

**MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOME OWNERS ASSOCIATION
HELD ON FEBRUARY 5, 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: Tom La Voie, Community Manager CMCA, CAMP
Denise Bower, President
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. Dan Smith introduced Tom La Voie, the new Community Manager from CMI, and President Denise Bower, who was in attendance to assure the Board that CMI is committed to a smooth transition between managers. The Board took a minute to introduce themselves to La Voie and Bower.

II. APPROVAL OF MINUTES

The minutes from the meeting of December 4, 2013 were reviewed. It was noted that the subsection heading for the Maintenance Director was missing. CMI will correct the omission before posting.

AGREED: Robert Erickson moved to approve the minutes of the January 8, 2014 as corrected. The motion was seconded by Jim Erzen and approved without objection.

III. TREASURER'S REPORT

December Financial Statement: Robert Erickson provided the Treasurer's report for December 2013. Erickson compared the year to date information with last year's numbers. Income through December is about \$7,000 less compared to this period last year mainly because RV lot fees, which are still coming in, are not fully reflected in the December report. Erickson believes that RV lot income will be comparable to last year when all fees are fully posted to the RV account which should be reflected in our January monthly report. The Association is in good shape, as expenses are minimal at this time of the year."

CPA Documents: Erickson stated that he has received the draft review for the fiscal year ended September 30, 2013 from Currie and McLain, the Association's CPA firm. Erickson has reviewed the document and has invited the CPA to attend an upcoming meeting to present the findings to the entire Board. Erickson provided copies of two documents for the Board's review and the Board agreed by consensus that Erickson can sign off on both letters without concern.

Proposed Homeowner Fee Increase: Robert Erickson noted that he has been working on a proposal to increase homeowner fees, to be presented at the annual meeting. Erickson noted that it had been five years since the last fee increase. He has been researching the fees charged by other association in the area, noting that the data supports the premise that Oak Hills fees are reasonable for the amount of services that are provided by the Association. A \$50 per year increase would equate to a 10.5% increase, whereas a \$75 increase would be 15%. Since 2009, when the last increase occurred, the replacement reserve fund balance has only increased only by \$54,000, reflecting yearly ongoing property expenses funded by the replacement reserve. He noted, however, that the current operating reserve fund is \$57,000."

Erickson presented a spreadsheet showing future expenses based on inflation, and the impact that increases of both \$50 and \$75 annually will have on the Association's financial picture over the next five years. Erickson noted that 21% of the Association's income is from user fees and the Fourth of July festivities.

Smith noted that there will be some additional expenses in the near future, including improvements to Bethany and 153rd, the West Union entrance, and additional recreational programs. Facility improvements are also needed, but would require a special assessment to fund.

Shiela Brewer suggested that the Board consider a \$50 increase this year, and then implement an annual increase of 3%. Smith stated that this would require two separate votes. Elizabeth Chapin stated that the smaller RV lot renters had commented that the fee was hard to pay this year. She inquired whether it would be feasible to collect the RV fees either monthly or quarterly, if there would be increased costs involved; it would make it easier for people to pay over time. Jim Erzen suggested a discounted fee if the payment is paid all at once, with increased fees to pay over two or three payments.

Amy Barton asked when the deadline would be for making the decision on increased fees for 2015. Smith suggested that the Board decide at the next meeting, make a plan and keep it simple.

Sara Bourne would like to hold a Town Hall Meeting to explain the issues to the homeowners before asking for a vote.

Erickson will prepare additional projections for the next meeting to reflect a \$65 increase. Smith recommended that the Board set the increase amount at the next meeting, and that it be announced to the homeowners in the next newsletter.

IV. DIRECTOR REPORTS

Fourth of July: Amy Barton announced that this year's theme will be "Historic Oak Hills." All of the action items have been put into a Google Doc for future reference. Current issues being worked on include the jet fly over, the permit process, and securing the reserve officers for the event. Dignitaries from historic Oak Hills will be featured in the parade, and the committee is looking for vintage convertibles for them to ride in. They have a contact with Rose City Corvettes.

Recreation: Sheila Brewer reported that everything is on line with recreation. There have been some hiccups with invoicing, but CMI is taking care of that this week. Contracts for baseball and soccer camps will be in place in the next two weeks. Payments will be going directly to CMI so that the Board doesn't

have to be in the middle. Brewer is working with Erzen regarding field maintenance, as she does not think that the Rec Director should be involved in the fields, but it should be under maintenance. Interviewing for the Activities Director is ongoing, with the hope that an offer will be made in the next couple of weeks.

Swimming Pool Shower Renovation: Sara Bourne reported on the issues with the shower renovation. The ongoing work revealed that the wood studs are rotten up to six inches off of the floor and must all be replaced. The galvanized plumbing is leaking in the men's restroom and needs to be replaced. The vent pipes are also corroded, but do not need to be replaced at this time. The pans under the showers are leaking, as well. All of the cold water plumbing needs to be replaced, rerouting from the top. The facilities are 50 years old, and the last evidence of repair was in 1977. Photos were passed around showing the damage. Bourne presented an estimate of costs needed to complete the project, which totaled \$15,855. Erickson underscored that fact that the facility will not be able to open if the repairs are not completed.

AGREED: Amy Barton moved to approve an expenditures up to \$20,000 to complete the necessary repairs in the pool shower areas. Sara Bourne seconded the motion which passed without objection.

AGREED: Bob Erickson moved that the Board initiate a study to evaluate the replacement of Oak Hills facilities. Sheila Brewer seconded the motion which passed without objection.

It was determined that Bourne, Brewer, Barton and Erickson showed interested in pursuing this plan, and will meet together to plan a strategy for the sub-committee.

RV Lot: Elizabeth Chapin reported that the RV Lot is 90% paid for the year. She is putting together a long range plan for future planning and direction. Chapin stated that the average vehicle keep getting longer, and the lot is not getting any larger.

Urban Liaison: Chapin stated that she would like the Association to write two additional letters in opposition to the proposed cell tower, one to AT&T and a second to Washington County.

AGREED: Elizabeth Chapin moved to authorize two additional letters be written in opposition to the proposed cell, one to AT&T and a second to Washington County. Jim Erzen seconded the motion which passed without objection.

Internal Affairs: Brad Buchholz reported that the interviews for the Internal Affairs Committee have begun. There has been one complaint about a parked car; he will wait seven days before addressing it as an abandoned vehicle.

Historic Street Signs: Jim Erzen reported that the project to add street sign toppers is well underway. Bob Erickson measured all of the signs, determining that there are three different lengths, 24", 30" and 36". The lettering will be the same on all of the signs. Additional signs were ordered in the event of vandalism. The installation is expected to take place in mid- to late March. Sara Bourne added that the "Historic" designation should be added to the Oak Hills entry sign.

V. ADJOURNMENT

As there was no further business before the Board, Smith adjourned the meeting at 9:02 pm.