

Cascadia Commons Cohousing
HOA Meeting Minutes
1/14/2024

Attending: Ken, Judith, Paul, Donna, Angelica, Lori, Monica, David, Camilla, Marty, Rich, Chuck, Rufus, Emily, Marsha, ShienPei, Sapphire, Harry, Julie (by phone)

Inactive: Katie Miranda and Ahmed Al Ali, Jennifer Gates, Jane Ewert and Dave Fabik, Tomer Shaked, Estate of Sue Alperin

Quorum is reached.

Facilitators: Angelica and David Scribe: Marsha

Renters: none Guests: Alan Ridley

TOPIC	DISCUSSION/ACTION
Meeting Agenda	Reviewed the agenda, which had been slightly modified in the order of the topics.
December 2023 Meeting Minutes	The December 2023 meeting minutes were approved by consensus.
Happy Birthdays	Happy Birthdays were wished to the January birthday community members: Marsha, Clay, Judith, Paul, Marty, and Dave Fabik
Outreach and Onboarding Committee (Emily)	<p>We will have several units available soon. It would be helpful to have a small group working on outreach and onboarding to promote cohousing and Cascadia. (Noted that we used to have a Marketing Committee that did this kind of thing.) We want to talk to people BEFORE they buy houses. Who might be interested in helping?</p> <p>Interested: Ken, Angelica, Marty, Emily</p> <p>It was noted to be sure to include information about parking spaces and the parking process in information we share with prospective folks.</p> <p>Emily is drafting a 1-sheet document with the highlights of what folks should know about buying into/living at Cascadia. This new committee will formalize that document.</p>
Emergency Contact Updates (Judith)	<p>It's time to fill out or update emergency contact sheets that are kept in the common house (in the office on the shelf above the computer). There are blank ones in the folder if you need to update or add a new sheet. Judith will leave these in the living room for the next week.</p> <p>Judith noted that the emergency contact sheets are very useful for letting the community know how to help in an emergency, especially if someone is going to be gone (e.g., how to get in the house; notes about pets; notes about emergency contacts).</p> <p>It was suggested that when people are gone during an emergency (such as during the recent winter storms), to put a note on your door saying where you are so folks know not to worry.</p>

	<p>Judith also noted that she has reached out to new folks in service of updating the dietary needs guidelines for common meals and such.</p> <p>It was also recommended that at some point the community consider adding a group text/chat service (e.g., What’s App) so that folks can contact each other more easily/quickly in case of an emergency or to check on someone/ask for help.</p>
<p>2024 Budget (Monica)</p>	<p>There have been no updates to line items in the proposed budget. Everything has been conditionally approved at previous meetings.</p> <p>The carry-in, thanks to the heat pump grant and Inger’s generous donation to Capital Reserve, changed the level of dues increase. It was previously around \$27 per household. Now it’s about \$10 per household.</p> <p>Once everyone had a chance to review the proposed budget print outs, the 2024 Cascadia Commons HOA budget was passed by consensus.</p>
<p>Bylaws/Declaration Amendment Process (Donna)</p>	<p>The committee consulted with our lawyer, who noted that, according to the way our bylaws are written, a member’s active status is restored upon their written notification to the community.</p> <p>Our policies and procedures document needs updated (e.g., adding consensus decisions made). Donna asked for volunteers to work on it.</p> <p>Volunteers: David, Monica, Camilla</p> <p>To change the Declaration requires approval of 75 percent of active members (16 members for approval). The committee may bring a proposed revised Declaration to the February meeting. Look over the current track changes version they shared via email, but note that there will likely be a few additional revisions.</p> <p>Proposed bylaws updates will be broken into sections and will need a majority of board members (active and inactive) to agree to bringing changes to the community. (So 14 households need to agree.) Subsequent approval of revisions needs a majority as well. Note that all these revisions have been suggested by our attorney to comply with Oregon law.</p> <p>If you have questions or concerns about proposed updates for the Declaration and Bylaws, please share them ASAP with the working group, which will bring them to our attorney.</p> <p>Look at the Declaration first, and then version 4 of the bylaws (available both via the email that Donna sent out and in the Google Drive).</p> <p>There was some discussion and confusion around the difference between a director and a member. This will need clarification.</p> <p>It was also noted that Oregon state statutes supersede anything in our bylaws or declaration.</p>
<p>Participation Discussion (Emily)</p>	<p>Emily was planning to lead an activity related to feelings/thoughts around participation and possible practices re: contributions, fines, etc., but it was decided to postpone until more people can attend.</p> <p>Donna noted that she has an example of a fine schedule that other communities have used.</p>

	<p>It was noted that we need a process for addressing compensation for non-participation that includes a chance for folks to be heard.</p>
<p>Committee Reports</p>	<p>Coordinating Committee (Donna): There are bills to pay now that the budget has been approved. Sent B&G a list of questions. We're updating our information with the OR Secretary of State, as it was outdated. Got confirmation on active/inactive status restoration (see above in Declaration/Bylaws notes). Coordinating Committee (CC) will condense Sapphire's emergency response document to one page. The plan is to give a copy of the final version to everyone and to post in the common house and shop. It was clarified that if a renter is not living up to what a member of a household is to be doing, the CC will deal with the owner of the unit, not the tenant. Guidelines about participation and other expectations also should be included in every lease. Jennifer Gates made some suggestions to the CC about rentals; she has a very detailed lease in case anyone wants to use it as a model. Buildings and Grounds (David): Shared answers to the questions from the CC: It was planned to add insulation to all the fire sprinkler boxes before the storm hit, but that didn't happen. Will be done ASAP. A company (PuroClean) has been contracted to work on Dave/Jane's and the shop water damage. Work will begin as soon as the contract is signed. John is following up with Dave regularly. B&G is going over the risk mitigation document sent by State Farm. There are no major gaps in our actions detected thus far. After thorough review by B&G, the doc and notes will be posted to the general list. Mentioned that there needs to be an incident report completed every time there is an injury or property damage. State Farm has a form that we can adapt. B&G is leaving this to CC. B&G has been working on proposed updates to the Who Owns What document and will be bringing that to the community for discussion soon. CC will be asking our attorney re: who owns responsibility for the sprinklers. B&G has had discussions about the different approaches to repairs from sprinkler damage and who paid (Julie's vs. ShienPei/Phil's). A committee of 2 B&G folks and 2 non-B&G folks met with Julie to discuss. More to come. B&G will be giving feedback on the emergency process draft that Sapphire created. B&G looked at 2023 projects accomplished and talked about upcoming 2024 projects. 2024 projects include: Envelope inspection—may choose to focus on roofs instead since we just did repairs to buildings a few years ago. Landscape lighting system replacement Sprinkler valve replacement/repair Water shut off valve replacement Collapsing fence behind common house</p>

	<p>Fixing Harry/Kathy chimney cap The complete list is in the Capital Reserve. We're scheduled to replace the southside fence in 2025. Common House (Judith): The committee didn't meet in December. Their next meeting is Thursday, January 18. Recycling (Judith): Note that only CFLs and fluorescent tubes can be put in the lightbulb recycling container. LEDs and incandescents should be put in the trash. Remember that glass does NOT go in curbside recycling and must go in the special glass bins. Please be sure that all items are CLEAN before putting them in the recycling bin. Many items can be put in your dishwasher, for example. Emergency Prep (Camilla): The committee won't be asking for a shed this year, so the money budgeted will be used to focus on supplies. The committee will be inventorying supplies to see what's needed. They'll use the "hot tub" closet to store some of the supplies << Note that this was an approved SMALL DECISION. The committee will also spend time educating the community on where we're headed and why.</p>
Meeting Evaluations	<p>It's great that time was given to ask questions and that they were all answered. Appreciate the time being changed to earlier so that we weren't meeting in the dark. So glad people came! Glad people were flexible with the time of the meeting and with the juggling of the meeting agenda that needed to happen. Suggest leaving a little extra breathing room/flexibility in the meeting agenda and not scheduling every minute in case things take a bit more time, etc. It's amazing how many things we covered quickly. Suggest people work on making their comments succinct. Appreciate folks showing up—impressed we hung in together this long!</p>
Notes about Trillium	<p>It was noted that Trillium doesn't have any heat—they're working into the night shutting off water. They have two trees blocking their driveway, and the pumping station near them might fail. Their fir trees are devastated.</p>

Announcements:

- Ken – Staying with Jen and her mom until the power is back.
- Camilla – Adesina said they have power and running water for those who might need to warm up.
- Emily – Is leaving for Hawaii this week and will be back February 6.
- Lori – Chuck thought their water heater was frozen—it's just that the pilot light was off.