

LCICOA BOARD MEETING

Saturday, July 24, 2021

Meeting Minutes

1. Call To Order

John Jaworski, Board chair called to order the regular meeting of the LCICOA at 10:00 am on July 24th, 2021 at the Secret Garden. All Directors were present and a quorum was established:

John Jaworksi, Board Chair; Ted Gillette, Vice President; Collin Strassenburgh, Treasurer; Mike Schroeder, At-Large

The following community members were also present: Itzi Camio; Joe Ingram; Nancy Ingram; Kathi Jaworski; Pat Knowlen; Kim Knowlen; Christine Lacedra; Calvin Lacedra; David Rae; Sherrie Schroeder

2. Board Zoom Meeting Minutes March 24, 2021

Motion made by Mike to approve the March 24, 2021 meeting minutes; seconded by Collin and approved unanimously.

3. Board Zoom Meeting Minutes June 21, 2021

Motion made by Collin to approve the June 21, 2021 meeting minutes; seconded by Mike and approved unanimously.

4. Review June 2021 Financials

Collin gave a quick summary of the Budget to Actuals and indicated that there were no delinquent HOA or special assessment dues. The Sterling management and landscaping accounts are under budget, the septic account is the only account that is slightly over budget due to the back flow situation that occurred in June. All other accounts are in line with where they should be year to date.

5. Retain Legal Counsel/Owner Verification

John discussed that the Board has been busy reviewing the LCICOA governance documents with legal counsel and has taken a proactive approach to verify all cabin ownership based on LCICOA bylaws and the Oregon Condominium Act. Owners are either listed by their individual name(s), LLC, or Trust. John has verified all cabin ownership for those cabins held in either an LLC or Trust with the exception of one

cabin. He expects to receive proof of ownership for this cabin shortly. John to send out an updated contact list with all legal voting members for each cabin.

The board discussed hiring an attorney who specializes in HOA law on retainer to support the Board in any legal matters moving forward. Fees are only incurred as services are performed. **Motion made by Ted to hire attorney Jason Grovz on retainer to support the community with any legal matters; seconded by Mike and approved unanimously.**

6. Committee Appointments

John discussed that there were positions available on the Architectural Review Committee (ARC) and that the Board would like to establish a new committee named the Common Area Review Committee (CARC) to oversee the riparian zone and all LCICOA common areas. The Board was proactive in seeking community members with experience in these fields to lead these committees.

Mike motioned to elect Patrick Knowlen to lead the ARC and Collin Strassenburgh to lead the CARC; seconded by Ted and approved unanimously.

ARC members: Patrick Knowlen, Joe Ingram, Bill Zilks

CARC members: Collin Strassenburgh, Kathy Jaworski, Mike Schroeder, and Kim Knowlen

The following additional items were discussed:

- CARC committee will create a policy that establishes guidelines for landscaping in the common area surrounding all cabins.
- ARC will establish guidelines to ensure continuity across all cabins with staining/painting. Nancy Ingram to share the details of the stain and paint used on the cabins when built
- Itzi Camio to verify that Cabin 14 is no longer registered as a historic building

7. Board Secretary Vacancy

John to send out an email to all owners asking if there is any interest to serve on the Board as Secretary. The Board votes to fill any new director position to service until the annual meeting. All director positions are then voted on at the annual meeting by all voting members.

8. Proxy Form

John has updated the proxy form and sent out to all cabin owners.

9. Updates on Website and Backup Generator

Kathi Jaworski and Christine Lacedra presented the new website and guided the community members present on how to login to the owner area of the website to access all owner specific documents. Christine to send out an email to all owners with instructions on how to access the website and the HOA portal within the website.

Backup generators are up and running, which means the community will continue to have water and septic if the power goes out. Installation costs were slightly higher than estimated due to an increase in propane costs and Lane County permit costs.

10. Other Business

Kim Knowlen thanked the Board for their service and for getting the community through an exceptionally difficult year due to the pandemic and Holiday Farm Fire.

11. Future meeting

Next meeting will likely be the Annual meeting. Date and location TBD pending covid restrictions and weather.

12. Adjourn

John adjourned the meeting at 11:38am.