

# Park at Timberhill Owner's Association

## Minutes of the Board Meetings

April 23, 2025

### Call to Order

John Winckler called the meeting to order April 23, 2025, at 7pm. A quorum was confirmed with Board Members, attendees and proxies\*. Board members John Winckler (President), Tom Meier (Secretary), Kathryn Higley, Joanna Dunn, were in attendance. Joel Howe (Treasurer) was absent. Also in attendance was Community Manager Charlotte Fleming of Fleming Properties LLC.

### Agenda

#### Old Business:

- Minutes from the last meeting
- Treasurer report
- Reserve study
- Tree Trimming
- Delinquent account update
- New website
- Online pay system and how to use it

#### New Business:

- Budget for 2025
- Review of HOA fees
- Board Member elections
- Midyear & next annual board meetings
- Any other new business.

#### Discussions

- Previous Meeting's Minutes - John W reviewed January 4, 2024, annual meeting notes and were accepted by those attending.
- Treasurer report – Charlotte reviewed the 2024 activities, closing \$957 negative.
- Reserve study – the reserves Study done by external company has proposed the Park's financial reserve to be at \$20,000. The reserves are currently at \$18,000, reduced during the 2024 year primarily due to paying for the new website, the reserve study, and the tree trimming along 29th St. and Huckleberry St.
- Tree Trimming - Pin Oak tree trimming along 29th St. was performed to remove dead limbs and safety hazards to homeowners. Work was completed over a 2-week period and opened the area to more sunlight for the walkway along 29<sup>th</sup> street. 3 trees were trimmed out along the east end Huckleberry staircase to reduce tree crowding and safety hazard on the sidewalk.
- Delinquent account update – One homeowner [not currently living in the property] has not paid dues for multiple year. This property is currently in litigation for the outstanding dues.
- New website – The Park at Timberhill lost ownership of the original HOA website, so a new website [parkattimberhill.com](http://parkattimberhill.com) had to be created. Please review it and give the board input regarding any Content or navigation issues. Please *note* that there will be content added over the coming weeks. This turned out to be a much bigger project than anticipated. None of the board Members had ever worked at maintaining the website, and when a web designer was brought in October 2024 for initially to update the old site, it was recommended to start a new site for safety [hacker] and user access concerns. After the project work initiated near the end of December, the old site stopped working at the end of December. This was due to the lack of our domain name Payments by the previous HOA manager. The web designer discovered a way to access the old site content and created what is present today. Some of the improvements are:
  - Drop down menus to find content

- New Board & ARC email addresses added. Architectural Requests will now go through to the Board members. Copy/paste the address into a message you wish to send
- Updated HOA management Fleming Properties LLC contact information
- When clicking on content a new window will form. This approach allows someone to have two or more documents open to view side-by-side.
- An online pay system for HOA dues - This function is now available, but there is an additional cost to use this service. This function will be added to the HOA website.

### **New business**

- Budget for 2025 – the budget is currently positive but is projected to be ~\$900 short at the end of the year. Increases are due to general cost increases each year. Work is needed in the 2026 budget.
- Review of HOA fees – during the meeting it was proposed to increase the fees by 10% to cover this year's projected missed budget and to address needing to increase costs next year as well. Those at the meeting agreed to this proposal, so John W raised the motion to increase dues by 10% and the motion was seconded by Kathy H.
- Board Member elections - President position will open before end of year, and the Secretary position will be open by the Annual meeting in January 2026. We need people to step up to take these positions, for they are mandated by Oregon law. Please contact the Board if you are willing to take a position, we will work with you during the year to bring you up to date on the requirements and activities. Those that do not want a position but want to be board members that option is open as well. Current board members have been active for 10-20+ yrs and looking for help!
- Grounds Keeping – there was a discussion over managing the street shrub trimming along 29th street & Huckleberry for one year to let them go natural. This would allow the laurels along 29th St. to grow more naturally, now that the pin oaks have been trimmed back and there's more light there. Along Huckleberry St, it may be possible to thin out some of the shrubs and trim much less frequently. Trimming these areas is time consuming, thus reducing *frequency* now could potentially reduce future landscaping cost increases. There was also a brief discussion about the border trimming behind houses to reduce fire hazards. Tom Meier pointed out the eastern edge had been done in 2024 and shouldn't need to be done again in 2025. Charlotte indicated that several local HOA's are getting together to talk specifically about fires. If there is interest, this is being led by bill Buckley, The president of Meadow Ridge.
- Newsletter - mail out a newsletter to each house to update owner/tenant info to HOA. Note new website, ARC rules, etc.
- Future board meetings - Midyear & next annual meetings will be held ~October 2025 and January 2026 respectively.

### **Next meeting**

Meeting TBD, a letter will be sent out with the date and time

### **Approval of Meeting's Minutes**

This Meeting minutes were reviewed agreed to by attending Board members.

### **Adjournment**

The meeting was adjourned by John W at 8:55PM. Kathy H seconded the motion.

\*Proxies sent in: James & Valerie Spradling, Donald & Laura Gannon, Dan & Mry Yates, Ananth J., Curtis & Joana Wright, Mike & Kathy McLane, Lisa Araneta.