**Annual Meeting Notes**

**Holly Heights Homeonwers Association**

**July 3, 2016**

**The meeting was called to order by President Karl Malo at 12:25 pm.**

**Agenda:**

1. **Quorum- Present were Karl & Kerney Malo, LoreLei & Tom Reid, Chi & Charleen Chen, Dennis & Lynne Maloney, Lonnie Hayhurst and Stan Holway. Proxies have been received from Dale Duman, Mark Rife and Lorne Lauder & Donna Robbins and Neil & Melanie Gluskin thereby establishing a quorum for purposes of any votes made at this meeting.**
2. **Minutes-The minutes of the 2015 meeting were approved as written.**
3. **Ownership & occupancy changes-Lots 1 & 2 have been sold by Karen Vaage to Raymond & Lanywhati White of Milwaukie, Oregon. Stan & Denise Holway now reside at the 4849 Holly Heights home of relative, Claudia Silva.**
4. **Seller & Buyer Information-Some lots have been combined by owners for purposes of sale. Should those lots be re-divided in order to re-create multiple buildable lots, the homeowner will be responsible for any dues not paid fpr all years while the properties were in combined form.**
5. **Financials-LoreLei Reid reviewed current financials for the HOA. Expenses are on track with budget. Revenues are under projection due to unpaid amounts by three owners. Appleton Property Management will communicate collection requirements to those owners. Additional notes:**
   1. **Reserves are in good shape versus budgets.**
   2. **Bank interest rates on reserves are low.**
6. **Landscape Maintenance-North Coast Lawns continues to be our landscape company. They are paid $325 per month to mow, edge & trim including individual garden areas between homes and common area. They charge extra for fertilizing and spraying. The recent spray was incomplete and Karl is going to contact North Coast Lawns to complete the job. They have not been responsive to fixing the sprinkler heads. Stan Holway is working on fixing and then using the sprinkling system. He and Karl have worked out terms for that work.**
7. **Rental Cap-The vote to restrict long term rentals to 25% of total properties was rejected by a vote of the homeowners. Dennis Maloney volunteered to do more research on this subject and, if necessary, repropose the amendment by next year’s meeting.**
8. **Propane Water Tank-Homeowner Mark Rife had asked the HOA to consider approval of a propane hot water tank placed outside his home. Mark withdrew his request after checking Oregon’s fire code and realizing that compliance would be impossible because of the space between our homes.**
9. **Roof Maintenance-A roofing company has been contacted by Appleton Property Management to give estimates of current needed repairs and estimated cost in today’s dollars of eventual replacement. OSHA requirements likely require placement of two anchor hooks on each rooftop and same company will provide additional information. Current estimates approximate $200 per roof ($100 per owner).**
10. **Siding-The homes are 16 years old. The original shingles are beginning to show warp in some cases. Homeowners are advised but nothing was proposed or adopted related to this issue. There is no reserve for replacement of siding and will be the responsibility of individual owners. Karl had contacted the Western Cedar Institute about treatment and was advised to not use any treatment on the shingles and that they work best if left to normal wear and tear.**
11. **Patio Lights-Karl reported that several units patio lights were experiencing water intrusion. He suggested caulking or replacement. He and Lonnie have chosen replacement. Neighbor Chris (4839) can be hired to do this work if requested.**
12. **Fines-a recent increase in complaints has led to a vote to increase fines for violations of cc&rs and bylaws. Beginning immediately, a $50 fine per day will be assessed for violations regarding parking, pets, less than a 4 day stay on rentals and excessive noise. To restate cc&rs and bylaws:**
    1. **Renters may not have more than two cars on the Holly Heights property.**
    2. **No rentals shall be made for less than four days. Violations will be fined at $100 for each occurrence.**
    3. **Excessive noise and/or disturbances will result in a fine to the property owner if committed by renters.**
    4. **rash left outside the rented home will be considered a violation and will be charged at $50 per day while the trash remains in place.**
    5. **Use of another homeowner’s trash receptacle will be considered a violation unless approved in writing.**
    6. **If renter vehicles spill oil and damage/stain driveways, the HOA will inform homeowner of the need to have the driveway cleaned. If they do not comply, the HOA board will arrange cleanup and charge to the homeowner.**
    7. **Front yard and gardens must be maintained. The board will notify homeonwers if they are out of compliance. If there is no response, the board will arrange for the landscaping company to bring the property to compliance and will charge the homeowners those charges.**
13. **Election of Officers. The bylaws restrict officer count to 3. We are hopeful that former president Karl Malo will attend board meetings to provide his expertise gained during his 9 year tenure.**
    1. **President-Lonnie Hayhurst**
    2. **Treasurer-LoreLei Reid**
    3. **Secretary-Dennis Maloney**
14. **The group closed the meeting with thanks to Karl Malo for all the hard work done as President for the last nine years.**

**Stan & Denise Holway**

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