

**MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOME OWNERS ASSOCIATION
HELD ON APRIL 8, 2015 AT 7:00 PM, AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, 2800 NW
153RD AVENUE, BEAVERTON, OREGON.**

PRESENT: Sara Bourne, President Pro Tem
Sarah Gauntt, Secretary
Bob Erickson, Treasurer
Sheila Brewer, Director
David Boyd, Director
Brad Buchholz, Director
Jim Erzen, Director
Linda Marshall, Director

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

OWNERS AS LISTED ON THE ORIGINAL SIGN-IN SHEET

I. CALL TO ORDER

The meeting was called to order at 7:02 PM by President Pro Tem Sara Bourne.

II. HOMEOWNERS COMMENTS/ISSUES

Micki Sparr asked if there will be a one pool option that owners could choose in the upcoming rec center project. Sara Bourne answered that there would be, and stated that more information would be presented later in the meeting.

III. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of March 4, 2015 were presented for approval.

AGREED: Linda Marshall moved to approve the minutes of the March 4, 2015 meeting, as previously distributed. Bob Erickson seconded the motion which carried without opposition.

IV. OWNER APPEAL OF ARCHITECTURAL REVIEW BOARD DECISION

The owners of 14712 NW Forestel Loop were present to appeal the Architectural Review Board's decision not to approve the request to add an additional story to the existing house. The home has a daylight basement on the greenbelt, and the proposal was to place an addition above the garage at the front of the house. Bob Erickson summarized the steps leading up to the ARB's decision. A preliminary rendering was presented to the ARB in March. The ARB informed the owners that the project looked promising, but requested additional drawings. On March 18, the owners presented additional drawings with included an elevation from the road, a rear elevation showing the daylight basement and the addition as seen from below, and a side elevation. When the ARB met, it became clear to them that the proposed addition violated section 7.2(c) of the CC&Rs, a section voted in by the owners just two years ago. This section states that in houses with a daylight basement, the addition of a second story above the main level is only allowable if the addition is contained within a

habitable attic. Since the house has a low-pitched roof, the addition would extend above the roofline. Following the criteria in 7.2(c), the ARB denied the application

Owners Deidre and David Layzell were present with their two sons. David Layzell stated that the family hired professionals to provide the drawings for the proposed addition, and the family believes that the addition is clearly a second story addition, and not a third story as is implied in the denial. He stated that the neighbors had all been asked to sign a letter of support, and all have done so. He added that they purchased the house in this neighborhood because they wanted their sons to grow up in this community, and that they planned for this to be the home that they would grow old in. He does not feel that the addition conflicts with anything that the Association stands for. Deidre Layzell stated that she does not feel that they have been given a good reason for the denial. She feels that the proposed addition does not stand out as much as some of the other additions in the neighborhood. She stated that every time they have had to return to the architect to revise the drawings has cost them thousands of dollars.

Several Directors presented historical comments regarding the reason behind the community driven amendment to the governing documents. Sheila Brewer stated that she would like to work with the owners to bring the addition into compliance. Bob Erickson stated that the Board is required to follow the CC&Rs to preserve harmony with the established one and two story houses. David Boyd stated that perhaps the ARB was focusing on the "habitable attic" instead of the word "harmony." Bourne replied that "harmony" is open to interpretation, whereas "habitable attic" is a clearly defined architectural term. Bourne added that this was the hardest decision that the ARB had ever made.

Boyd added that one benefit of living in Oak Hills is to help add property value to each house. This decision by the ARB is restricting the ability of the owners to add value to their house. He stated that when one owner increases the value of their house, it increases the value of the houses around it. Boyd cited section 7.2(a) of the CC&Rs containing the words "with the approval of the Association." He interprets that to mean that the Board has the authority to approve an application outside of the restrictions. The intent of section 7.2(c) is to prevent the building of huge additions on the back of the house.

Linda Marshall welcomed the family to Oak Hills, and she stated that she is the director responsible for the Compliance Committee which deals with the shades of gray. She feels that the addition of a second story on the front of the house is not objectionable, and that the Board has the ability to make a decision based on harmony. Jim Erzen stated that the front view of the house is fine, but that it is indisputable that the addition would result in a three story house.

Bob Erickson summed up the discussion stating that there are 650 homes in the Association: how do you bring 650 families together and agree? Not every neighborhood has CC&Rs, and not all CC&Rs are as restrictive as Oak Hills, but they are there to help the owners get along and live together, recognizing that there are things that can and cannot be done. If the Board makes exceptions, why have CC&Rs at all?

AGREED: Bob Erickson moved that the appeal by the homeowners of 14712 NW Forestel Loop be denied by the Board of Directors. Brad Budholz seconded the motion. Directors Bourne, Buchholz, Brewer, Erickson, and Erzen voted in favor of the motion. Directors Boyd and Marshall voted against the motion. Director Gauntt abstained as she was not present for the discussion. The motion passed on a vote of 5 to 2.

V. TREASURER'S REPORT

Bob Erickson presented the Treasurer's report. He reported that the field and facility income is greater than projected, and that year to date expenses are up several thousands of dollars, but that this was expected. Income exceeds expenses by \$51,000 to date. He pointed out that there has been significant tree removal expenses and asked Erzen to help determine if some of these expenses could be categorized as reserve expenses. The \$6,000 expense to the Improvement Fund was explained as an invoice submitted by Opsis. Erickson stated that one of the large fines has been paid in full, and that there are currently 20 lots in arrears, with only three spanning multiple years. Erickson stated that this number is expected to drop in the next several months.

VI. REC CENTER PROJECT UPDATE

Sara Bourne reported that the committee has met with Opsis. They were able to view the drawings which included the changes from February feedback month. She noted that the design fits with the mid-century modern vibe, but that some changes were not yet incorporated. She doesn't want to present the designs again until all of the changes have been incorporated. She stated that Mack has what he needs to begin to estimate the cost of the options.

The design of the next survey is underway: the survey will help determine which design will be put to the vote of the ownership. Since the differences between the two options is now simpler, the survey will have two sections. The first section will help the Board understand which amenities the owners want. The second part of the survey will involve the cost of the options, which will be broken down by total cost, cost to the individual homeowner, cost per month, year, etc. The Board will then be able to match the cost criteria with the amenity level. Buchholz suggested that the financial portion be presented first in the survey.

Bella Dvir asked if there might be a follow up survey narrowing down the options based on the responses. Her husband, Gad, stated that the cost of repairing the existing facility needs to be prominent in the survey to avoid throwing good money after bad.

VII. ANNUAL MEETING UPDATE

Bourne stated that the Rec Center Project options will be presented at the Annual Meeting on Tuesday May 12. The Survey will be available to the Board before the next meeting, but will have been vetted through many people prior to the meeting. She asked that any Board members interested in participating in the survey design let her know. Bourne stated that the meeting notice for the Annual Meeting has been approved with some minor changes. The notice contains the standard agenda items with the addition of the facilities presentation. CMI will email the notice to those for whom email addresses are known. The remaining notices will be mailed. Linda Marshall asked if a letter could be added to the mailing to non-resident owners concerning the Rec Center Project, and La Voie stated that this would be no problem. Bourne asked all Directors to give a brief update at the meeting.

VIII. INTERNAL AFFAIRS – Linda Marshall

Marshall stated that the Committee members had all been appointed one year ago to serve a one year term. She asked that the Board reappoint them for continuity, and that their terms be staggered so that the entire committee is not new at any given time.

AGREED: Linda Marshall moved that the Board reappoint the committee members, and that they draw straws for one, two and three year terms. Brad Buchholz seconded the motion which passed without opposition.

IX. RECREATION REPORT – Sheila Brewer

4th OF JULY: Sheila reported for the 4th of July Committee. Planning for the event is going well, and all of the key positions are filled. Doug Castagno has been added to the committee, and he will be in charge of the evening activities. The parade awards will be presented before the fireworks. Brewer stated that a fly-over is doubtful at this time. Bourne thanked Linda Kitchin and Norm Rose for their work. Brewer noted that there are dozens of volunteers working at this time, and that there will be hundreds of volunteers on the day of the event.

REC AGREEMENT: Brewer and Christina are working to categorize the types of renters at the center so that rates can be quoted accurately in advance. She stated that currently the Rec Center is charging users under market value rates. They will be identifying non-resident businesses that provide services to the HOA (including ballroom dance, basketball clinics and the stroller class), Community partnerships and outreach (the Church, for example, allows the Association to use their facility rent free, so the Association should allow the Church to use their facilities without charge as well), and not-for profit groups like the Boy Scouts and Girl Scouts. Time limits will also be specified to include set up and tear down. Bourne stated that this work is timely since the agreements will all have to be reevaluated when the new facilities come on line. Brewer stated that she will ask the Board for feedback and is looking at presenting the changes for approval within the next year.

NEW SOFTWARE: Brewer reported that she was shocked to learn that the Rec Center uses \$1,500 worth of paper each year. Many Rec Centers use an app that has registration and timecard modules that are paperless. Homeowners can log on and order swim passes, and possibly register for classes, as well. Employees can track their schedules and hours worked with the app, and managers would be able to monitor and approve time cards more efficiently. This will be a time saver and money saver for the future.

X. NEW BUSINESS

COMMUNITY GARDEN SHED: Hillary Barrett presented a proposal to add a garden shed in the community garden area. The community garden has been successful, with over 200 pounds of vegetables donated to the food bank last year. The committee would like to build a community garden locker to house shared tools for the community gardeners. This proposal is the first step to see if the Board would approve the idea before they move forward with more specific plans. They will probably build the shed in their garage and move it by truck to the location on the west side of the current garden. The family will donate cedar planks to the project. They are also proposing that the current composting beds be moved to the west side as well, which will make access much more convenient. The committee will be looking for additional donations of funds and materials. The proposed storage shed would be 6X6X2, well within the current guidelines.

Jim Erzen will review the Community Garden Bylaws to see if there is any prohibition for a shed, and if a change is needed, he will draft the changes and present them to the Board in advance of the next meeting. Erzen will send the current bylaws to the full Board for their review. He stated that the neighboring owners may need to sign off on the final design. There were no objections at this time.

Brewer reported that she had purchased the tennis ball machine and that a shed needs to be constructed near the courts so that the machine will not be damaged when transported from the Rec building. The current tennis shed is too small and would need to be rebuilt since it leaks and has been vandalized in the past. Erzen suggested putting the shed inside the fence. Marshall stated that she would like it to have a low profile, just the height of the ball machine. Hillary Barrett stated that this could be rolled into a Scout project. Erzen stated that the shed needs to withstand a sledgehammer. Further discussion will be necessary on this subject.

RESERVE FUND USAGE: David Boyd reported that he has been reviewing the reserve study and that funds currently earmarked for items that are either at replacement or nearing replacement total nearly \$90,000. He stated that these funds may be able to fund parts of the Rec Center project, since many of the replacement items will be replaced with new if the project moves forward. Manager La Voie recommended that the Board enlist the opinion of their attorney and CPA before such determinations would be made. Erzen also stated that any new construction would need to be added to the reserve study so that money could be set aside for future maintenance and replacement.

COMMUNITY GARAGE SALE: A new coordinator is needed for this event, which takes place in September.

YARD DEBRIS TAGS: Yard debris tags are currently on sale for \$10. Mark has some at the Maintenance shed. Brewer stated that Christina should also have some at the Rec Center, as she can use the square to track the funds.

IX. ADJOURNMENT

AGREED: Brad Buchholz moved to adjourn the meeting at 9:31 pm. Linda Marshall seconded the motion which passed without opposition.