

Salishan Hills Owners Association  
Board Meeting  
Friday November 18, 2022, 2:00 p.m.  
Depoe Bay Fire Station  
and Teleconference

Board Members in attendance. Terri Parker, Teresa Baron, Erik Barton, Joe Peragine, Janet McCulloch and Scott Barrett, Treasurer.

Owners attending: Robert Cannon, Craig Parks-Hilden, Peggy and Jeff Starr, Susan and Michael Dottarar, Brad Dull, Deborah and Ron Childs, Deanna Davis, Syd Hatch, Linda Kostalik, David Bigelow, Patrick Vanderhout, Kathy Lebeuf, Arla Baragae.  
Teleconference: Dawn Koester, Joanne Lednicky

1. Called the meeting to order @ 2 pm
2. A quorum was established
3. Minutes from October 7, 2022, meeting was unanimous approved by the Board

4. President Report

Discussed a community electronic survey and possible use of Zoom at Board meetings.

Parker discussed the renewal of SHOA's State Farm Insurance Policy. Richard Krolak has review it against the past years to see if the coverage (replacement cost) is adequate for our community with improvements like the entry gates. Joe Hanson, SHOA's insurance agent has been contacted for his advice.

Parker informed the SHOA Board of a request from the Association of Unit Owners of the Island dated October 12, 2022. The request was for 2019-2021 SHOA Special Assessment records and additional written request specified SHOA's financial records, invoices, annual audits, taxes, and all contracts. Teresa Baron and Richard Krolak met on November 11, 2022, at 1 pm with Deanna Davis, Jeff Starr and David Bigelow at the SHOA manager's office located at the tennis courts. At the meeting the Island representatives raised several concerns about the detail of the records and that some invoices or reports could not be found. Baron asked the representative to put in writing to the SHOA Board their concerns and/or dissatisfaction. SHOA has not received any further communication from the Board of the Island. Parker asked Janet McCulloch, president of the Island for comments/concerns so SHOA could close this issue out. There was a lengthy discussion between SHOA Board members and Island Board members, Janet McCulloch, Jeff Starr and Deanna Davis. Parker asked Ron Child (forest committee chair) to comment on his experience and thoughts on the contracts for the Emergency Road project completed in July 2022. He provided the process we had gone thru with Hancock and the documentation on file. Several SHOA owners and Board members stated the level of detail on invoices is not how contractors work on the coast. Questions were raised by the Island about the SHOA bookkeeping, records

keeping and reporting. Parker responded SHOA is fortunate to work with a certified CPA firm. All agreed to offer better information and communication in the future. Parker asked McCulloch to let the SHOA Board know if the Island Board still had questions.

#### 5. Property Manager Report

- Retention of SHOA records. Board members were provided a copy of the retention guide from Katter, Barrett, and Patten LLP. Discussion was had and the board agreed to maintain only “seven” years of records. Permission was given to destroy old financial records. Motion to follow the IRS Guidelines in reference to Financial Records was made by Barton, seconded by Peragine, and unanimously approved by the Board
- Two truckloads of woodchips were dumped at the area below the trail leading to the tennis courts. Residents are welcome to take chips for their personal use.
- Collapsed stump near the cache and surrounding area have been cleaned up.
- Tennis Court Pavilion. Baron met with two different contractors to get bids to repair/replace the pavilion dry-rot portion of the structure. Excellence Contraction and Kimberling Construction. Both companies were asked to provide two different bids, trek, and wood replacement material to be used.
- Pickleball net will remain up during the winter months.
- Design Committee Approvals. All changes to homes need to have a design committee approval. Procedure is to submit your request to the property manager and when all necessary information is gathered it will be submitted to Design Committee Chairman. Any project such as re-painting your home the exact color, please communicate with the property manager. An approval is not needed, but it alerts the Design Committee of projects being done and the property manager of contractors coming thru the entry gate for security purposes.
- Lot Signs and SHOA Signage. We had a recent death of a resident at home. The emergency responders let us know they had difficulty locating the home. The community is so dark. It has made us aware of good signage and proper placement of lot signs. We are reviewing all signage.
- Bluffs Gate design project contract was signed. The project is scheduled to begin in early spring 2023.
- Large retaining wall on Bluffs Drive was repaired.
- Special landscape projects will begin in December. Lakeside Landscape will be working on the canyons and planting of plants the SHOA landscape committee had purchased. They will be placed along the entrance area, Fairway Drive, and tennis court area.
- Firewise Certification was completed for another 12 months.
- November 4<sup>th</sup> at 11:30 pm we had a downed tree on Fairway Dr, Carmello Reyes and crew were called, they came out in the storm and cleared the road. They returned a few days later to clean up the tree and debris.
- Reminders of Rules and Regulation...Property manager continues to receive complaints about Illegal parking of vendors on roadsides. Trash cans and pet waste not being picked up. Violation of green waste area.
- Use of entry gate remotes and access codes continue to require owners to follow SHOA directions.

## 6. Treasurer's Report

Scott Barrett briefed the Board on the most current income and expenditures. In the second quarter, we are within the Budget for this fiscal year. We have one account/lot owner in collection for past assessments and annual dues. Parker thanked Barrett for all his work.

## 7. Committee Reports

Communication – The committee is creating a charter on SHOA's confidential policy. This will include Board member and owners, use of email and contact information. Several owners have stated a penalty should be attached if there is a violation.

Design Committee – Approval of preliminary design for the #552- new build

Emergency & Safety Committee – Barton reviewed the Zone Leader program, the need for the program if outside resources are delayed in the event of a major emergency. It is designed to assist our community for a longer term if a major disaster presents itself.

Forestry – Child has completed a neighborhood review of communal areas and updated his 3–5-year Forestry Plan.

Landscape – no report given.

Road and Drain Committee – no report given

Social – The Annual Cookie Exchange is Thursday, December 15 from 1-3 at the Anglerfish Espresso (the old Red Roof). Community evites will be sent out.

## OLD BUSINESS

On the agenda we have the tree status of Lots 401-403, Parker let the community know the approved project for cutting their vegetable down by five feet had been completed, cleaned up and all parties are happy. Lot owners of 404 have requested the same, lowering the trees bordering the Bluffs Drive by five feet to meet the same line as properties 401 and 403. The Design committee has recently approved their request Parker states that Zone Leaders do not need to be appointed like a committee member by the Board Chair.

## NEW BUSINESS

The Board unanimously adopted Resolution IRS Revenue Ruling 70-604. Barton made the motion, Peragine seconded. SHOA's Board needs to adopt and file this ruling every three years. This allows an HOA to avoid taxation on its excess membership income. Parker will sign the resolution and it will be submitted.

SHOA's calendar for 2023. Discussion about the number of Board Meetings per year, the day, the time, the duration. Board members all prefer bi-monthly meetings. We need to finalize dates for the Annual Meeting in July 2023. Further discussion is needed.

SHOA Board has received a written request from the Association of Unit Owners of the Island Board to move a retaining wall which was damaged by a No. Lincoln Sanitary District driver on November 9, 2022. SHOA's property manager was contacted by Dayton Mays who represents the Sanitary company. They meet on-site to review the damages. He acknowledges their driver was new to our area and with such narrow roadways on most routes here on the coast, the driver had hit a retaining wall on Island Drive. No Lincoln assumes the monetary responsibility to have it repaired.

The Island board would like permission to move the retaining wall back prior to the repair and will assume monetary responsibility for the stump removal, the placement of new asphalt. Many Island board members spoke. Parker asked them to provide a written request to remove the large stump and the project, plan and scope with measurements of the setback of the replaced retaining wall. SHOA's Design Committee and Road and Drain committees will review for approval. SHOA is responsible for any retaining wall which borders SHOA roadways. SHOA Board members have agreed in concept but request the written scope, plan, and cost estimates for compliance with SHOA's CC&R's and final approval.

Parker asked if there were any questions from the Bluffs, Hills, or Island. There were none.

Meeting adjourned at 4:07 p.m.

Next SHOA Meeting- January 20, 2023, details to be determined.