

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOME OWNERS ASSOCIATION HELD ON MARCH 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
Linda Marshall, Secretary
Robert Erickson, Treasurer
Elizabeth Chapin, Director
Sheila Brewer, Director
Brad Buchholz, Director
Jim Erzen, Director

ABSENT: Amy Barton, Vice-President
Sara Bourne, Director

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

President Dan Smith called the meeting to order at 7:00 PM.

II. HOMEOWNER COMMENTS

An owner questioned the cost of the 12 page newsletter. Bob Erickson stated that he would have to look into the expense.

An owner asked if the cell phone tower would be discussed. Smith stated that it was not on the agenda. Elizabeth Chapin gave a brief update, reporting that letters have been sent to Washington County, ATT&T, and SHPO. The cell tower will not generate any income for the Association as the greenway property does not belong to the Association.

Dan Smith stated that the RV Lot proposal he had received earlier in the day would be discussed at the next meeting since the Board had not had the opportunity to review the proposal.

Sheila Brewer took the opportunity to introduce Christina Matousek, the new Activities Director. Brewer gave a comprehensive summary of Matousek's qualifications, ending with the bonus of being a resident of Oak Hills. She has extensive experience working with people of all ages, coordinating volunteers, and knowing how to utilize their skills set. Matousek will be using the Oak Hills Rec email address, and Brewer will be setting up a new account that she (Brewer) will be using.

III. APPROVAL OF MINUTES

The minutes from the meeting of February 5, 2014 were reviewed. Smith commented that changes had been made and circulated to all of the Directors prior to the meeting.

AGREED: Robert Erickson moved to approve the minutes of the February 5, 2014 as corrected. The motion was seconded by Jim Erzen and approved without objection. Linda Marshall abstained.

IV. TREASURER'S REPORT

Financial Statement: Robert Erickson provided the Treasurer's report for January 2013. Erickson had prepared a spreadsheet comparing the year to date information with last year's numbers. Draft copies of the previous year's audit were distributed, and Erickson announced that the CPA from Currie McLain would be attending the April meeting to present the audit results. Erickson asked the Board to review the report, so that any questions can be directed to the CPA.

Sign Toppers: CMI has sent an invoice to Washington County to reimburse the Association for the purchase of street sign toppers designating the Historic District designation. Additional signs were purchased, totaling \$194.80. Washington County agreed to reimburse up to \$3,500, so the additional expense would need to be paid by the Association. Elizabeth Chapin reminded the Board that there were not to be any expenditures related to the Historic District designation. Erickson replied that the extra signs were purchased as replacements in the event of damage or vandalism. Future replacements would be funded by the reserve fund.

AGREED: Bob Erickson moved that the Board approve the expenditure of \$194.80 for the additional street sign toppers from the Improvement Account. Linda Marshall seconded the motion, which passed without opposition.

V. OHHA ASSESSMENT INCREASE

Erickson distributed a spreadsheet containing data drawn from last month's discussion regarding increasing homeowner assessments. The spreadsheet contained information based on annual increases totaling \$50, \$65, \$75 and \$100 over the current fees, and projecting the effectiveness of such increases each year for the next five years. Erickson stated that this exercise was meant to more easily ascertain which amount to present to the owners at the Annual Meeting. He pointed out that a \$50 increase would not be sufficient, with small surpluses the first four years. At \$65, there would be a surplus over the five year period, but not allow for any growth of services or increased salaries. Projects that have been on hold due to budgetary issues include landscaping at the Bethany and West Union entrances to the Association, life guard training, and a root growing through the barbecue area that needs to be addressed.

Smith stated that each September, the Board builds the new budget based upon the priorities that are set by the Board for the coming year. He stated that homeowners prefer increasing user fees over higher assessments. Erickson emphasized that the fees have increased, so that they are now 22% of the total income for the Association. At some point, owners will go to THPRD instead of using the OHHA pool. Brewer stated that the original annual fee was \$100 for a house that probably cost about \$28,000. If a conservative selling price for an Oak Hills home today is about \$280,000, that annual fee would have inflated to \$1,000. Erickson surveyed area associations to determine what fees are charged and what services are offered. It was determined that OHHA fees are significantly lower based on the level of service offered.

Discussion continued on the merits of each incremental increase, and a straw vote was taken among the Directors present. Erickson stated that the Association cannot operate in a deficit situation, so without an increase in assessments, the Board would have to cut \$20,000 from next year's budget. Owners

present stated that they would prefer an increase of \$100 over cutting programs. Erickson suggested that with a \$75 increase, there would be a cushion along with the ability to start to fix some things.

AGREED: Jim Erzen moved to increase homeowner assessments by \$75 for the next fiscal year, with no time period stated before an additional increase could be considered. Bob Erickson seconded the motion, which passed without opposition.

V. APPOINTMENT OF INTERNAL AFFAIRS COMMITTEE

Brad Buchholz reported on the interview process for membership on the Internal Affairs Committee. Volunteers were solicited, and a total of five volunteers were selected to be interviewed for committee membership. Buchholz thanked all of the candidates who participated in the interview process.

AGREED: Brad Buchholz moved to appoint Barbara McCann, Manuella Nicholas and Nancy Robbins to the Internal Affairs Committee, effective March 5, 2014. Each will serve a one year term. Linda Marshall seconded the motion, which passed without opposition.

VI. ANNUAL MEETING AGENDA

Smith announced that the Annual Meeting is two months away, and that the agenda will need to go out in April. The assessment increase will be on the agenda, and Smith asked the Board to think about other items that need to be covered at the meeting. The terms of Elizabeth Chapin and Sara Bourne will expire at the meeting. Smith reminded the Board that at the last Annual meeting three members were elected for two year terms, and one additional member was elected to fill a one year vacancy. Unfortunately, it was not determined at the time which of the four Directors elected was designated as the holder of the one year term. Two of the Directors elected last year volunteered to serve the one year term, Linda Marshall and Amy Barton. Smith suggested that the Board determine the one year position by paper ballot. The person receiving the most votes would be designated as the one year term holder, and therefore would have to run for reelection at this Annual Meeting. Board members present provided paper ballots to Manager Tom La Voie, who made the official tally. Amy Barton received the majority vote, so her term will expire in May, and she will be eligible to run for reelection.

VII. ANNEXATION BY CITY OF BEAVERTON

Elizabeth Chapin reported that Washington County is reaching out to the City of Beaverton to annex unincorporated areas. New development is being automatically added to Beaverton. Annexing Oak Hills would increase property taxes \$2.50 per thousand, or roughly \$500 per year. Smith stated that the OHHA has taken no position on the annexation.

VIII. WASHINGTON COUNTY ISSUE

Extensive discussion followed regarding the inclusion of the Oak Hills Historic District in the Washington County 2014 Draft Work Plan. The time to comment will end March 21. The discussion focused on the pros and cons of sending a letter to the County Commissioners based on the letter drafted by the land use attorney for OHHA.

AGREED: Elizabeth Chapin moved to send a letter based on the previously written letter to the Washington County Commissioners. Sheila Brewer seconded the motion. Directors Jim Erzen, Sheila Brewer, Elizabeth Chapin, Brad Buchholz and Dan Smith voted in favor of the motion. Directors Linda Marshall and Bob Erickson voted against the motion. The motion passed 5 to 2.

IX. REPORT ON THE POOL SHOWER REMODEL

Dan Smith provided a brief update on the swimming pool shower remodel project. The ceiling was found to be in good shape and no further issues have been found. The remodel project is now proceeding nicely.

X. DIRECTOR REPORTS

Jim Erzen reported that the drop box will be in place on April 28. Tickets are currently being sold, and Board members will be given stickers in the near future.

Sheila Brewer submitted brief review of her report. All contracts are now in place. The tennis coordinator will be returning this year. There are two candidates for the open head coaching position, and applications are open for life guards. The Swim Team governing group will meet in April to determine the meet dates. The summer calendar will be put together in April. There will be a couple of no-expense events this year, including a life triathlon for youth. They are looking at using debit and credit card readers to reduce the amount of cash collected. Brewer also reported that the field and gym invoicing is now in place and is working. She thanked CMI for getting this issue under control.

Jim Erzen reported that one of the current catch basins at the baseball field needs to be replaced with a larger one. He noted that he planted some maple trees at no cost to the Association.

XI. ADJOURNMENT

As there was no further business before the Board, Brad Buchholz moved to adjourn the meeting at 9:02 pm. Jim Erzen seconded the motion, which passed with no opposition.