

**MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOME OWNERS ASSOCIATION
HELD ON NOVEMBER 6, 2013 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, MEETING ROOM,
2815 NW FOREST AVENUE, BEAVERTON, OREGON AT 7:00 PM.**

PRESENT: Dan Smith, President
Linda Marshall, Secretary
Sara Bourne, Director
Sheila Brewer, Director
Brad Buchholz, Director
Elizabeth Chapin, Director
Jim Erzen, Director

ABSENT: Amy Barton, Vice-President
Robert Erickson, Treasurer

BY INVITATION: Jed Spera, Community Manager CMCA, CAMP, AMS
COMMUNITY MANAGEMENT, INC. AAMC

Owners as listed on the sign-in sheet.

I. CALL TO ORDER

The meeting was called to order at 7:02 PM.

II. HOMEOWNERS COMMENTS/ISSUES

There were no homeowner comments.

III. APPROVAL OF MINUTES

The minutes from the meeting of October 2, 2013 were reviewed.

AGREED

Motion made by Elizabeth Chapin to amend the minutes of October 2, 2013 to reflect the vote of each director when not a unanimous decision. Motion seconded by Sara Bourne and approved with Dan Smith, Sara Bourne, Jim Erzen, Brad Buchholz, Elizabeth Chapin and Sheila Brewer voting in favor of the motion. Linda Marshall voted against the motion.

IV. RV Lot - Approved Revised Contract

Elizabeth Chapin noted that a few additional comments had been taken from RV Lot users and the contract had been amended to take these into account. The final version had been distributed to the Board. One item of note was that tents would be required to be removed by December 31, 2014. A letter that had been submitted by several RV Lot owners was submitted to the Board and the Board had reviewed that letter. Further discussion continued regarding the use of tents in the RV Lot. Dan Smith summarized the issue and requested that there be a period where the issue of the tents could be solved prior to banning the tents. Clarification was made that no contract for 2015 would be offered for those having tents after December 31, 2014.

Brad Buchholz moved to accept the contracted as submitted by Elizabeth Chapin. Motion seconded by Sheila Brewer.

Linda Marshall moved that the contract be amended without the drop dead date for the removal of the tents of December 31, 2014. There was no second to the motion.

Further discussion continued regarding the deadline for the removal of tents on December 31, 2014. Discussion followed regarding how the deadline would provide tent owners an opportunity to develop a viable solution to keep the tents and present their solution to the Board over the course of the next year.

AGREED

Brad Buchholz called for the question. The motion to approve the RV Lot contract submitted by Elizabeth Chapin was approved by Brad Buchholz, Elizabeth Chapin, Sara Bourne, and Jim Erzen. There was objection from Linda Marshall and Dan Smith. Sheila Brewer abstained.

Jim Erzen moved that representatives of the RV Lot users come up with possible alternative solutions with appropriate safety issues and to tents or other structures and submit proposals to the Board by March 1, 2014. The motion was seconded by Linda Marshall.

Further discussion continued. John Cole shall be the primary point of contact for those RV Lot owners that wish to work on this idea.

AGREED

A vote was taken on the motion by Jim Erzen and was approved without objection.

V. RUMMER TOUR FUNDS

Dan Smith reported that in 2011, approximately \$6,000, after taxes, had been received by OHHA as part of the Rummer Home Tour. In 2011 the Board approved that this money be applied to the improvement of Oak Hills facilities if not used for the application of the Historic Designation. At that time, the Board had also stipulated that if the money had not been used in two years time, that the Board would review its use again. Discussion followed regarding extending the time period for use of the funds.

AGREED

Sara Bourne moved to extend the time period for use of the Rummer Tour monies for any additional two years (December 2015). Motion seconded by Linda Marshall and approved without objection.

VI. Architectural Review Board (ARB): Review of Draft Policies

The Board reviewed four policies submitted by the ARC. Sara Bourne commented that these policies were part of the progress toward an overall design concept.

1. Exterior Paint

Sara Bourne noted that this policy doesn't change common practice, but creates a formal policy out of the precedent. Discussion followed regarding pre-approved colors. It was noted by Sara Bourne that applications are still required even if a pre-approved color is used.

AGREED

Motion made by Sara Bourne to accept the Exterior Paint Policy submitted by the Architectural Review Board as amended to combine Reason, Purpose and Scope portions of the policies moving forward. Motion seconded by Linda Marshall and approved without objection.

2. Sheds

The Board reviewed and discussed the Shed policy, specifically relating to the content of the policy that is different from common practice. Sara Bourne went over each of the changes from current practice. Discussion followed regarding the policy specifics, notification requirement, and the grandfathering clause.

Sara Bourne moved to approve the proposed policy for sheds as presented. Motion seconded by Elizabeth Chapin.

Discussion continued.

AGREED

A vote on the motion made by Sara Bourne to approve the proposed policy for sheds was taken. The motion was approved without objection.

3. Fences

The Board reviewed the Fence policy submitted by the ARB. Sara Bourne noted that there was little change from current practices in the submitted policy, point out, though, that one change was that there would be a requirement for an eighteen inch setback from a curb or wall. It was noted that all policies should include language that OHHA, the ARB and the Board are not responsible for ensuring that all structures, installations or modifications meet Washington County code requirements. Further discussion continued regarding fence set-backs. It was noted that the policy may be modified to include the 18" setback from sidewalks as well.

Sara Bourne moved to accept the fence policy as submitted by the ARB with amendments. Motion seconded by Linda Marshall.

Further discussion continued.

AGREED

A vote was taken on the motion made by Sara Bourne to accept the fence policy as submitted by the ARB with amendments. The motion was approved without objection.

4. Decks

The Board reviewed the deck policy submitted by the ARB. Sara Bourne outlined the changes in the policy from common practice. Discussion followed regarding the policy. Specific focus of discussion was toward the size of decks in the front of the home, decks that are built that may allow a view into other homes and whether decks are attached or adjacent to the building.

No action was taken by the Board

VII. COMMUNICATION: SHARING OF HOMEOWNER INFORMATION

Elizabeth Chapin explained that she gathers detailed information about homeowners that utilize the RV Lot. Elizabeth Chapin explained that she thought that the Board should consider a policy for the use of personal information and its distribution. CMI will send a policy on the use of homeowner information.

VIII. NEWSLETTER ARTICLES

Sara Bourne explained that the Board newsletter had expanded to occasionally include information about affiliated groups at Oak Hills and that this was a change from previously policy. Discussion followed as to what would be considered "affiliated" with OHHA. Sara Bourne noted that the Board should consider discussing, at a later date, the utilization of advertising costs to off-set current expenses associated with the printing and delivery cost of the newsletter.

IX. INTERNAL AFFAIRS

1. Current Trespassing Issue

There is an individual that comes into the neighborhood that has, in the past, been banned from the common areas. Washington County will not come out to respond to a trespassing complaint, and there is not sufficient documentation to file an injunction. The only enforcement mechanism is the Association. Discussion followed as to what extent an owner is responsible for adult children that come onto the property and become a nuisance. It was emphasized by Internal Affairs that if someone sees this gentleman acting in a harassing or suspicious way , they should call the police.

AGREED

The Board instructed CMI to get a legal opinion regarding best practices for handling this issue.

2. Establishing Standards Committee

Dan Smith provided a brief history of the actions that brought about the Standards Committee and what that Committee's scope and purpose would entail. The Policy and Procedures Committee has provided a draft purpose and scope for the Standards Committee and how it would function. The Policy and Procedures Committee has asked the Board to review the statement and advise if it matched the Board's vision of the scope of the Standards Committee. Sara Bourne commented that the Board needs to decide if there are any objections to the procedures outlined in the policy so that it can be noted to the attorney, who will be drafting a Charter for the Standards Committee.

Discussion followed regarding the personal communication between potential violators and members of the Committee and who would be a part of that communication.

Discussion continued regarding the review of the neighborhood by the Committee. Specifically, the Board discussed how the Committee could effectively and fairly report violations and ensure that there was a standard way in which homeowners could expect a fair review of the neighborhood. There was concern that Committee members might create a disparity in the way that violations were handled in specific parts of the community. Additionally, the Board discussed what level of discretion would be allowed to the individual members of the Committee, the Director in charge of the Committee, and the Board. There was a consensus that the Committee would be responsible for identifying violations and ensuring they were handled in a fair and consistent manner.

Additional discussion concerned how the Standards Committee would increase enforcement. The Board discussed the possible strategy of ensuring that most egregious violations would be confronted immediately as a demonstration of both how the new policy would work, and that the Board, and Committee, are serious about rules enforcement.

Elizabeth Chapin noted, in her experience with the RV Lot, that enforcement actions must be tracked carefully to ensure the fairness. This was expanded on by Brad Buchholz as he explained how complaints would be tracked and each enforcement action would be handled based on the circumstances of that violation and those would be tracked individually both to ensure fairness and to ensure all complaints are followed-up with appropriately.

Dan Smith requested that the Board consider anonymous complaints. It was noted that the Committee would research an issue and determine if it was a reasonable complaint and act as a buffer between homeowners requesting rules enforcement action and the alleged violator. A consensus was reached that the Committee can own a complaint and act upon a violation without providing who made the complaint.

AGREED

Linda Marshall moved to approve, in concept, the first four pages of the Standard Committee proposal with the understanding that the conceptual discussion would be provided to the Board at a later time. Motion seconded by Brad Buchholz. The motion was approved without objection.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:02 PM.