

2022 PVHA ANNUAL MEETING MINUTES

May 17, 2022, 7pm, on Zoom

1. Welcome
 - a) Anna opened the meeting at 7:02pm. She asked everyone to check in with their name and lot number in the chat.
 - b) 9 proxies as of the start of the meeting; 26 lots attending, and 3 votes suspended for not paying dues
 - c) 35 total participants: Met 34% quorum requirement for Annual Meeting
2. President's Report
 - a. Anna shared appreciation for the many volunteers that contribute their time and resources toward the betterment of our community:
 - b. Anna invited all members to volunteer for various projects and help. She will be posting opportunities on the bulletin board and online.
 - c. Postal Notification: Jerie Thorson talked to the people at the post office; New mail carrier for our Village needs for the boxes to be higher. More information will be coming. Anna will follow up and continue the discussion with post office.
 - d. Please drive slowly. 15 MPH throughout the neighborhood
 - e. Try to make sure emergency vehicle access is kept clear. Concern about the fire lane: Ask the board.
 - f. Take control of our dogs and pick up after them.
 - g. Help blow dirt and leaves off the road to maintain the gravel
 - h. Reach out to the board members and sheriff if you have security concerns or questions about any neighborhood matter.
3. Old Business
 - a. McLoughlin Drive turnaround: Property lines were surveyed in 2019; Topographic survey completed in 2020; Design process started in winter 2020; Philomath Fire Dept. has approved the concept; Construction targeted for late summer 2022.
 - b. Barlow Road repairs will be bundled with the McLoughlin turnaround project to save costs and benefit from efficiencies with the contractors.
 - c. Lot 32 sale was finalized late 2021; Funds will help pay for construction of McLoughlin Road turnaround.
 - d. CC&R Amendments:
 - i. New legal counsel for the HOA:
 - ii. Reviewed amendments and provided feedback to Board
 - iii. Board developed proposed language.
 - iv. Informational meeting held for neighborhood in February 2022
 - v. Now developing a mailed ballot; Should be in the mail to all households by June 15th.
 - vi. Hope to have amendments recorded with the county by fall.
4. Committee Reports
 - a. Architectural Control Committee (ACC): Anna Vesper reported
 - i. (22) applications processed in last year.
 - ii. Review turnaround was typically around 1-2 weeks
 - iii. Projects included tree removals, retaining walls, privacy fences, exterior painting, additional structures.
 - iv. 2023 goal is to develop written framework for the ACC to have consistency in responding to applications
 - v. Anna thanked all the applicants for the applications and asked for more volunteers to join the ACC. If interested contact the Board.

- b. Common Septic System: Anna Vesper reported
 - i. Anna explained what the CSS is and where it is in the Common Area.
 - ii. Horse traffic and vehicle access is limited to protect the septic lines.
 - iii. Please don't remove the orange markers in the field; They help in the inspections and drain field maintenance.
 - iv. Volunteers are coming forward to help with vegetation control.
 - v. Quarterly inspections are happening regularly
 - vi. Line repair happened in September on Lewis Place, covered by CSS annual fees.
 - vii. Continued developing septic record keeping system.
 - viii. Continued to control invasive Canadian thistle in the field.
 - ix. 2022-23 Annual User fee will stay the same: \$125/household
- c. Firewise: Anne Fairbrother reported
 - i. Thanks to everyone for working on their defensible space on their properties
 - ii. Keep caution when using power equipment, spark arresters
 - iii. ODF will be putting up roles about backyard burning; No burning after June; Must call fire dept to get a permit. Get online
 - iv. Always looking and pursuing additional funding as available:
 - 1. County funds for chip pile.
 - 2. State ODF Firewise Grant. (Submitted but unsuccessful, only 1 community was awarded west of the Cascades)
 - 3. NRCS Forest Management Grant Funding Potential. More information to come later this year.
- d. Safety: John Deuel reported
 - i. Preparedness Training
 - 1. PVHA Web Site: pvha.us/emergency-preparedness.html
 - 2. Are we prepared?
 - 3. Map Your Neighborhood Project 2020-2021 review of last year's efforts:
 - a. Northeast group: Brad Whitcomb (11/18 responding)
 - b. Southeast group: Mark & Sarah Woosley (8/20 responding)
 - c. West group: No Coordinator yet (1 response to email, 8/21)
 - ii. John reviewed what Map Your Neighborhood includes on "How to prepare":
 - 1. What things to have ready before
 - 2. Steps your family should take following a disaster
 - 3. Neighborhood Gathering & Care Sites
 - 4. Neighbor skills & equipment inventory
 - iii. What are our neighborhood's safety priorities? John asked members to share what they think the community should be working on to make our neighborhood safer. He shared some ideas and asked for feedback:
 - 1. Map Your Neighborhood
 - 2. Community Emergency Response Team
 - 3. Participate in local government disaster response exercise
 - 4. Invite a speaker
 - 5. Provide neighborhood with checklists and information for their own household's use

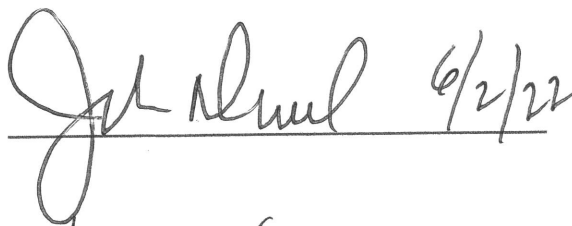
6. Evacuation Route Education
7. Security

There was no response from members.

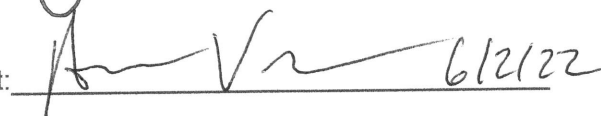
- e. Roads: Anna Vesper reported
 - i. Project over the last year included:
 1. Roads graded and rolled in November
 2. 8 loads of rock placed in critical areas
 3. 10 new reflectors installed
 4. New speed limit signs installed
 5. Lignin was applied in 2021 in same amount as previous years
 - a. Requires a day of Anna's time to ride with the operator
 6. Provided gravel at the school bus turnaround for "you fill" pothole repair. Thanks to all who are helping with this.
 7. No spring rock application or grading
 8. Culvert & ditch maintenance
 - a. Replaced 2 culverts in June
 - b. Completed extensive repair and armoring of Whitman Way ditch
 - c. Anna showed before and after photos of the repairs to McLoughlin Drive and Whitman Way
 - ii. Proposed road projects for next year:
 1. Lignin application
 2. 1 culvert project at end of Whitman Way ditch project
 3. Grading and rolling all roads in fall
 4. Rocking as necessary
 5. Woody roadside vegetation mowing
 - iii. Capital projects
 1. McLoughlin Drive turnaround
 2. Barlow Road repair
 - iv. Volunteers needed for:
 1. Winter storm cleanup
 2. Weed trimming along roads
 3. Signpost installation
5. Question & Discussion Period (1)
 - a) Tyler McConnell: For trees within 30 feet of home, do lot owners still need to submit an ACC application? – Yes until changes to CC&Rs are recorded with county they do not go into affect.
 - b) Hannah Stevens: Can remaining funds from lot sales be used for well improvements? Water Company is separate entity from HOA.
 - c) Tiffany Davis – Is there a map for the evacuation route? –Not currently but we will make one and post on website.
6. Board Elections: After discussion and briefings on the role of a board member by Kim Johnson and John Deuel, Tyler McConnell was nominated by John Deuel for the open board position vacated by John Deuel. Tyler accepted the nomination. Seconded by: Cindy Beach. Vote was unanimous.
7. Treasurer's Report:
 - a. Citizens Bank balance: \$20,039
 - i. \$1,547 associated with Common Septic System (CSS)

- ii. \$15,933 associated with insurance funds reserved for Barlow Road Repair
 - iii. Leaves \$2,559 for standard HOA funds
 - b. Washington Federal balance: \$77,738
 - i. Includes proceeds from Lot 32 sale
 - c. (3) Lots in default. Board still researching recovery actions and trying to work with lot owners.
- 8. Budget Presentation & Vote
 - a. Total assessment related expenses last year: \$27,140; \$26,597 budgeted with assessment funding. See attached for details.
 - b. Total expenses last year: \$31,143 which included McLoughlin Design costs; Budgeted: \$27,397
 - c. Anna presented 3 alternative budget proposals for 2022-23 (See attached)
 - i. Budget A: \$28,645/\$486 assessment/6% increase
 - ii. Budget B: \$27,145/\$460 assessment/1% increase
 - iii. Budget C: \$25,145/\$426 assessment/-7% decrease
 - d. Vote 1:
 - i. Cindy Beach Motioned to approve the proposed 2022-2023 budget option A resulting in an individual lot assessment of \$486
 - ii. Second by Tyler McConnell
 - iii. Discussion: Anne said increased budgets were difficult for those on fixed budgets; Other comments opposing were shared particularly with rising prices and inflation
 - iv. Anna called for a vote. Motion failed. 14 in favor, 21 opposed.
 - e. Vote 2:
 - i. Motion by Cindy Beach for Option B to approve the proposed 2022-2023 budget option resulting in an individual lot assessment of \$460
 - ii. Second by Anne Fairbrother.
 - iii. Discussion: None
 - iv. Anna called for a vote. Motion passed. 31 in favor, 2 opposed.
- 9. Question & Discussion Period (2) (Occurred during tallying of budget votes)
 - a) Brad asked about getting woody debris removed from roadsides; Anna said volunteer help is needed to relocate some of the wood that is an "eyesore" but a lot could be left to naturally deteriorate. Brad asked if a non-profit group could be invited to remove the trees or donated to gleaners? Some wood is not good for burning so seemed unlikely but Board will look into it
- 10. Conclusion: With no other questions or comments brought forward, Anna thanked everyone for their time in attending this meeting and involvement in making the neighborhood.
- 11. Meeting ended at 8:45pm

Submitted by John Deuel, PVHA Secretary:

 6/2/22

Approved by Anna Vesper, PVHA President:

 6/2/22

**PIONEER VILLAGE
HOMEOWNERS ASSOCIATION
2022 ANNUAL MEETING**

PVHA.US

**[PLEASE ENTER YOUR NAME &
LOT NUMBER IN THE CHAT]**

**May 17, 2022
Philomath, OR**

ATTENDANCE

- Proxy Count: (9) total
- Lots in attendance: (26) lots
- Votes suspended: (3) votes suspended
- 33% Quorum achieved with (35) lots represented
 - 1/3 of 59 Lot = 20 lots to constitute 33% quorum (By-Laws Article III Section 4)
 - 60% of 59 Lots = 36 lots to constitute 60% quorum (CC&R Article IV Section 5)
- Meeting Called to Order at 7:02 pm

AGENDA

1. Welcome
2. President's Report
3. Old Business
4. Committee Reports
 1. Architectural Control Committee (ACC)
 2. Common Septic System
 3. Firewise
 4. Safety
 5. Roads
5. Question & Discussion Period #1
6. Board Elections
7. Treasurer's Report
8. Budget Presentation & Vote
9. Question & Discussion Period #2
10. Conclusion

WELCOME

- Hello and welcome to our 2022 PVHA Annual Meeting!
 - The annual meeting is where the board presents some of this last year's significant projects and ensure that we plan to meet the neighborhoods needs for the upcoming year
 - The Board appreciates each of your time in attending and being active in our community
- Some key things we will be specifically bringing up in this meeting are:
 - Key project
 - McLoughlin Drive Turnaround
 - CC&R Amendment Updates
 - Committee updates
 - Proposed road work projects
 - Board member election
 - Budget presentation

PRESIDENTS REPORT

- I wanted to open tonight with some much deserved appreciation for some of the many neighborhood volunteers.
 - John Deuel & Kim Johnson (HOA Board)
 - Tom & Carol Garbacik (Treasurer & community workhorse)
 - Trent Hering & Water Board
 - Anne Fairbrother (Website guru & Firewise)
 - Robert Acord (Field path mowing/maintenance)
 - Eli Chisholm, Warner Butler, Stuart & Patricia Overholtzer, & Kate Orr (ACC Committee Members)
 - Leanne Nikkel, Eric Nikkel, Cody Thorson, Jeff Louch & Mark Wirth (CSS)
 - Kevin Eveland (Common Field Mowing)
 - Jordan Vesper (Roads, tree planter, & sanity check)

PRESIDENTS REPORT

- Opportunities for volunteering around the Village:
 - Field Path Chips – Lets schedule a day and knock it out together!
 - Weed-Eating/Mowing Along Roads
 - Invasive Plant Removals
 - Woody Debris Processing
 - Road Sign Post Replacements
 - Sign Cleaning
 - Share other ideas with the Board and we will get a signup sheet together in the next few weeks.
- A preemptive thank you to all who are able to assist with these projects and keep the Village functioning, safe, and beautiful!
- Recent development: Postal notification about non-recommended mailbox height. Still determining what that means...

PRESIDENTS REPORT

- Some general things that we won't necessarily talk about in detail but to keep in mind are:
 - Always drive slowly and cautiously around the community. The Speed Limit is 15 MPH to protect EVERYONE's safety
 - Keep Fire Lanes clear of parked vehicles and debris at all time, they are critical to ensuring emergency vehicle access
 - Make sure your dogs are good neighbors as well and control them around your property and when out on walks.
 - Pick up after you dog when walking around the neighborhood or down in the field
 - Help keep roads in good condition by blowing dirt, leaves, and fir needles off throughout the year
 - If you have ANY concerns or questions regarding safety or the neighborhood email or call the Sherriff or one of the Board members depending on the severity.
 - If in doubt ask, we will never intentionally turn a question away 😊

OLD BUSINESS

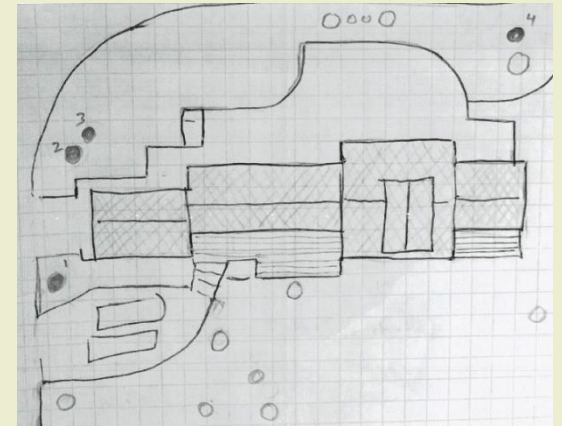
- **McLoughlin Drive Turnaround**
 - Property lines surveyed in 2019
 - Topographic survey completed the fall of 2020
 - Started design process after survey in winter of 2020
 - Have Philomath Fire Department approved concept.
 - Had to change engineers and just received conceptual plans
 - Construction targeted for possibly late summer of 2022
- **Barlow Road Repairs**
 - Looking to bundle the repair with McLoughlin Turnaround project to benefit from construction efficiencies and save on costs
- **Lot 32 Sale**
 - Finalized the sale
 - These funds should eliminate the need for a special assessment for the construction of the McLoughlin Drive turnaround

OLD BUSINESS

- **CC&R Proposed Amendments**
 - Started with finding new legal counsel for the HOA
 - Had them review and provide feedback on the Board's findings of inconsistency or ambiguity in the current CC&Rs.
 - Developed proposed language to better reflect the actual concern and provide clearer definitions.
 - Initial info mailer sent to all HOA member households in February
 - Had Zoom meeting (2/28) for gathering initial questions and comments from the community
 - Thank you to all that were able to attend and send in feedback!
 - Developing the ballot now (will be mailed rather than via a meeting)
 - Should have ballots in the mail in the next few weeks
 - Hoping to have the approved amendments recorded with county before end of the summer.

COMMITTEE REPORT - ACC

- 6 Lots Represented on the Architectural Control Committee (ACC) (Lots 11, 20, 33, 35, 44, 58)
- (22) Applications processed in 2021-2022
- 1-2 week typical turn around for review
- Projects included:
 - Tree removals
 - Retaining walls
 - Privacy fence
 - Exterior painting
 - Additional structures
- 2023 Goal: to develop written framework to aid in consistency when assessing and responding to applications
- Thanks for the applications and please keep sending projects our way!
- *Additional volunteers are always welcome and encouraged to join the ACC by contacting the Board*



COMMITTEE REPORT – COMMON SEPTIC SYSTEM (CSS)

- The Common Area field is an operational drainfield with semi-delicate lines running underneath it
 - Very limited vehicle access is permitted with HOA approval
 - No horse traffic is allowed because of the potential to the break lines
- Please do not remove the orange markers in the field. They are there to help the inspections and for drainfield maintenance
- We have a growing volunteer base to help support the various vegetation control needs of the drainfield
 - Thank you to all who have already offered and stepped up to help!

COMMITTEE REPORT – COMMON SEPTIC SYSTEM (CSS)

- This year we have:
 - Had quarterly inspections
 - Switching master septic tank filters
 - Changing distribution to drainfield sections
 - (1) line repair on Lewis Place in September
 - Continued developing the septic record keeping system
 - Continued the attack on invasive Canadian thistle in the field
- 2022-23 Annual User Fee to stay the same as last year (\$125/household)



COMMITTEE REPORT – FIREWISE

■ Firewise Updates

- Chipping/mulching event – soon!
 - Grant from Benton County
- Backyard burning – now until June
 - Reminder to call Philomath Fire for daily updates
 - On-line burn permit required
(<https://www.philomathfire.com/burn-permit>)
 - 541-929-5903
- Use caution with power equipment (spark arresters)
- Applied for grant funding from state and USDA-NRCS to help maintain HOA forest and roadside brush removal
- Fill out information form to maintain our Firewise status
 - Downloadable from PVHA website, and at the bulletin board by the mailboxes (maybe trying a Google Form?)



FIREWISE USA®

Residents reducing wildfire risks

COMMITTEE REPORT – FIREWISE

- **2021 Emergency Route Drive – Success!**
 - Last June
 - Representatives from Starker & Benton County in attendance
 - Thanks to all who were able to attend
 - Contact the Board if you weren't able to attend and/or have any questions about our emergency access.



Starker Forests

Jun 19, 2021 · 🌐



Our narrow and curvy roads are not typically a preferred fire evacuation route. Yet, for a few neighborhoods, our forest road system provides an option to evacuate in the event of a fire. Recently, one neighborhood near Philomath held an evacuation drill so that rural residents could drive the route and know what to expect. Hopefully they will never need it. Be prepared!



COMMITTEE REPORT – SAFETY

- Preparedness Training
 - PVHA Web Site: pvha.us/emergency-prepardness.html
 - Are we prepared?
 - Map Your Neighborhood Project 2020-2021 review
 - Northeast group: Brad Whitcomb (11/18 responding)
 - Southeast group: Mark & Sarah Woosley (8/20 responding)
 - West group: No Coordinator yet (1 response to email, 8/21)
 - How to prepare
 - What things to have ready before
 - Steps your family should take following a disaster
 - Neighborhood Gathering & Care Sites
 - Neighbor skills & equipment inventory

COMMITTEE REPORT – SAFETY

What are our Safety Priorities?

- Disaster Preparedness Ideas
 - Map Your Neighborhood
 - Community Emergency Response Team
 - Participate in local government disaster response exercise
 - Invite a speaker
 - Provide neighborhood with checklists and information for their own household's use
- Evacuation Route Education
- Security
- Other Safety Priorities
- Your comments welcome!

COMMITTEE REPORT – ROADS

2021-2022 RECAP

- Roads were graded and rolled in November
- (8) loads of rock placed in critical locations
- (10) New* Reflectors & (3) New* Speed Limit Signs installed
 - * Actually used ODOT material purchased for a fraction of the costs!
- Lignin application
 - Same amount as 2021
 - Requires 1 day's worth of Anna's time to ride with operator and admittedly not perfect but best attempt
- Provided gravel at school bus turnaround for “you fill” pothole repair – Thank you to all who are helping do this!!
- No spring grading or rock application
- Culvert & Ditch Maintenance Program
 - Replaced (2) culverts in June
 - Completed extensive repair and armoring of Whitman Way Ditch

COMMITTEE REPORT – ROADS

2021-2022 COMPLETED PROJECTS



**McLoughlin Drive & Whitman Way
Culvert Replacements**



**Whitman Way
Ditch Repair**

COMMITTEE REPORT – ROADS

2022-2023 PROPOSED PROJECTS

■ 22-23 Projects

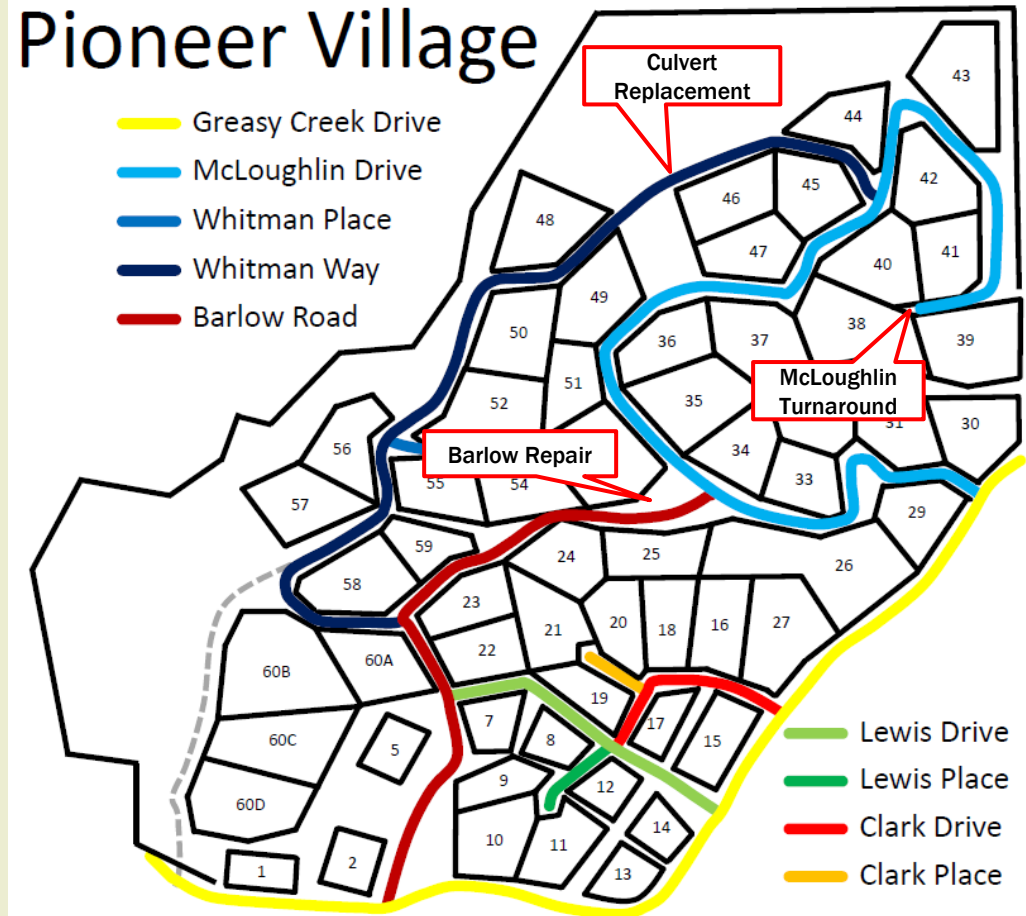
- Lignin application
- (1) culvert project
- Grading and rolling all road (Fall only)
- Rocking as necessary
- Woody roadside vegetation mowing

■ Capital Projects

- McLoughlin Drive Turnaround
- Barlow Road Repair

■ Looking for volunteers for

- Winter storm clean up
- Weed-eating along roads
- Sign post installation



QUESTION & DISCUSSION PERIOD #1

- 2 minute limit per comment
- There will be another question & discussion at the end of the presentation as well.



BOARD ELECTIONS

- 1 Board Position is up for Election this year
 - (2) positions in 2023
- Terms are 3 years & roles are determined within the board
- (4) quarterly Board meetings plus special meetings as required

- Vote for Position
 - Nomination: Tyler McConnell
 - Second: Cindy Beach
 - Vote in favor (via chat “Yes Lot X”)
 - Vote in opposition (via chat “No Lot X”)
 - Record decision/outcome: Passed unanimously.

TREASURER'S REPORT

- **Account Status (as of 5/15/2022)**
 - **Citizens Bank Account - \$20,039.61 Total → \$2,559.61 (HOA)**
 - \$1,547 for CSS
 - \$15,933 for Barlow Road Repair
 - **Washington Federal Account - \$77,738.10**
- **(3) Lots in Default - Total \$6,455.33**
 - **Still pursuing leans and recovery actions**



TREASURER'S REPORT

■ Current Year Spending

	<u>Budgeted</u>	<u>Actual Spending</u>
Road Maintenance	\$ 19,000	\$ 20,807
Firewise/Tree Management	\$ 2,926	\$ 3,821
Safety Committee	\$ 145	\$ 0
Community Outreach	\$ 490	\$ 214
General Operating Costs	\$ 4,036	\$ 2,277
McLoughlin Drive Turn Around Project	\$ 800 *	\$ 4,003 *
Total Assessment Expenses	\$ 26,597	\$ 27,140
Total Expenses	\$ 27,397	\$ 31,143

* Denotes a non-routine cost taken from savings and not in Assessment Budget

BUDGET PRESENTATION

- Proposed Budget for upcoming year

	<u>21-22</u> <u>Spending</u>	<u>Budget Option</u> <u>A</u>	<u>Budget Option</u> <u>B</u>	<u>Budget Option</u> <u>C</u>
Road Maintenance	\$ 20,807	\$ 20,900	\$ 19,400	\$ 17,400
Firewise/Tree Management	\$ 3,821	\$ 3,721	\$ 3,721	\$ 3,721
Safety Committee	\$ 0	\$ 45	\$ 45	\$ 45
Community Outreach	\$ 214	\$ 480	\$ 480	\$ 480
General Operating Costs	\$ 2,277	\$ 3,499	\$ 3,499	\$ 3,499
Total	\$ 27,140	\$ 28,645	\$ 27,145	\$ 25,145
Total / 59 Lots	-	\$ 486	\$ 460	\$ 426
% Change		6%	<1%	-7%

BUDGET PRESENTATION

■ Proposed Budget Differences

	<u>Budget Option A</u>	<u>Budget Option B</u>	<u>Budget Option C</u>
Road Maintenance	-Same dust abatement as 2021 -Fall Grading -20% Increased rock application -1 culvert replacements -Roadside brushing (woody debris) -Pothole gravel pile -No spring work	-Same dust abatement as 2021 -Fall Grading -Similar rock application to 2021 -1 culvert replacement -Roadside brushing (woody debris) -Pothole gravel pile -No spring work	-Same dust abatement as 2021 -Fall Grading -Similar rock application to 2021 -No culvert or ditch work -Roadside brushing (woody debris) -Pothole gravel pile -No spring work
Total	\$ 28,645	\$ 27,145	\$ 25,145
Total / 59 Lots	\$ 486	\$ 460	\$ 426

BUDGET VOTE

- **Vote on Proposed Budget for Upcoming Year**
 - **Motion to approve the proposed 2021-2022 Budget Option A resulting in a individual lot assessment of \$486 by Cindy Beach**
 - **Second by Tyler McConnell**
 - **Discussion (indicate desire to comment in chat)**
 - **Vote in favor (via chat “Yes Lot X”)**
 - **Vote in opposition (via chat “No Lot X”)**
 - **Record decision/outcome: Motion does not pass. 14 in favor, 21 opposed.**

BUDGET VOTE

- **Vote on Proposed Budget for Upcoming Year**
 - **Motion to approve the proposed 2021-2022 Budget Option B resulting in a individual lot assessment of \$460 by Cindy Beach**
 - **Second by Anne Fairbrother**
 - **Discussion (indicate desire to comment in chat)**
 - **Vote in favor (via chat “Yes Lot X”)**
 - **Vote in opposition (via chat “No Lot X”)**
 - **Record decision/outcome: Motion passes. 31 in favor, 2 opposed.**

QUESTION & DISCUSSION PERIOD #2

- 2 minute limit per comment
- Please always feel free to send additional comments, questions, and/or concerns to the board via email (admin@pvha.us) or letter in the mailbox



CONCLUSION

- Again, thank all of you for your questions, time, and engagement with the community!
- Stay well and have a good evening!

