

**Cascadia Commons Cohousing
HOA Meeting Minutes
12/10/2023**

Attending: John and Marsha Rakestraw, Stacy and Grant Canterbury, Suniti Kumar, Emily Daniel, Harry Dudley, Donna Emerson, Judith Lienhard, Marty Anderson, Lori and Rich Sommer, Ken Brown, Angelica Williams, Monica Franz, David Chilstrom and Sapphire Staehli, Paul Williamson, Camilla Schneider, Rufus Knapp, Julie Martchenke, Clay and Desi Peterson, ShienPei Chang-Silverman

Not in attendance: Anne and Chuck Goldfarb, Representative(s) of the Estate of Sue Alperin, Tomer Shaked, Pat Storey

Excused: Katie Miranda and Ahmed Al Ali, Jennifer Gates, Jane Ewert and Dave Fabik

Quorum is reached.

Facilitators: Monica Franz, Emily Daniel, Ken Brown **Scribe:** Stacy Canterbury
Renters: none **Guests:** none

Topic	Discussion
Agenda and Birthdays	<ul style="list-style-type: none"> • Agenda Review • Happy Birthday this month to Elinor and Camilla!
Annual operating budget, Part 2, Monica	<p>This was a follow-up on budget items highlighted in yellow last month as needing further discussion or clarification. Budget line items marked as yellow were Utility-electric, Insurance-flood, and Emergency Management Supplies. The Coordinating Committee doublechecked that the dollar amount was correct and the price increase for flood insurance in 2024 was confirmed. The budgeted amount for the Emergency Management Committee-Supplies required further discussion summarized below.</p> <p>The initial amount requested by the Emergency Management was \$2000. Most of this amount is intended to replace the emergency supply shed in the southside parking lot. Stacy created a report (sent via email) that described the shed's deteriorating condition and recommended its replacement.</p> <ul style="list-style-type: none"> • Rich said that the examples in the report would be inadequate. Stacy replied that costs have increased for building materials; she looked for sheds in the \$2000 range because this was in line with the budget request. She agreed with Rich that it would be better to invest our money for longer lifetime. A more substantial shed would likely cost \$4500-6000. Stacy offered alternatives, such as

	<p>waiting longer or spending \$2000 on supplies and building the shed ourselves.</p> <ul style="list-style-type: none"> • Angelica, previously a member of the Emergency Management Committee, agrees that the shed is deteriorating and too small. She notes that there are various emergencies other than earthquakes. • David asked if we could leave as yellow to get specific proposal. Ken said he prefers to know where the replacement shed will be placed first. • Judith suggested tabling for full proposal and that the shed replacement could be a capital reserve item because of its replacement cost. One alternative would be to leave this budget line item yellow and have the Emergency Management Committee come back with a different value proposal in January. • Lori suggested shelving this item until next year and then deciding whether to put in capital reserve. • Camilla estimated \$500 in expenses for replacement of expired supplies in addition to shed. This amount was placed in the Emergency Management line item and highlighted in green. David suggested revisiting this discussion next month. Sapphire reminded us that we will not give final approval on the budget until our January meeting. <p>The Emergency Management Committee-supplies line item was tabled until the January 2024 meeting. Monica reminds everyone to please submit any HOA expense reimbursement forms before December 31, 2023, and preferably by the 24th.</p>
<p>Announcement of small decision request from Emergency Management Committee, Camilla Schneider</p>	<p>Camilla submitted a small decision request form to approve use of the former hot tub closet for storage of emergency management supplies. She notes that thirteen “yes” votes are required and two “no” votes are allowed. Additionally, any substantive issues with the request require submission in writing within two weeks and would trigger a major decision process. Monica asked if there was anything currently stored in the closet. Camilla said that there were umbrella poles, but that they could remain in place.</p>
<p>Approval of meeting minutes from November 2023</p>	<p>Approved by consensus.</p>

<p>Request for inactive status from Tomer Shaked and the Estate of Sue Alperin, Scott Alperin representative, Ken</p>	<p>There was a lengthy discussion with questions about the request for inactive status for Scott Alperin, as representative of the Estate of Sue Alperin, and Tomer Shaked.</p> <ul style="list-style-type: none"> • Harry suggests that the Coordinating Committee be the contact for both households. • Grant asks if there is any other information available from the voluntary questionnaire provided to Tomer. Sapphire relayed Tomer’s responses: he believed compensation would be reasonable in exchange for inactive status and that he did not know when the end date for his inactive status would be. • Ken said that current Oregon HOA law requires a specific process for compensation and that we need to have written rules in place in our Bylaws before we can ask for compensation in lieu of participation or active status. Donna suggested we consult our community attorney and then come to the community for consensus on HOA Bylaw revisions. She further suggests that we separate inactive status for participation and quorum purposes. • Clay says when we talk about inactive status, we need to look at the whole subject so that we do not have people not requesting inactive status solely to avoid compensation. • Judith suggested reading the current HOA Bylaws aloud. The Bylaws already allow an assessed fee for non-participation, but it was agreed that the wording is vague. Harry suggested we flesh out the rules if we impose fees. Judith added that we may ask for compensation in the future. • Monica does not feel comfortable approving inactive status with no timeline provided. Current bylaws allow our Board to set conditions on a case-by-case basis. • Julie suggests that we grant inactive status, to be revisited in six months. Monica suggests a one-year term. Clay prefers six months to a year. <p>Discussion to be continued. Please submit questions to the Bylaws mailbox in the Common House.</p> <p>Request for inactive status for Tomer Shaked and the Estate of Sue Alperin approved by consensus for no more than one year to be revisited by Dec. 2024 if necessary.</p>
<p>Additional notes</p>	<p>The agenda item above regarding the request for inactive status for Tomer Shaked and the Estate of Sue Alperin is closely connected to the agenda item below about the presentation of the Active/Inactive Working Group.</p>

<p>Update on Wetlands Restoration Project, John</p>	<p>John: for the grant we received we were required to match funds, either with money or labor. Cascadians have given 236.5 hours of labor, far more than the amount needed. Excellent job everyone! We still need work keeping baby plants alive through this winter and next summer. The work on removing invasives will be ongoing. Thank you for all your hard work! Please see John's report for more information.</p> <p>Paul: the machinery used to remove the hawthorn trees inadvertently created a path and a railing is present to guide people away from tender new plantings and allow access for wetlands maintenance. Use of the path is only in service of protecting and maintaining the wetlands as per our consensus decision.</p> <p>Sonja's memorial bench was taken out of the wetlands temporarily to protect it from the tree work that was done, and it has been restored to its spot near the creek.</p>
<p>Active/inactive Working Group, Sapphire</p>	<p>Interpretation of 2.5.2 in Bylaws: proposed that the HOA agree to interpret this section to mean that no further discussion is required for a member to return to active status after being inactive.</p> <ul style="list-style-type: none"> • Marsha says it is not in the best interest of the community for this interpretation. John suggests a probationary process. • Sapphire told those present that this is the interpretation of current HOA Bylaws from the Active/Inactive Status Working Group and that our only other alternative is to send it to our legal representative for a current interpretation. • Harry disagrees with the interpretation of the Active/Inactive Status Working Group and thinks we need a legal opinion. • Lori agrees with the Working Group's interpretation as does Grant. He and Lori see a problem with original intent and vulnerability. Grant also sees vulnerability in a denial of return to active status. He thinks the way to do this is to address this in bylaws revision. <p>After discussion, Sapphire stated that the proposal failed, and that the Coordinating Committee needs to ask for legal advice. Donna suggested that this issue be addressed first by our legal representatives.</p> <p>Not consensed upon.</p>

<p>Additional notes</p> <p>Proposal by Sapphire refers to italicized text.</p> <p style="text-align: center;">⇒</p>	<p>Text of Cascadia Commons Bylaws, 2.5.2 <u>Inactive Members</u>. The status of “inactive member” may be granted to certain members who request in writing not to be involved in Association governance, including participating in consensus decision-making, voting as an active member, or serving as a Director of the Association. Granting or denying of inactive status shall be at the sole discretion of the Board of Directors. The terms of granting inactive member status shall be decided by the Board upon a case-by-case basis. <i>An inactive member may return to active member status upon written notification to the Board.</i> Inactive members may be specially assessed by the Board of Directors in lieu of providing participation hours.</p> <p>Proposed: that the HOA agree to interpret this as meaning that no further discussion or approval by anyone is required, in order for the return to take effect.</p>
<p>Insurance Update, Harry</p>	<p>Harry gave a summary of our insurance claim with Willard and State Farm. Good news! We will receive a reimbursement of our \$5000 deductible. Further insurance questions should go to Sapphire.</p>
<p>Committee reports</p>	<p>B & G, David: Silverman-Chang household had a minor leaking sprinkler valve from a gas pipe rubbing against water valve; \$600 cost to repair leak and \$500 to repair ceiling which still needs paint. The HOA is taking responsibility because it is in the HOA’s interest to maintain the integrity of the building envelope and there was no evidence of resident fault.</p> <p>The Committee has invited Julie to speak about additional damage to her house as a result of a similar leak. David and Julie have invited others to meet with them about her incident within the next week or so, time TBA.</p> <p>Grant asked about the issue of insulation around the sprinkler pipes and if more insulation is needed; Judith asks how long the damage had been there and if there were photos. Rich answered that he did not take photos last year but did this year after recognizing the problem. Judith wondered why Wyatt did not catch this. Julie noted her pipes were not inspected the year before as the date of inspection is noted on the pipes. Paul asked if there was insulation available in Julie’s house. B & G answered</p>

	<p>that they are now aware of the need to address the sprinkler pipe issue.</p> <p>David has looked at PDF doc from State Farm and finds we are in overcompliance. The chimney cap at Harry and Kathy’s house still needs repair, but David thinks we can fix it in-house. Work party item?</p> <p>Coordinating, Grant: ongoing discussion of the need to set up a compensation structure for inactive members; State Farm is sending a refund check (see above); Bylaws interpretation; received letter from Harker Lepore with fee estimates uploaded to Groups.io.</p> <p>CH, Judith: professional cleaning by Amazing Maids is done. Anne has kindly volunteered to sand and paint the bathroom door. The committee’s mission and goals are met and there is no need for more members. Visitors are always welcome to meetings on the third Thursday of the month at 7pm.</p> <p>Rich asked if there was a list of tasks to be completed for the professional cleaners and if directions were given. There was some concern about debris under kitchen mats and the value for money we were receiving from Amazing Maids.</p> <p>Emergency Committee, Camilla: The small decision request circulated earlier in the meeting received sixteen “yes” votes and one “no”. If no substantive objections are received, approval will be granted, and Camilla will ask for community help in building shelves for the closet.</p> <p>Treasurer, Monica: Monica may be contacting a few households re: dues. EV funds in CD earning interest, approx. \$3000-5000 in the account. Please see her report.</p>
Parking Lot Issues	N/A

<p>Meeting Evaluation, Ken</p>	<p>Ken thanked David for his red process check card. Judith thanked the budget team, and she asks for more discussion time allowed for all agenda items. Marsha encouraged people with proposal to speak with those who have different viewpoints before you bring it to a meeting. She also gave loving feedback to Ken. Emily said she believes it would help the meeting facilitators to attend the monthly Coordinating Committee meeting. Sapphire was not present for the 2.5.2 meeting, and she asks that people not make assumptions and speak with the persons making proposals.</p>
<p>Announcements</p>	<ul style="list-style-type: none"> • New residents Ben and Jessica will be arriving on December 19th. Monica and Judith will be doing their Orientation. • Monica is getting new carpet, a new shower surround, and has accepted a new job with the Army Corp of Engineers. She is still using a rental car. • Jane and Dave will be using two vans to move tomorrow. • Stacy finished school and can help with more HOA work. She is looking for Cooperative Work Experience job leads. • Clay hates his job and is also looking for job leads. He says he needs a new flooring contractor and is looking for recommendations. • Ken notes front door of the Common House needs pulling closed this time of year due to air pressure. His previous roommate Adrian has a friend who sings a wide repertoire and is looking for a venue. If interested in facilitating her performance, please contact Ken. • Suniti asks us to welcome our new neighbors and to give some space for them and their dogs because of the long drive from Washington, D.C. She and her kids will be in Texas December 18-24th. • Sapphire warns us not to use Northwest Contracting or Mike Goktas. She further says that all bank accounts are on the balance sheet, including the EV and Hardship Fund. • Judith will be borrowing a car from Shienpei while her bumper is repaired. • Camilla is recovering from surgery and wondering if anyone would like to help her put up a holiday tree for the children as in the past.

	<ul style="list-style-type: none"> • Emily has a couple of boxes of clay soap for craft projects for all ages and she is willing to host a craft party. • Shienpei says thank you for the kid's holiday party and crafts earlier this month. She reports that Phil's medical condition is stable. She and her family will be going to the coast on December 23-25th and friends will be visiting from Taiwan. • Emily says that Pei, a former community member will be arriving in Portland on December 24th and returning home on NYE. • Angelica's daughter Alexis will be here for Christmas. • Monday, December 18th will be the date for a going-away party for Dave and Jane. Please have your stories ready. More info forthcoming.
Decisions reached	<p>Approval of meeting minutes from November 2023.</p> <p>Request for inactive status for Tomer Shaked and the Estate of Sue Alperin approved by consensus for no more than one year to be revisited by Dec. 2024 if necessary.</p>