



IT IS TIME TO ELECT A BOARD MEMBER

**CHERRY RIDGE OWNERS' ASSOCIATION
ANNUAL MEETING ~ VIA ZOOM
Tuesday, June 21, 2022, 6:00 PM**

While we have only one candidate running for the Board position, we need to have **at least 42 owners participate in the election (vote!)** to certify the results.

Please return this properly signed ballot no later than 9 pm Friday, June 10, 2022

Email: vote@cherryridgehoa.org

You can 1) pdf form (front & back page 1 & 2); 2) take a photo & attach to email or 3) list information in an email. All ballots/proxies must include clearly identified as outlined below.

Or mail to: CROA PO Box 33 Troutdale OR 97060. Must be postmarked Friday, June 10, 2022.

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I/WE direct that our vote be cast for the candidate below. If below is not marked, I/WE authorize our vote to be cast as the holder of this Proxy chooses.

Election of Board of Directors. Vote for only one (1) individual.

( ) SALLY (Sarah W Wright) WRIGHT

( ) Write in: \_\_\_\_\_

OWNER (Your) NAME\* \_\_\_\_\_ DATE\* \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER\*

ADDRESS OR LOT #\* \_\_\_\_\_

EMAIL\* \_\_\_\_\_ PHONE (Optional) \_\_\_\_\_

*\*Required*

If you are NOT planning on attending the Annual meeting, we ask you sign the proxy (authority or power to act for another) below. And while the Board does not anticipate presenting any business at the Annual meeting that would require a vote, should this change, a quorum of 42 owners would be required to affect any action.

**PROXY ASSIGNMENT FOR VOTE AND/OR NEW BUSINESS**

I/We hereby give my/our proxy to the person identified below to vote on all matters that may come before the homeowners at the Annual Meeting of the Cherry Association Owners Association (CROA). **If assigning vote proxy, check one of the following two boxes:**

- ( ) President of the Board of Directors
- ( ) Cherry Ridge Owners Association Member:

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(Print name and address)

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**Your signature verifying above**

Please contact [secretary@cherryridgehoa.org](mailto:secretary@cherryridgehoa.org) if you have questions. Votes will go to neutral site for tabulating. We hope you will join us to hear what the Board has undertaken this past year and plans for this '22-'23.

Email: [vote@cherryridgehoa.org](mailto:vote@cherryridgehoa.org)

**Please Vote**  
**by 9 pm Friday, June 10, 2022**

Dates of original timeline adjusted slightly for logistical reasons

Code to connect to Zoom available shortly before June 21 meeting.

Contact [secretary@cherryridgehoa.org](mailto:secretary@cherryridgehoa.org) for code

or

Signup for our Face Book page for real-time communication

<https://www.facebook.com/groups/CherryRidgeOwnersAssociation/>

Code will be posted there several days before the June 21 meeting

**Name of Nominee** SALLY (Sarah W Wright) WRIGHT  
**Address/Lot #** Lot 95

Tell us about yourself

- **Your occupation, years in neighborhood, experience being on HOA boards, etc.**  
I have lived in Cherry Ridge for 17 ½ years, moving here in October 2004. I have served on the Board two times, @ 2010 and recently I stepped up to fill the vacancy in November 2020 when the previous president resigned. I am currently president of the Association. I retired in 2019 after nearly 25 years with Mt. Hood Community College providing instructional support.
  
- **Why would you like to be part of the Board?**  
I would like to continue on the Board for several reasons:
  - to follow through on the process of converting CROA communication to email. This needs to be done to maximize the efficient and wise use of our assessments. Hard-copy communication (mailing), which we are currently doing, is expensive. I have the time and interest (I am retired) and want to see this project through.
  - to stabilize the Board after several short-term commitments of Board participants.
  - I feel I have contributed a lot in these past two years including but not limited to 1) facilitating mail unit replacements, 2) working to cleanup CC&R infractions, (40 courtesy letters mailed Dec '20 to March '21, no active infractions as of 04/30/22); 3) careful review and analysis of monthly operating budget,
  - I would like to create a handbook for future Board members to facilitate transition of Board members for consistency and to take "the unknown" out of the job.
  
- **What skills do you feel you bring to the Board and the Association?**  
I had a long career in customer-service-related positions and view myself as a problem-solver. I believe I work well with a variety of people, homeowners, Board members, vendors, City officials, etc. I am familiar with the Microsoft programs and will continue updating our forms and processes to help owners and the Board in keeping Cherry Ridge a premier neighborhood in which to live.

Thank you!



**CHERRY RIDGE OWNERS' ASSOCIATION**  
**Annual Meeting ~ VIA ZOOM**  
**Tuesday, June 21, 2022**  
**6:00 PM**

**PROPOSED AGENDA**

**(Subject to change before meeting date)**

- Advise if quorum attained
- Introduce Board members
- Announce election results
- Board chooses officers—President/Secretary

**Old Business**

- Approve March 2022 minutes
- Approve Angelo Caminiti, Architectural Advisory Committee Member
- Enter into minutes approval of Swindt payment for processing 2021 tax returns
  - Enter into minutes approval of mailbox unit invoice from 03/22
  - Enter into minutes payment of State Farm insurance premium
    - Status of Sidewalk Assessment Report
    - Discussion-transfer US Bank funds

**New Business**

- Enter into minutes, City of Troutdale recommendations for Bioswale
  - Discuss/confirm irrigation guidelines for 2022
  - Financial picture...Plans for 2022 budget
    - Other Items?

**Reports**

- Landscape -- Wayne Schulte
- Multi-family -- Thomas Schnaars
- Commercial -- Roger Shirley
- Owners -- Sally Wright

**Owner Forum**

**REMAINING MEETINGS in 2022**

**Tuesday, September 20, 2022**

**Tuesday, December 13, 2022**

**Place/method to be determined**

## WHILE WE HAVE YOUR ATTENTION.....

- Please remember that trash, recycling and yard debris containers must be “out of public view” (not immediately noticeable from the street) per CC&R 5.12. Do not leave them in front of your garage or hide them behind parked vehicles. They are to be out of public view, period!

OWNERS: YOU ARE RESPONSIBLE FOR MAKING SURE YOUR RENTERS ARE AWARE OF THESE GUIDELINES, INCLUDING MAINTAINING YARDS AND MOWING LAWNS. YARD MAINTENANCE CAN BE AN ISSUE WHEN HOMES ARE NOT OWNER-OCCUPIED

- Troutdale Municipal Code re: Parking (Chapter 10.12, May 2020) has been posted on the CROA website ([cherryridgehoa.org](http://cherryridgehoa.org)) under forms. We follow the City guidelines.

Some areas to review . . .

- A.2—Weight and size of trailers, boats, trucks, truck tractors, buses, mobile homes, and recreational vehicles allowed on residential streets.
  - A.10, a-d—purposes other than parking not allowed
  - 10.12.050-- RV and other vehicle parking
  - 10.04.020 - Abandoned vehicles and definition of such
- Remember . . . CC&R, 5.10 specifically addresses *Parking (on [your] property)*: “Parking boats, trailers, motorcycles, trucks, truck-campers and the like equipment will not be allowed on any part of any Single-Family Lot or on public ways adjacent thereto, except on an occasional basis, consistent with guidelines the Architectural Control Committee may from time to time adopt. However, such parking shall be allowed within the confines of an enclosed garage, storage port, or behind a screening fence or shrubbery which shall in no event project beyond the front walls of any Residence or other dwelling or any garage . . . “
  - Budget Comparison through April 30 attached. We are in good shape, but it is early in the year. We will continue to monitor monthly and determine what projects we will take on.
  - Summer Projects? See if they need to be pre-approved . . . new Architectural Control Committee (ACC) Request Form attached. New Guidelines re: painting and solar panels are part of the revised form.
  - The vacated Safeway has a new tenant. **MUV Fitness** will begin renovations soon and hopes to be open by year end.

### THANK YOU FOR ALL YOU DO TO MAINTAIN THE CHERRY RIDGE NEIGHBORHOOD

| Board Members                                |                                                                                    |              |
|----------------------------------------------|------------------------------------------------------------------------------------|--------------|
| Name                                         | Email                                                                              | Phone        |
| Sally Wright, President<br>(Sarah W. Wright) | <a href="mailto:president@cherryridgehoa.org">president@cherryridgehoa.org</a>     | 503-665-5031 |
| Sharon Caminiti, Secretary                   | <a href="mailto:secretary@cherryridgehoa.org">secretary@cherryridgehoa.org</a>     | 503-984-0543 |
| Thomas Schnaars, Cherry Ridge Apartments     | <a href="mailto:multifamily@cherryridgehoa.org">multifamily@cherryridgehoa.org</a> | 503-618-0186 |
| Roger Shirley, Cherry Park Market Center     | <a href="mailto:rshirley@merlonegeier.com">rshirley@merlonegeier.com</a>           | 360-772-5136 |

**Cherry Ridge Owners Association  
Budget Comparison Report  
4/1/2022 - 4/30/2022**

|                                           | 4/1/2022 - 4/30/2022 |              |              | 1/1/2022 - 4/30/2022 |             |               | Annual Budget |
|-------------------------------------------|----------------------|--------------|--------------|----------------------|-------------|---------------|---------------|
|                                           | Actual               | Budget       | Variance     | Actual               | Budget      | Variance      |               |
| <b>Income</b>                             |                      |              |              |                      |             |               |               |
| <u>Operating Income</u>                   |                      |              |              |                      |             |               |               |
| 4060 - Late Fee                           | \$30.00              | \$0.00       | \$30.00      | \$590.00             | \$0.00      | \$590.00      | \$0.00        |
| 4062 - Interest                           | \$9.20               | \$0.00       | \$9.20       | \$133.22             | \$0.00      | \$133.22      | \$0.00        |
| 4110 - Interest Revenue-Operating         | \$1.30               | \$0.00       | \$1.30       | \$4.93               | \$0.00      | \$4.93        | \$0.00        |
| 4114 - Collection Fee-Assessment          | \$0.00               | \$0.00       | \$0.00       | \$140.00             | \$0.00      | \$140.00      | \$0.00        |
| 4130 - Insurance Claim                    | \$6,490.00           | \$0.00       | \$6,490.00   | \$6,490.00           | \$0.00      | \$6,490.00    | \$0.00        |
| 4200 - Association Assessment-Operating   | \$0.00               | \$0.00       | \$0.00       | \$58,910.89          | \$38,292.00 | \$20,618.89   | \$38,292.00   |
| 42002 - Commercial Assessments            | \$0.00               | \$0.00       | \$0.00       | \$0.00               | \$11,193.00 | (\$11,193.00) | \$11,193.00   |
| 42003 - Multi-Family Assessments          | \$0.00               | \$0.00       | \$0.00       | \$0.00               | \$9,426.00  | (\$9,426.00)  | \$9,426.00    |
| <u>Total Operating Income</u>             | \$6,530.50           | \$0.00       | \$6,530.50   | \$66,269.04          | \$58,911.00 | \$7,358.04    | \$58,911.00   |
| <b>Total Income</b>                       | \$6,530.50           | \$0.00       | \$6,530.50   | \$66,269.04          | \$58,911.00 | \$7,358.04    | \$58,911.00   |
| <b>Expense</b>                            |                      |              |              |                      |             |               |               |
| <u>Administrative &amp; General</u>       |                      |              |              |                      |             |               |               |
| 5003 - Management-Contract                | \$742.63             | \$742.67     | \$0.04       | \$2,970.52           | \$2,970.68  | \$0.16        | \$8,912.00    |
| 5035 - Insurance                          | \$2,014.00           | \$184.17     | (\$1,829.83) | \$2,014.00           | \$736.68    | (\$1,277.32)  | \$2,210.00    |
| 5078 - Bad Debt                           | \$0.00               | \$18.33      | \$18.33      | \$0.00               | \$73.32     | \$73.32       | \$220.00      |
| 5221 - Management Extras                  | \$414.64             | \$0.00       | (\$414.64)   | \$606.49             | \$0.00      | (\$606.49)    | \$0.00        |
| 5281 - Website                            | \$0.00               | \$11.58      | \$11.58      | \$0.00               | \$46.32     | \$46.32       | \$139.00      |
| 5760 - Legal                              | \$0.00               | \$9.17       | \$9.17       | \$0.00               | \$36.68     | \$36.68       | \$110.00      |
| 5765 - Audit/Tax Prep                     | \$0.00               | \$26.75      | \$26.75      | \$275.00             | \$107.00    | (\$168.00)    | \$321.00      |
| 5775 - Assoc. Operating Expenses          | \$69.12              | \$193.75     | \$124.63     | \$561.08             | \$775.00    | \$213.92      | \$2,325.00    |
| <u>Total Administrative &amp; General</u> | \$3,240.39           | \$1,186.42   | (\$2,053.97) | \$6,427.09           | \$4,745.68  | (\$1,681.41)  | \$14,237.00   |
| <u>Contingency</u>                        |                      |              |              |                      |             |               |               |
| 5107 - Operating Contingency              | \$0.00               | \$9.17       | \$9.17       | \$0.00               | \$36.68     | \$36.68       | \$110.00      |
| <u>Total Contingency</u>                  | \$0.00               | \$9.17       | \$9.17       | \$0.00               | \$36.68     | \$36.68       | \$110.00      |
| <u>Landscaping</u>                        |                      |              |              |                      |             |               |               |
| 5039 - Irrigation Repairs                 | \$0.00               | \$91.67      | \$91.67      | \$0.00               | \$366.68    | \$366.68      | \$1,100.00    |
| 5079 - Landscape Contract                 | \$0.00               | \$2,187.50   | \$2,187.50   | \$4,374.00           | \$8,750.00  | \$4,376.00    | \$26,250.00   |
| 5785 - Landscape Improvements             | \$0.00               | \$208.33     | \$208.33     | \$0.00               | \$833.32    | \$833.32      | \$2,500.00    |
| <u>Total Landscaping</u>                  | \$0.00               | \$2,487.50   | \$2,487.50   | \$4,374.00           | \$9,950.00  | \$5,576.00    | \$29,850.00   |
| <u>Maintenance &amp; Repairs</u>          |                      |              |              |                      |             |               |               |
| 5080 - Bioswale                           | \$0.00               | \$208.33     | \$208.33     | \$0.00               | \$833.32    | \$833.32      | \$2,500.00    |
| 5948 - Backflow                           | \$0.00               | \$25.67      | \$25.67      | \$0.00               | \$102.68    | \$102.68      | \$308.00      |
| <u>Total Maintenance &amp; Repairs</u>    | \$0.00               | \$234.00     | \$234.00     | \$0.00               | \$936.00    | \$936.00      | \$2,808.00    |
| <u>Utilities</u>                          |                      |              |              |                      |             |               |               |
| 5012 - Electric                           | \$64.90              | \$75.50      | \$10.60      | \$198.20             | \$302.00    | \$103.80      | \$906.00      |
| 5020 - Water                              | \$375.18             | \$916.67     | \$541.49     | \$375.18             | \$3,666.68  | \$3,291.50    | \$11,000.00   |
| <u>Total Utilities</u>                    | \$440.08             | \$992.17     | \$552.09     | \$573.38             | \$3,968.68  | \$3,395.30    | \$11,906.00   |
| <b>Total Expense</b>                      | \$3,680.47           | \$4,909.26   | \$1,228.79   | \$11,374.47          | \$19,637.04 | \$8,262.57    | \$58,911.00   |
| <b>Operating Net Income</b>               | \$2,850.03           | (\$4,909.26) | \$7,759.29   | \$54,894.57          | \$39,273.96 | \$15,620.61   | \$0.00        |



# CHERRY RIDGE OWNERS' ASSOCIATION

## **ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM**

**DO NOT MAIL TO POST OFFICE BOX. EMAIL COMPLETED REQUEST TO  
[CHERRYRIDGEHOA.ACC@GMAIL.COM](mailto:CHERRYRIDGEHOA.ACC@GMAIL.COM)  
OR HAND-DELIVER YOUR REQUEST TO AN ACC MEMBER  
MAILING YOUR FORMS WILL DELAY APPROVAL**

DATE: \_\_\_\_\_

**ITEM REQUEST (Check all that apply)**

\_\_\_\_\_ Fence

\_\_\_\_\_ Paint/Repaint **SEE ADDITIONAL**

**GUIDELINES ATTACHED**

\_\_\_\_\_ Roofing

\_\_\_\_\_ Secondary Structure

\_\_\_\_\_ Siding

\_\_\_\_\_ Solar Panels **SEE ADDITIONAL**

**GUIDELINES ATTACHED**

\_\_\_\_\_ Other (describe) \_\_\_\_\_

We recommend you check with the City of Troutdale before submitting this form if you are making any structural changes, including, but not limited to, sheds, patio covers, arbors, fences, retaining walls or decks. The city has strict guidelines on what is allowed.

Please include a copy of your permit if one is required.

In addition, please refer to your CC&Rs (Covenants, Conditions and Restrictions) for guidelines and restrictions. They are available at [Cherryridgehoa.org](http://Cherryridgehoa.org)

NAME: \_\_\_\_\_

LOT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**Steps for submitting request form:**

1. Obtain a Request Form from CROA website ([www.cherryridgehoa.org/forms](http://www.cherryridgehoa.org/forms)), ACC Committee Member or Board member.
2. Fill out information requested; Be thorough so your request can be processed in a timely manner and write clearly.
3. Email request form to [Cherryridgehoa.acc@gmail.com](mailto:Cherryridgehoa.acc@gmail.com). **Email is the preferred and fastest way to get response. If you do not have email, please contact an ACC member to deliver form.**
4. It takes two (2) signatures from the ACC members to approve/deny a request.
5. You will be contacted with the approval/denial by an ACC member.

**THE ACC HAS 10-DAYS TO REVIEW THE REQUEST AND APPROVE/DENY.  
THE 10-DAY PERIOD STARTS WHEN ACC MEMBER ACKNOWLEDGES RECEIPT OF FORM.**

One copy of this form will be provided to the homeowner for his/her files. A copy will be retained in ACC data base. Copy be maintained for record keeping and placed in a permanent file.

**Homeowner Request Information:** Please provide additional information as requested for painting and solar panels, drawings or plans, and any other applicable information to expedite your request.

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I certify this request is a true representation of the work to be done.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

FOR ACC USE ONLY

**APPROVED** \_\_\_\_\_ **ACC Member** \_\_\_\_\_ **ACC Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**DENIED** \_\_\_\_\_ **ACC Member** \_\_\_\_\_ **ACC Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPROVED WITH MODIFICATIONS** See below

**ACC Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**ACC Member** \_\_\_\_\_ **Date** \_\_\_\_\_

*Modifications requested by ACC:*

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*In the event of requested modifications, I (Homeowner) acknowledge receipt of this Request Form with modifications request made by the Architectural Control Committee (ACC) on behalf of the Association and its members.*

\_\_\_\_\_  
Homeowner Signature for modification

\_\_\_\_\_  
Date

Homeowners may appeal a decision of the ACC by requesting a meeting with ACC members and Board. Please contact the Board President or Secretary to set up meeting.

**Architectural Control Committee member contact information**

*Brien Bliatout*      503-799-9095      [btbliatout@gmail.com](mailto:btbliatout@gmail.com)

*Angelo Caminiti*      503-984-6404      [a.caminiti@comcast.net](mailto:a.caminiti@comcast.net)



**Article 5, Exterior Paint 5.17**  
**Additional Guidelines**  
**Effective June 1, 2022 (06/01/2022)**

1. The Architectural Control Committee (ACC) will no longer accept paint chips/small color samples for approval of house painting color(s).
2. Owners have option to
  - a. paint a small portion of the house OR
  - b. Paint a 20 x 30 whiteboard (2 coats, please)with proposed exterior paint and/or trim color
3. Two (2) members of the ACC (Architectural Advisory Committee) must approve the proposed exterior color. If two members are not available, a Board Member may serve as second reviewer.
4. If owner does not receive approval by the ACC for their exterior paint color(s), the owner has the right to an appeal.

**Appeal Process**

1. Owner meets with ACC members and Board members if requested by either party, to identify why request was rejected.
2. ACC and Board work with owner to reach mutual solution. This may include providing additional painted samples on white board or small area of house.

**Board of Director Recommendations, November 2013**

- Paint will be in harmony with the neighborhood and the natural surroundings.
- Paint will maintain or improve property values.

**Solar Panels**  
**Additional Guidelines**  
**Effective June 1, 2022 (06/01/2022)**

HOAs cannot deny installment of Solar Panels. HOAs can, as stated in ORS94.778 (3) below

“A homeowners’ association may adopt and enforce a provision that imposes reasonable size, placement or aesthetic requirements for the installation or use of solar panels describe in subsection (1) of this section. [2017 c.282 § 2 (Copy available upon request)]

**Cherry Ride Owners’ Association (CROA) has established these guidelines for Solar Panel Installation**

1. *New PV panels shall only be installed on rooftops and shall be installed in neat columns and/or rows. Inverters and/or other components associated with such PV systems (with the exception panel support systems) shall not be visible from the public right of way.*
2. *No single/individual panel may be installed on a roof.*