

Minutes of the Orchard Down Board Meeting March 17th 2021

Meeting this Wednesday by Zoom. <https://zoom.us/j/93502645746> , by telephone 253 215 8782

The February Board meeting came to order at 7:05pm on March 17th via Zoom/telephone conference call. Board members Astrid DeAngelis, Michael Freitag, Adrienne Guy, and Jon Nicoletto were present. Kurt Powell and Joh Eickof Willamette Community Management were present. No owners other than the Board members were present.

No requests for additional agenda items were brought by owners.

The Board **ADOPTED** the minutes from the February 2021 meeting (posted on the ODHA webpages).

Action items from the February meeting:

- Address encroachment issues (Michael). **No action taken.**
- Continue to annotate the old landscape contract in terms of scope and frequency of activities to be carried out by landscapers (all Board members). **Not everybody commented.**
- Address document storage policy (Michael) **Action taken: slightly revised version sent to Kurt at WCM.**
- Post minutes of 2021 Board meetings and dates of Board meetings for 2021/22 on the ODHA webpage (Kurt) **No action taken: see attached image from 4/19**



The Board was provided recent ODHA financial reports. There was no discussion about specific items. The Board **APPROVED** the revised document retention policy, which will be posted on the ODHA webpages.

The Board discussed encroachment issues. One issue, at 4193 Bittersweet Place, seems near resolution. The remaining two owners will be sent an updated letter in April (to be drafted by Michael).

The Board discussed landscaping of the traffic island between Arrowood and Sitka Place following a meeting with landscape consultant E. McEvoy on March 2.

Remaining action items from March meeting:

- Address encroachment issues by drafting updated letters (Michael)
- Continue to annotate the old landscape contract in terms of scope and frequency of activities to be carried out by landscapers (all Board members)
- Post minutes of 2021 Board meetings, dates of Board meetings for 2021/22, and document retention policy on the ODHA webpage (Kurt)
- Set date for annual meeting – July preferred.
- Draft Newsletter to accompany invitation to annual meeting and dues notice (Michael)

Announcements and items not on the agenda

- Two delinquent owners paid annual dues for 2020.

The meeting was adjourned ~8:05pm.

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