



MINUTES

Sisters Library

Sisters, OR 97759

November 2, 2024

Meeting called to order: 2:01pm

Board Members in attendance Steve H. Stuart H. Maureen S. Terri R. Holly L.

Barb T.

Others Present (see sign in sheet)

Administrative items:

- Approve minutes of July 28, 2024 meeting Steve H. makes a motion to approve. Stuart H. seconded the motion. Approved with edits of correcting Terri's name and date
- Approve minutes of October 27, 2024 meeting Steve H. makes a motion to approve. Maureen S. seconded the motion. Approved with edits of correcting Terri's name and date
- Approval of 2025 Budget & Treasurer's Report Steve H reviewed the last expenses in the report for stamps and other supplies at Pony Express and Attorney Fees. Dana L. put together the budget. Firewise line item showing \$2,500. Steve H. motioned to approve Treasurer's budget and treasurer's report. Seconded by Stuart H. Approved.
- Architect Committee Report 15 applications: Fencing 1, Painting 3, Outbuildings 3, Garage 1, Tree Cutting 1, Signs 3, Driveway 1, Remodel 1. Turnaround time has been about a week. After receiving multiple applications for political signs, guidelines were created.
 - 1. Time Frame: No more than 30 days before an election and removed within 5 days after an election.
 - 2. Number of signs/displays: One sign or display is permitted.
 - 3. Size of signs/display: signs or displays shall be limited to 18" x 24"
 - 4. Sign/display Material: Non-illuminated cardboard or cardboard like material, thin wood, canvas or cloth and a support frame of metal, wood or plastic.
 - 5. Placement of signs or displays: Can be place on yards, lawns, porches, and windows. Can not be placed on roofs, right-of-way, roadways, or common areas.
 - 6. Wording on signs or displays: Obscene or offensive wording on signs or displays is strictly prohibited.

CCRs regarding signs were reviewed that allows the above but there is still approval needed from the Architectural committee. Steve H. asking if the ARC committee retains meeting minutes. TStuart H. proposes that anytime that there is a rejection or approval that sagewoods hoa email is cc'd on that specific email. Steve H. agreed that would be beneficial for transparency. This would just be for the final decision, not for the back and forth discussion prior to decision. Stuart H. inquired about a specific lot on Sage Woods Lane if there was an application for tree removal. Terri R. advised that she will look into it as she does not have the file in front of her.

- PO BOX/Street Address Discussion -Contact Information Transparency - We have continued to have the vendor issue of individual existing or past board members being listed as the contact with their personal email address and personal address. Contact USPS to see if we can have an alternative physical address, say like associated with the common area for Paddock Green and tied with our existing PO BOX for Sage Woods HOA. Stuart H. advised he will look into it.

Action Items:

- Snow Plowing Contract Maureen S. wanted to check if we have signed the contract for Sisters Landscape Company for the upcoming winter season. Stuart H. advised he will contact Sisters Landscape to see if a new contract and another contact name since Maureen S will depart at the end of the year.
- Approve letter of CC&R's violation to be sent to homeowner Reviewing the letter drafted by the Attorney and see if there were any edits prior to sending. Stuart H. advised that he has not heard from Deschutes County and will check back with them. Steve H. advised that himself, Stuart H. and Maureen S. had a zoom call with the attorney to discuss the Lot 42 issues and liability of the board. Advised that even though the county is involved that the HOA has their responsibility to enforce the CCRs. Deschutes County is backed up on handling code enforcement complaints. Holly L. had some questions on the content of the letter and asked to adjust the verbiage to remove the last sentence. Steve H. made a motion to adjust the Attorney letter and send it to Lot 42. Terri R. seconded the motion. Stuart H. abstained from the vote. Approved.
- Find/recruit a replacement Board Member for the vacant position. Q&A regarding the Treasurer position. Find/recruit a replacement for the vacant Treasurer position. Steve H. advised that he has not received an official message in writing for the vacant position. Susan U. has expressed interest. Susan U. had some questions. She wanted to know why the prior board member resigned. Steve H. advised that it was due to medical and that Susan U. wanted to know if there was a job description. Steve H. advised that there is a job description for the role but currently it's a combo description when Treasurer/Secretary was combined. Susan U. inquired if there is Director & Officers Insurance, what the amount is and who it is with. Stuart H. asked Susan U. what do you think is the right amount? Susan U. advised that if it is a million it is not enough. Steve H. advised that he will locate the insurance policy as it is in the box from Dana. Stuart H. advised that he will obtain a copy for her. Susan U. asked if we have copies of the tax returns. Steve H. advised that we have a tax accountant that does our taxes and we have copies from them. Susan U. asked who sends out the annual dues mailing. Maureen S. advised that the Secretary sends them out in November. Susan U. asked if the Treasurer collects the dues. Stuart H. advised that the treasurer has the checkbook, debit card, po box key and the spreadsheets. Susan U. asked how fines work and she has heard in the grapevine that we have not seen that in the budget. Steve H. advised that at this time we haven't had to collect fines as individuals have fixed the issue within the 60 day timeframe. Susan U. inquired on how it works. Steve H. advised

that the secretary Maureen S. advised that there is a form letter that has been created and it's \$100 a month for each violation. Maureen S. advised that the attorney suggested we update the fine schedule to be higher. Stuart H. advised that there is a way to value trees and to have a fine that equates that the amount of timber was taken and triple the value. Landscaping trees could have an assessed value. Stuart H. asked if anyone had been turned down to remove a tree. Susan U. advised that she had been turned down to remove a tree. Susan U. asked if she could have a list of the Board of Directors and their terms. Steve H. advised of all the individuals on the board and the term periods. Susan U. inquired how often are meetings. Stuart H. advised that we are only required to have 1 annual meeting however we have been having it about once a quarter and some special meetings in order to solve things in a timely manner such as removing someone from the bank accounts. Susan U. offered her background that she was a CPA for the Willamette Valley area and my specialty was working with Non-Profits which included working with Boards. A Lot of boards are very dysfunctional. Her concern is that she does not want to insert herself in something that could be similar. Holly L. advised that maybe that this is a neighborhood HOA vs a Board for a non-profit. That there is value in participating. Terri R. advised that since she has been here it has been a work in progress. Stuart H. wanted to address the dysfunction that is spoken about the HOA, that the treasurer that left was 80 years old and a retired firefighter. He has lived hard and does not need the issues that mounted up. Steve H. advised that the books were well run and the board was happy with his tenure and sent a thank you note. Steve H. advised that the treasurer even doubted running for it. You can always resign at any time if you do not want to finish your term. Stuart H. advised that decisions cannot be made unless there is a quorum made. Susan U. advised she has concerns but she wants to know the D&O Insurance amount. Steve H. advised he will find that out and let her know.

- **Open Ballots for new Board members term 2025-2027** Steve H. opened up the ballots in which there was a large amount of responses. New board members are Ryan Roy, Chris Brophy and Terri Rood. Steve H made a motion to accept the results of the election. Stuart H. seconded. All approved.

Information Items:

- **Firewise & Grant Update** Maureen S. applied for the Firewise renewal on August 9 2024 and are waiting for approval. Last year, they approved it on December 24, 2023. Good news! We received \$2,500 from the Fall 2024 Deschutes County Grant. We have to use the funds by June 30 2025, send a writeup with receipts. In the application it was stated that if we received funds it would be used for either Spring Curbside Cleanup or Brush Bins strategically placed throughout the neighborhood in common areas. Looking forward to more opportunities in the next few years from Deschutes county or Oregon state. Pat H. asked who will be taking on the role of Firewise after my departure. I advised that whoever it is, it should likely not be the Secretary.
- **Burn Barrels are prohibited per CC&R's** Holly L. advised that the burn barrel in the lot next to her has been removed. Steve H. advised that there is an additional burn barrel in the neighborhood and was used during non-burning season which poses a huge risk for the neighborhood. Advised that we need to communicate again to the neighborhood and combine it with the announcement of the new board members. Maureen S. advised that she will work on the communication to email and post to the board. Stuart H. advised that the website is before you burn.

- Thank you to Board Members leaving the Board Steve H. wanted to thank the individuals departing, Maureen S. and Barb T. that their time was extremely valuable and they are always welcome back.

Good of the order:

- Susan U. had a comment regarding the CCRs where it states that the exterior of the home must be constructed within 18 months. She advised that a neighbor has been working on their home for 4-5 years, that the outside of their home is still not completed and they are living in their garage. I know we are discussing keeping the CCRs aligned and how is this person getting away with it. Steve H. believes either the last board or the board before that made an exception as the owner was involved in a car accident and could not walk. Deschutes County also worked with them on getting an extension. Susan U. advised that the county does not know that they live in the garage when she talked to them. She said this was about a year and a half ago when he denied my garage. Stuart H. advised that we respond to things based on complaints. The puppy issue was the biggest complaint that we have handled and was sent in writing. This issue would need to be emailed directly to the sagewoodshoa@gmail.com in order to make a formal complaint. Holly L. questioned why make a resident complain when we are hearing about it today. Stuart H. does not feel obligated to pursue it until it is in writing. Holly L. If there is a medical or issue where they cannot complete the construction we need to have some compassion. Stuart H. asked if the ARC committee has received an extension. Terri R. advised she would have to look into it. Maureen S. questioned if there is a time period when regular things need to be completed because I have submitted applications that I won't be able to do for 5 years or so but I want the approval ahead of it so when something goes on sale that I can complete it without waiting for approval. Holly L. advised that she will consider being on the ARC Committee instead of being Secretary. Steve H. nominates Holly L. to be on the ARC Committee. Maureen S. seconded it. All passes.

Adjournment: 3:12pm