

# Minutes

## November 28, 2023

### Spring Meadow HOA Board Meeting

The Board of Directors meeting for the Spring Meadow Homeowners Association was called to order at 7:07 pm on November 28, 2023, on a Zoom conference call. Board members Darrick Christensen, Chris Van Drimmelen, Connie Erickson, Brian Longoria, Linda Howe, Troy Bagnall, and Tammy Quinn were present. Absent: Craig Tress, Jim Pannunzio, Jason Peter (WCM)

**Homeowners Topics:** There were no homeowners present

August Minutes: Corrected attendance for the August 2023, Meeting minutes was reviewed, and the minutes were unanimously voted and approved.

October 24, 2023, minutes; The Board unanimously voted and approved the minutes.

#### Issues/Board Decisions

1. Replace WCM property management services after December 31, 2023 . Letter of termination of services to be sent at end of November 2023 with services ending December 31,2023. We will transition to new property management service January 2024.  
✓ **Decision: The Board unanimously voted and approved.**
2. Amend the above statement as follows: Replace WCM property management services after November 30, 2023. A letter of termination of services will be sent to Jason Peter, Willamette Community Management on November 30, notifying him that services with WCM will end November 30, 2023.  
✓ **Decision: The Board unanimously voted and approved to amended statement**
3. Approval of the HUB City property management proposal submitted by Hub City  
✓ **Decision: The Board unanimously voted and approved the Hub City property management proposal.**  
Connie will notify Hub City of the Board decision immediately and request a written contract as soon as possible.
4. Transition from WCM to Hub City  
✓ **Decision: The Board unanimously voted and approved to offer WCM an hourly rate of \$65/hour (not to exceed five hours without Board approval) or a flat rate fee as negotiated with WCM, for the purpose of transitioning Spring Meadow Homeowner Association paper and digital files from Willamette Community Management to Hub City.**
5. Approval of the proposed 2024 Budget  
✓ **Decision: Board unanimously voted and approved the 2024 Budget. See attached.**

6. Maintain Homeowner annual assessments
  - ✓ **Decision: Board unanimously voted and approved to keep the HOA annual assessments at \$100/residence for 2024.**
  
7. SPM will not pay the \$598.80 invoice for email services. Linda Howe, Secretary, will send a letter to WCM/Jason advising him of the Board's decision.
  - ✓ **Decision: Board unanimously voted and approved withholding payment and sending a letter notifying WCM.**  
**Note:** A letter was sent and the amount of \$598.00 was removed from our Wildwood Account as requested.

#### **Discussions:**

- October 2023 financials submitted by Linda Howe were reviewed and compared to September 2023 financials.
- Liens: It is not known at this time if liens have been filed this year by WCM. Linda will check with Smith & Co.
- Wildwood Domain/Word Press can receive payment by automatic bank withdrawal.  
Chris Van Drimmelen and Connie Erickson have password and pin numbers to Wildwood.
- CTA: Corporate Transparency Act; it was recommended that prior to seeking legal counsel, we reach out to Hub City Property Management for their input.
- Moose Run Easement; the final decision will be announced at the City Council meeting in January 2024.
- Christmas decorations; deadline to review neighborhood Christmas decorations is December 17<sup>th</sup>. Send pictures to Connie so she can post on Facebook.
- ACC Committee Report: Connie will review the ACC requests submitted over the past 2 months and confirm approval with homeowners.

#### **Action Items:**

1. Follow up with Smith & Co. regarding any outstanding liens; Linda
2. Follow up with ACC request confirmations; Connie
3. Termination of services letter to Jason/WCM November 30<sup>th</sup>; Connie
4. Offer of payment to WCM for transition services as described in Board issue/decision; Connie
5. Notify Hub City of proposal acceptance and request contract from HUB City ASAP; Connie
6. Ask Hub City if they have information about CTA-Corporate Transparency Act; Connie

**Upcoming Meeting Dates:** Jan 23, 2024; February 27, 2024