

# Treehill Park Homeowners Association Board of Directors



## Zoom Video Conference Board Meeting Minutes August 25, 2021 at 6:30 PM

**Establish Quorum of the Board:** A quorum of the Board was established with: Carol Woods, Al Evans, Debbie Yost, Kaye Maddocks, and Dawn Petricevic. Kaye Kowaleski, Bil Willis and Johnny Velasquez, Maintenance lead, were also in attendance.

**A. Homeowners Forum:**

Bil Willis – His renter found a rat in the unit. Johnny advised to close off all the vents to the unit and set traps. Johnny said he would take a quick peek in the morning.

Kay Kowaleski wondered about the trees near her place and when they would be cut down. That is a work in progress but she will be notified when it will take place.

**B. Consent Agenda/Announcements:**

1. The last Board meeting minutes were approved: Al Evans made the motion; Debbie Yost Seconded.

2. Petty Cash, (Reimbursements generally are for camera electricity, RC Internet/Camera connection, website, mileage, maintenance equipment)

**C. Financials: Kaye Maddocks**

### Treehill Park Homeowners Association Bank Balance Summary July 31, 2021

	Operating Fund		Reserve Fund		
	Foundation Bank	Debit Card	Foundation MM	WA Fed MM	WA Fed CDs
Beginning Balance	\$ 6,894.08	\$ 696.12	\$205,370.28	\$27,218.25	\$21,820.08
Monthly Income	\$ 47,524.64	\$ 474.09	\$ 4,527.08	\$ 4.62	
Monthly Expense	\$ (43,409.86)	\$(505.94)	\$ (82,800.00)	-	
<b>Ending Balance</b>	<b>\$ 11,008.86</b>	<b>\$ 664.27</b>	<b>\$ 127,097.36</b>	<b>\$ 27,222.87</b>	<b>\$21,820.08</b>

July 31, 2021	Balances	
Operating Accounts	\$ 11,673.13	
Reserve Accounts	\$176,140.31	
<b>Total Bank Accounts</b>	<b>\$187,813.44</b>	
Accounts Receivable	\$ 5,118.89	(less doubtful accounts)
<b>Total Assets</b>	<b>\$192,932.33</b>	
Accounts Payable	\$ 36,312.57	

D. **Committee/Project Reports:**

1. **Neighborhood Watch:** **AI**

No meetings due to COVID. The recent uptake in catalytic converter theft has prompted the Governor to take action tightening restrictions on the sales of Catalytic converters. The new rules take effect in January of 2022. More regarding the changes through the link below.

<https://www.aftermarketmatters.com/association-news/new-oregon-law-aims-to-cut-catalytic-converter-theft/>

2. **Landscaping/A-1 Report:** **Dawn**

Entryway landscaping modifications were discussed for those who are elderly or unable to care/maintain that space. This would involve pulling all existing plants/shrubs then replace it with a weed barrier and rock. This will benefit the population by keeping those units cleaned up and will also reduce any damage plants/shrubs create from being too close to the building. Another option discussed was to place a sticker on the address plate indicating to the landscapers that they need to cut back/maintain that area. This may add to the cost of landscaping as they currently do not maintain these areas since it is up to the resident to maintain. The rock may be the more cost-effective option.

**Website Report (treehillpark.org)** **AI**

- Updated the deck policy
- Removed the swimming pool reservation form
- Uploaded the 54-page declaration of ownership, Deb Yost took the time to scan all the documents into one.
- Will be placing more information on the website to reduce the requests made by realtors selling/buying in Treehill. Things like dues over the last three years and the estimated increase. The reserve study (2014 to 2028) and where Treehill is on that time line. KM will handle all the other paperwork for the financial end.

4 **Maintenance Report:** **Johnny**

• **Maintenance Completed:**

- 23902T, build new back deck divider wall, railing and steps
- 23904T, build new back deck divider wall, railing and steps
- Complex, remove multiple yellow jacket nest
- Carport, paint carports
- Complex, stripe visitor parking spots and paint fire lines for no parking
- 23990T, replace deck boards and stain back deck
- Pool, maintain pool

• **Future Maintenance**

- 23850T, rebuild back deck, divider wall and railing
- 23852T, rebuild back deck, divider wall and railing
- 23903T, rebuild back deck, and divider wall
- 23901T, install new grab bar for steps on front on unit.
- Complex, finish striping visitor parking spots
- Complex, paint carports
- Complex clean moss of sidewalks and parking area

The last 10 units will be painted over the next two years. Spring of 2022, we intent to complete 5 units leaving the last 5 for the following year.

Johnny has requested Treehill purchase a bee suit. He has been stung many times and since there is no end to the bees/wasps/hornets building nests, he would like some protection. The board granted his request.

**Our “Outstanding Future Maintenance List” is larger than we can list here.  
Please don’t think we’ve forgotten your requests.**

**5**     Rec Center Rentals/Activities:   **Carol**  
No upcoming rentals

**6**     Pool:   **Carol**  
Pool will close after the Labor Day weekend. Require masks at the pool? OHA has not issued a statement so we will wait to see if they do.

**E.     Unfinished Business:**

A discussion regarding the responsibility of Cottonwood to pay their share for using the easement (Treehill Drive) accessing their property. In the past, The Treehill board has asked Cottonwood to help pay for deicer in the Winter. Cottonwood denied this request. There is a letter from our attorney, Kevin Harker, that discusses Cottonwood’s responsibility to cover a percentage of the costs to maintain that stretch of road. There are 24 units in the Cottonwood complex to consider for an annual charge. It would be helpful to bill them in November so Cottonwood can prepare their community for this fee.

**F.     New Business:**

Kappes Miller has migrated to new software called AppFolio which includes a portal for homeowners. Through this portal you will be able to see your current assessment balance and update your contact information. You will also be able to submit maintenance and architectural review requests which will be directed to the Board for processing. Expect to see an enrollment email from Kappes Miller/AppFolio in the near future.

An Architectural Review must be submitted through the Appfolio for things like air conditioning units, heating units, new windows, doors, etc. The City of Wood Village will also need to be contacted regarding permits for structural changes. Any work or changes to the unit must be requested through Appfolio. This will allow us to track the incoming requests and manage the status of those requests on line as well.

**G.     From the Board - Friendly Reminders:**

It is not necessary to complete a new owner/tenant form just to update your vehicle information. When vehicle information needs to be updated, do it by sending an email or written note to Kappes-Miller.

[Connie.fleming@kappesmiller.com](mailto:Connie.fleming@kappesmiller.com)

Kids Zone safety, please drive slow through there.

Please lock your patio gates. If Treehill Maintenance needs access, you will be notified. This is for your security.

**There are no Semi trucks allowed on Treehill Park property.** If you must take delivery of a large item, move into or out of a unit then you must ensure that the vehicle used is no larger than a box truck.

No weed spray notification – If you do not want the landscapers to use weed spray around your entire unit and you are willing to maintain the weeds then email and ask for a

butterfly. This sticker lets the landscapers know you do not want them to spray. Email [nwmxmom@gmail.com](mailto:nwmxmom@gmail.com) if you are interested.

**The Meeting Was Adjourned To Executive Session** (delinquencies, attorney consultation, violations, staffing issues).

The next meeting will be held **Wednesday, September 29, 2021 at 6:30 pm.**

Contact email: [TreehillLiaison@comcast.net](mailto:TreehillLiaison@comcast.net)

Website: [treehillpark.org](http://treehillpark.org)

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