

APPROVED

BOARD OF DIRECTORS MEETING
OAK HILLS HOMEOWNERS ASSOCIATION
JANUARY 8, 2014
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MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOME OWNERS ASSOCIATION
HELD ON JANUARY 8, 2014 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, MEETING ROOM, 2815
NW FOREST AVENUE, BEAVERTON, OREGON AT 7:00 PM.

PRESENT: Dan Smith, President
Amy Barton, Vice-President
Robert Erickson, Treasurer
Sara Bourne, Director
Elizabeth Chapin, Director
Sheila Brewer, Director
Brad Buchholz, Director
Jim Erzen, Director

ABSENT: Linda Marshall, Secretary

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 7:00 PM.

II. HOMEOWNERS COMMENTS/ISSUES

A homeowner requested to discuss the extension of the 4th of July parade that would honor the historic designation. The homeowner will give the information to Amy Barton for further review and

A homeowner wanted to discuss the cell tower installation. A contractor for AT&T has proposed an application be made to Washington County to install a cell tower in the green space area. The homeowner asked that OHHA open a dialogue with the County Commission about zoning concessions that would limit installations of this nature in the public right-of-way.

A homeowner introduced the Director of the Washington County Museum. The homeowner explained that as part of the historic designation there is a requirement that records be kept and that it would be beneficial for Oak Hills to have its own historian. The Washington County Museum has volunteered to store the historical documents for Oak Hills. The Museum director offered to assist with the effort to protest the installation of the cell phone tower in the green space.

III. APPROVAL OF MINUTES

The minutes from the meeting of December 4, 2013 were reviewed.

AGREED: Robert Erickson moved to approve the minutes of the December 4, 2013 meeting as submitted. The motion was seconded by Jim Erzen and approved without objection, with Elizabeth Chapin and Sara Bourne abstaining.

IV. TREASURER'S REPORT

November Financial Statement: Robert Erickson provided the Treasurer's report for November 2013. Erickson noted that there is approximately \$12,000 in accounts receivable, with twelve homeowners with unpaid assessments.

Robert Erickson noted that he is working on a proposal to increase homeowner's assessments, to be presented at the Annual Meeting. Erickson noted that it has been five years since the last increase in assessments. Erickson reported that he has researched the fees charged by other associations in the area, noting that the results show that the Oak Hills fees are reasonable in light of the services provided by the Association.

Erickson stated that approximately 97% of the budget is for fixed or necessary costs that the association is obligated to pay. That leaves very little money for expenses associated with optional or non-essential services. Additional expenses will be incurred in the future as the Bethany Boulevard project is completed and maintenance items are passed on the Association. New expenses may also be associated with the historic district designation. Robert Erickson went through some options for approaching an increase, either the traditional \$50 increase, or moving to an annual increase tied to a set percentage.

Sheila Brewer suggested that when the budget is presented to homeowners, a comparison should be included showing the high level of services that are provided to Oak Hills in comparison with comparable associations researched by Erickson..

Dan Smith recommended that the Board determine the amount of the annual increase at the next meeting.

III. URBAN LIASON AND RV LOT

Cell Phone Tower: Elizabeth Chapin reported that she had attended the meeting regarding the cell phone tower installation by a contractor for AT&T. She noted that the attendance at the meeting was low. Chapin explained that once the permit is filed, there is no requirement that community comments be taken in a meeting format. The purpose of this meeting was for homeowner comments addressed to the applicant in a public forum be addressed in the application to Washington County. Chapin reported that the tower would also have a 10' x 20' concrete pad surrounded by a fence topped with barbed wire. Chapin drafted a letter to both the Land Use and Transportation Planning and Development Services and AT&T, asking that the cell phone tower permit not be approved in its current placement. Further discussion continued regarding the approval process for the tower. Discussion continued, and Sara Bourne suggested that a picture of the area with the potential tower be included.

AGREED: Elizabeth Chapin moved that a letter be sent to SHPO, the National Historic Trust, AT&T and Washington County, once a case file is assigned, requesting that the placement of the cell phone tower be reconsidered, noting that the Association is a National Historic District. Sara Bourne seconded the motion which passed without opposition.

RV Lot Fees: Chapin stated that the deadline for the RV Lot fees was December 15. The locks will be changed on February 1. In addition to the original contract sent by mail to all RV lot users, two reminder emails have been sent out - one before the December 15 deadline and one after the deadline to those who had not yet paid. A third reminder will be sent to those still delinquent before the February 1 lock change.

IV. RECREATION

Westview Cross County Invitational: Sheila Brewer presented a proposal from the Westview High School Cross Country team, asking permission to hold their Invitational Meet in the greenspace at Oak Hills. Representatives from Westview High School spoke to the Board. The event would likely take place in September. The Board discussed concerns regarding the logistics of the meet.

AGREED: The Board agreed to work with Westview High School to explore the logistics concerns and to refine the proposal prior to coming back to the Board for final approval.

Activities Coordinator Position and Job Description: Sheila Brewer will send a copy of the draft recreation job descriptions to the Board. The Activities Coordinator would be a supervisory position to the Aquatics, Tennis and (possible Future) Athletic Program Managers. This position would be in charge of payroll, the activities calendar, administration and other higher level tasks, as well as management. This position would also oversee all special activities. The position would be a year-round position.

Discussion followed regarding the costs for this position to take on the coordination of the majority of the special events, with the exception of the Fourth of July. Additional discussion followed regarding who will coordinate the events in 2014. This was all discussed in terms of the funding available through the 2013-2104 budget and the use of general operating funds to assist in paying for this position or a combination of two positions. The Board requested that Brewer come back to the Board in February with a detail of what would be needed for the ideal position to cover the activities planning aspect.

Dan Smith asked if a Director agreed to take over these tasks, would the position still be needed?

V. ARCHITECTURAL REVIEW

Architectural Review Board: Sara Bourne reported that the only application received came in on the day of the meeting, and so it has not yet been reviewed. Discussion ensued regarding increasing the fine schedule. Sara Bourne recommended that the current fine schedule for violations should be doubled. Robert Erickson stated that he thought the fines should be tripled.

AGREED: Robert Erickson moved that the current schedule of fines for violations be tripled, with the new fines effective March 1, 2014. Amy Barton seconded the motion. Directors Smith, Barton, Erickson, Bourne, Chapin, Brewer, and Erzen voted in favor of the motion. Director Buchholz abstained. The motion passed.

V. MAINTENANCEBathroom Remodel: Work will continue in January on the bathroom remodel.

Fir Trees Along Cornell: A homeowner sustained some damage from fir trees that were dropping branches. A estimate has been obtained for \$1,200 to prune the trees.

AGREED: The Board agreed by consensus that the trees should be pruned as proposed.

Solar Panels: There was discussion about the installation of solar panels was brought up. It was noted that solar panels are allowed under federal regulations. Further discussion will occur in future meetings.

Entrance to 153rd: The entrance at 153rd is landscaped only on the east side. The goal is to make both sides look the same once the blackberry bushes are removed. Darla Castagno has spoken with Washington County and they will clear it in the Spring.

VI. INTERNAL AFFAIRS

Compliance and Safety: Brad Buchholz provided an update on compliance and safety activity in Oak Hills. A new name was chosen for the previously named Standards Committee, which will now be known as the Internal Affairs Compliance Committee. This is an advisory committee that reports to the Internal Affairs Director. The committee may incrementally gain additional responsibilities. The Board reviewed last month's discussion regarding the Committee. It was noted that the agreed upon approach will allow the Committee to start working on compliance issues immediately without having to wait for policy development. Bob Erickson noted that it will be helpful for the Committee and the Board to have each compliance issue tracked separately. This will allow the Board to maintain a historical perspective for each compliance issue, and that precedent is set in case an issue should end up in court. Dan Smith confirmed that the gradual approach to compliance is the direction that the Board would like the committee to take. There are nine candidates for the committee. Linda Marshall is heading the selection process. The process of interviewing and final selection will begin next week.

Brad Buckholz presented a mission statement for the Committee. The Board will take it under advisement.

VII. NEW BUSINESS

Fourth of July: Amy Barton will present new business regarding the Fourth of July at the next meeting. Darla Castagno presented her ideas for the parade. Darla Castagno suggested that the theme of the parade be Historic Oak Hills on Parade, celebrating the Historic District designation. She hopes to have four of the five original developers participate in the parade. Castagna asked the Board to consider having the parade documented.

Website: Dan Smith reported that Linda Marshall will now be in charge of updating the website.

Newsletter: Following an inquiry into the cost of the newsletter, it was reported that the cost of the most recent newsletter was \$306.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:27 PM.