

Treehill Park Homeowners Association Board of Directors



Zoom Video Conference Board Meeting Agenda July 31st, 2024 6:30 PM

Establish Quorum of the Board: A quorum was established with Kyle Fox, Jocelin Higgins, Maurice, Hakim Callier, maintenance lead John Valasquez, and THP Homeowners and residents Margaret, David, Kaye, and Ed.

Welcome and Introduction: I'm calling to order the Treehill HOA board. If I'm not mistaken, we need to do a roll call. Is everyone here? I'm Kyle Fox, and the other board members are Jocelin, Member at Large, Hakim, and Maurice. It's nice to see everybody here tonight. Hakim is our Secretary, and Maurice is our Treasurer. We need to go through the agenda. Let's pull up the agenda and get started.

A. **Homeowners Forum:**

Kaye: Tony and his team have done a great job with the landscaping and laying down the chips.

David K: I appreciate the hard work the team has put in. Everything looks beautiful. Thank you, everyone. I also want to acknowledge Johnny and Tony. I understand that they have been very responsive whenever there's an issue.

Kyle: Margaret raised a point about the cat litter buckets everywhere. They make the place look untidy, and a few others share the same opinion. Johnny, do you have any comments on this?

Johnny: That's on Maurice. Maurice, would you like to comment on that?

Maurice: Yeah, I'll address that in my report. And I've already talked to Margaret about it.

Kyle: Yeah, well, we'll discuss it during the landscaping topic with Maurice. Is there anything else for the forum?

David K: I have a quick question about the recent changes with the board and the new point of contact for any inquiries. I know I used to communicate with Dawn frequently, so I was wondering who my main contact person is.

Kyle: If you have any general questions, please ask me. My email is in the chat. You might have seen me around the property with my son or walking around the neighborhood. If you have any questions, especially about landscaping, please direct them to Maurice. You can send any questions to my email in the chat.

B. Consent Agenda/Announcements:

Kyle: Any announcements we'll get to as part of the agenda.

Jocelin: I wanted to ask Johnny about the parking stickers.

Johnny: David sent the parking list to Dawn and me. I assigned parking stickers to the unit and then wrote them on the owner-tenant forms as they came in. I did this to maintain a log of it. Maurice contacted me about this, and I passed the information on to her. It's straightforward; we don't have a log for the tags, and I'm lenient and don't like towing cars. I give three days after issuing a notice. I told Maurice I could work with her if she wanted to take care of that.

Jocelin: Now that folks have bought Dawn and Victor's place, they'll need a couple of stickers.

Johnny: I'll get a hold of them and ensure they have stickers.

Maurice: I mentioned earlier in our email exchanges that it might be time to conduct another parking assessment to determine the current parking situation. That's why I emailed Johnny to see if he had a spreadsheet of the parking stickers, including who has them and where they live, so that we can assess parking spaces' availability.

Jocelin: So parking is in-house now, is that it?

Kyle: Yes.

C. Financials: Maurice

I didn't print it out; I just sent it to you. I had trouble sending it today. I can access the files I've downloaded to read the May and June financials. I am unsure how to bring it up on the screen, though. Just a second, let me see if I can access it here. I'm not sure how to exit the screen I'm currently viewing.

Jocelin: Do you want to bank info? I can share my screen.

Hakim: I'll stop sharing the agenda.

Maurice: The bank balance looks good at the end of June. I see a lot of numbers and some lines. This is new to me, but it seems okay. We have an annuity, and it's growing, which is excellent. I need to talk to Dawn about getting our names on that. It looks like we're doing okay with having money coming in and not spending more than we have. What do you think, Kaye?

Kaye: You need to read operating accounts.

Maurice: I'm sorry for the delay. We received this information very late, and Kyle was organizing it into a separate document that wasn't originally on the agenda. Usually, we would have included this information in the agenda in advance for review. I hope we can be better prepared next time and avoid stumbling again.

Kyle: I'll be a little more on top next time.

Maurice: But we got them so late from David. So the next meeting we'll have is in July and August.

Kyle: I think it's safe to say we can move on.

Maurice: I want to thank Kaye for helping us; otherwise, I wouldn't have a clue.

D. Committee/Project Reports:

Neighborhood Watch: AI

The most recent meeting took place a few weekends ago on the 20th. Four homeowners attended, but the sheriff's office was not present. However, we handed out literature to inform everyone about the purpose and guidelines of the neighborhood watch. We also shared summer safety tips for kids, such as recognizing the signs of drowning. Additionally, we discussed the functioning of the THP Neighborhood Watch, emphasizing that we raise awareness among homeowners rather than conducting foot patrols. We hope a deputy will attend the next meeting to update us on neighborhood happenings. The next meeting is scheduled for September 21, and we hope to see more attendees.

Landscaping Report: Maurice

You will be seeing a burst of growth on the hedges & trees at this time of year. It is important to keep our established plantings healthy & well-maintained by cooperating with their natural cycle. We need to wait until the weather cools in the fall—trimming in this heat leaves the plants stressed and open to disease.

Tony & the guys have done a great job of fertilizing & wood chip mulching in the beds around the units. Mulching helps keep the moisture in the ground and prevents weeds while giving the trees & shrubs the ability to get oxygen from the air. It also breaks down over time to add nutrients that improve the soil. They have placed many of the watering bags around young trees and 5-gallon buckets for the larger trees to get them through the heat. This was a simple and free solution recommended by Friends of Trees and several municipal sites. As the summers get hotter for longer, it has become a priority to spend the time maintaining what we have.

They have also cleaned up and filled in many of the beds with river rock, at the homeowners' preference. The goal is to provide an easily maintained & somewhat uniform look to the property while supporting those who enjoy making a garden around their home.

The creek area behind Poplar Court has been reconstructed this summer to prevent erosion of the bank—a huge and ongoing project. The open park area behind Poplar Court has been fertilized & mulched to protect the trees and lawn chairs have been donated to create a shady area for everyone to enjoy, just off the children's play area. There are many dogs playing in this area, as well, so remember to use the bags we have provided and please pick up after your dog.

I have reestablished direct weekly communication with A-1 landscaping manager Arturo Gonzalez, and his crew leads have been very responsive to our direction. The landscapers have plenty of time now that the lawn is dormant, so they have been directed to focus on cutting back the invasive ivy & blackberries throughout the property and to keep the sidewalks & streets edged. This should give them plenty to do until the weather cools off.

We are now registered with PGE and ChipDrop, along with Johnny's sources, for free wood chips. We currently have several large piles across from 23990 NE Treehill by the quonset hut which are being used by Tony's crew to redress the back trail that leads to the Disc Golf area. These are also for homeowner use in their own areas, as well as the tree rounds from trees we had to remove.

Johnny has contacted our tree service to take down a few trees that need to go. If you see any diseased or potentially hazardous trees, please let me & Johnny know, so we can add them to the list. If there are any areas you feel need our attention, please let me know at maurice.in.wood.village@gmail.com so we can add it to our list.

Johnny, Tony, Din & Gabriel have accomplished an amazing amount of transformation in a very short time and we are so grateful to have them helping us—it has really made all the difference! If you happen to see them, please let them know how much they are appreciated!

Jocelin: Just going back to the buckets, do we want to maybe do something with changing the buckets out?

Maurice: I think the board should make this decision. So far, I have only heard from one person, Margaret, who hates the look of the buckets. I understand that they are unsightly, but they are free. During this time of year, it's essential to water the trees, especially the big ones, and the buckets are free. Do we want to spend time and money to paint them? I don't mind if we paint them. We will only need to do it for a couple of months in the summer because it gets hot. So we will use them for about a month or so to get the trees through the heat of the summer, and then they will go back in the shed.

Hakim: Johnny, please correct me if I'm wrong, but I believe I heard that the summer workers spent a lot of time watering the trees during the hot days and cutting down on the work that could be done around the property. Is this bucket solution helping to resolve the increased time for our summer staff to water trees? I heard it was getting out of hand, so it would be worth it if that were true. However, if it's not helping reduce those work hours on tree watering, it's a matter whether these large, well-established trees need these slow drip watering buckets. And are they effective at the job?

Johnny: Water. Everything takes a couple of hours every day. I don't know; I'm not a tree expert, so I don't know. I don't want to say it's helping or not helping.

Hakim: Gotcha. Before the buckets, they were doing it by hand. I was just curious if the buckets helped or not.

Johnny: It's hard to say if it's helping, but we've also lost a lot of trees on the complex, so it's tough to say if this is helping, and I don't want to lose anymore, we have taken out 150 trees since I have been here.

Maurice: I contacted the homeowner you referred to me who was interested in landscaping, but they weren't interested in watering. So, I have a lot of free time on my hands. I also help in other people's gardens when they vacation, so I'm flexible. How's everything going? Maybe we can schedule some more time for me to help, as I know you need the guys to work on the decks. This is something I can do. Let's discuss this further on Monday and figure out how to integrate my time to help with the work.

Johnny: Okay, that helps a lot.

Website Report (treehillpark.org) AI

The meeting minutes, annual meeting minutes, and the election of the board of directors meeting are all available online. I have added information brought to my attention by Maurice from the Department of Emergency Management, encouraging Oregonians to prepare for power outages due to wildfires. I have also included a brief note on the top page to alert THP homeowners and residents. I will remove this note after some time. Additionally, I will be working to update the neighborhood watch page, which is currently outdated. As for other matters, I believe we are managing well.

Maintenance Report: Johnny

a) Maintenance Completed:

23842T, replace siding and rebuild shed doors, divider wall, and gate

23844T, replace siding and rebuild shed doors, divider walls, and gate

23846T, replace siding and rebuild shed doors, divider walls, and gate

23848T, replace siding and rebuild shed doors, divider walls, and gate

23850T, replace siding and rebuild shed doors, divider walls, and gate

23852T, replace siding and rebuild shed doors, divider walls, and gate

23928P, replace rotten deck boards and stain the back deck

Complex, the last two buildings were painted

Poplar CT. Remove two underground bee nest

b) Future Maintenance

23821T, rebuild the back deck divider wall and update the railing

23823T, rebuild the back deck and divider wall and update the railing

23953A, rebuild patio divider wall and gate

23848T, rebuild back deck and divider wall

23846T, rebuild back deck and divider wall

23844T, rebuild back deck and divider wall

Carports, fix damaged carports.

Our "Outstanding List" is more extensive than we can list here. Please think we still have your requests.

Rec Center Rentals/Activities: Kyle

Just a reminder, the Rec Center calendar is usually available, and Johnny, you are good to go for the date you requested. If you have something you want to reserve the Rec Center for, you can send that over to me. I'll make it official and provide you with the necessary documents to fill out.

Pool: Jocelin

The pool is going great. I have a wonderful group of volunteers, and Johnny and Tony have been cleaning the pool and ensuring everything is regulated. We haven't had to close much this year; there have been some rainy days here and there, so that's been great. Everyone is welcome to use the pool, even if you're behind on your HOA fees. We want everyone to stay calm because some people don't have air conditioning. It's been going well, so I'm happy to have the pool for everyone.

Kyle: If anyone wants to jump on that volunteer list, we have a schedule of alternating shifts to check the pool spaces are filled as needed. The work is straightforward; it's like a 5-minute thing. We have to do this according to Health Department regulations.

Jocelin: If you feel like helping out, please get in touch with me.

Going Green: Jocelin

Our in-house recycling program encourages everyone to bring their cans and bottles. The recycling center is conveniently located near Halsey, or you can contact me, and I'll pick up your recyclables. We've received some generous donations, and the current balance of the slush fund is approximately \$300. We use this money

during our meetings to purchase snacks or other miscellaneous items.

E. **Unfinished Business:**

Reserve Study: Hakim

Kyle: A big topic for discussion is the reserve study. This involves finding someone to evaluate the cost of maintaining the road leading up the hill, as we both use it. It's important to consider how much we should contribute to its maintenance. Hakim, can you give us some details on that, if you don't mind?

Hakim: I learned that the community association institute is like an HOA's HOA in March or April. They help HOA board members find resources in their local area. When I asked for resources for a reserve study, they provided an extensive list of professionals offering reserve studies in the Pacific Northwest. I first contacted RSG and received another proposal from Kaye called Association Reserves. Both proposals estimated their top-tier services at \$2500. So, we plan to review the reserve study conducted on THP by Advanced Reserve Solutions in 2022. I will contact them first to find out if there is a lower-cost solution, such as updating our 2022 study to include the easement of the road, which leads up the hill to Upper Treehill and Cottonwood and the daycare. I will reach out to ARS before our next meeting in September to inquire about a lower-cost solution and then bring that information to the board. If there isn't a lower-cost solution, we can decide which group to work with for a 2024/25 reserve study at THP.

F. **New Business:**

- Community Garage Sale: We will have a community garage sale on Saturday, September 14, 2024.
- Welcome/Thank you to Dean & Gabriel: Johnny, please let the boys know we're grateful for their work.
- Sidewalk Concrete Assessment: This item will be deferred to a later meeting.

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

New to Treehill - Be sure to complete the New Owner/Tenant form to keep up to date with what is happening here at Treehill. Register your vehicle(s) and receive your required parking sticker(s). Provides emergency contact information. Please complete it as soon as possible so this information is on file. The form is found at www.Treehillpark.org under downloads.

Would you like to volunteer? Treehill Park has several opportunities for folks with extra time to help around the complex. Let us know what you want to do. A few examples are the playground, herb or veggie gardens, landscaping, pool, and parking patrol. I have been asked if there were social opportunities like a mom's group, toddler time, and yoga. We are happy to explore and welcome your thoughts and ideas. Contact thefantasticmr@gmail.com (Board Chair Kyle Fox) for more information.

New Parking Stickers—Download the new owner/tenant form at www.Treehillpark.org. All vehicles must be identified with a Treehill Park Window cling. If you have lost your window cling, there is a \$25.00 replacement fee.

Vehicle Updates - It is unnecessary to complete a new owner/tenant form to update your vehicle information. When vehicle information needs to be updated, send an email or written note to Kappes-Miller. Treehillpark@kappesmiller.com

Selling Your Unit—Please notify us at least 30 days in advance so we can add the unit to the upcoming maintenance list. You can do this by email: If you're selling your unit, return your pool to

Treehillpark@kappesmilller.com.

Sold Your Unit - - Please return the pool keys, wristbands, and parking stickers. This can be done by placing them in a Ziplock bag, **IDENTIFY WITH YOUR NAME AND UNIT ADDRESS**, and dropping them in the Recreation Center mailbox. If these steps are not followed, the seller must pay for replacements.

Crime - Please report any thefts or damage to the Treehill contact below and file a police report. The sooner we know, the faster we can review any video to help the police. Treehillpark@kappesmilller.com

H. **The Meeting Was Adjourned without an Executive Session** (delinquencies, attorney consultation, violations, staffing issues).

**The next meeting will be held on September 25th at
6:30 pm**

Contact email: Treehillpark@kappesmilller.com

Website: treehillpark.org

Message Center: 503-790-2100