

## HOA Minutes for June 7, 2025

### Present:

President: Chris Christensen

Treasurer: Elaine Yates

Secretary: Allan DeMello

Director: Valerie Atchison

Director: Matt Freiheit

New Board Director Nominee: Ty Bein

Evan Archard was absent and he gave his voting proxy to Valerie

1. Meeting called to order at 10:00 am by Chris
2. Minutes from last meeting

Allan sent minutes to all board member for review. No edits requested so they were sent to Ariel for posting on the Clearview website.

3. Treasurer Report

Elaine asked if there is a method to get Clearview residents with a small dues balance up to date.

She also reminded the board that the Clearview Commercial dues were overdue by \$2897. Chris said that we need to talk to Evan about this and get the dues caught up.

Elaine said there are 2 residents with large outstanding HOA dues owed. They were Hopkins at 191 Poppy Bay with \$2440 owed and Owens at 116 Poppy Bay with \$3569 owed. She mentioned that a lien could be placed on the property and that when the property is sold Clearview HOA would get the dues money owed.

Matt asked what is Oregon law for liens. He asked do the liens stay in place until the property is sold or do they expire.

Elaine will call Walsh and ask about invoicing the delinquent residents and what are the Oregon laws that are applicable to liens.

Valerie mentioned that 191 Poppy Bay have historically been difficult.

4. Unfinished Business
  - a. Job Descriptions – Chris shared a list of job descriptions and responsibilities with the Board. She read through the job description list that is presented below.

## Clearview HOA Board Member Roles

A division of HOA job roles ensures clarity around each board member's responsibilities, balanced workloads, and accountability among board members while addressing the HOA's specific operational needs, ensuring a more efficient and sustainable volunteer board of directors. A healthy, efficient, and happy board reduces the chances of a [failed Association/Receivership](#) and also reduces the need to hire an HOA Management Company, both Receivership and hiring a management company would significantly increase HOA dues for homeowners.

### **President – Chris Christensen**

**Volunteer Time Commitment is approximately \_\_ hours a week/ \_\_ hours per month**

Serve as the primary leader and spokesperson for the HOA.

- Preside over board meetings, ensuring they are conducted efficiently and per governing documents.
- Oversee and guide the implementation of board decisions and HOA policies.
- Represent the HOA in legal and external matters when required. Sign contracts
- Collaborate with other board members to resolve conflicts and maintain a harmonious community environment.
- Represent the HOA in external discussions that may impact the community.
- Communicate with neighborhood, Walsh Accounting and webmaster

### **Treasurer – Elaine Yates**

**Volunteer Time Commitment is approximately 2-3 hours a week/ 8-12 hours a month**

Work closely with Walsh to:

- Manage the HOA's financial accounts, including budgeting, banking, and accounting.
- Present financial reports at board meetings and to members as needed.
- Oversee the collection of dues, assessments, and other income.
- Ensure timely payment of invoices and management of reserves.
- Coordinate with auditors or accountants for annual financial reviews.

### **Secretary – Allan DeMello**

**Volunteer Time Commitment is approximately 2-3 hours a week / 8-12 hours a month**

- Maintain accurate records of all HOA meetings, including meeting minutes and attendance.
- Safeguard the HOA's governing documents, contracts, and important files.
- Oversee the preparation and distribution of meeting agendas and notices.
- Handle official correspondence on behalf of the HOA.
- Ensure compliance with document retention policies.
- Back up for president in the event of illness.

### **Director 1 – Valerie Atchison**

**Volunteer Time Commitment approximately 1-3 hours a week / 4 – 8 hours a month**

Serve as the primary point of contact for homeowner inquiries, complaints, and requests.

- Provide accurate information about community rules, regulations, and processes.

- **Compliance:**
  - a. Monitor community adherence to HOA rules and regulations.
  - b. Create a process for communicating to members about violations of CCRS/Rules & Regulations.
  - c. Communication to owner/renter when a violation occurs, issue warnings, and work with Walsh to issue fines. Include reference to article in CCRS or rule broken for clear communications.
  - d. Communicate with the board before violations are issued.
- Assist with processing architectural review requests and other HOA forms.
- Manage any community events (with help from other board members).
- Welcome new owners into the community
- Serve as the Board Representative on the Landscape Committee

### **Director 2 – Matt Freiheit**

**Volunteer Time Commitment approximately 1-3 hours a week / 4 – 8 hours a month**

- Sit on the Architectural Committee and review any changes residents are considering to the front yards or outside of the home.
- Serve as the primary point of contact for homeowner inquiries, complaints, and requests.
- Provide accurate information about community rules, regulations, and processes.
- **Compliance:**
  - a. Monitor community adherence to HOA rules and regulations.
  - b. Create a process for communicating to members about violations of CCRS/Rules & Regulations.
  - c. Communication to owner/renter when a violation occurs, issue warnings, and work with Walsh to issue fines. Include reference to article in CCRS or rule broken for clear communications.
  - d. Communicate with the board before violations are issued.
- Assist with processing architectural review requests and other HOA forms.
- Manage any community events (with help from other board members).
- Welcome new owners into the community

### **Director 3 – Evan Archerd**

**Volunteer Time Commitment approximately 1-3 hours a week / 4-8 hours a month**

- Liaison with the Commercial side to the neighborhood
- Liaison with the City of Talent
- Communicate with webmaster as needed, coordinate with the president
- Chair the Architectural Review Committee

### **Director 4 – Open Seat ([Ty Bein is considering this position](#))**

- Manage Facebook Page
- Support other board members as needed
- Once this position is filled, more will be added to it

- b. Comment on the job descriptions and responsibilities list.

Valerie said that one thing the HOA Board is not doing yet is that the monthly meeting agenda needs to be sent to all members 10 days before the meeting.

Chris responded that in 11 years of living in Clearview she never got an agenda prior to a meeting. She will look to see if it is required in the CC&R and if so she will begin sending the agenda out to members prior to the meetings but if not she would like to wait longer before sending it out to provide time for last minute updates and changes.

Ty offered to make up the agenda but Chris said she would like to keep responsibility for it.

Currently regular meeting agendas go to the HOA board members only.

- There were no Clearview HOA board member objections to the job descriptions and responsibilities list.

## 5. New Business

- a. Ty Bein was interested in becoming a Clearview HOA Board Member. She was nominated to a Director position by Elaine and seconded by Valerie. The vote of board members was a unanimous yes.

- b. Landscape Committee Report

Valerie said that the committee discussed the Oliva Landscape contract they made one change to improve clarity of tasks expected from Oliva. Leonard will deal with irrigation problems. He will purchase a new irrigation controller for the common areas.

The amount of \$1000 was discussed as the cost for new topsoil to be used on all bare common areas.

Lifted sidewalks were discussed. They are a potential trip hazard and could lead to a lawsuit against the Clearview HOA if someone gets hurt. It was not clear that this is a Clearview HOA responsibility or the City of Talents. Valerie will ask Evan about this and he can contact the City of Talent. If it is Clearview's responsibility than a contractor will be proposed for grinding the raised concrete.

Valerie suggested that individual notices be put on each resident's front door to remind them that they are responsible for keeping the vegetation alive and to make sure irrigation system is working.

- c. Ty Bein raised concerns about her neighbor at 155 Poppy Bay. Specifically she said that the people living at 155 Poppy Bay have their garbage bins stored in front of the property next to the garage not behind the fence. She said that there is a bucket with stagnant, smelly water in front of their house as well.

Ty also said that there are dogs in the backyard of 155 Poppy Bay and that there is canine fecal matter there that smells bad enough that she can't enjoy her backyard. These 2 issues prevent her from enjoying sitting out in front or out in back of her house.

It was suggested that Ty write a letter to Evan (owner of 155 Poppy Bay) and that Chris will send it to the board members.

Matt mentioned that the yard waste and recycle bins need to be put behind a fence as well as the garbage bin.

- d. Valerie will create a notice for the irrigation and the garbage bin issues. Walsh will send the notice for irrigation. Ty said she could combine the 2 messages into one notice.

Elaine asked what is the enforcement mechanism for overdue HOA dues - is it fines and/or interest. She also asked what is the enforcement for garbage bin infractions.

Matt suggested that we add a bit of HOA CC&R information to each quarterly newsletter to educate the community. Valerie said we could put tips on the bulletin board as well.

6. Specific parts of the CC&Rs that need revision or additions.

Chris shared the results of the CC&R review that was carried out May 13<sup>th</sup>.

- a. See document sent to Board Members
- b. Valerie said that the provisions in second half of Section 4.6.1 pertaining to HOA lights, City lights and sewers should not be changed because actual utilities often go across multiple properties.
- c. Changes to section 4.7 were discussed. The HOA will add "No short term rentals are allowed such as Air BnB or VRBO. All rentals must be a minimum of three months. Owner occupied properties are not subject to this restriction." to restrict the use of properties as short term rentals. Valerie said that there may be an Air BnB on Wintersage already. She mentioned that having Air BnBs in the Clearview community would cause parking problems. Ty said that Air BnB renters often don't respect the speed limits and drive too fast.
- d. This led to a discussion that the Clearview community streets were being used as a shortcut to avoid a traffic signal on highway 99. Elaine recommends we put a stop sign at the corner of Clearview and Wintersage to halt the excessive traffic. Chris mentioned that a big rig truck got stuck on Wintersage. She said that Evan will need to get the City of Talent to deal with the excessive traffic in our community.
- e. In Section 4.8.2 the prohibition on the use of outdoor drying lines will be removed because in Oregon the law states that outdoor drying lines are legal.
- f. Valerie entered a motion to accept the changes to the CC&R. Allan seconded the motion. The motion passed unanimously.

7. Specific parts of Bylaws suggestion

- a. Chris recommended that the addition of a President-Elect be added to the Board. Valerie said that it is hard to find volunteers because of the small pool of owners actually living in the community. The issue was tabled for now.

8. Miscellaneous items

- a. Ty will work on social media aspects of HOA matters. She will create a flyer reminding residents that on July 4<sup>th</sup> fireworks are prohibited and post it on the mailboxes.

Valerie said that the Clearview community needs a 'contact tree' in the case of an emergency situation so that everybody know what is going on and what steps to take (e.g. evacuate, shelter in place etc.)

9. Adjournment

Our next Board meeting is Saturday, July 5 at 10:00 am via Zoom. Anyone in the neighborhood is welcome to attend the meeting to observe. If they have a statement to make or question about something happening in the neighborhood be sure to let us know and we will put you on the agenda.

Chris adjourned the meeting at 11:33 am.