

**SALISHAN HILLS OWNERS ASSOCIATION  
MINUTES FOR BOARD MEETING OF FEBRUARY 21, 2020**

**PRESENT:** Terri Parker, President; Chuck Feist, Vice President; David Bigelow, Treasurer; Teresa Baron, Manager/Board Member; Beau Horn, Board Member; Joe Peragine, Board Member; Mark Sanders, Acting Secretary

President Terri Parker called the meeting to order at 11:32 a.m. Quorum was present.

Motion made, and seconded, to approve, as written, the minutes of January 17, 2020. Motion passed unanimously, without comment.

**PRESIDENT'S REPORT**

- SHOA's Secretary, Webmaster, and Bookkeeper positions are currently vacant. Community members have stepped in to assist while pending options for vacant position responsibilities.
- SHOA is in healthy standing. Work continues on filling committee positions.
- SHOA is moving to a new structure of committee responsibilities; Design, Landscape and Forestry. All requests and communication will go through Teresa Baron.
- SHOA's Design Committee has a new chairperson, Joe Peragine. Michele Paul was approved to join the Landscape Committee.
- Emergency and Preparedness Committee; David St. George has expressed interest in heading the E & P committee, more volunteers to follow.
- Two new committees need to be established:
  - Nominating Committee - David St. George and Joanne Lednicky volunteered.
  - Budget Committee to review and advise for the upcoming budget - Chuck Feist, David Bigelow, Terri Parker, Teresa Baron, and Richard Krolak volunteered
- Beau Horn volunteered to manage the SHOA newsletter.
- Contacted Synchrony Bank to close account, a check in the amount of \$178,220.78 is being sent to SHOA. These funds will be placed in the Citibank account, as discussed in the January 2020 Board Meeting.
- SHOA bank account(s): One account is designated for assessments. As bills are received, funds will be transferred to the second account for payment.
- SHOA's assessment balance is currently \$13,211.90. Of the 218 property owners reviewed, 24 homeowners have not yet paid their assessments. Teresa Baron will be contacting these 24 homeowners.

**MANAGER'S REPORT**

- All drains need to be cleaned four times a year. They have been cleaned twice thus far.
- Two soft berms have been created to help manage water run-off for drainage.
- Road repair – Two areas need to be evaluated.
- Lot 405, Siletz View, had trees identified as diseased. Homeowner covered the cost of removal on their lot and the adjoining SHOA property.
- Tennis Court bathroom now has a 'code' for access. After reviewing a high electric bill of \$120.00, it was determined that someone was 'living' in there.

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**DESIGN COMMITTEE**

- Reviewed building plans for 526 Eagles Nest's spec-home. Committee made suggestions. No action to date.
- Ann Butler/Michele Paul have requested to add a deck and dog-run. Committee approved preliminary design diagram.

**FORESTRY COMMITTEE**

- Ron Childs reported for the Forestry Committee.
- There is a 3-5-year forestry management plan which is a living document. Buena Vista Arborists have an ongoing contract to help manage our plan.
- SHOA budget needs to include funds to support a 3-5 year plan. The budget needs to be enhanced or at least maintained to follow the 3-5 year plan.
- Ron Childs walks the property every day (when in residence) to evaluate high-risk trees and SHOA liability.
- Consideration of high-risk trees include:
  - Identifying diseased trees. Hemlock trees are the biggest risk to disease. 80% of our trees are Hemlock.
  - Heavily leaning trees
  - Forked trees – having two separate limbs
  - Aesthetics of trees, thinning maintenance.
- Forty-nine (49) trees have been identified for continued focus, maintenance, or removal. Fifteen (15) of these trees were removed last year. ALL high-risk trees will be removed as budget allows. As additional trees are identified, the numbers will increase and be documented in the forestry management plan.

**TREASURER REPORT**

- Clarification of accounts; (1) Bank of the West (low interest) and (2) savings accounts (higher interest). One account should be identified as "Assessment Account", the balance of funds should be in "saving /reserves".
- This month's checks were written in the amount of \$12,135.90.
- \$5,136.25 were deposits from income from dues.
- Assessment balance is \$13,211.90,
- \$400.00 for pond requirements.
- Collection agency for delinquencies – choices for potential collection agencies; Need to contact current agency to let them know they are no longer needed.
- David Bigelow will do more research and report options so hopefully a decision can be made at the April 2020 meeting.

**UNFINISHED BUSINESS**

- Bookkeeper contract update; Terri Parker made two contacts to fill this vacant position. One homeowner, a CPA, has agreed to field questions until a permanent resolution has been established.

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- Received a proposal for ‘contract work’ from CPA firm. Would have to restructure previous work done. Board reviewed and discussed. CPA firm bills \$75.00 per hour and would estimate several hours a month. This would be a cost savings for SHOA. Terri Parker recommended retaining this individual to get things cleaned up.
- Three other potential candidates were a Lincoln City business, an individual of the firm and another who did not qualify. Dave Bigelow requested to see several other bids. He wants to see a document trail showing contact and attempt to contact, in compliance with current CC&R’s. Motion passed.
- Still need to fill SHOA’s vacant secretary position.
- Transfer of accounts; need direction once cashier’s check is received. There was not a policy on how much money should be in each checking account. Should there be a policy?
- CPA advised that one checking account is sufficient from which all checks would be written. SHOA has a Checking and Savings account, one offers the capability to have checks written.
- Annual meeting format discussed.

**OWNER COMMENTS**

- Linda Coleson (Bluffs) had a 60 AMP circuit go out. Pacific Power was called to turn off meter. Terri Parker explained the SHOA responsibilities and recommended that she speak to the Bluffs’ Board for further clarification.
- NO meeting has been scheduled for March.

Meeting Adjourned at 1:20 p.m.

Next meeting is scheduled for April 10, 2020 at 4:00 p.m.