



CROSS CREEK HOMEOWNERS' ASSOCIATION  
Minutes of Regular Monthly Board Meeting  
7 PM, April 10 2014, Aloha Oregon

Board Members present: Don Duncan, Jayne Nichols, Denise Oest, Monique Richmire, Cheryl Wrzesinski, Wendy Matthews

Board Members absent: None Homeowners in Attendance: 6

Meeting called to order at 7:05 pm, quorum was confirmed.

Don announced the open Board and Staff Positions.

Wendy Matthews served as Secretary.

March and February Minutes were discussed and tabled.

**Homeowner Forum:** Property Improvement Proposals submitted: Lot 112 for Aluminum Siding and Trim. Discussed and approved. Request to remove 2 trees Lot 222 discussed and approved.

**Officer & Board Member Reports:**

- President: Don gave report. Contract finalized and signed to engage Oregon Lawnscape. Hosted Board work session to complete mailing of Annual Meeting notice. Secured and affixed postage and mailed out packets. Distributed initial Reserve Study Report to Board members. Reviewed Property Standard templates, signed monthly checks.
- Vice President: Job descriptions and staffing progress were discussed. **Motion was forwarded and seconded to approve the Job Descriptions for President, Vice President, Treasurer and Bookkeeper.** Motion passed unanimously.
- Treasurer: Submitted written report. As of April 8, 2014 Account Balances: Checking: \$3,442.27; Money Market balance \$20,555.52 Reserve balance \$53,074.23.  
**Total Cash on Hand: \$77,072.02** Owner/Lot Account Balance Total: \$17,170.69
- Rec Center: Policy of requiring pool to be rented with Rec Center interior during the summer was discussed. Association liability issues were discussed. Book Club continues to meet monthly at the Rec Center
- RV Lot: One space is available in the RV Lot. Owners are welcome to add their names to the waiting list. Maintenance standards discussed regarding tarps and flat tires. Weed killer has been applied in the area. Parking permit for Trailer was approved. **Motion was forwarded and seconded to approve the RV Lot Regulations.** Motion passed unanimously.
- Maintenance: Cheryl lead discussion regarding maintenance request for bridge at 203<sup>rd</sup>. June meeting planned with Nick of Alliance to discuss the Reserve Study. Don attended to regular pool water quality testing and pump operations, cleaning supply order, light bulb replacements, replacing locks on Rec Center and RV gates, made Ping-Pong and Table Hockey game repairs and oversaw garbage collection. Note requested to be included in the CC Times for Owners to attend to weeds in landscaping and sidewalks.



- Property Standards: A working draft of the revised Property Standards Regulations was available and is being reviewed by the Board and Committee members. Templates of Violation Notices were available and discussed. Property Standards Committee meeting day has been changed to the 1<sup>st</sup> Wednesday of the month. Committee is reviewing input sheets and process revisions. Issues include abandoned properties, repeat offenders, and safety matters.

#### **Unfinished Business:**

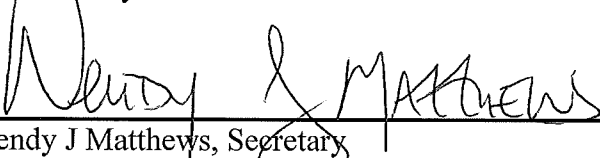
- Research continues on Ping-Pong table and other Rec Center game replacements.
- Annual Meeting discussion including details regarding sign in and Board duties. All to participate.

#### **New Business:**

- Discussed pool staffing, hiring process, eligibility and job descriptions. Confirmed need for Employee Agreements, I9 and W2 documents. Scheduling to avoid need for overtime hours. **Motion made and seconded to hire 7 Lifeguards.** Passed unanimously. **Motion made, seconded and approved for Pool Administrator to earn \$800/month. 1<sup>st</sup> Year guard \$9.50/hr, 2<sup>nd</sup> Year \$10.50/hr, and 3<sup>rd</sup> or senior \$11.50/hr.**
- February, March 2014 Minutes. **Changes discussed and approved. Revised Minutes approved by unanimous consent.**

Meeting was adjourned at 9:25 PM.

Submitted by



Wendy J Matthews, Secretary  
Cross Creek Homeowners Association

5/15/14

Annual Meeting scheduled for April 17, 2014  
Next Board Meeting scheduled for May 8, 2014