

# Emerald Valley West HOA Board Meeting Minutes

Date/Time: Wednesday 11/19/2025 @ 6:00pm

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

ARC Committee Members Present: Lori Dye, Alice Baird

Residents: 2 total

Meeting location: Creswell Airport EEA Annex

## Meeting Agenda Minutes:

- **Call to Order: 6:06pm**
  
- **Financial Review & Budget Discussion:**
  - Checking Account Balance \$69,117.01
  - Money Market Account (Reserve Fund) Balance \$64,616.36
  - Mel mentioned that a Lane County Property Tax appeal from 2019 has expired and EVWFOA was assessed a property tax bill due of \$7,007. We have paid 1/3 of that amount to not incur a penalty, pending a new appeal soon to be filed. Mel is going to have a conversation with attorney David Carmichael (who filed the appeal on our behalf in 2019) to seek his advice on how best to move forward.
  - Mel and Ron developed an estimated operating budget based on current known expenses for the 2026 annual period. They determined that the annual operating budget for fiscal year 2026 will be approximately \$140,000. This budget incorporates the additional cost of hiring an HOA Management Agency as well as the increased cost of a landscape contractor.
  - In light of the increased expenses for the coming year, President Ron suggested that the Board consider a \$10.00 increase in the HOA monthly fee. Kaelene entered a motion to increase dues which Kirk seconded. Board voted unanimously to increase the monthly fees to \$100. that will take affect on Jan. 1st, 2026.
  
- **Property Management Agency Update & Board Vote:**
  - Several Board members (Ron & Kaelene) attended a virtual meeting with Sterling to gather information regarding their management agency services and protocol. Based on the information provided by both Sterling and Bennett Agency (interviewed last month), the Board voted unanimously to select Sterling Agency to assist the Board managing the EVWFOA beginning Jan. 1st, 2026. The Board also voted unanimously to partner with Sterling by making the following financial, structural and other changes:
    - Transfer both the Checking and Money Market Accounts to Sterling who will manage on behalf of EVWFOA.
    - Our accounting firm, Bottom Line, has been notified that Sterling will manage the HOA residents billing/accounts receivable beginning in January 2026. We will retain Bottom Line for a 90 day transition period and may also continue using their services for year end tax and accounting purposes.

- The Board has agreed to pay Sterling a one time \$500. start-up fee and a \$1,000. deposit for an Operating Budget. Sterling will be paid \$2,000. per month for their services.
  - Sterling has requested the name of a Board member who will act as a single point of contact between Sterling and the Board. Before the Board decides who will be this single contact, we would like a better description of just what this may entail. Kaelene agreed to reach out to Sterling and will report back to the Board with the information once received.
- **Landscape Vendor Updates:**
  - The Board voted in October to accept the Graham Landscape and Design contract for landscaping services at a bid price of \$5,959. per month. When Mel received the Docu-sign contract he noticed it had a date of Nov. 29, 2022. He made numerous attempts to have the date corrected but was finally told by the Graham representative that this was an outdated proposal sent in error. They sent him a revised proposal with an adjusted monthly cost of \$7,467. After discussing this with President Ron, they advised Graham that we are not going to be using their services.
  - Mel put in a call to our previous vendor Bob Cokle at Rexius and asked them to meet to go over their contract line by line. After their meeting, Rexius agreed to upgrade their services to a level that meets our standards, for the same monthly cost as before.
  - Because Rexius is not licensed to provide spraying services (for weed, crane fly, etc.) they recommended that Mel contact Glass Tree Spray for bid on these services. Additionally, the Board will also need to seek proposal for pond maintenance which in the past was performed by Steve Fisher who has retired.
  - The Board agrees to monitor Rexius work for 90 days before committing to a new annual contract.
- **CC&R Draft Resolution Updates:**
  - Kaelene provided a CC&R draft resolution to the Board for review and recommendations on Sept. 3, 2025. The draft document is not an amendment and it does not change existing CC&R's. It simply clarifies and formalizes the existing authority already granted under Article 8 of the CC&R's. After a brief discussion this evening:
    - Kaelene made a motion to vote on implementing the proposed resolution to have in place prior to partnering with Sterling in the New Year. Kirk seconded the motion. The Board voted unanimously to move ahead.
- **Other Business:**
  - HOA sidewalk pressure washing contractor proposals:
    - Kirk received 3 contractor bids (\$45,000. \$14,000. \$10,000.) to pressure wash sidewalks that the HOA is responsible for. The Board has decided to table this project for now due to the increased cost of operations as shown above.
  - Mel mentioned that several months ago he was told by resident Jeff Sullivan that he was housing a John Deere riding lawn mower that is owned by EVWHOA, and needed repairs. Jeff stated that the lawn mower was used to mow portions of the open field adjacent to the sport courts. EVWHOA paid approximately \$750. for the repairs.
    - The Board voted unanimously to sell and **transfer ownership to the resident** for 50% of the total repair cost incurred.
  - The Board voted unanimously to cancel the December Board Meeting due to members being absent for the holidays.

- **Resident Questions, Comments:**
  - Elaine, a resident on St. Andrews Loop, stated that she recently paid almost \$1,200. to have a large Leyland Cypress tree trimmed. She said that the tree is sitting on her private property but adjacent to Emerald Parkway. She was told by a neighbor that another neighbor (who is deceased) across the street from her had his trees removed and the EVW HOA reimbursed him for the expense. She was hopeful the Board would approve reimbursement for her tree to be removed as well.
    - The current Board has no knowledge of ever paying or reimbursing for the expense of tree removal on private property. Kaelene said that she would try to search via HOA emails for any reimbursements of this nature in the past.
  
- **Next Board Meeting: Wednesday January 21, 2026**
  
- **Meeting adjourned 8:10pm**