



20555 SW Rosa Rd. • Aloha • OR • 97078-3712

February 9, 2017 Board Meeting Minutes

Meeting called to order at 7:01 pm

Board Members Present: Jason Mastrantonio, Jim Buckley, Kelli Smyth, Mike Roach, Ted Smyth, & Steve Keller

Board Members Absent: None

Quorum confirmed.

Minutes from January 12, 2017 unanimously approved.

Homeowner attendance:

Elisa Buckley , Lot # 109	Lee Hoodempyle , Lot # 98
Brittney Muir	Justin and Pat Mazzocco, Lot # 73
Rob Wedlake	Richard Gorton, Lot # 226

Staff Member: Nancy Brewer

PIP's: None this month.

Homeowner Concerns: Several damaged and downed trees and limbs have not been cleared from the events of recent winter storms. Ted stated that A&J Landscaping would remove all trees and damaged limbs located in the common areas on the 18th of this month.

There was also a concern noted for information to be disseminated on a more regular basis to HOA residents. Nancy Brewer stated that the Cross Creek Times would be delivered next month to each HOA resident. That issue will contain recent and future activities occurring in the HOA with some specific information regarding the current Board members and their involvements for the residents this past year. Residents were also reminded to contact the HOA website for information between CC Times issues.

President: Pool continues to operate effectively.

Vice President: No report this month.

Treasurer: Kelli Smyth

Checking accounts have been reconciled for the month of January. Cash on hand as of 2/7/17 consists of the following:

Checking account:	\$ 21,175.25
Money Market	\$ 10,039.82
<u>Reserve</u>	<u>\$ 90,235.77</u>
Total funds	\$121,450.84

Billings as of 2/7/17:

Finance charges have been assessed for January.

Approximately 86% of 16-17 dues have been collected (36 accounts are still outstanding).

9 accounts are in collections totaling, \$8270.54.



4 accounts have partial balances.

100% of 16-17 RV Lot rentals have been collected.

Miscellaneous:

2015 taxes have been prepared, signed and paid by the HOA.

2016 Employee and vendor tax forms have been prepared and mailed accordingly.

Debit card purchases totaled, \$222.58 (postage, Microsoft Office, office supplies).

Rec. Center/RV Lot: Mike Roach.

Two rentals were processed in January. There are no rentals for February at the present time.

The RV lot is full with five on the waiting list.

Property Standards: Vacant

The Board discussed a Property Standards Violation Protocol proposal. This proposal would standardized how violations are processed and records are kept. The protocol would set exact timelines for violations to be recorded and amount of time to inform the homeowner of the violation. The documentation needed for the violation can be done electronically and/or kept on a hard copy journal.

After discussion of the proposal and further suggestions, Kelli motioned for the proposal to be accepted as a whole. Jim seconded the motion and the Board voted unanimously to accept the proposal. This information will be passed to the new Property Standards chair at the next Board meeting in March.

The Board received a nomination for the vacant Property Standards position from Nancy Brewer. Mr. Robert Gorton, a long time resident of the HOA, volunteered to fill the vacancy. After interviewing the candidate, Jim motioned seconded by Ted for the Board to vote on accepting Mr. Gorton to fill the remainder of the Property Standards term. The remainder of this term is approximately two years. The Board voted unanimously to accept Mr. Gorton as the new Property Standards chair.

Maintenance: Ted Smyth.

Repair and replacement of the exterior of the Rec. Center continues to progress. Due to the amount of Dry Rot and the need for electrical and plumbing work not originally covered in the bid, Ted requested an amount not to exceed \$10,000 for “out of scope” work and for sub-contractor involvement. Mike motioned and Jim seconded and the Board voted unanimously to accept this request.

Ted also mentioned that costs for new windows and doors had not been authorized as part of the exterior renovation. He requested that the Board authorize an amount not to exceed \$8,000 for the purchase of these items. Ted motioned and Jim seconded and the Board voted unanimously to accept this amount.

In other maintenance business, Ted requested \$2,600 for damaged tree and limb removal by A&J Landscaping. After discussing the situation, Ted motioned seconded by Mike to accept the costs for this service. The Board voted unanimously to accept this request.

Old Business: Nancy requested that each Board member write a short article for the upcoming Cross Creek Times describing their duties in their positions on the Board. Each member agreed and the next issue of the CC Times will be hand delivered to each HOA residents’ household in early March.

New Business: None

Mike motioned to adjourn, seconded by Kelli. Unanimously passed. Meeting adjourned at 9:09 pm.



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Submitted by: Steve Keller, Secretary
Cross Creek HOA

Next meeting is scheduled for March 9, 2017.