



CHERRY RIDGE OWNERS' ASSOCIATION

(CROA)

BOARD MEETING

TUESDAY, March 19, 2024

6 P.M., ZOOM

TENTATIVE AGENDA

- Advise if quorum attained
- Introduce Board members

Old Business

- Enter into minutes approval of December 12, 2023, minutes (attached)
- Sidewalk repair progress
- Update on request to clean up CROA "white fence" line along Cherry Park Road (letters mailed to owners)
- Status of email conversion/interpretation of ByLaws/CC&Rs re: voting. Project currently on hold
- Bark dust application
- Declined owner's request to cut trees along Cherry Park Road

New Business

- Review December "Draft" Budget Comparison (attached)
- Review January Budget Comparison (attached)
- Lighting maintenance contract. Enter into minutes, Board approval
- Removal of sofa/trash at bioswale
- Possible repair/replacement of bench at bioswale
- Remaining Board meetings for 2024. Zoom 6 p.m.
 - Tuesday, March 19
 - Tuesday, June 18, Annual Meeting
 - Tuesday September 17
 - Tuesday, December 10

Reports

- Multi-family – Thomas Schnaars
- Commercial – Stuart Crandall
- Landscape – Wayne Schulte
- Owners – Sally Wright

Owner Forum

CHERRY RIDGE OWNERS' ASSOCIATION

(CROA)
BOARD MEETING
TUESDAY, December 12, 2023
6 P.M., ZOOM
MINUTES

- Quorum attained
- Board members present, Sally Wright, Thomas Schnaars, Sharon Caminiti & Ethel Marzolf, sitting in for Stuart Crandall.

Old Business

- Minutes from October 3rd 2023 are approved and entered into the minutes. • Entered into minutes approval/payment of USPS Post Office Box rental
- Sidewalk repair will be carried over to 2024.
- Update on request to clean up CROA "white fence" line along Cherry Park Road. Letters have been mailed. There has been a good response from homeowners. Sally will need to follow up with 3 or 4 owners.

New Business

- November '23 Budget - We had some unexpected expenses this year. We had requested a new reserve study. The cost was \$1850. We had some legal charges in the amount of \$2500. That is due to collection notices. We had 8 accounts over 90 days. 2 have been resolved, 6 are still pending.
- Review/determine Owner's Request to Trim Tree(s). Owner has leaves blowing into his yard from the trees on Cherry Park Road. He has asked that we trim the trees etc. We need more information from the homeowner before we can make a decision. (Initial discussion indicated the Board would not grant the owner's request).

Carryover list of uncompleted projects/tasks to 2024

- (Status of) conversion to email to communicate with owners
- Sidewalk assessment/progress re: potential repairs
- White fence cleanup follow-up letters
- Bark dust—hold purchase/spread until Spring
- Pressure wash of white aluminum fence along Cherry Park Road
- Study of By-laws/CC&Rs re: legal interpretation on voting
- Revisit proposed Resolution re: vacation rentals (e.g., airbnab)

Review major accomplishments by Board in 2023

- Trimmed trims to canopy level throughout subdivision/common area
- Removed dead trees on common areas
- Committed to Reserve Study. used for budget planning
- Streamlined ACC approval process. Reduced number of items needing approval.
- Presented and approved five (new) resolutions
- Processed Five CC&R violations . Way down from previous years.

Board meetings for 2024

Zoom 6 p.m.

- Tuesday, March 19
- Tuesday, June 18, Annual Meeting
- Tuesday September 17
- Tuesday, December 10

Reports

- Multi-family – Thomas Schnaars
In 2026 the apartments will convert to conventional housing. When families move out they will update the inside of the apartments. Right now they are replacing the decks.
- Commercial – Stuart Crandall (Ethel is sitting in for Stuart) Muv may be open 1st of February.
- Landscape – Wayne Schulte-not available
- Owners – Sally Wright- Dog Park is working out fine, no complaints. A great addition to our neighborhood.

Cherry Ridge Owners Association

Statement of Revenues and Expenses 12/1/2023 - 12/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income Operating							
40000 - Operating Assessment	-	-	-	63,005.16	63,005.00	.16	63,005.00
40010 - Interest Revenue-Operating	.57	-	.57	9.79	-	9.79	-
40050 - Miscellaneous Income	834.19	-	834.19	834.19	-	834.19	-
40100 - Late Fee	(20.00)	-	(20.00)	2,190.59	-	2,190.59	-
40110 - NSF Fee	-	-	-	30.00	-	30.00	-
40120 - Interest	3.96	-	3.96	181.15	-	181.15	-
40200 - Collection Fee	120.00	-	120.00	1,771.00	-	1,771.00	-
Total Income Operating	938.72	-	938.72	68,021.88	63,005.00	5,016.88	63,005.00
Total Income	938.72	-	938.72	68,021.88	63,005.00	5,016.88	63,005.00
Operating Expense							
Administrative & General							
50000 - Management Contract	764.91	764.88	(.03)	9,178.92	9,179.00	.08	9,179.00
50100 - Insurance	-	198.88	198.88	2,229.84	2,387.00	157.16	2,387.00
50200 - Bad Debt	213.00	17.75	(195.25)	213.00	213.00	-	213.00
50250 - Reserve Study	-	-	-	1,850.00	-	(1,850.00)	-
50300 - Operating Contingency	-	-	-	-	95.00	95.00	95.00
50350 - Legal	1,464.51	9.88	(1,454.63)	4,117.64	119.00	(3,998.64)	119.00
50400 - Audit/Tax Prep	-	-	-	275.00	347.00	72.00	347.00
50550 - Assoc. Operating Expenses	498.33	209.25	(289.08)	8,275.07	2,511.00	(5,764.07)	2,511.00
50750 - Website	-	10.38	10.38	-	125.00	125.00	125.00
51150 - Management Extra	567.30	-	(567.30)	1,746.52	-	(1,746.52)	-
Total Administrative & General	3,508.05	1,211.02	(2,297.03)	27,885.99	14,976.00	(12,909.99)	14,976.00
Utilities							
52000 - Electricity	152.01	81.50	(70.51)	802.99	978.00	175.01	978.00
52050 - Water / Sewer	-	990.00	990.00	13,740.16	11,880.00	(1,860.16)	11,880.00
Total Utilities	152.01	1,071.50	919.49	14,543.15	12,858.00	(1,685.15)	12,858.00
Landscaping							
54000 - Landscape Contract	-	2,362.50	2,362.50	17,174.50	28,350.00	11,175.50	28,350.00
54010 - Irrigation Repairs	-	99.00	99.00	5,001.62	1,188.00	(3,813.62)	1,188.00
54020 - Landscape Improvements	2,362.50	225.00	(2,137.50)	12,997.50	2,700.00	(10,297.50)	2,700.00
Total Landscaping	2,362.50	2,686.50	324.00	35,173.62	32,238.00	(2,935.62)	32,238.00
Maintenance & Repairs							
55100 - Backflow	-	-	-	385.00	333.00	(52.00)	333.00
55900 - Bioswale	-	216.63	216.63	-	2,600.00	2,600.00	2,600.00
Total Maintenance & Repairs	-	216.63	216.63	385.00	2,933.00	2,548.00	2,933.00
Total Expense	6,022.56	5,185.65	(836.91)	77,987.76	63,005.00	(14,982.76)	63,005.00
Operating Net Total	(5,083.84)	(5,185.65)	101.81	(9,965.88)	-	(9,965.88)	-

Cherry Ridge Owners Association

Statement of Revenues and Expenses 12/1/2023 - 12/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income Reserve							
41000 - Reserve Assessments	(2,492.84)	-	(2,492.84)	-	2,492.84	(2,492.84)	2,492.84
41010 - Interest Revenue-Reserve	6.01	-	6.01	70.49	-	70.49	-
Total Income Reserve	(2,486.83)	-	(2,486.83)	70.49	2,492.84	(2,422.35)	2,492.84
Total Income	(2,486.83)	-	(2,486.83)	70.49	2,492.84	(2,422.35)	2,492.84
Reserve Net Total	(2,486.83)	-	(2,486.83)	70.49	2,492.84	(2,422.35)	2,492.84
Net Total	(7,570.67)	(5,185.65)	(2,385.02)	(9,895.39)	2,492.84	(12,388.23)	2,492.84

Cherry Ridge Owners Association

Statement of Revenues and Expenses 1/1/2024 - 1/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income Operating							
40000 - Operating Assessment	63,005.22	63,005.22	-	63,005.22	63,005.22	-	63,005.22
40010 - Interest Revenue-Operating	1.09	-	1.09	1.09	-	1.09	-
40100 - Late Fee	125.00	-	125.00	125.00	-	125.00	-
40120 - Interest	11.02	-	11.02	11.02	-	11.02	-
40200 - Collection Fee	285.00	-	285.00	285.00	-	285.00	-
Total Income Operating	63,427.33	63,005.22	422.11	63,427.33	63,005.22	422.11	63,005.22
Total Income	63,427.33	63,005.22	422.11	63,427.33	63,005.22	422.11	63,005.22
Operating Expense							
Administrative & General							
50000 - Management Contract	787.86	787.86	-	787.86	787.86	-	9,454.37
50100 - Insurance	-	198.92	198.92	-	198.92	198.92	2,387.00
50200 - Bad Debt	-	17.75	17.75	-	17.75	17.75	213.00
50300 - Operating Contingency	-	95.00	95.00	-	95.00	95.00	95.00
50350 - Legal	-	9.92	9.92	-	9.92	9.92	119.00
50400 - Audit/Tax Prep	-	-	-	-	-	-	347.00
50550 - Assoc. Operating Expenses	-	175.93	175.93	-	175.93	175.93	2,111.22
50750 - Website	-	7.08	7.08	-	7.08	7.08	85.00
Total Administrative & General	787.86	1,292.46	504.60	787.86	1,292.46	504.60	14,811.59
Utilities							
52000 - Electricity	-	77.11	77.11	-	77.11	77.11	925.34
52050 - Water / Sewer	-	906.67	906.67	-	906.67	906.67	10,880.00
Total Utilities	-	983.78	983.78	-	983.78	983.78	11,805.34
Landscaping							
54000 - Landscape Contract	-	2,480.61	2,480.61	-	2,480.61	2,480.61	29,767.29
54010 - Irrigation Repairs	-	99.00	99.00	-	99.00	99.00	1,188.00
54020 - Landscape Improvements	-	225.00	225.00	-	225.00	225.00	2,700.00
54080 - Landscape - Barkdust	-	8.33	8.33	-	8.33	8.33	100.00
Total Landscaping	-	2,812.94	2,812.94	-	2,812.94	2,812.94	33,755.29
Maintenance & Repairs							
55100 - Backflow	-	333.00	333.00	-	333.00	333.00	333.00
55450 - Lighting Maintenance	-	8.33	8.33	-	8.33	8.33	100.00
55900 - Bioswale	-	166.67	166.67	-	166.67	166.67	2,000.00
56100 - Fence Maintenance	-	8.33	8.33	-	8.33	8.33	100.00
56600 - Sidewalk Repair	-	8.33	8.33	-	8.33	8.33	100.00
Total Maintenance & Repairs	-	524.66	524.66	-	524.66	524.66	2,633.00
Total Expense	787.86	5,613.84	4,825.98	787.86	5,613.84	4,825.98	63,005.22
Operating Net Total	62,639.47	57,391.38	5,248.09	62,639.47	57,391.38	5,248.09	-

Cherry Ridge Owners Association

Statement of Revenues and Expenses 1/1/2024 - 1/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income Reserve							
41000 - Reserve Assessments	13,000.12	13,000.12	-	13,000.12	13,000.12	-	13,000.12
41010 - Interest Revenue-Reserve	6.65	-	6.65	6.65	-	6.65	-
Total Income Reserve	13,006.77	13,000.12	6.65	13,006.77	13,000.12	6.65	13,000.12
Total Income	13,006.77	13,000.12	6.65	13,006.77	13,000.12	6.65	13,000.12
Reserve Net Total	13,006.77	13,000.12	6.65	13,006.77	13,000.12	6.65	13,000.12
Net Total	75,646.24	70,391.50	5,254.74	75,646.24	70,391.50	5,254.74	13,000.12

Maintenance Agreement

Name: Cherry Ridge Owners' Association - Sally Wright, president, 2024
Address: Location: Corner of SW Stumes Lane + SW Cherry Park Road
City: Frontdale State: OR Zip: 97060
Phone: 503-314-0762 (Sally) Email: saritt369@comcast.net (Sally)

We hereby propose the following:

Oregon Outdoor Lighting pricing: \$265 for the first hour + \$160 for each additional hour

Bronze: 1x yearly

Gold: 3x yearly

Silver: 2x yearly

Diamond: 4x yearly

TERM: Open ended contract. Either party can cancel 30 days before next scheduled service.

Bulbs: (Cost of bulbs not included in quarterly maintenance): Replace bulbs for halogen systems:

Annual _____ as needed SWW (Initial which service you prefer)

What's included? Complete Coverage!

- Labor
- Check all sockets and lubricate if necessary.
- Make sure every light bulb is in working order and replace if necessary. (Halogen)
- Check all LED boards and drivers (LED)
- Clean all fixture lenses.
- Minor adjusting of light fixtures for refocusing.
- Re-bury any exposed wire.
- Check timers and reset if necessary.
- Transformer check

SWW Trimming and minor pruning around fixtures. (Initial required for service to be performed.)

This contract covers Oregon Outdoor Lighting systems used under normal conditions. It will not cover damage due to negligence and/or abuse by other contractors, lightning, natural disasters, or other acts of God. All work will be completed in a professional manner according to standard practices. Any alteration or deviation from above will be executed only upon written orders, and will become an extra charge over and above the maintenance fee.

Oregon Outdoor Lighting: Courtney Villanueva

Client: Sally Wright Date: 03-04-24
(Sally Wright)

