

**January 2025 Minutes**  
**Clearview HOA Board Meeting**  
**Saturday, Jan 4, 2025**  
**10-11:30 am**  
**By Zoom**

[VIEW RECORDING - 109 mins \(No highlights\)](#)

- 1) Chris called the meeting to order and led the meeting
- 2) **In Attendance:** Chris, Tony, Valerie, Erin, Evan, and Elaine
- 3) **Approval of Meeting Minutes:**
  - a) November /December are still outstanding due to Valerie's eye surgery, should be ready in the next month.
  - b) Erin will take meeting minutes during this meeting as Valerie's eyes are still healing.
- 4) **Update on Walsh bookkeeping meeting, annual budget.** Elaine, Valerie, Chris and Erin met with Walsh Tax Accounting to review the HOA 2024 budget and begin to set a new 2025 budget. Because delinquent past dues, and Clearview Commercials past dues for their portion of the park maintenance we are over budget and in the red for 2024. Walsh recommended stopping offering discounts for pre-paid dues as one way to get closer to budget in 2025, we agreed this is a good option and will send an email to membership letting them know.
- 5) **Past Due Clearview Commercial % of Park Payments.**

The board debated how to calculate a fair percentage for the commercial association to contribute towards park maintenance costs. They discussed the total acreage, the amount of landscaping work required. Unable to reach a final decision, the board scheduled a special meeting on January 13th to further discuss and vote on the commercial association's contribution amount.

  - a) According to our legal documents, the Commercial Association is supposed to pay  $\frac{1}{3}$  of park maintenance costs: water, electricity (lights and irrigation), landscaping. January 2020 the turnover meeting happened and payments stopped being paid since Candy the HOA bookkeeper at the time was no longer working as the HOA bookkeeper and no longer paying automatically.
  - b) Evan shared a spreadsheet showing everything the association paid up to December 2019. Clearview Commercial has only made payments to the water bill starting in April 2024. No payments have been made for landscaping or electricity since January 2020.
  - c) Leonard of Olivia Landscaping estimates the park takes 25% of time/fees to maintain the park which is \$1,000 which is currently \$333.33. Evan said that number is not reasonable and would like to confirm that 25% is for

just the park and not other common areas. He will speak with his partners to see what is reasonable. The board proposed 20%,

**d) Follow Ups:**

- i) Determine what is a fair amount/formulas that the commercial association will pay for the park.
  - (1) Erin & Evan will confirm with Leonard the exact space he estimates for 25% to ensure it's only the park and not other common property.
  - (2) Evan will speak with Walsh about determining an amount for electricity for running irrigation and lights in the park area. Evan suggested that Chandra/Walsh could use the same formula that the water bill is calculated for.
- ii) Determine the total past due that commercial property owes.
- iii) We will have a special board meeting on Monday January 13th to vote on the Clearview commercial proposal in which they are asking for forgiveness on payments after the fire until a date in 2024 when building was constructed.
  - (1) Evan will also look at what rent forgiveness was paid by insurance payout from the fire and will adjust his proposal accordingly.
- iv) Evan will speak to Walsh next week about the process/percentages for invoicing going forward and will share an update at the Jan 13th meeting ahead of the vote.

**6) Website & Google Workplace Update**

- a) Erin shared an update that we are working with our webmaster, Ariel, to set up a Google Drive
- b) Follow Ups:**
  - i) Elaine should contact Walsh to make sure that the budget should show \$150 a month for a webmaster, and approx \$50 a month for Google Workspace.

**7) Annual Meeting**

- a) The board confirmed the date of February 22nd for the Annual Meeting of Members and Board Elections. The board decided to push the date from January to February to complete unfinished business and get more organized with a new Google Drive and website communications before new board members join the board.

**Follow Ups:**

- b) Evan Will lead the Annual Meeting. We will put the agenda together at the regular February HOA meeting.

- 8) **Creating Clear Board Member Responsibilities** Erin proposes creating more defined roles and responsibilities for board members to improve efficiency, share responsibilities. The group agrees this is a good idea and plans to review and finalize the role descriptions before the next meeting.

**Follow Ups:**

- a) All board members need to review the proposed [HOA Board position roles](#) that Erin has drafted before the 1/13 special meeting so that we can share open roles with potential new board members in the email and at the annual meeting. Erin has added a job description for an admin assistant to support the volunteer roles for the board to consider. We would likely need to increase dues to pay for an assistant.

9) **Email Communications to Members:**

- a) Valerie will [draft an email](#) announcing the following:
- i) Our 2024 Budget is over budget, we are in the red and no longer able to offer a discount for pre-paid dues.
  - ii) Save the date Annual Meeting date, location. We will send an overview of open board positions in a future email.
  - iii) Landscape Updates - parking strip rock completion on hold, rock is out of stock, lawns will be fertilized Monday 1/6/25.

10) **Presentation of Reports:**

a) **Treasurer's Report -Elaine**

- i) We are in the red as we close out 2024, getting the commercial association percentage of the park paid, and past due HOA dues (we have liens on two properties) will help

ii) **Follow Ups:**

- (1) Evan suggested that Walsh send a letter to homeowners with liens to explain that their homes could be foreclosed on requesting payment. Evan will speak to Walsh about that next week.
- (2) Confirm with Walsh that they are to stop offering discounts on pre-paid dues.
- (3) Budget \$150 a month for webmaster and \$50 a month for Google Drive

b) **Groundskeeping Report - Erin**

- i) Blue Rock is sold out at all rock plants in the area. This is why rock installation has not been completed by the end of the year as we had planned. There is no ETA on when the rock will be back in stock. Leonard will get samples of other rock in stock so we can see if it is close enough or if we need to wait for blue rock to come back in stock.

- ii) Pruning has begun.
- iii) New plants were added to the parking strips where rock has not yet been installed and irrigation is almost complete for the new plants.
- iv) **Follow Ups:** Erin will review the current landscape contract and will ask Oliva to include picking up trash they see in common property when they work on Mondays.

**11) New Business:**

- a) Tony suggested we need to term our HOA as mixed 58 (including 4 commercial) vs. only 54 residential. The 4 commercial units pay dues just as the residential owners do. *Note: After this board meeting adjourned, Erin looked at the CCRs and indeed we are a “mixed community” as stated in our #1 Recital: “CLEARVIEW of TALENT is a Class I Planned Community on certain real property located in the City of Talent, Jackson County, Oregon, described on the attached Exhibit “A” (hereinafter the “Property”), known as CLEARVIEW of TALENT, comprised of lots for family homes and mixed-use commercial and residential “live-work” units, together with permanent roadways, utility installations, and open spaces for the benefit of the entire community.”*

**12) Old Business:**

- a) Due to time restraints, we did not cover the topic of completing updates to HOA CCR / Rules and Regs

The Meeting adjourned at 11:45 am.