

**Minutes of Board Meeting
Meadowridge at Timberhill HOA
January 25, 2024**

Meeting called to order at 11:40 a.m. Bill Buckley, President; Jim Carter, Treasurer; Ann Kimerling, Secretary; and Charlotte Fleming, Fleming Properties, LLC. In attendance.

Jim Carter moved to approve Board Meeting minutes from January 10, 2024. Bill Buckley seconded the motion and it was passed unanimously.

Old Business:

Following the motion from the January 10, 2024 board meeting, Jason Peter was removed from all Umpqua Bank accounts and Charlotte Fleming, current WCM bookkeeper, was added as an authorized signer.

New Business:

The Fleming Properties, LLC proposal for community property management of Meadowridge was reviewed. After discussion, the contract was accepted starting March 1, 2024 through Feb. 28, 2025. During the transition from WCM to Fleming Properties, LLC (Ph# 541-704-0605), Charlotte Fleming will issue 1099 forms to Meadowridge vendors. The 2023 tax form 1120-H will be prepared by a qualified tax preparer (to be determined soon). After the annual meeting, Charlotte Fleming will update the Oregon Secretary of State Corporation Division registration with the correct listing of the board members. The 2024 A&H Landscape Contractor contract will be signed by the HOA board president.

The annual HOA members meeting is scheduled for Feb. 12, 2024 at 7:00 p.m. Charlotte Fleming will host this ZOOM meeting. WCM should mail meeting notification, proxy form, proposed budget and Homeowner Annual Assessments letter 7-10 days before the meeting. Meeting quorum is 19 homeowners.

The federal Corporate Transparency Act requires Beneficial Ownership reporting of small businesses into a federal database FinCEN as a means of preventing money laundering, terrorist financing, corruption and tax fraud. Charlotte Fleming will research if Meadowridge HOA is exempt as a tax-exempt non-profit.

A financial review and a reserve study will be arranged for this year to fulfill HOA legal requirements. Dates and qualified providers to be determined.

Recorded by the Secretary