hidden Grove area have not been resolved. It was agreed that waivers could be given when needed or requested. Such a waiver was granted to a resident to plant a smaller tree or shrub.

Class about water conservation from Jackson Soil & Water Conservation District  
A resident shared all the resources and focus of the Jackson Soil & Water Conservation District. He offered that educational meetings could be arranged for groups interested in alternatives to many water usage issues. A meeting will be organized at a future date.

The Board of Directors agreed to move July Meeting to July 13th

### Financial Report:

The Board of Directors approved the financials as presented.

#### 90 days past due report/Accounts in collections

The Board of Directors agreed that the five oldest past due accounts were basically uncollectable and should be written off.

The Board of Directors asked Carrie to investigate the going rates for CDs

### Manager's Report: (Carrie)

- Light is fixed on Evan. They repaired it themselves.
- Resident in arrears for over \$400.00 wants to pay \$10.00/month. Need Board of Directors' approval/advice.
  - The Board of Directors determined that payment at \$10 a month wasn't an adequate response and was willing only to allow 12 months to bring this account into compliance

### Resident Communication:

- Homeowner's request to have the HOA repair the railroad ties in her backyard.
  - Mike and Carrie will look into the matter.
- Resident's email about opposition to speed bumps
- Request from homeowner about only needing to paint the front of their home rather than the side, as the side is only slightly faded.
  - After some discussion, the Board of Directors agreed that Carrie should require the entire house be painted. Consensus was that shoddy appearances would bring down property values and, in the long run,

reduce pride in our subdivision overall. All owners benefit from the strict and continuous enforcement of the CC&Rs.

Respectfully Submitted

Mike House  
Secretary



Hidden Grove/Green Valley  
Homeowners Association

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Board of Directors Meeting Minutes

Date: July 13, 2016

Old Business:

May, 2016 meeting minutes were approved.

Motion was made 2<sup>nd</sup> and approved to proceed with enclosing the clubhouse. Project cost of \$7500.00 was approved to include door and materials; Medford Fence estimate for pool and entry fencing; and the Kantech entry system.

Motion was made, 2<sup>nd</sup> and approved to hire an attorney for review of the proposed changes to the CC&Rs at a cost not to exceed \$1650.00.

New Business:

Regina Nelson, Mike House and Carrie Andries met with James Stout regarding the issue of the railroad ties mentioned in the CC&Rs. Mr. Stout's initial opinion was that the HOA is not responsible for the repair/maintenance of the railroad ties. The Board of Directors is awaiting a letter from Mr. Stout before advising affected homeowners of any responsibility for maintaining railroad tie retaining walls.

The organization of a 4th of July block party in the Green Valley Park will be discussed at our March HOA Meeting.

Financial Report:

Financials were discussed and approved as submitted.

The HOA has obtained a debit card for the HOA. The debit card will be used for items that cannot be paid on online bill pay or by check.

\$4,500.00 has been deposited into reserves since the May, 2016 meeting - \$20,500 this year to date.

Time to open another CD? (the HOA currently has \$86,452.59 in the reserve account. Umpqua's going rate is approximately 1.98%. The term would be 5 years (minimum deposit \$1,000.00). The Board of Directors did not address or approve opening another CD at this meeting.

Manager's Report: (Carrie)

- Fencing around pool needs replacing **(This item was built into our clubhouse enclosure approval in old business).**

Resident Communication:

- Request to have non-com fines waived. The Board of Directors agreed to waive the non-compliance fees if the property is brought into compliance by August 20, 2016. If this deadline is not met, the fees will be retroactive to their inception and continue until compliance occurs.
- Resident recommended that the Board of Directors amend provision prohibiting clotheslines. It was the consensus of the Board of Directors to treat clothes line issues on individual basis based on their appearance and public impact. Because natural alternative energy use has become a widely used defense for individual rights, we consider that option when it doesn't impact HOA values

**Meeting was adjourned at 7:02 PM**

Respectfully Submitted

Mike House  
Secretary



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Homeowners Association

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Board of Directors Meeting Minutes  
Date: September 21, 2016

Old Business:

July, 2016 meeting minutes were unanimously approved.

Update on Project to enclose clubhouse grounds.

- Door arrived, things can move forward with the closure of the pool 9/26

Awaiting final letter from James Stout regarding railroad ties

- The letter is still forthcoming

Update on CC&Rs review

- Update needs to follow receipt of retaining wall letter

New Business:

HOA training attended by Regina, John and Carrie

- The training was helpful on several fronts; meeting protocol, accounting practices and CC&Rs updates/approvals. Another training is scheduled for 11/5

Opening a CD for a portion of the funds in our reserve account?

- Reserve account currently has approximately \$94,500.00
- First CD currently has approximately \$102,600.00
- Going rates 1.98% on a 5 year term

After much discussion on the merits of investing in CDs and holding some in the reserve account for emergency access, a motion was made/seconded and passed unanimously to transfer \$75,000.00 from the Umpqua Bank Money Market Account to a CD at Umpqua Bank.

Financial Report:

Financials

\$10,500.00 into reserves since last meeting - \$31,000 ytd

Copies of Bank Statements in clubhouse office for review upon request

- All financial reports were unanimously approved by the board

Manager's Report: (Carrie)

Geoff's resignation. Ideas are:

- Hire a contractor as opposed to another employee
- Carrie is pursuing hiring options for a replacement for Geoff and would like homeowner input as well.

CC&Rs Report

- Landscape issues continue to be a problem with the dry weather and heat. Notices will continue to be issued for noncompliance issues but some leniency can be shown for challenges faced by owners.

Resident Communication:

Request to have extra time to bring her yard into compliance.

- The Board unanimously granted the resident relief with the stipulation that the yard will show significant improvement by 10/31/2016.

Resident wondering if a car cover is appropriate.

- A commercially available car covering is approved but not temporary type covers like tarps and blankets.

Resident received 2nd notice about pet waste. Pet waste is in trash cans, but still smells. The tenant wants the Board to advise him about what to do. Carrie contacted City of Central Point Police to see how they handle these situations.

Municipal code states:

- a) no person shall: Allow any stable or place where any animal is or may be kept to become unclean or produce an unreasonable offensive odor.  
6.08.010 D(8) (Animal Control)
  - b) nuisances: Odor. Any premises which are in such a state or condition as to cause an offensive odor or which are in an unsanitary condition 8.04.040 F (Nuisances affecting public health)
- Board discussion included items covered by municipal ordinances, the need to keep animal waste cleaned up daily to mitigate smell and health issues and the storage of such waste to prevent odors and fly attraction. These items ensure the health of the animal, the safety of the children and the peace and well-being of our neighborhood.

Board meeting was adjourned at 7:05 P.M.

Executive Session was called to order

Board meeting was called back to order to vote on executive session findings.

Meeting was adjourned at 7:19 PM

Next Meeting: Wednesday November 16 at 6:00 pm in the clubhouse

Respectfully Submitted

Mike House  
Secretary



Hidden Grove/Green Valley  
Homeowners Association

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Board of Directors Meeting Minutes  
Date: November 16, 2016

Old Business:

September, 2016 meeting minutes were unanimously approved.  
Update on Project to enclose clubhouse grounds.

- Mike will start work next week on door. Fencing will begin soon.  
CD is opened AND earning interest.

New Business:

Working Copy of HOA Budget was considered and discussed.

- Carrie covered items of interest in the current budget and opened discussion for items that might be of concern for next year's budget. Two areas of the budget were discussed to effect savings for next year.
- The Board unanimously agreed not to renew our contracts with
  1. The security patrol company doing nightly patrols, and
  2. Bookkeeper.

Both items were deemed by all to be minimally effective and necessary at this time.

- The Board also committed to doing a biannual audit of our financials as allowed by our bylaws and will be scheduled following our budget review.

There was a discussion of the Attorney's review of the Governing Documents rewrite.

- Review of the governing documents was interesting and a bit lengthy.
- The Board agreed to abide by the changes and suggestions made by our attorney.
- Three of the suggested changes were unanimously adopted by the Board to be included in the final draft of revised documents to be submitted to members of the Association for a vote. Those items were;
  1. Bylaws: Article VI, sections c, to read twenty thousand dollars (\$20,000.00) instead of ten thousand dollars (\$10,000.00)

2. section d, to read twenty thousand dollars (\$20,000.00) instead of ten thousand dollars (\$10,000.00)
3. CC&Rs: Article IV, section 1, subsection e, to read: The right of the Homeowners Association to suspend any member's voting rights and/or the right of any residents or their guests to use any of the Common Areas and Facilities owned by the Association.
  - Carrie will try to have the documents cleaned up and formatted for review and approval by the January Board meeting.

The Board also discussed "In-Home Businesses". CC&Rs state they need to be approved. This has never really been done. Some businesses may be issues for residents. How does HOA respond?

- Carrie and Regina will check with the City to find how they deal with in-home businesses so we can make an educated decision on how to proceed.

President's term expires in January

Denise Walker now a V.I.P.S. (Volunteer in Public Service with the Central Point Police Department)

#### Financial Report:

Financials were presented

\$3,500.00 transferred into reserves since last meeting - \$34,500 ytd

Copies of Bank Statements in clubhouse office for review upon request

Review of 90-day past due report/accounts in collections

- All financial reports were unanimously approved by the Board

#### Manager's Report: (Carrie)

The Association is set up on "budget billing" for water (same cost every month figured on average of past year.)

Had to replace the blower motor on the HVAC. Cost \$546.50. Carrie asked if she needed Board approval for emergency maintenance and the Board agreed that, if it was not a huge amount, no.

#### CC&Rs Report

- 343 Letters sent in 2016
- Question about cars in driveways with expired tags. It was agreed by the Board that expired tags alone would not initiate fines and/or possible towing of offending vehicles. Some form of nuisance, dereliction or abandonment should be considered as well.

#### Resident Communication:

Resident wants Non-Compliance fine waived as he was out of the country

- Board unanimously voted to waive this fine due to circumstances.

Request from Commercial Property Management to have late fees waived.



- The Board reviewed historical data and felt there was inadequate reason to waive the late fees for a business that should have no excuse to fail to reasonably meet their clients' needs.

Board meeting was adjourned at 8:00 p.m.

Next Meeting: Wednesday January 18 at 6:00 pm in the clubhouse  
Annual Meeting of the Homeowners followed by a Board of Directors Meeting

Respectfully Submitted

Mike House  
Secretary