

Emerald Valley West HOA Board Minutes

Date/Time: Tuesday 8/20/2025 @6:30pm

Board Members Present: Ron Snook, Mel Cooper, Scott MacDowell, Kaelene Spence, Kirk Garner

ARC Committee Members Present: Alice Baird

Meeting Called to Order: 6:30pm at Kirk's Patio

Approval of Minutes: via email

Meeting Agenda Minutes:

- President Ron:
 - Still reviewing the HOA Handbook to get familiarized with how the board has operated in the past. Would like to see a separation of responsibilities performed by each board member so the workload is divided up. Discussion ensued regarding how to respond to the email requests sent to the HOA general email inbox. Currently, Kaelene checks the inbox each day and forwards to the board member believed to be the most logical to respond appropriately. This system needs further discussion to come up with a better plan so nothing falls through the cracks.
- Treasurer Mel Financial Updates::
 - Checking Account Balance \$69,500.
 - Savings Account Balance \$64,500.
 - We have exceeded our operating budget due to a \$3,500. Vendor Deposit for pond cleaning and the balance of \$10,500. will appear in the next month or so once repairs have been completed.
- CC&R Updates:
 - Kaelene will be spending time with her Aunt in September who is very knowledgeable about Oregon law regarding home owner associations. She will update the Board in the September meeting regarding what she discovers. We hope to be able to share next steps with our residents during the September 14th Annual Meeting so we can also begin interviewing some local management agencies this Fall.
- Landscape Vendor Proposal Updates:
 - Mel shared highlights of the Graham Landscape proposal just received which includes several advantages over the current contract with Rexius. We are still waiting for bids from A&K Landscape, Wes Fisher and one other contractor (I don't recall what the name was).
- Annual Meeting / Officer Elections Updates:
 - Annual Meeting will be September 14, 2pm at the Court Sport Annex.

- o Ballots were mailed to residents on August 13, 2025 and must be received by the Sept. 10 deadline. The board will meet to count ballots on Thursday Sept. 11 - 6pm. This will take the place of our normally scheduled September 17th monthly meeting.
- Future Monthly Board Meeting Location:
 - o The board voted to rent the Creswell Airport Community Meeting Room for all future monthly board meetings on the 3rd Wednesday of each month. The total monthly cost will be \$30. and our first meeting at this new location will take place on October 15, 2025 at 6pm.
- **Special Work Meeting - Election Ballot Counting:**
 - o September 11, 2025 - 6pm
 - o Location: Garner's