

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON JANUARY 6, 2016 AT 7:00 PM IN THE MEETING ROOM OF THE OAK HILLS CHRISTIAN REFORMED CHURCH, 2800 NW 153RD AVENUE, BEAVERTON, OREGON.

PRESENT: Jim Meyer, President
Sara Bourne, Vice-President
Linda Marshall, Secretary, Compliance
Bob Erickson, Treasurer, ARB
David Boyd, Director, Building Committee, RV Lot
Sheila Brewer, Director, Recreation
Todd Cooper, Director, Maintenance
Tony Davis, Director, ARB

ABSENT: Sarah Gauntt, Director, Communication

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

OWNERS AS LISTED ON THE ORIGINAL SIGN-IN SHEET

I. CALL TO ORDER

The meeting was called to order at 7:05 PM by President Jim Meyer, and a quorum of the Board was certified. Meyer reviewed the agenda.

II. COMMUNITY ANNOUNCEMENTS

Fourth of July Fireworks: Norm Rose reported that he is working with Western Display Fireworks. Western will require a 25% deposit prior to April 1 in order to lock in current pricing, as they anticipate a price increase later this year. Rose requested a \$500 increase over last year's display. All present remarked that the fireworks last year were phenomenal.

AGREED: Bob Erickson moved to increase the budget for the fireworks display to \$13,500. Sara Bourne seconded the motion, which passed without opposition.

Earthquake Preparedness: Nancy Robbins reported that there will be an earthquake preparedness workshop on February 25. Committee members include Darla Castagno, Myra Lee, Nancy Robbins, Ginny Hanson, Julia Bray, Joanne DeHaan, Norm Rose and Micki Sparr. Robbins asked permission to place signs around the neighborhood, and requested \$60 from the Board to help defray the costs of the signage. Sparr will include an article in the Oracle, and Sarah Gaunt will post the information on the website. Speakers for the workshop will include Washington County Public Emergency Preparedness, City of Beaverton Emergency Management, and Oak Hills Elementary School Principal. Bourne encouraged the Board to consider assisting the group in the printing of the signs. Rose has printed inserts to be used in both the newsletter and the Oracle. The Association will be divided into neighborhood groups based on the Post Office mailbox locations.

AGREED: Bob Erickson moved to provide up to \$300 to help promote the Earthquake preparedness workshop and any future follow up meetings as necessary. Todd Cooper seconded the motion which passed without opposition.

AGREED: Linda Marshall moved to approve the placing of signs at the entrances to Oak Hills and at major intersections up to two weeks prior to the event. Tony Davis seconded the motion which passed without opposition.

III. HOMEOWNER COMMENTS

Executive Session Update: Micki Sparr inquired about the outcome of the Executive Session held at the end of the December 17 meeting. She felt that CMI should have reimbursed the Association for all expenses incurred by the erroneous sending of the coupon books. Jim Meyer stated that he had met with Tom La Voie at CMI on December 30, and the discussion had touched on several aspects of the working relationship between OHHA and CMI. Meyer stated that he had not specifically asked that CMI credit the additional \$535 expense created by the coupons that were sent to owners erroneously. Meyer stated that he would send the meeting minutes that resulted from the December 30 meeting to the Board. Sparr commented that this issue had eroded her trust in CMI to handle the Association's money.

AGREED: Linda Marshall moved that despite possible mutual culpability, the board ask CMI to cover the \$535 expense in order to promote trust and healing between the Association and CMI. Bob Erickson seconded the motion. Tony Davis, Bob Erickson, Sara Bourne, Sheila Brewer, Todd Cooper and Linda Marshall voted in favor of the motion. Jim Meyer and David Boyd voted against the motion which passed 6-2. (Sarah Gauntt was not present at the time of the vote.)

III. HOT TOPICS

Building Committee: David Boyd reported for the Committee. He stated that the December 21 meeting was cancelled after the Bank accepted the loan application, and there was no further action required by the Board. On December 22, Jim Meyer and Linda Marshall signed the paperwork at CMI and Tom La Voie forwarded the documentation to Mutual of Omaha. The Bank signed the loan documents on December 24, 2015. The next steps include:

- All invoices for expenses to date need to be submitted to the Bank for reimbursement.
- Any questions and clarifications on the design submitted to the Committee by January 18 can be presented to Opsis at a meeting scheduled for January 20.
- The construction drawings need to be submitted to Washington County for permits by late February.
- In the next week the committee will walk the construction site with Team.
- Within the next six to eight weeks, the transformer relocation will be scheduled.
- After Land Use approval is granted, the Erosion Control permit will take about three weeks.
- The Building Permit will then be granted, allowing demolition to begin in March, and construction in April.

If Land Use has an issue with the application, revised plans may need to be submitted, but there is no time frame for how much additional time they could take for approval. With a good land use approval, it is possible the project may be completed by October.

Meyer stated the CPO7 meeting is scheduled for January 11 and that he and Norm Rose will be present to provide any information in the event that the Rec Center Project is brought up.

The Building Committee will schedule a workshop for owners to receive more information, ask questions, and provide input. Drawings would be made available. After the Committee meets with Opsis on January 20, Opsis will be focused on making the changes presented at that time, but it will still be possible to make changes based on owner input.

Sheila Brewer will schedule a meeting with the community to look at finishes, paint color and flooring. Those decisions need not be made prior to January 20. Opsi will let the committee know that deadline.

Bob Erickson asked if there have been any changes made since the last drawings were presented to the Board. Boyd stated that there have not been any new drawings. Erickson asked if drawings could be posted on the website so that people can ask informed questions. The Committee has not seen any details for the pool, dimensions, or the stair location, etc. The Committee has not yet met with the pool designer. Brewer would like to meet with Anderson Pool prior to the 20th.

Special Assessment Statement: David Boyd reported that he and Jim Meyer had worked with CMI to produce a statement in December showing each homeowner's payment to date. Even with the explanatory wording, some owners were confused by the credit amount, indicated by the minus sign on the amount owing. It was decided that monthly statements would be issued only to homeowners who were in arrears.

First Bank Loan Payment Set: Mutual of Omaha has set the monthly payments from OHHA to be paid on the 16th of the month, with the first payment scheduled for January 16. David Boyd explained that the Association will be able to reamortize the loan once each year, based on the homeowner loan payments received the prior year. The Association will save interest by reamortizing the loan amount each year.

V. APPROVAL OF PREVIOUS MEETING MINUTES

Linda Marshall reported that the minutes for both the December 2 and December 17 meetings have been circulated. The December 17 minutes have not been published in the newsletter to date, so she asked their approval be tabled.

AGREED: Linda Marshall moved to approve the minutes of the December 2, 2015 meeting as previously circulated. David Boyd seconded the motion which passed without opposition.

VI. BOARD UPDATES

TREASURER

Treasurer Bob Erickson reported that November income was \$3,000 above the same period last year. Expenses were high, but that included the payment of over \$15,000 for the Land Use application. The Operating fund will be reimbursed from the loan for this expense. Without that expense, monthly income exceeded expenses. Erickson stated that there are three areas over budget year to date: seasonal labor, association operations and Legal fees. Seasonal Labor has spent 20% of its total annual budget to date. Todd Cooper explained that the change in staffing from two part time employees to one ten month employee, has affected the timing of the expenses. There will be no expense in January and February. Association Operations is at 46% of its annual budget, and some of those fees will be reimbursed from the loan. Legal is at 43%, but again, most of these expenses will be repaid by the loan. CMI has created a tracking ledger for the Rec Project and will separate reserve funds from Special Assessment funds. Erickson stated that he will report on the Special Serial Assessment delinquencies next month.

RECREATION

Sheila Brewer reported that she has printed fliers for the party coming up on January 30. All else is quiet at Rec now. There was no holiday party, as salvage efforts have begun at the Administrative Building. Jim Meyer is heading up the salvage. The locations of the new buildings have been outlined with stakes.

ARCHITECTURAL REVIEW BOARD

Tony Davis reported that two applications have been approved, four applications are in process, and one inquiry has been made. A homeowner asked about the garages that had been turned into living

quarters. Davis stated that the Committee has met with two homeowners and that they have been told that they are not in compliance. The owners have been asked to bring the properties into compliance.

A homeowner asked if general information could be given about the requests that have been approved, such as fences or paint. Sara Bourne stated that the Historic District designation required OHHA to have CC&R's including an ARB, rather than using the historic overlay similar to districts in Portland. An owner present stated he trusts that there is a process in place and that the community would have the ability to provide input. He reinforced the idea that general guidelines be posted on the website so that Oak Hills owners know (1) that approval is required for those kinds of changes, and (2) the standard used for ARB decisions. The board also discussed ARB providing monthly activity summaries by category (e.g. house color, roof, exterior remodel), without identifying details such as address. Preferred colors are in a book that owners can review if they want to change their house color. There is a list of projects that need to be approved in the rules and regulations. The historical designation allowed homeowners to keep non-compliant houses as-is without being forced to make changes. Tony Davis responded that most applications are changes that will be easily approved. Davis stated that the committee is looking at proposals from owners who want to change the exterior of their houses while keeping them in compliance with the mid-century design aesthetic. It was reiterated that the Historical District designation was for the neighborhood and not individual houses. The ARB has a description of the mid-century concept that it could post online for homeowner reference.

COMPLIANCE COMMITTEE

Linda Marshall stated that the Committee has not met since the December Board meeting. One complaint has been received by phone, and the committee will do their drive around prior to meeting next Monday. Sheila Brewer stated that some owners have felt bullied by the Compliance Committee. David Boyd wants the community to know that the Committee is operating with transparency, which Marshall attempted to explain in the recent newsletter. Most complaints are initiated by the Committee members driving around the community once a month. Jim Meyer stated that the intent was to document clear compliance guidelines through the Courtesy Checklist, and then the Committee only has to address the egregious violations, such as a yard dominated by weeds, as opposed to one weed in the lawn. Boyd stated that the committee should not be a police force, but rather a team that responds to complaints. Marshall stated that it is a difficult situation, but she will continue to attempt to make it less threatening. Bob Erickson stated that the committee is charged with enforcing the CC&Rs, and that if the Board does not enforce them, an owner could sue the Board, and the board will lose that lawsuit every time.

RV LOT

David Boyd reported that 24 owners have not yet paid, but he has collected over \$10,000 of the budgeted \$13,000. There are 15 owners on the wait list, and there may be 6 open spaces. Boyd should be able to handle all of the requests to store a first item, and maybe one who has requested parking a second item in the lot. Boyd stated that they were able to add a new 35 foot trailer.

MAINTENANCE

Todd Cooper reported that he is still waiting for the new design for the irrigation system from Hal Beighley. Three trees will be coming down this month, and their stumps will be ground. When an owner asks to remove a tree between the sidewalk and the road, the ARB asks that they replace it. City of Portland has an approved list of trees, and Jim Meyer would like to see the ARB make this the official list for OHHA. Cooper asked if the Maintenance Committee must replace the trees that are scheduled for removal since the payment comes from the reserves.

The drop box is bringing in \$1,000 annually and costs the Association \$11,500. According to Mark Watson, Maintenance is using 25% of the capacity, and the drop box fills up on weekends. David Boyd stated that this is a community service, and that all owners pay for it with their annual dues, but some pay an additional \$10 for the annual permit. Jim Meyer stated that this is an unbelievable bargain, and maybe the fee should be increased. Meyer reported that he had to pay \$100 per pickup load at Best Buy In Town. Cooper stated that in order to break even we should be charging \$90 per sticker. Sheila Brewer pointed out that this issue is similar to swim passes, since the \$30 does not cover the expenses. Tony Davis commented that the HOA fees are only half of what they should be in order to cover all of the costs. Then the owners would not be nickel and dimed for additional services. Cooper would like to increase the stickers to \$25 to partially recoup the costs. Bob Erickson stated that we have an approved budget and approved income, and that he does not support increasing fees for certain uses like swimming passes and drop box fees. What about RV lot fees, which are \$6 per foot per year? Is that market rate? Brewer asked if attendees would have to be charged when a band is hired for a special event.

AGREED: Todd Cooper moved to raise the drop box fees from \$10 to \$25, starting with the 2016 season. Tony Davis seconded the motion. Tony Davis, Todd Cooper and Linda Marshall voted in favor of the motion. Jim Meyer, David Boyd, Bob Erickson, Sara Bourne and Sheila Brewer voted against the motion, which failed on a vote of 3 to 5.

School District Use of Path from Bethany Blvd to Oak Hills School: The Beaverton School District legal team has asked that OHHA draft a User Policy to submit to BSD. Oak Hills wishes to encourage BSD to fund sidewalk improvements and waive liability for OHHA rather than re-implementing the canceled bus routes. OHHA does not want to risk losing control of this common area due to ignoring BSD's designation of the pathway as an "official" route to Oak Hills Elementary (adverse possession). Sheila Brewer recommended that the Field Use agreement be used as a model since it has already been vetted by the attorneys. This would require the District to hold an insurance rider. Brewer suggested that the Board ask that the School District also pay the Association's legal fees. Cooper will contact Jason Grosz at Vial Fotheringham for a first review of the issue.

Community Garden Shed: Norm Rose asked if the ARB now allows sheds, since the community shed was built in the Community Garden. The Board stated that the shed was for Community use only.

PRESIDENT'S REPORT

Meyer reminded those present of the CPO7 Land Use discussion next Monday. Meyer will send the CMI meeting minutes to the Board.

The Annual Meeting is approaching, and Meyer would like to have the Board think about topics for discussion. The Initiation fee was mentioned, as Bob Erickson has already completed some work with CMI on this matter. Sara Bourne will champion this cause, as the extra income collected could augment the replacement costs required for the new buildings as well as other items covered by our Replacement Reserves. Claremont now charges a new owner .5% of the sales price, up from a fixed \$1,000 fee.

Meyer would also like to make sure that policy and practice are aligned. If there is a policy that is not being enforced, or is unenforceable, then it needs to be changed. For instance, the CC&Rs require that the Annual Meeting be held in November, and it is currently scheduled for May.

VII. ADJOURNMENT

AGREED: Bob Erickson moved to adjourn the meeting at 9:59 PM. Tony Davis seconded the motion which passed without opposition.