

Minutes of the Orchard Down Board Meeting October 20th 2021

The October Board meeting came to order at 7:03 pm on October 20th, 2021 in the Timberhill Athletic Club conference room. Board members Michael Freitag, Adrienne Guy, Samantha Hirsch, Chris Russo, and Rob Upson were present. Kurt Powell of Willamette Community Management was present.

After welcomes, no requests for additional agenda items were brought by owners or Board members.

The Board **APPROVED** the minutes from the September 2021 Board meeting.

Update on action items from the September meeting:

- Address encroachment issues by drafting letters (Michael). **No action taken, to be discussed in November and December during landscaping discussions.**
- Continue to annotate the old landscape contract in terms of scope and frequency of activities to be carried out by landscapers (all Board members). **No action taken, to be discussed in November and December during landscaping discussions.**

The Board was provided recent ODHA financial reports.

The Board continued discussions on the ODHA reserve study. Rob Upson presented more reasonable numbers that will be used to draft a reserve study that will enable ODHA to replace current assets in a timely manner and that will allow reserve allocations to be included in the annual budget. **Action item: Rob Upson and Michael Freitag will draft a complete version of the reserve study by the November meeting, based on documents provided by WCM.**

The Board discussed how to update and finalize the budget, including reserve allocation from the reserve study and tree maintenance expected from the landscaping plan. Rob Upson presented a drafts for the FY 2022 budget; a final budget will be ready by the November or December meeting.

The Board will use a Google Groups “listserv” (set up by Sam Hirsch) to improve email communications.

The Board discussed a petition by Clairmonde Harris to take action on a large Silver Poplar tree that affects their home on Seneca Place. The Board received all bids. **Action item: Michael Freitag will draft a response letter to be sent after the November meeting.**

The Board discussed a comprehensive landscape maintenance plan that provides guidance on realistic expenses for tree maintenance over the next five years.

WCM will go to monthly billing starting in January, 2022. The Board discussed a smaller contract with WCM that would relieve them of landscaping oversight but maintain them for other tasks.

Points of information:

- traffic island landscaping project – planting will be carried out in late October.
- Adrienne Guy will ask for approval of a fence project in her backyard.

The meeting was adjourned at 8:26 pm.

Preliminary agenda for November meeting:

1. Welcome and additional agenda items from owners present – 1 min
2. Approve October 2021 minutes (see attached) – 2 min
3. Finish discussion of reserve study (see final draft) – 5 min
4. Discussion of draft budget – 5 min
5. Discuss Silver Poplar (approve draft letter) – 5 min
6. Discuss little library (approve draft letter) – 2 min
7. Discuss monthly landscaping needs – 30 min
ask for bids for landscaping needs, retain arborist
8. Finalize contract with WCM – 10 min
9. Points of information