

Barrington Heights Association of Homeowners

Board of Directors Meeting

Minutes – February 3, 2021

Location: Zoom (due to COVID-19)

Board Members Present: Robert Jester, Gail Carnahan, Cindy Maggi, Clint Weiler, and Grace Cargni.

Board Members Absent: None

Management Representative: Madison Castillo, Senior Community Association Manager

Call to Order:

The meeting was called to order at 6:01PM.

Approval of Meeting Minutes

The December 2, 2020 and January 20, 2021 Board Meeting minutes were unanimously approved, as written.

Committee Reports:

- Architectural Committee Update – There was no new information to report on behalf of the Architectural Review Committee.
- Safety Committee – Robert provided an update and stated that owners should check with their individual insurance carriers on rates, as the community is fire wise certified. He also mentioned that mail theft is a big problem within the City of West Linn.

Financial Report:

Due to The Management Trust's pending software conversion, the financial statements were just provided. Management recommended tabling the review and approval of the December yearend financial statements until the March meeting. The Board was in agreement with tabling the financial review to the March meeting.

Action Item Tracker: The Board reviewed the action item tracker and provided updates to Management accordingly. Management updated the Board and stated that the Wellington Creek clean-up project was completed.

Compliance Log: The Board reviewed the compliance log provided by Management. A Board member stated that she had received a complaint regarding lax enforcement throughout the community. Management recommended a Spring newsletter and closer look at maintenance needs in March or April. No action was required by the Board.

Unfinished Business:

- **Imperial Drainage Project:** No Board action required at this time. The association's legal counsel is working on drafting a letter to the City of West Linn.

New Business:

- **Architectural Appeal – Vinyl Windows:** The owners of 2095 Wellington Drive attended the meeting to appeal the architectural review committee's decision to deny vinyl windows and require wood windows. After the owners presented their case, the Board unanimously voted to

overturn the committee's decision to deny the vinyl windows and permit the highest quality of vinyl window available. The Board and Management will conduct work on setting the benchmark for vinyl windows moving forward.

- **Tree Pruning:** The Board reviewed a proposal from 7Dee's for tree pruning in the medians. Management was directed to set up a meeting with 7Dee's to discuss scope of pruning and also research the city's requirements on tree clearance.
- **2021 Reserve Projects:** The only reserve project currently scheduled for 2021 will be the five mailbox replacement on Riverknoll Way. Management was directed to put a hold on any further mailbox replacements until the process with the Gladstone post office is determined, as there were several issues with the pending closure of the West Linn post office during the first replacement of the year. Clint will be the primary contact to determine process with the Gladstone post office.

Adjournment:

The meeting was adjourned into Executive session at 6:43pm. The Board reconvened into Open session at 6:52pm. The Board provided a brief update on their Executive session, stating that delinquency matters, and pending legal matters were discussed. With no further items on the agenda for discussion, the meeting was adjourned at 6:54pm.

The next Board meeting is scheduled for March 3, 2021 at 6:00PM via Zoom. Please refer to email blasts and the association's website for Zoom login information.