

Skyline Ridge Neighborhood Association Meeting

Meeting Minutes

April 15, 2014

Opening - The Skyline Ridge Neighborhood Association Meeting was called to order at 7:45pm on April 15, 2014, at 1341 Stonehaven Drive, West Linn, Oregon 97068 by Tracy Gilday.

I. Approval of Agenda

The agenda was unanimously approved as distributed.

II. Roll Call

Tracy Gilday, President, Jim Farrell, Vice President, Bryan Gilbert, Treasurer, Pati Presnail, Secretary, Daniel Boyer, Eric Reid, Tara Smith, John Kovash, Lloyd Summers, Loretta Schwartz, Bob Schwartz

III. Approval of Minutes

The minutes of the previous meeting (June 5, 2013) were distributed. One change was noted: Under Treasurer's report, item 3. Change from "Pacific West Bank: Balance: \$1,927.58" to "Combined Balance: \$1,927.58." With this change, the minutes were unanimously approved.

IV. Treasurers Report

Treasurer Bryan Gilbert and President Tracy Gilday reported that the city stipend this year will again be \$385.55. Funds will be deposited into the association's account the first or second week of July, 2014.

Bryan Gilbert provided financial statements for the two accounts held for the Neighborhood Association.

The combined cash balance as of April 15, 2014 is \$1,830.63. Of this \$482.50 is in the US Bank account, and \$1,337.60 in the city managed Pacific West account.

Income for the past twelve months: \$385.55 City Stipend

Expenses for the past twelve months: \$448.03

1. 2013 4th of July picnic and parade \$374.06
2. Garage Sale flyers \$30.00
3. Web domain registration \$30.00
4. Check printing fee \$13.97

The association members in attendance discussed the proper handling of the old US Bank account funds. These are funds left from the Homeowners Association. He writes checks for the neighborhood association activities against this account, and then replenishes the account with a request to the city. The funds are somewhat at risk because the account is in Bryan's name and under his tax ID – which is his only option for a separate account since the association itself has no legal standing.

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Discussion: Bryan explained that the city-controlled account is inefficient to use because it has only a purchase card option – no checks. Other members discussed the risk of loss. As the funds legally are not in the association name should anything happen to Bryan the funds would go to his estate. It was suggested that funds could be drawn in advance and paid out as petty cash for picnic supplies. Bryan pointed out there is risk of loss in keeping petty cash. It was also suggested that picnic supplies could be purchased online using the purchase card. It was finally decided we talk to the city and other neighborhood associations to learn how they are making payments. Pati Presnail volunteered to work with Bryan.

Motion: Pati Presnail moved that we close the US Bank account, after doing some research to learn how to use the city-controlled account more efficiently.

Yes: 10

No: 1 – Bryan Gilbert

Abstained: 0

With a majority in favor, the motion passed.

V. Old Business

A. Website update - Tracy Gilday provided an update on the website. The domain name has been secured and hosting arranged. Tracy has begun work on the website design. Jim Ferrell agreed to allow use of his photographs with proper credits. The domain name is Skylineridgena.com.

B. Porta Potty update - Tracy Gilday reported on agreements with the city and the neighbor immediately behind the park. The neighbor expressed concern that a porta potty is unsightly. A concession was made to keep a porta potty at the park for the summer only. The city will arrange to deliver it in June. The city will pay for it.

Tracy reported that last summer she ordered a second porta potty for the picnic, and paid for it with her own funds. She has not requested reimbursement because it was not in the budget, although she would like to do so.

C. Directory Update - Pati Presnail reported on the directory update. Char Berkham collected some information at the July 2013 picnic, and handed materials over to Pati, including the 2009 version, a typed version update, and new neighbor information collected at the picnic. Work will begin soon.

D. Bylaws update - Lloyd Summers reported that he has been updating the bylaws using the bylaws from the Marylhurst neighborhood association as a model. A meeting with the city attorney was cancelled, and must be rescheduled. Lloyd anticipates having a document for review before July 1st, 2014.

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E. Park sign update - The park sign design and placement was approved by the neighborhood association last year. The sign is in the shop and should be installed soon at the upper end of Marylhurst Drive at the park.

VI. New Business

A. Fourth of July committee - Tracy called for volunteers. Eric Reid, Dan Boyer, and Loretta Schwartz agreed to volunteer to run the picnic. A motion was made to hire the same DJ again this year. All members voted in favor.

B. Garage Sale Update - Tracy said the last sale was successful; lots of people were involved. Loretta suggested Kristen Campbell holds a large sale each year, perhaps she would help organize other neighbors. Tracy said she would follow up.

C. “Cutting the Red Tape” - John Kovash, neighbor and West Linn Mayor, presented, “Cutting the Red Tape”, an initiative to make city government more efficient. An example: the city requires an applicant to go through several steps before subdividing their property, but in the end the city is required to approve the subdivision, so the steps are unnecessary. Neighborhood associations are encouraged to participate in planning sessions.

D. 2014-15 Board Members - A motion was made to elect the existing slate of officers for next year. All were in favor.

President - Tracy Gilday

Vice President - Jim Ferrell

Treasurer - Bryan Gilbert

Secretary - Pati Presnail

In addition, Tracy Dzwilewski agreed to act again as neighborhood outreach committee liaison.

VII. Next Meeting

With school getting out June 13th, it was decided the next neighborhood association meeting will be **June 17, 2014 at 7pm**. Lloyd clarified that meeting notices must go up ten days prior to the meeting.

VIII. Adjournment

The Skyline Ridge Neighborhood Association meeting adjourned at 9pm.