Tate HOA Board of Directors
Minutes
February 23, 2023

Tate Board of Directors Present: John Fisher, Chair; Lauren Dame, Treasurer; Meredith Compton, Vice Chair; Mark Hudson, Secretary; Dean Kortge, Chair Emeritus

Tate BMC Management Present: Diane Sollinger

Homeowners and Residents Present: Joan Chinitz, Joel Chinitz, Carol Whipple, Franzeca Drouin, Hallis, Joan Hudson, George Kaufman, Sherrill Kirchhoff, David Kolb, Carolyn Kortge, Anne Niemiec, Jim Maxwell, Nicki Maxwell, Rose Nestor, John Okief, Mary Okief, Laura Parrish, Nancy Piccioni, Lew Powell, Rich Ross, Christine Sauer, Omar Shemdin, Marion Sweeney

Call to Order: The meeting was called to order by John Fisher, Chair, at 4:00 PM.

Minutes: The Minutes of the January 18, 2023 Meeting were approved as written.

Chairperson's Report: John Fisher welcomed Lauren Dame as a new member to The Tate Board of Directors.

Treasurer's Report: In the temporary absence of an acting Treasurer, Hallis reported that all looks good, with the exception of an increase in HOA Insurance Costs which will require the use of Replacement Reserve Funds to cover this unexpected January 2023 Operating Budget expense. She noted that at the end of Year 2023, the Budget Committee will take the increasing insurance expenses into consideration as it plans for Year 2024.

Questions and Comments from the Homeowners: None were offered at this point in the meeting.

Committee Reports

Asset Investment Committee, Joan Hudson, Chair

To: Tate Condominium Board of Directors

SUBJECT: Asset Investment Committee Report

February 23, 2023

Balances January 31, 2023

Savings and Money Market Accounts $382,051.58

Time Certificates of Deposit, TCD's (maturities)

2023	$236,654.93
2024	$152,750.19
2025	$272,320.33
2027	$57,851.72

Total Investments	$1,101,628.75
Replacement and Reserve	$1,077,928.33
Asset Acquisition Fund	$23,700.42

$1,101,628.75

Balances per Institution

Oregon Community Credit Union	$259,299.19
Washington Federal	$164,188.12
SELCO	$241,687.42
Northwest Community Credit Union	$183,010.06
U.S. Bank	$102,090.11
Summit Bank	$151,385.69
Total 1/31/2023	$1,101,660.59

Recent transactions (purchase of $60,000 CD) lowered the OCCU account to be within the $250,000 FDIC requirements.

January Activity:

Owner's contributions were $7546.33

Interest Earned $2,083.03

Money moved from money market account to the operating budget to cover costs was repaid to the reserve account in the amount of $6,000.

Planning:

The BOD has requested a recommendation for early withdrawal of funds making low interest in CDs. A recommendation by the Committee has been submitted and is currently being discussed by the Board.

The BOD requested the committee to draft an investment policy which has been submitted and is currently under review.

Respectfully Submitted

Joan Hudson, Chair

Building Committee

There was no new report from the Building Committee as its Charter and Membership are under reconstruction.

Social Committee, Ginger Fifield and Mary Okief, Co-Chairs

Mary reported that the Committee met last week and coordinated its schedule with the Art Committee's schedule to avoid having Friday at Five and Sunday Art Receptions over the same weekends. Also, an Ice Cream Social on the 4th of July is being considered and Helen Kaufman is organizing a "Sip and Paint" get-together within an Art Venue for sometime in April.

Art Committee, Nicki Maxwell, Chair

There was no new report given at this meeting.

Landscape Committee, Jim Maxwell, Chair

Jim reported that the Committee Task Force met with Diane and Gentle from BMC to plan the landscaping transition from Winter to Spring. The roses and blueberries have been trimmed. Two roses at the end of the driveway have been removed in order to improve visibility of the the traffic on Olive Street for drivers leaving the Tate driveway. The Spring cleaning is underway. The water will not be turned on until sometime in May.

(The particulars are given in Diana Gardener's report below.)

On Feb 13, 2023, at 6:10 PM, Diana Gardener <quercusgardener@gmail.com> wrote:

Tate Landscape Task Force Monthly Garden Meeting Report - February 13, 2023

Present: James Maxwell, Diana Gardener, Diane Sollinger, Gentle Anderson. There was no garden tour.

Irrigation: After repair of two valves, water will be turned on in the May-June period, timing depending on rainfall, earlier in the Terrace beds.

Roses: All have been pruned, Knockouts and Carpets heavily, Popcorns lightly. The one Knockout killed in a mulch fire will be replaced by Gentle; he believes that Lowes stocks this variety and he is authorized to purchase a plant for us.
Roses will be fertilized by next month, timing depending on leaf development and vulnerability to frost damage.
Gentle has removed two Carpet roses at the south end of the rose garden, at the driveway entrance, and transplanted into the space four grass plants moved from the Entry Garden.

Entry Garden: Four cyclamen plants from Gentle's garden have been planted near the dogwood, anticipating local spreading and colorful bloom. Several grass plants were moved into the former Ceonothus site.

Blueberry Patch: All plants were pruned by Gentle in January. No sawdust will be applied before fall when this application can be reconsidered. A weak blueberry plant will be moved from River Beech shade to sunnier site at west end of patch.
The concrete path through the blueberries, between Tate driveway and Duncan sidewalk, was removed by BMC Maintenance using jackhammer. The Stewartia, volunteered by Robert Davis, overgrown in a container on his balcony, is to be planted in this space.

Ash Trees: Diane to ask Glass Company the name of the injectable herbicide to be used to control Emerald Ash Borer, and the timing of the application.

Notes submitted by Diana Gardener, for review and correction.

(Diana Gardener’s report was submitted by Jim Maxwell)

Second Floor Terrace Landscape Committee, Marge Vinolus, Chair

There was no new report given at this meeting.

Insurance Committee, Dean Kortge, Chair

There was no new report given at this meeting.

Budget Committee, Hallis, Chair

There was no new report given at this meeting.

Reserve Replacement Committee, Mark Hudson, Chair

The Committee will meet in March and offer a report at the next BOD/HOA meeting on March 16, 2023.

Unfinished Business

Signage Committee Recommendation:

The Signage Committee met on Tuesday, February 14 to examine the outdoor area of the Tate as regards the need for any signs. After walking around the building and discussing possible hazards, it was the unanimous decision of the committee to propose one sign to be placed on the south exterior of the deck of condo number 201. The attached picture, with estimates, would match the signage above the rear garage doors. With approval, it would take approximately two weeks for the sign to be ready to be attached. We recommend BMC attach the sign.

Two other small issues were discussed. The current no trespassing signs meet the city of Eugene requirements for legally asking nonresidents to leave the premises. New tape needs to be used on the existing signs.

Second, if the board is interested, we would suggest posting area resources near the southeast bench area. Rather than another no trespassing sign, this would direct the occasional transient other options that would be more helpful. Respectfully submitted,

Mary O'Kief, Chair
Robert Davis
Diana Gardener

The only section of the Signage Committee report presented at the meeting, and followed with Board discussion, was the proposal for posting a three(3) line, 10 by 15.5 inch "CAUTION MAXIMUM HEIGHT 12 FT 6 IN" sign on the West face of the cantilevered concrete balcony located at Tate Unit #201.

A motion was made to accept a modified proposal, offered by the Committee, which adjusts the size and proportion of the initially proposed signage to fit within the vertical 7.5 inch dimension of the concrete slab edge. The modification would result in a single-line composition of CAUTION MAXIMUM HEIGHT 12 FT 6 IN, which permits the sign to stretch horizontally while shrinking vertically in order to fit within the limitations of the slab's edge and to remain boldly legible. The motion was seconded, discussed and approved unanimously.

Nominate and Elect Treasurer:

At the January 18, 2023 BOD/HOA Meeting, Lauren Dame was nominated and elected as a new member to the Tate Board of Directors. At this February 23, 2023 BOD/HOA Meeting, a motion was made to appoint Lauren Dame to the position of Board Treasurer. The motion was seconded, discussed and adopted unanimously. Accordingly, as the Board's new Treasurer, Lauren Dame will replace Dean Kortge as the Board's 2nd Signatory. At this time, John Fisher, Chair, and Lauren Dame, Treasurer, are the only Tate HOA Members given signatory authority by the Board of Directors.

New Business

AIC Recommendations re: Asset Purchases and Divestments:

SELCO - Current balance $241,687.42

Sell:

CD: $29,793.80 (Matures 2/28/2023)
CD: $58,860.49
CD: $36,126.60

$124,789.89

Transfer to NWCCU

$29,793.80.

Transfer from WaFd

$25,000.00

Purchase $119,995.00 CD @ 5.25% 2/29/2023 - 13 Months (Adjust for surrender charges)

New balance - $236,893.62

NWCCU - Current balance $242,010.06 (MM $24,884.53)

Sell:

CD: $42,560.00
CD: $57,883.56
CD: $27,132.81
CD: $29,543.56

$158,985.00

Transfer to US Bank

$29,543.56

Transfer from SELCO

$29,794.00

Purchase $157,000.00 CD @ 5% - 13 Months (Adjust for surrender charges)

New Balance - $242,261.00

US BANK - Current balance $102,160.48

Sell:

CD: $70,583.27

CD: $31,551.84

$102,134.00

Transfer from NWCCU

$29,543.56

Purchase $131,703 CD @ 4.1% - 19 months (adjust for surrender charges)

New balance: $131,703.00

WAFD - Current balance $164,188.12 (MM $118,488.24)

Sell:

CD: $45,699.88

Transfer to SELCO

$25,000.00

Purchase $45,699.88 CD @ 4.25% - 13 months (Adjust for surrender charges)

New Balance $139,188.00

OCCU - Current balance $175,084.00 (MM $2068.61)

Sell:

CD: $75,290.11

CD: $76,454.58

CD: $21,272.38

$173,016.07

Purchase $173,016.00 CD @ 4.75% -13 months (adjust for surrender charges)

New balance $175,080.00

This recommendation takes the general approach of liquidating all existing CD's which are offering interest rates below 3% and purchasing new CDs currently offering higher rates for fairly short terms of 9, 11, 13 and 19 months. Dean Kortge proposed investing $250,000, through Schwab, in a Brokered CD and made a motion to do so. The motion was seconded by John Fisher and discussed. The ensuing discussion demonstrated some concerns, within the Board, about this new approach which needed to be resolved in order to pass the motion at this time. During the discussion, Lew Powell, HOA member and Board Chair Emeritus, suggested that this matter should be sent to a vote by the entire HOA Membership, since it involves investment of everyones money and the risk should be understood by all concerned. Following the discussion, Dean's motion was voted upon and failed to be adopted with two(2) votes for and three(3) votes against.

A motion was made to accept the AIC Recommendations, re: Asset Purchases and Divestments, as submitted. The Motion was seconded, discussed and adopted unanimously.

Easement Request from the Brixx Development Company:

Brett McDonough, Principal of the Brixx Development Company, has requested an easement allowance for EWEB to install underground utility lines along the Tate's East boundary. If granted, this could cause considerable disturbance with likely short and long term damage to the Tate's property. In order to fully understand the HOA's rights with respect to this request, the Board has determined that it should seek the advice of legal counsel from a Land Use Law Attorney.

A motion was made to allocate HOA funds necessary for an initial pertinent consultation with an appropriate Land Use Law Attorney in order to better understand The Tate HOA's rights with respect to the easement request by Brett McDonough. The motion was seconded, discussed and adopted unanimously.

Proposal for a New HOA Website:

Proposal to Tate HOA Board
February 2023
Tate HOA Website

This is a proposal to replace the current website with a more user-friendly one. The current website is a no-cost alternative associated with the professional organization of a resident. It does not allow access for all residents and has been difficult to post documents such as the Home-Owner Guide. A well-designed website improves efficiency, streamlines updates and keeps homeowners informed.

Two website developers have been located who build websites exclusively for Condominiums & HOA communities, they are: Property Pro and Condo Control. Based on the interaction I have had with the two I would recommend Property Pro for consideration.

Some of the features for the HOA website include:

- Community communication and engagement with easy to access features for current owners including 24/7/365 access to important documents, forms, community gatherings
- Resident-only Portals
- Common Area Amenities/Photo Gallery
- Secure Access to Documents and Online Forms 24/7; find what you need, when you need it.
- Replace manual processes and paper pileups with better organization and consistency using digital forms and documents.
- Board of Directors page; share documents, messages
- Events calendar

Costs:

The difference in costs between the two developers is negligible, approximately $2000 for the first year which includes a $500 activation fee. Proposal is for costs to be taken from the Asset Acquisition Fund in 2023. Ongoing maintenance ($99 per month) would be added to the 2024 budget.

Payments may be made via ACH, credit card or check

Condo Control			
Plan (46 Units)	**Monthly**	**Annual**	**One-time Activation Fee**
Standard Package + Advance Communications	$160	$1,920	$500

Property Pop	$99	$1,188	$500

Program Pricing Includes:

- Domain Name (and renewal)
- SSL
- Hosting
- Maintenance
- Server Space
- Site Updates
- Training
- Backups/Restores

What's involved and timeline

1. Sign service agreement
2. Domain name assigned
3. Gather governing documents, directory, management firm contact information, etc.
4. Developer sends a link and documents are uploaded. (Nicki would complete this task.)
5. Developer creates appropriate folders by category
6. Developer sends a preview link to be edited
7. After completion of edits a final link is sent
8. Residents receive login credentials
9. Changes and updates made as needed

(as submitted in writing by Nicki Maxwell)

The Proposal for a New HOA Website was discussed and many questions with respect to the means by which it could be tailored to HOA-specific needs were addressed and answered by Nicki. The Board ask for a little more time to examine the products of the providers researched and recommended by Nicki. A decision on the proposal will be made at the March 16, 2023 meeting.

Asset Investment Committee's Investment Policy Proposal:

02/04/2023

Dear Board of Directors,

As you requested, the Asset Investment Committee has prepared a Draft Investment Policy for your review and consideration. The attachment below provides a Policy Statement which is wholly supported by the Committee. However, the statement is followed by some questions, in red, which were discussed during the process without resolution.

Respectfully Submitted,

The Tate Asset Investment Committee:

Diana Gardener
Christine Sauer
Don Doerr
Joan Hudson, Chair

The Condominium Association Asset Investment Policy

Reserve Funds accrued by The Tate Homeowners' Association are used to pay for current and future repair and replacement of commonly owned property as outlined in the required annual reserve study. Funds are managed by the Board of Directors in accordance with State of Oregon Revised Statutes. Reserve funds are collected to meet projected requirements.

The Board of Directors appoints the Asset Investment Committee in an advisory capacity. The Committee acts under the aegis and with the approval of the Board of Directors.

Investment of Reserves

All investments are insured by the FDIC, Federal Deposit Insurance Corporation, or NCUA, National Credit Union Association. Emphasis will be on long term outlook and on diversification of laddered maturity dates of fixed income instruments.

Investment Strategy and Limitations

The Board of Directors of the association invests funds pursuant to the following objectives:

Safety: To ensure the preservation of the Reserve Fund's principal.

Liquidity: To ensure availability of assets for projected and unexpected expenditures.

Returns: To invest prudently to achieve a reasonable income level.

Committee Scope of Work and Job Description

The Committee recommends procedures that ensure appropriate internal controls, maintenance of financial records and proper risk management provisions.

The Committee ensures that accurate, timely, and meaningful investment statements including spreadsheets are prepared and presented to the Board. The Committee also makes recommendations regarding the management of HOA liquid assets.

As able and requested, the Committee advises the Board on financial matters.

Best Practices: Purpose

The purpose of Best Practices is to put expectations and guidance in writing. These Best Practices are meant to provide transparency to Tate owners while also protecting the Board of Directors and Asset Investment Committee members.

Best Practices: General

The Asset Investment Committee is tasked with the responsibility to balance safety of principal with growth of financial assets. The Board of Directors makes final decisions.

Due to the complexities associated with HOA investing - namely the regular updating of signatories - local brick-and-mortar institutions are favored over internet institutions.

The reserve study is consulted before investment recommendations are made to the Board.

Reserve funds are laddered with maturities of differing lengths.

Attention is given to keeping balances per institution under $250K and federally insured.

Attention is given to avoiding early withdrawal penalties. However, large unexpected expenses can occur. A spreadsheet showing the withdrawal penalties for each account is maintained. Early withdrawal penalties are considered before making any recommendation to the Board to purchase or to sell.

Signatories are updated in a timely fashion, within a few weeks of responsibility change.

An updated and accurate spreadsheet is made available to all Asset Investment Committee members and our management company no later than the 7th of every month.

All actions by Directors and Committee members regarding Tate reserve funds must be above ethical question.

Best Practices: Money Movement

Any and all money movements within the Tate reserve fund are approved by the Board of Directors.

There are two unrelated owners present whenever money is moved.

Any instructions to our financial institutions involving movement of our reserve funds are given with at least two Tate owners present, a signatory and a member of the Asset Investment Committee (either the chair or the selectee of the chair).

When money is moved this is documented in a running log of all Tate reserve fund transactions, and signed by all Tate owners witnessing the transaction. This log is maintained by the chair of the Asset Investment Committee.

Adopted on _____/_____/_________ By The Tate Board of Directors

____

Chairperson John Fisher

____

Vice Chairperson Meredith Compton

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Secretary Mark Hudson

____

Treasurer. Lauren Dame

____

Member at Large Dean Kortge

Note: There was no resolution to the following questions:

Under Investment Strategy and Limitations, should more be noted with respect to risk/reward tolerance per seeking "reasonable income level" on investments and should it be specified that "return" has the lowest priority, when compared with the importance of safety and liquidity?

Should recommendations with respect to the composition and number of Committee members be stated?

Is it necessary to state that all funds of the Association will be in the Association's name and only accessible by the Board of Directors?

Should it be stated that the Contracted Management Company will not be signor on any Reserve account maintained by the Association; with the acknowledgment that Management may transfer funds from a reserve account to an operating account with approval from the Board?

Is it clear that HOA Signatories are the primary parties who may move funds within and between accounts? Although signatories are appointed by the Board of Directors and the Chair and Treasurer of the Board usually hold signatory authority; is the Board allowed to assign signatory authority to a Homeowner who is not a member of the Board?

Should the Policy clearly state that Electronic Transactions also require two unrelated owners to be present during the transaction and that the Asset Investment Committee requests timely notification of these transactions?

Should timelines and preferred media be agreed upon in order to facilitate regular and orderly communications between the Committee and the Board?

Is it desirable to suggest that in order to accomplish Tate HOA investment objectives, an independent qualified financial advisor may be employed? If so, should it be clear that the advice of the financial advisor shall be reviewed and evaluated on a timely and systematic basis?

Is it necessary to state that the Tate Investment Policy is fully in effect until modified by the Board?

Should the policy be more specific about its definition of ethical actions and processes?

This proposal was initially discussed at a Special Meeting held by the Board on February 20, 2023. This AIC Investment Policy proposal is considered a work in progress and, with the benefit of new discussion, the Board will draft its proposal for the HOA's consideration.

Motions Adopted by the Board of Directors at this Meeting:

1. A motion was made to accept a modified proposal, offered by the Signage Committee, which adjusts the size and proportion of the initially proposed signage to fit within the vertical 7.5 inch dimension of the concrete slab edge. The modification would result in a single-line composition of CAUTION MAXIMUM HEIGHT 12 FT 6 IN, which permits the sign to stretch horizontally while shrinking vertically in order to fit within the limitations of the slab's edge and to remain boldly legible. The motion was seconded, discussed and approved unanimously.

2. A motion was made to appoint Lauren Dame to the position of Board Treasurer. The motion was seconded, discussed and adopted unanimously. Accordingly, as the Board's new Treasurer, Lauren Dame will replace Dean Kortge as the Board's 2nd Signatory. At this time, John Fisher, Chair, and Lauren Dame, Treasurer, are the only Tate HOA Members given signatory authority by the Board of Directors.

3. A motion was made to accept the AIC Recommendations re: Asset Purchases and Divestments. The Motion was seconded, discussed and adopted unanimously.

4. A motion was made to allocate HOA funds necessary for an initial pertinent consultation with an appropriate Land Use Law Attorney in order to better understand The Tate HOA's rights with respect to the easement request by Brett McDonough. The motion was seconded, discussed and adopted unanimously.

Meeting Adjourned at 5:00 p.m.

Next Meeting March 16, 2023 at 4:00 p.m.

Respectfully Submitted,

Mark Hudson, Secretary