

Polo Ridge Homeowners Association  
Annual Meeting: 03/10/2024  
Meeting Minutes

**2:05p** – HOA President Brian McCarthy calls meeting to order.

**Members Present:** Singh, Shelton, Bowman, Shaver, McCarthy, Moore, Olson, Brinkman, Plamondon, Short, Jacobsen, Vogler, Greer/Sun, Brown, Fregoso, McKechnie.

**Members Present via Zoom:** Boisseau, Thomas.

**Members Present by Proxy:**

**Reading of Past Minutes/Unfinished Business**

- S. Brown makes motion to approve past minutes.
  - Seconded by E. Olson.
  - Minutes approved
- Reinstatement of Surf Pines Access
  - No response from contact at Surf Pines regarding reinstating access for Polo Ridge residents.
- Disconnecting water at gate.
  - Approximately \$1,700 to disconnect.
  - S. Brown asked about contacting developers to inquire as to planned usage, reason for being there.
    - She will call or email J. Palmberg
- Entryway lights
  - Single pillar lights are not working. Per J. Brinkman, no power being supplied to pillar. A. Bowman reached out to electrician to receive quote to fix.
    - No response from electrician at this time.
- Iron hinges
  - Not going to remove them currently, due to concerns over potential damage to stone walls.
- Land use agreement with the Rowlands has been updated and signed.
  - Bill took care of the scotch broom once he was asked.
    - This will be his responsibility moving forward.
  - Confirmation for everyone that they are voting members.

**Reports of Officers**

- President Report - B. McCarthy
  - The HOA owns 3 parcels, which we hadn't received tax bills for.

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- B. McCarthy has paid the outstanding amount.
  - The Lot where the corral is – which is part of land use agreement, which gave access to rest of neighborhood at time of development. As well as two tracts of land by the mailbox.
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- Vice President Report - E. Olson
    - Nothing to report.
  
  - Treasurer Report - E. Vogler
    - Budget: Surplus, we have had several proposals, which will be reviewed.
      - Reviewed that we can take money out of surplus and put it in the reserve account. Cannot go the other way.
    - Capital reserve: Thank you to Kevin and Eric for getting quotes for several different companies for doing study.
      - Joe Tax was hired and is currently working on study.
      - Reviewed that reserve is intended for road maintenance or for anything out front of neighborhood.
      - Proposed that financial commitment to build reserve be applied as a separate expense for each lot to add to dues.
      - Reviewed that conducting the reserve study is an obligation but following through with the reserve is not.
        - Thomas's brought up at last meeting that we were supposed to have it. It should have been done from the beginning. Developers often put requirement in papers but don't actually start the process. We are required by Oregon statutes to have the study.
      - Amount for study was approved via email.
    - Paving – we are close to 10-year mark for age of road. We can seal cracks to start – to extend the life of the road.
      - Voting will likely happen once we receive results of study (25,000? For seal coat the road)
      - Will need to get additional quote for shoulder rocking.
    - Discussion took place about taking part of surplus to put in the reserve fund, how often to have meetings/votes? Ear mark it but don't actually pull it out, that way we don't run the risk of over funding, since we can't pull money back out.
    - Suggestion that we review capital reserve and surplus at the start of each HOA meeting.
    - We will likely have the results of the study in the fall.
    - Discussion took place regarding slurry seal instead of seal coat? – This may be what the bid was for. D. Short noted that addressing the edges of the road is critical - Need to do shoulder rocking. Should this be done annually? Addressed annually and then completed every 2-3 years?

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- Secretary Report - A. Bowman
  - Nothing to report.
- Ad-Hoc Board Member Report - J. Jacobsen
  - Nothing to report.

### **Committee Reports**

- Architectural Committee
  - Reminder to submit plans before building on property.
  - Reminder to email the official HOA Gmail email address vs individual board member.
  - Review on what is a structure: It's clearly defined in governing documents. (Anything you can step into.)

### **New Business**

- Request for potential reflectors on the galvanized bollards to prevent people from backing up to them.
  - Clarification that they are likely owned by the gas company.
  - Suggested that we can put some reflective tape on them and if the gas company has an issue, they can remove them.
- Trees on the side of the road are getting too tall?
  - Recommendation that they stay below 7-8 feet tall.
  - Individual owners' responsibility to trim them and keep them from getting tall enough to pose threat to stability of road.
- Squirrels are burrowing and causing issues.
  - Asked if dealing with this issue can be covered under the landscaping budget?
  - Hiring trapper like TAL or Jack Russell?
    - J. Shelton will contact for quote.
    - If amount is under the amount for landscaping budget, no need to vote.
    - Will check first to see if Joel Tax's capital reserve quote covers the rodent issue. If not, getting quote from Russell.
- Board Member Elections – President and Vice President
  - Nomination for E. Olson to be President.
    - Declined and asked for volunteers.
  - Jon Shaver nominated as President, seconded, motion passed.
  - E. Olson volunteers to stay on as Vice President.
    - Thomas's vote "no."

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- Majority votes “yes,” motion passed.
- J. Shaver asked question about terms (since 3 members were voted in in September), to avoid all member terms ending at the same time.
  - The Board will meet to discuss.
- E. Olson begins discussion regarding Trailer Rule, stating that the new CC&R was “overwhelmingly” approved at last meeting.
  - According to the County recorder, no requirement for lawyer to be involved.
  - E. Olson spoke with lawyer and he said he does not need to be included in the process, but offered to allow HOA to use his format for amendments. Eric typed it up and read it out loud.
  - Original builders turned over the power to amend CC&Rs to board. Plan is to have a couple of board members sign the new amendment and have it recorded. (Fee: \$50-75)
  - Official vote was done but he would like to have everyone sign it to ensure that we still have the 75%. Notary signature will be completed on final amendment.
  - S. Thomas asked how long it will take (to have signatures and notary). E. Olson offers guess that it will be approximately 3 months.
- Question regarding requirements of back flow system. Letter from City of Warrenton received.
  - \$60-100 a year, they certify it passes
  - Cindy Olson – Back Flow Valve Services
  - Standard for anyone with irrigation or fire sprinklers
- Question regarding having the septic pumped - Complete Septic or Bob’s Septic
  - Septic is supposed to be inspected annually, best to enter into a maintenance contract
  - E. Vogler will look into getting a bulk rate if more than 10-15 people want to sign up, those who are not currently signed up with a contract
- Enforcement rules in the by-laws will be uploaded to the website.
  - J. Jacobsen stated that it was discussed at initial meeting where by-laws were created, that we are a community and civilized, and we should be talking to our neighbors and trying to get resolution before filing a complaint/enforcement.
- Will be talked about at next board meeting:
  - Setting up a date to clean up the side of hill.
  - Setting up a date to wash fence.

**Good of the order:**

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- J. Jacobsen shares that her daughter offers pet sitting.
  
- E. Vogler shares that he cannot take electronic payments for dues under Quickbooks.
  - Checks are preferred as they would provide a paper trail.
  - Suggested that we can use Zelle
    - E. Vogler will look into enrolling.
  - Review 5% increase, annually
  - Asked was there a sunset/cap? Suggested that we do 2.5%?
    - Board will talk about it and review, future vote if needed.

**3:33p** – Meeting Adjourned