

## Pioneer Village Homeowners Association

### Annual Homeowners Meeting 2020

Philomath, OR May 19, 2020

[pvha.us](http://pvha.us)

#### HOA OFFICERS AND TREASURER 2019/2020

- President: Anna Vesper
- Vice President: John Deuel
- Secretary: Linnéa Andersson
- Treasurer: Lois DeGhetto

#### PROTOCOL

- Location: Online meeting on Zoom
- Attendees:
  - 27 lots in attendance
  - 12 proxy votes
  - Suspended votes due to unpaid dues at the time of the meeting: 7
  - In total, 39 lots were represented
    - Quorum was reached for 1/3 majority (20 lots)
    - Quorum was not reached for 2/3 majority (39 lots) due to suspended votes
- The meeting was called to order at 6.45 PM.
- Welcome
  - The President, Anna Vesper, welcomed everyone to the meeting and thanked the many volunteers around the neighborhood.
- President's report
  - The community was notified of the proposed sale of the PVHA owned lot 32, and formation of a special committee to help research the offer and develop the HOA response.
  - An update on the activities in the past year included: Lot 54 septic easement; McLoughlin Drive turnaround project; multi-household drain field; hazard tree removal; and, the Pioneer Village directory.
- Architectural Control Committee (ACC) report
  - In the past year 6 lots were represented on the ACC. A new ACC application has been posted on the website and the mailboxes and the procedures of the committee have

been updated, for example a review with the Pioneer Village Water Company (PVWC) was added.

- This year 15 applications were processed this last year including 8 danger or hazard tree removals. A typical turn-around time is 1-2 weeks.
- Fire and Safety Committee report
  - On March 7 an emergency preparedness presentation was held at the church.
  - In the coming year this committee will work on implementing a tool called Map Your Neighborhood, a tool focusing on small community preparedness and teamwork.
  - The PVHA website has more information on preparedness training: [pvha.us/emergency-preparedness.html](http://pvha.us/emergency-preparedness.html)
  - The chipping event, paid for by Oregon Department of Forestry took place on May 4.
  - The evacuation route out of PV mainly runs on Starker property. This committee will organize a practice event once it is safe to do so due to the current COVID-19 pandemic.
  - To maintain the Firewise Community© certification we as a community need report as many hours of volunteer work as there are houses (i.e. a sum of 58 hours). *Please report your hours*. The form can be found on the website or at the bulletin board.
- Road Committee report
  - The Road Committee reported on the activities in the past year which included the regular maintenance such as grading, dust abatement, and roadside vegetation mowing, as well as additional work including pothole repair; strategic ditchlines being cleaned and re-established; and, 5 existing culverts cleaned and 1 new culvert installed.
  - The planned road projects for 20-21 were presented which includes expanding the maintenance of our ditch system and culverts to other critical areas and accounting for additional gravel.
- Multi-household Drainfield Committee report
  - The committee reported on the maintenance of the multi-household drainfield in the past year which included quarterly inspections; septic tank pumping; cleaning distribution boxes; and, adding additional markers.
- Community outreach
  - The community outreach activities this past year included a quarterly newsletter; end of summer picnic; bus shelter painting; tree planting day; and a planned field path rehab.
- Board elections
  - Two positions are up for vote
    - Position 1: replacing Anna Vesper, current President who has served for 3 years.
    - Position 2: replacing Linnéa Andersson, current Secretary who is stepping down from the Board with 2 years left to serve.
  - DECISION: Anna Vesper was re-elected as a Board member for Position 1 (36 votes out of 36 eligible votes in favor).

- DECISION: Jen Eaton was elected as a Board member for Position 2 (36 votes out of 36 eligible votes in favor)
- Treasurer's Report
  - Lois DeGhetto presented on the status of bank accounts (as of 4/30/2020):
    - Citizens Bank: \$7,105.84
    - Washington Federal: \$25,014.90
  - Lois also presented that as of the end of April there were (9) Lots in default on their assessments which totaled \$5,097.43
  - The actual spending for 2019/2020 amounted to \$22,606.24 compared to the budgeted \$20,980.00, however, this spending did not include the planned dust abatement for this summer. As a result, this cost will be added to the 2020/2021 budget.
  - The proposed budget for 2020/2021 amounts to \$34,045. In contrast to 2019/2020, this budget includes a higher cost for road maintenance (\$19,560 vs. \$16,500), the cost for the multi-household drainfield (\$3,760) and a budget line-item the McLoughlin Drive turn-around project (\$3,800).
  - As there was not adequate quorum to vote on the proposed budget and proposed assessment, this was presented for information only and will be further presented for a vote at a subsequent special meeting in June.
- Question & Discussion
  - Sarah Woosley brought up that the Pioneer Village Water Company is looking for interested individuals to join the Water Board and anyone can reach out to the board or Sarah directly for information
- The annual meeting was adjourned at 8.30 PM.

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President

Anna Vesper

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Secretary

Linnéa Andersson

**PIONEER VILLAGE  
HOMEOWNERS ASSOCIATION  
2020 ANNUAL MEETING**

**PVHA.US**

**May 19, 2020  
Philomath, OR**

# ATTENDANCE

- Proxy Count: 12 proxies submitted
- Lots in attendance: 27 lots in attendance
- Votes suspended: 7 votes suspended
- Quorum was reached for 1/3 majority (20 lots)
- Quorum was **not** reached for 2/3 majority (39 lots)
  - Due to suspended votes
  
- Meeting Called to Order: 6:45 pm

# AGENDA

1. Welcome
2. President's Report
3. Old Business
4. Committee Reports
  1. Architectural Control Committee (ACC)
  2. Fire & Safety
  3. Roads
  4. Multi-Household Drainfield (New!)
5. Community Outreach Projects
6. Board Elections
7. Treasurer's Report
  1. Account Status
  2. Budget Presentation & Vote
8. Question & Discussion Period
9. Conclusion

# WELCOME

- Hello and welcome to our 2020 PVHA Annual Meeting!
- This last year we focused A LOT on improving communication and connections around the neighborhood with:
  - Quarterly Newsletters
  - Frequent updates to websites
  - Community events
  - Updated directory
  - New neighbor meetings
  - Focusing on timely responses to questions submitted to the board
- Communication isn't a one way street though, and I personally want to thank all of you for your questions, time (especially this evening), and engagement with the community!

# WELCOME

- I wanted to open tonight with some heartfelt appreciation for some the many volunteers around the neighborhood.
  - John Deuel & Linnéa Andersson (HOA Board)
  - Lois DeGhetto (Treasurer)
  - Trent Hering & Water Board
  - Anne Fairbrother (Website guru & Firewise)
  - Robert Accord (Field path mowing/maintenance)
  - Riley Watkins, Eli Chisholm, Warner Butler, Stuart & Patricia Overholtzer, & Kate Orr (ACC Committee Members)
  - Tom & Carol Garbacik (Water lines & general help)
  - Jeff Louch (Drainfield assistance)
  - Cindy Beach (Directory)
  - Mark Woosley (Bus Shelter Painting)
  - Jordan Vesper (Roads & Sanity Check)



# PRESIDENTS REPORT

- 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
- Some key things we will be specifically bringing up in this meeting are:
  - New proposal/addition to our Fire & Safety program
  - Strategic road work planning and projects
  - New committee for the maintenance of the multi-household drainfield
  - Summary of various outreach opportunities this last year
  - Board elections
  - Updated budget with new categories to better detail how our assessments are supporting each project and aspect of our community.

# PRESIDENTS REPORT

- One topic the board wanted to notify the neighborhood about is that an offer to purchase the HOA owned lot 32 has been presented by a neighbor within the community.
  - We are currently doing our due diligence in researching the offer and lot value and are looking to set up a group of neighbors to help
  - The potential purchase of the lot would be to join the potential buyers current lot for extra space and a shop, not to develop into another house site
  - The potential buyers are also interested in working with the Pioneer Village Water Company to look at the potential for establishing another community well to feed the neighborhood reservoir on the property
  - While the proposal is still being vetted and considered, if the sale was to go through the purchase amount would go into the HOA account and would likely help fund construction of the McLoughlin Drive turn around and keeping future assessments low

# 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
  - 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 one of the board members depending on the severity.
  - If in doubt ask, I never will turn a question away 😊

# OLD BUSINESS

- Lot 54 Septic Easement –
  - Finalized & recorded with Benton County August 2019
- McLoughlin Drive Turnaround –
  - Property lines surveyed and marked this last fall
  - Had to reestablish some lot corners during survey
  - Projected design this summer/fall & construction in summer of 2021
- Multi-household Drainfield –
  - The Board has undertaken this last year's maintenance arrangements & learned a lot about the system
  - A new committee has been set up to help with this infrastructure
- Hazard Tree Removal –
  - (14) significant hazard trees were removed around the road system
- Directory –
  - Updated & distributed to neighborhood in November

# COMMITTEE REPORT - ACC

- 6 Lots Represented on the Architectural Control Committee (ACC) (Lots 7, 11, 20, 35, 44, 58)
- New ACC Application posted on website and by mailboxes
- Updated procedures for review of applications
- Added review with PVWC to protect waterlines
  
- (17) Applications processed this year
- 1-2 week typical turn around time for review
- (9) were danger/hazard tree removal projects
  
- Additional volunteers are welcome and encouraged to join the ACC through contacting the Board

# COMMITTEE REPORT – FIRE & SAFETY

- Emergency Preparedness Presentation (3/7)
- PVHA Emergency Response Plan
  - Block Coordinators
  - Block meetings
  - Map Your Neighborhood Model
  - Emergency Map
  - Firewise Certification Update
  - Practice Evacuation
  - Preparedness Information on PVHA Website
  - Community Emergency Response Team (CERT)
- Email [admin@pvha.us](mailto:admin@pvha.us) for more information

# COMMITTEE REPORT – FIRE & SAFETY

- Map Your Neighborhood

**MYN**  
*Map Your Neighborhood*



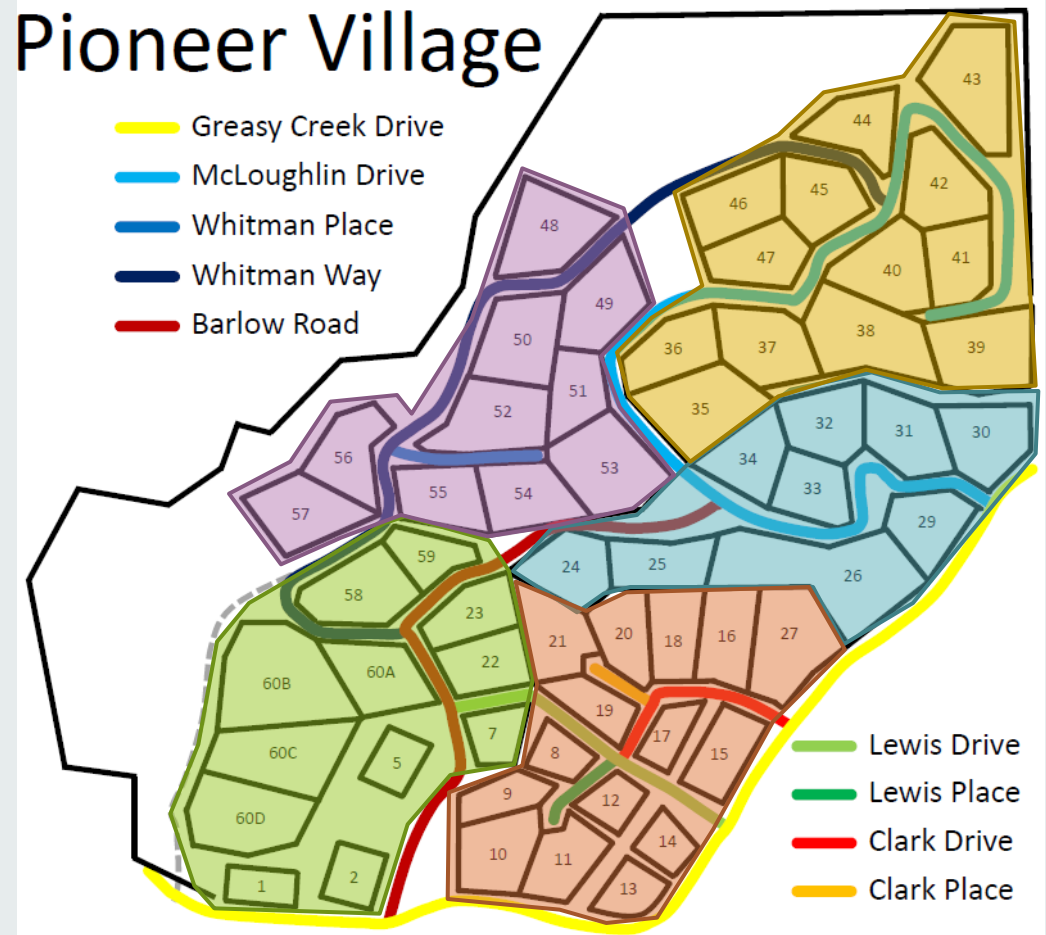
In a disaster your most immediate source of help are the neighbors living around you.

*The MYN program focuses on one street at a time; 15-20 homes or a defined area that you can canvas in 1 hour.*



# COMMITTEE REPORT – FIRE & SAFETY

- Map Your Neighborhood
  - Preparation is key
  - 9 Steps following a disaster
  - Skills & Equipment Inventory
  - Neighborhood Map
  - Contact list
  - Teamwork following a disaster





# COMMITTEE REPORT – FIRE & SAFETY

- Preparedness Training

- PVHA Web Site: [pvha.us/emergency-prepardness.html](http://pvha.us/emergency-prepardness.html)

## *Pioneer Village Homeowners Association*

Welcome

Documents

Board of Directors & Committee Chairs

Annual Meeting

News and Updates

Emergency Preparedness



Emergency Preparedness

- CERT - Community Emergency Response Team

- Basic disaster skills training
- (8) 3 hour training sessions



# COMMITTEE REPORT – FIRE & SAFETY

- Firewise Updates
  - Chipping event – May 4<sup>th</sup>
  - Evacuation route
    - Maintenance by Starker
    - Practice event
  - Backyard burning
    - Reminder to call Philomath Fire for daily updates
    - 541-929-5903
  - Maintain defensible space
  - Fill out information form
    - Available as a handout at the meeting, downloadable from PVHA website, and on the bulletin board
    - Info is needed to maintain our Firewise status



**FIREWISE USA®**

**Residents reducing wildfire risks**



# FIREWISE USA<sup>®</sup>

## RESIDENTS REDUCING WILDFIRE RISKS

### Firewise Projects 2020

For Pioneer Village to maintain its Firewise Community designation, we need you to help us document how Pioneer Village homeowners are working together to keep the Village safe from catastrophic wildfires. Each site is required to annually invest the equivalent of one volunteer hour per dwelling unit in wildfire risk reduction actions.

Check the box(es) for what you have done this year and return this form to the PVHA mailbox (last one on the left of the mailbox row) on or before October 1. THANK YOU!

#### House

- Cleaned litter from roof/gutters
- Cleaned chimney flu
- Removed flammable materials from deck/porch
- Removed flammable materials from under deck area
- Other: \_\_\_\_\_

#### Near Zone (0-5 ft. from the foundation or decks/porches)

- Installed hardscaping
- Replaced combustible mulches with stone/gravel
- Removed fir needles, leaves, litter and debris
- Removed trees and shrubs
- Trimmed off overhanging tree limbs
- Moved woodpile to Intermediate Zone
- Other: \_\_\_\_\_

#### Intermediate Zone (5-30 ft. from the foundation or decks/porches)

- Lawn and native grass maintenance
- Cleared space between trees and shrubs
- Thinned and/or limbed trees to reduce crown fire potential
- Other: \_\_\_\_\_

#### Extended Zone (30-100 ft. from the foundation or decks/porches)

- Removed needles, leaves, litter and debris
- Thinned and/or limbed trees to reduce crown fire potential
- Other: \_\_\_\_\_

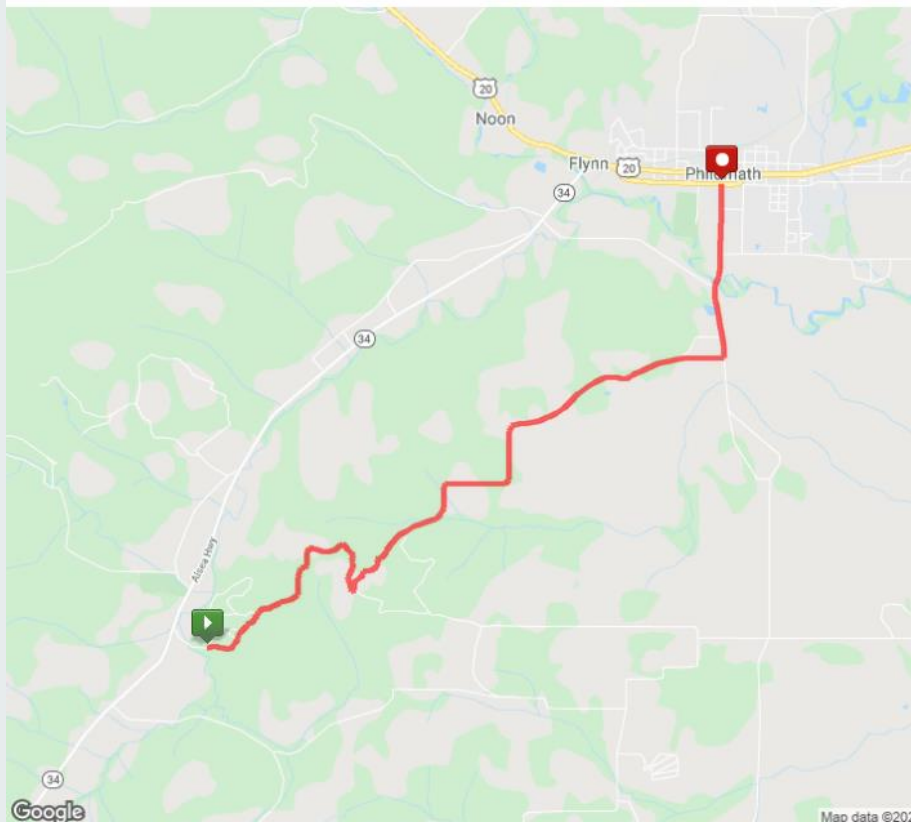
#### ESTIMATED NUMBER OF HOURS SPENT

House: \_\_\_\_\_ Near Zone: \_\_\_\_\_

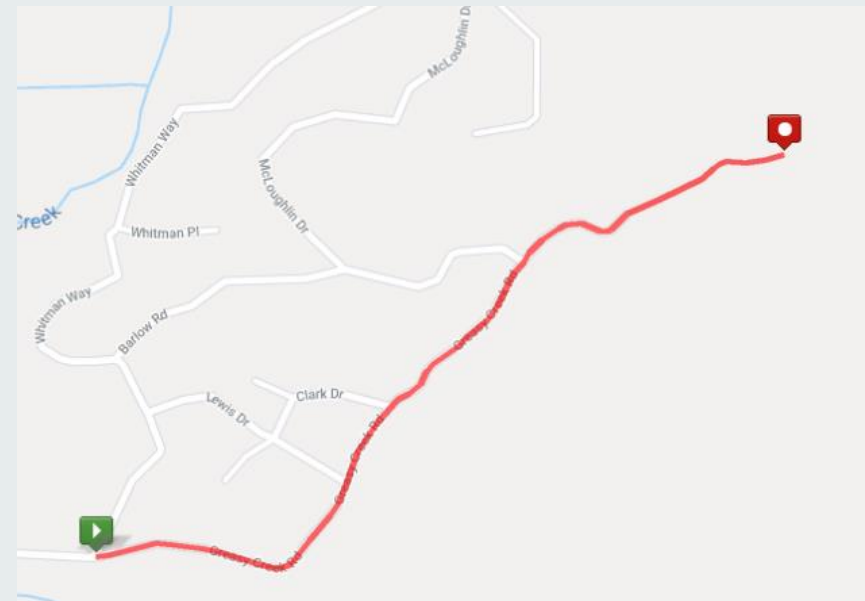
Intermediate Zone: \_\_\_\_\_ Extended Zone: \_\_\_\_\_

# COMMITTEE REPORT – FIRE & SAFETY

## ■ Emergency Evacuation Route



Evacuation route from mailboxes to Applegate & 19<sup>th</sup> Street



Close up of approach to evacuation route via Greasy Creek heading east from mailboxes

# COMMITTEE REPORT – ROADS

## 2019-2020 RECAP

- 2.27 miles of road graded and rolled
- Potholes dug-out and replaced with rock
- 550' of ditch line cleaned or re-established
- (5) Existing culvert inlets cleaned
- (1) new culvert installed
- (10) loads of rock placed in critical locations
- Winter maintenance (potholes)
- Lignin application
- Roadside vegetation mowing
- Value Added
  - Bid Projects
  - Direct Sourcing
  - Neighborhood involvement



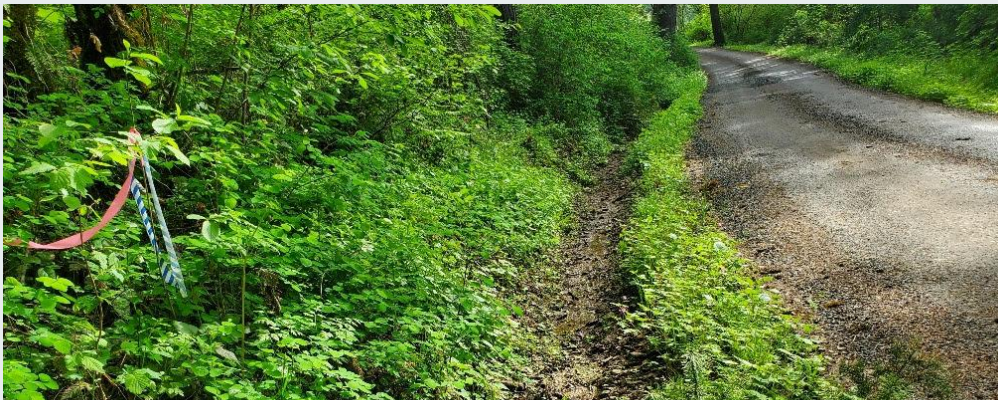
# COMMITTEE REPORT – ROADS 2019-2020 PROJECTS



**Whitman Way Rocking and Grading**



**McLoughlin Culvert Install**

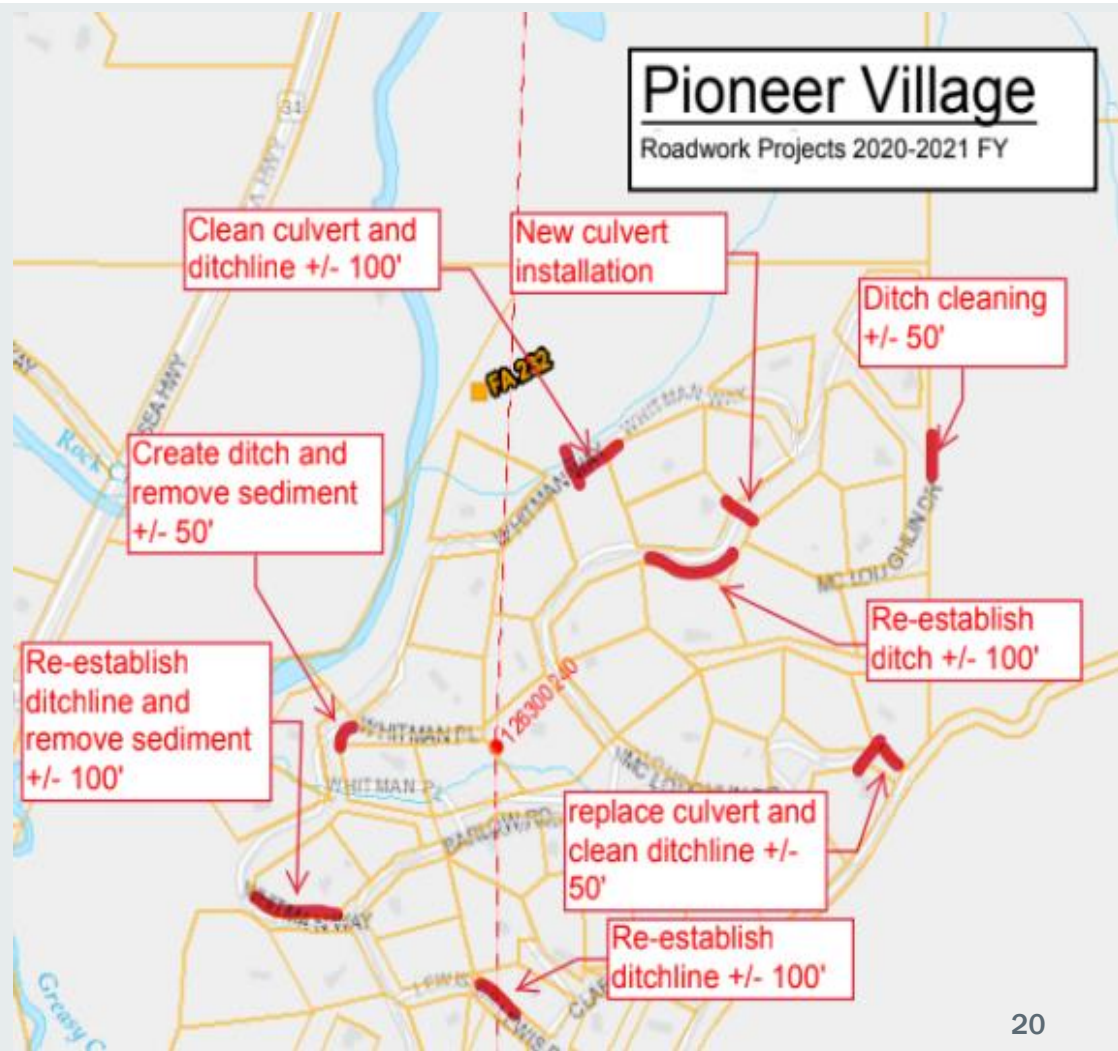


**Whitman Way Ditch Cleaning**

# COMMITTEE REPORT – ROADS

## 2020-2021 PREVIEW

- 20-21 Projects
  - Lignin application
  - Ditch cleaning 500+'
  - Clean culvert inlets
  - New culvert installation
  - Grading and rolling all roads (twice)
  - Rocking as necessary
  - Roadside vegetation mowing
  - Continue to look at opportunities to add value/efficiencies and stretch the dollars farther



# COMMITTEE REPORT – ROADS 2020-2021 PROJECTS



**Whitman Way Culvert Cleaning**



**Lewis Drive Ditch Establishment**



**Whitman Way/Place  
Re-establish Ditchline<sub>21</sub>**



# COMMITTEE REPORT – MULTI-HOUSEHOLD DRAINFIELD

- (11) households are connected to existing drainfield located in south end of the common field
- PVHA now responsible for maintaining this infrastructure and ensuring good record keeping
- This year we have:
  - Had 4 quarterly inspections
  - Learned a lot about the actual system
  - Had the master septic tank pumped
  - Had (18) distribution boxes cleaned
  - Put out some new markers
- Leanne Nikkel will be taking the committee director position this upcoming year (Thank you Leanne!)



# COMMUNITY OUTREACH

- Quarterly Newsletters
- End of Summer Picnic
- Bus Shelter Painting
- Tree Planting Day
- Field Path Rehab (in the near future)



## PIONEER VILLAGE NEWSLETTER



November, 2019

### Note from the Board

Hello Pioneer Village Neighbors!



### What's been going on?

Here's what has happened since our last newsletter.

- Summer picnic: The summer picnic was a enormous success with many neighbors getting to better know each other and share some incredible food! Based on all the positive feedback we plan on making this an annual event so hopefully if you couldn't make this



# BOARD ELECTIONS

- 2 Board Positions are up for Elections this year
  - Anna Vesper – Current President
  - Linnéa Andersson – Current Secretary
- Terms are 3 years & roles are determined within the board
- (4) quarterly Board meetings plus special meetings as required
- Also looking for a new Treasurer (appointed by the Board)
  - Any interested/nominated individuals?

# BOARD ELECTIONS

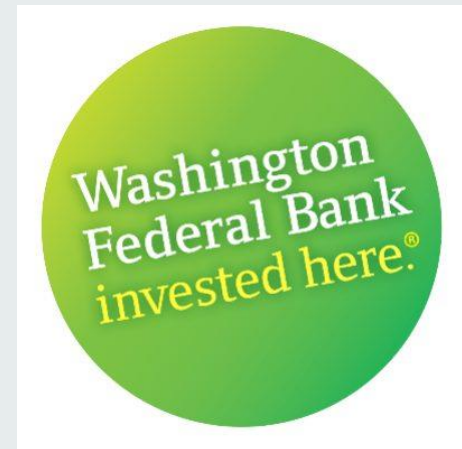
- **Vote for Position #1**
  - Anna Vesper nominated by Kate Orr
  - Jerie Thorson seconds
  - 36 votes out of 36 eligible votes in favor

# BOARD ELECTIONS

- **Vote for Position #2**
  - Jen Eaton nominated by Hanna Stevens
  - Sarah Woosley seconds
  - 36 votes out of 36 eligible votes in favor

# TREASURER'S REPORT

- Account Status (as of 4/30/2020)
  - Citizens Bank Account - \$7,105.84
  - Washington Federal Account - \$25,014.90
- (9) Accounts/Lots in Default - Total \$5,097.43



# TREASURER'S REPORT

## ■ Current Year Spending

	<u>Budgeted</u>	<u>Actual Spending</u>
Road Maintenance	\$ 16,500.00	\$ 9,746.46
Multi-household Drainfield	\$ -	\$ 2,353.98
Firewise/Tree Management	\$ 1,350.00	\$ 4,299.37
Community Outreach	\$ 200.00	\$ 619.03
General Operating Costs	\$ 2,930.00	\$ 2,399.90
McLoughlin Drive Turn Around Project	\$ -	\$ 3,187.50
<b>Total</b>	<b>\$ 20,980.00</b>	<b>\$ 22,606.24</b>

# TREASURER'S REPORT

- Proposed Budget for upcoming year

	<u>2019 Spending</u>	<u>2020 Budget</u>
Road Maintenance	\$ 9,746.46	\$ 19,560
Multi-household Drainfield	\$ 2,353.98	\$ 3,760
Firewise/Tree Management	\$ 4,299.37	\$ 3,050
Community Outreach	\$ 619.03	\$ 640
General Operating Costs	\$ 2,399.90	\$ 3,235
McLoughlin Drive Turn Around Project	\$ 3,187.50	\$ 3,800
<b>Total</b>	<b>\$ 22,606.24</b>	<b>\$ 34,045</b>



# TREASURER'S REPORT

- **Proposed Budget Differences from Spending**
  - **Roads** – Includes summer lignin application and pre-maintenance (\$6,500 + \$2,000)
  - **Multi-household Drainfield** – We won't have a reimbursement check from CPI (\$1,517)
  - **Firewise/Tree Management** – Less hazard trees to remove this year
  - **Community Outreach** – About the same
  - **General Operating Costs** – Budgeting for legal counsel and additional stamps
  - **McLoughlin Drive Project** – Budgeting for both design and general topographic survey

# TREASURER'S REPORT

- Proposed Budget for upcoming year

	<u>2019 Spending</u>	<u>2020 Budget</u>
Road Maintenance	\$ 9,746.46	\$ 19,560
Multi-household Drainfield	\$ 2,353.98	\$ 3,760
Firewise/Tree Management	\$ 4,299.37	\$ 3,050
Community Outreach	\$ 619.03	\$ 640
General Operating Costs	\$ 2,399.90	\$ 3,235
McLoughlin Drive Turn Around Project	\$ 3,187.50	\$ 3,800
<b>Total</b>	<b>\$ 22,606.24</b>	<b>\$ 34,045</b>

- \$34,045 Budget / (58) Lots = \$587 Annual Assessment per lot
  - \$49/month

# TREASURER'S REPORT

- Due to not meeting the required quorum this budget information was presented for information only and no vote was put forward.
- A special meeting has been set for Tuesday June 23, at 6:30pm.
- This special meeting will be dedicated to discussing the proposed budget in detail and presenting alternatives to the community for a vote. The Board will be compiling background information to distribute prior to this meeting and welcomes any immediate questions from the community.

# QUESTION & DISCUSSION PERIOD

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



# CONCLUSION

- Again, thank all of you for your questions, time, and engagement with the community!
- Especially given the COVID-19 situation it has emphasized just how blessed we are to call this neighborhood a home and how valuable our sense of community is.
- Stay well and have a good evening!

