

**Holly Hills HOA Board Meeting Minutes**  
**September 24, 2009, 7:00pm**  
**Camas Fire Station #42, 4321 NW Parker**

**Attendance:** Board members Marie Page - President, Margaret Tweet - Vice President, Niki Warnell – Secretary, Sandra Luna - Treasurer

Meeting called to order by President Marie Page at 7:04pm

**Introduction of New Management Company – Eqwest LLC**

Gregg Denning and Sue Denfeld provided an overview of their services.

**Minutes**

The motion was made by Niki Warnell to approve the August 20th minutes as written. Marie Page seconded the motion. The motion was passed with no opposition.

**Financial Report**

The balance sheet was read by Sue Denfield.

**Committee Reports**

- Landscaping – Margaret Tweet
- Architectural Review Committee (ARC) – Shawn George reported they are getting a lot of requests for painting.

**Old Business**

**Oak Ridge Lease**

- Both parties have approved the lease.
- The motion was made by Marie Page to sign the lease with Oak Ridge. Margaret Tweet seconded the motion. The motion was passed with no opposition.

**Endicott Pond**

- Margaret Tweet shared the city requirements and the plan that has been started regarding annual maintenance. The 2009 immediate needs are listed separately. See Attachment #1.
- Eqwest researched our insurance liability and found that we are covered for volunteerism. Volunteers may utilize Holly Hills HOA insurance as secondary coverage in case of an accident as long as the activities are on an occasional basis, and no compensation is received for the activities. They suggested participants sign a waiver. Marie has a waiver that we can use.
- Niki Warnell volunteered to put together a group to do as much of the city requirements clean up as possible.
- The motion was made by Niki Warnell to put together a volunteer group to clean the pond in accordance with city requirements, including having volunteers sign waivers. Marie Page seconded the motion and it was passed no opposition.

**Landscaping**

- The motion was made by Margaret Tweet to trade the brush cutting of the lot above 3335 NW Dahlia for cutting the brush on 31<sup>st</sup> and Dahlia and to trade the brush cutting of the lot below 3335 NW Dahlia for cutting of blackberries in the Endicott Retention Pond area. Marie Page seconded the motion and it was passed with no opposition.

### **Letter to Columbia Summit**

- Margaret Tweet will draft a letter to Columbia Summit about our drainage concerns about the water that flows from the hillside into the yards and homes on 29<sup>th</sup>.

### **Fence Repairs**

- A discussion was had regarding the bids for the survey. The costs ranged from \$1230 to \$2450 (approximately).
- The motion was made by Niki Warnell to bypass obtaining a survey for the fence based on discussion about cost and input from the audience and board. Marie Page seconded the motion. Margaret Tweet opposed. The motion was passed.
- The motion was made by Marie Page to do fence repairs based on Jonathan's bid unless Eqwest can get a better price. Niki Warnell seconded the motion. Margaret Tweet abstained. The motion was passed.

### **Swing Set Survey**

- Gregg Denning (Eqwest) shared the results of the survey received by their office. There were 34 total responses.
  1. Replace 2 belt swing on a metal frame (Estimated Cost \$2600 installed - \$11/home) – 7
  2. Expand chip area for 4 belt swing on a metal frame (Estimated Cost \$5000 installed - \$21/home) – 0
  3. Replace with another play feature (e.g. a 2-kid spinner or 4 kid spring teeter totter – 0
  4. Replace with picnic table – 3
  5. Do not replace – 24
- Swing will not be replaced at this time.

### **Approval of Expenditures for 3347 NW Dahlia and 2621 NW 35<sup>th</sup> Circle**

- Discussion had regarding the decision to have these lawns mowed/cleaned up by Acer.
- Marie Page made a motion to note the decision in May 2009 of yard work for the overgrown lawns to be completed by Acer, paid for by the Association and charged to the owners of these unoccupied homes. Margaret Tweet seconded the motion. Niki Warnell opposed. The motion was passed.

### **Eagle Scout Project**

Due to time constraints, Margaret referred to the update in the recent newsletter as a report.

## **New Business**

### **Revision of Administrative Policies and Resolutions**

- Rules and Fines Resolutions are the most critical to fix. The goal is to have them revised by the October meeting.

### **2010 Budget**

- Eqwest will start the budget process.

### **29<sup>th</sup> Ave Drain**

- Homeowners dug a trench in the common area next to their fence.
- The board requested that Eqwest send them a notification letter about this.

### **Open Forum**

- No questions or comments.
- Meeting was adjourned by Marie Page at 9:35pm

# **Attachment #1**

## **Endicott and 37<sup>th</sup> Detention Pond in Holly Hills**

### **Summary of City of Camas Requirements 2009**

#### **Annual Maintenance**

1. **Blackberry and noxious weed removal**- All areas inside the the fence.  
Briars are to be removed OR chipped up on the level areas, away from pond edges so it won't fall back in the pond.
2. **Vegetation in bottom of the pond removed**- in dry period  
Cattails- cut or pulled and removed, not chipped.  
Other brush/small trees cut to be removed or chipped up on level areas, away from pond edges.

**\*"Vegetation debris, except for cattails, can be chipped and used as mulch, on the level areas only."**

**2009**-Highest priority is to remove vegetation within 6' of both inlet and outlet ends of pipe that goes from West side of pond to east side. Sediment is also to be removed around pipe ends so that water flows more freely through the pipe.

3. **Sediment removal around the ends of the pipe**  
Shovel sediment into buckets and carry up to level areas, away from pond edges.  
**\*"This could be spread on the level areas only and then use the chipped tree branches as a mulch over the sediment as a 'sediment control' measure."**
4. **Trees –**  
May be allowed on level areas and higher up on sides of pond.  
Trees may require removal if pond function is affected. To be determined at each annual city inspection of the pond.
5. **City inspect results when done**
6. **No herbicides/pesticides sprayed inside the fenced area**