

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON OCTOBER 3, 2018 AT 7:00 PM IN THE COMMUNITY ROOM OF THE OAK HILLS RECREATION CENTER, 2400 NW 153RD AVE., BEAVERTON, OREGON.

PRESENT: Dan Badders, President
David Boyd, Vice-President, ARB
Lindsay Sandor, Secretary, Communication
Sheila Brewer, Director, Recreation
Jon Cole, Director, Maintenance
Linda Marshall, Treasurer
Terri Danowski, Director, Compliance

ABSENT: Katie Rupp, Director, Community Relations
Martin Hehman, Director, RV Lot

BY INVITATION: Nancy La Voie, CAMP, CMCA, PCAM, Community Manager
COMMUNITY MANAGEMENT, INC. AAMC

OWNERS: Per sign-in sheet

I. CALL TO ORDER/COMMUNITY ANNOUNCEMENTS

A quorum of Board members was established, and the meeting was called to order at 7:03 PM.

II. APPROVAL OF PREVIOUS MEETING MINUTES – September 5, 2018

MOTION: MOTION: Lindsay Sandor made a motion to approve the September 5, 2018 meeting minutes as published in the newsletter. Sheila Brewer seconded and the motion carried unanimously.

III. BOARD DEPARTMENT UPDATES

Community Affairs – No Report

Treasurer – Linda Marshall

Linda Marshall reviewed the financial statement ending August 31st. Revenue is still ahead of expenses by approximately \$41,000. A copy of the proposed 2018/2019 budget was distributed to Board members. \$43,200 will need to come from the operating contingency in order to balance the upcoming fiscal year budget. Discussion followed regarding a proposed vote on an increase of the annual assessment amount to be considered at the May 2019 annual meeting. Premier Bank has been purchased by Heritage Bank. The account is used for owners paying for program fees using credit cards and Paypal. Online banking has been established and can be used for emergency checks and in lieu of Board members using personal credit cards for Association expenses. Recurring payments can be set up to vendors, such as web site expenses. Lindsay Sandor and Linda Marshall have online access to the account; Linda Marshall is the signer.

David Boyd asked about CD investments. Investment possibilities will be reviewed after approval of the new budget.

Architectural Review Board (ARB) – David Boyd

David Boyd reviewed the applications processed for August and September. Terri Danowski asked if the ARB is reviewing property boundaries when approving fence applications. The Committee is working on a protocol for confirming fences are on the owners' property.

Compliance – Terri Danowski

Terri Danowski reported that the Committee is focusing on Vision clearance at street corners. They will be sending letters to owner who have landscaping that blocks visibility.

Maintenance – Jon Cole

Jon Cole reported that Roland is busy with common area maintenance projects as well as facility maintenance. An owner requested funding tree planting in the greenways; but it has been determined that this work is not necessary this year. Sonny's will transition from mowing to leaf pick up and some special projects over the winter. The Committee is considering removing the posts and chains as they are a significant maintenance item and most are in need to replacement at this time. One set has been removed and not replaced as an experiment. The pool house window has been replaced. The sinkhole that occurred as a result of the vehicle/fire hydrant accident has been repaired. Roland is getting storm water system filters replaced; this is a new expense. Sidewalk replacement is scheduled and sidewalks will be widened in the areas they are being replaced. David, Roland and Jon met and are getting bids to replace the flagpole. The expected expense is \$5,000 to replace and install. Discussion was held regarding the Associations strategic landscape plan, consensus is the plan needs to be updated.

Recreation - Sheila Brewer

Sheila Brewer reported that the summer activities have ended and fall programs are beginning. The budget has been completed for the recreation program management. The Jackrabbit system is being configured for many Association uses and registration. The pools will close December – February.

RV Lot – Dan Badders (filling in for Martin)

There is an increasing demand for residents who want RV storage. An automated gate entry system with electronic access is expected to be installed by the end of December.

Communications - Lindsay Sandor

The November newsletter cannot be delivered by the Westview Band due to a Band event. Delivery will be moved up one week so articles are needed by 10/5/18. Lindsay will inquire if the Westview Band would like to continue delivery. Survey result information has been posted on the website including all comments from owners. Lindsay feels there is good community representation in the data. David Boyd asked about trying to get a sample of information from a subset of owners who did not respond to see if that information is in line with the original survey responders.

IV. OWNERS' FORUM

- Homeowner is concerned about vehicles parked on the street. Board consensus is the Association has no authority over vehicles parked on the street. The owner requested the speed sign be moved or speed bumps be installed. The owner was referred to Washington county to research her parking concerns.
- Homeowner addresses the Board regarding short term rentals.
- Homeowner asked the Board about expense approvals from prior Board meetings; questioned whether the expenses were capital or reserve. Homeowner also asked about wall patches in the room. David Boyd noted that the cost of paint would be deducted from final payment to Team Construction, per the agreement with them.
- Homeowner asked about the pillars with chains and entry monument repairs and then thanked Terri Danowski for adding rules information in the newsletter.
- Homeowner asked about the dues increase and whether there will be owner forum meetings prior. Dan Badders noted that owner would be provided budget information prior to the annual meeting. Board will justify why the fees need to be increased. Homeowner asked for an update on the Rocketship – no action has been taken yet.
- Homeowner expressed concerns regarding the use of the RV lot for passenger vehicles. This is to be discussed in the Board business portion of the meeting.

V. DISCUSSION TOPICS / OTHER BUSINESS

A. Newsletter and Email Communication

Lindsay Sandor reported that the Board newsletter is a monthly printed publication but would like to move towards leveraging electronic communication and only print the newsletter quarterly in 2019. David Boyd, Terri Danowski, Jon Cole and Sheila Brewer like monthly newsletters as a way to keep the community engaged. Linda Marshall agreed it could save money but suggested a bi-monthly newsletter instead of quarterly. No action was taken.

B. Flagpole Installation

The consensus is to proceed with installing a new flag pole, as this is accounted for in the current reserve funding.

C. Budget Planning Update

No additional discussion.

D. Banning of Weapons on OHHA Common Areas/Private Property

Discussion was held regarding a report of a person in the common area carrying a rifle and whether the Association should formally ban weapons in the common area. It was agreed that this is a police/sheriff department matter and no action was taken at this time.

E. RV Lot Policy for Passenger Vehicles

David Boyd read from the RV lot agreement - passenger vehicles could be stored with annual approval unless there is a wait list for RV's, boats or trailers. Discussion was held about what vehicle classifications would be used to determine whether a particular vehicle was appropriate to be stored in the lot. Consensus is the RV lot director has to make the final detail decisions about how the lot is managed. Dan Badders will share the Board input with Martin Hehman. Discussion was held about increasing the rated for RV storage. Currently the cost is \$6-\$8/year per lineal foot. Further discussion will be added to a future agenda.

VI. ADJOURNMENT

MOTION: With no further business to conduct, David Boyd made motion to adjourn the meeting at 9:40 pm. and the motion carried unanimously.

APPROVED

BY Lindsay Sandor, Secretary

DATE November 7, 2018