

MEETING OF THE OWNERS OF THE OAK HILLS OWNERS ASSOCIATION HELD ON TUESDAY, MAY 13, 2014 AT 7:00 PM IN THE OAK HILLS CHRISTIAN REFORMED CHURCH LOCATED AT 2815 NW FOREST AVENUE, BEAVERTON, OREGON 97006.

**PRESENT:** Dan Smith, President  
Sara Bourne, Vice President  
Linda Marshall, Secretary  
Bob Erickson, Treasurer  
Brad Buchholz, Director  
Elizabeth Chapin, Director  
Sheila Brewer, Director

**ABSENT:** Jim Erzen, Director

**BY INVITATION:** Cheryl Brendle, Karina Haley, Chris Boccuzzo,  
Hallie Bradford, Troy Bellis, and Jenna Mitchell  
**COMMUNITY MANAGEMENT INC.**

**I. CALL TO ORDER**

President Dan Smith called the meeting to order at 7:10 PM.

**II. INTRODUCTIONS**

President Smith introduced the current directors and Liaisons to the Recreation, Architectural Standards, Finance, Internal and External Affairs Committees. A new review board comprised of Barbara McCann, Manuella Nichols, Nancy Robins has been established. There is a new system for recording and reporting problems in the neighborhood. There are lots of changes in the area of Recreation that will be discussed tonight. In this past year, Oak Hills obtained a prestigious historic designation.

**III. FINANCIAL REPORT**

Treasurer Bob Erickson led a discussion of the Association's finances including a report which is attached to these minutes.

**IV. PROOF OF NOTICE OF MEETING**

Community Manager Cheryl Brendle certified that notices for the Annual Meeting were mailed to all owners of record on or about April 22, 2014.

**V. READING OF MINUTES OF 2013 ANNUAL MEETING MINUTES OR MOTION TO DISPENSE**

**AGREED:** Bob Erickson made a motion to dispense with the reading of the 2013 Annual Meeting Minutes and to approve them as circulated. The motion was seconded and carried without objection.

*These minutes will remain in draft form until they are considered for approval by the owners at the 2015 Annual Meeting.*

**VI. REPORTS OF OFFICERS**

**RECREATION** - Liaison Sheila Brewer described changes in the recreation programs. She explained that systems and equipment are needed in a number of areas. A few purchases include a new printer, a new telephone, a computer and a cash register. Owners will now be able to pay using credit and debit cards.

Employee communication is an area where improvements will be made. A review process has been established and employees will be asked for feedback on what they need and what the Board can do to make their jobs better. An automated system is now in placed to track employee schedules.

Details of the upcoming 4<sup>th</sup> of July celebration are shared along with details of the field usage, and the fact that the pool is only for residents and family (including grandchildren). Director Brewer explained that the swim team is the one program that non-Oak Hills residents may join.

**INTERNAL AFFAIRS - ENFORCEMENT AND COMPLIANCE** - Liaison Brad Bucholtz explained that this committee will take a more proactive approach to identifying lots that need to be improved. This change is in accordance with owners' response in a recent survey. In the past, this process was complaint driven. The committee will address significant issues, not minor ones. Mr. Bucholtz thanked members of this committee and he encouraged owners to contact him about condition of homes they are concerned about.

**ARCHITECTURAL REVIEW BOARD** - Liaison Sara Bourne spoke for the committee and introduced members Bob Erickson and Rebecca Leibowitz. Ms. Bourne explained that owners should talk to the committee members before they undertake a project on their lot. The committee works hard to review requests quickly so an owner's project is not held up. There are binders containing pre-approved paint colors at Sherwin Williams; Miller Paint and at Sara Bourne's home. Ms. Bourne reminded owners that even repainting a house requires an application. Emergencies (such as a broken window) will be approved verbally. Tree changes- only those between the sidewalks and the street require an application. Deck replacements require a building permit, and an application. The committee will be reviewing the design of deck, not the structural or code aspects of it.

**VII. SELECTION OF ELECTION INSPECTORS OF ELECTION**

The following owners were appointed to serve as inspectors of election:

Elizabeth Chapin

Nancy Robins



**VIII. NOMINATIONS**

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The following owners were nominated to run for election:

- Sara Bourne
- David Boyd
- Sarah Gauntt
- Martin Hehman

**IX. ELECTION RESULTS**

Elected to serve were:

- Sara Bourne
- Sarah Gauntt
- David Boyd

**X. VOTE ON \$75 ASSESSMENT INCREASE**

Treasurer Erickson gave the owners some background on why the Board has requested a \$75 increase of the annual assessment. He encouraged owners to vote in favor of the increase.

**AGREED:** President Smith announced that the assessment increase of \$75 has been approved by the ownership. Results of the voting were as follows:

Voting in favor	150	
Voting against		21
Abstentions	<u>1</u>	
Total	172	

**XI. FACILITIES VISION FOR THE NEXT 50 YEARS**

Director Bourne made a presentation about Oak Hills over the past 50 years. She described the recreational facilities as they existed in 1965 and how the Association has considered updating or rebuilding the facilities throughout the years (in 1992, 1993 and 1999, and 2002). She described the condition of the facilities in 2014, along with the recommendations of several consultants for some structural and electrical work as well as renovations to provide ADA facilities.

Ms. Bourne introduced owner and architect Rebecca Leibowitz who presented a concept of what Oak Hills' facilities might look like in 2014 and beyond.

**XII. NEW BUSINESS**

**IRS INCOME TAX RESOLUTION 70-604** - Treasurer Erickson read aloud IRS Income Tax Resolution 70-604. A motion was made, seconded and carried to approve the resolution as read.

**XIII. ADJOURNMENT**

The meeting was adjourned at 9:55 PM.

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