

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOME OWNERS ASSOCIATION HELD ON MAY 7, 2014 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, MEETING ROOM, 2815 NW FOREST AVENUE, BEAVERTON, OREGON AT 7:00 PM.

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

EXCUSED: Jim Erzen, Director

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

OWNERS: Owners are listed on the attached sign-in sheet.

I. CALL TO ORDER

President Dan Smith called the meeting to order at 7:02 PM.

II. HOMEOWNER COMMENTS

Sara Bourne introduced David Boyd who is a candidate for the Board.

Darla Castagno requested that the Board revisit the issue of sheds.

Michael Stevens, a renter, proposed a fundraising project using his children's book "Ellen Melon."

III. VIDEO PRODUCTION PROPOSAL

Caitlin Poland presented a proposal to make a video documentary of the Fourth of July celebration, including interviews with the original developers and documentation of the process for attaining historic district status. Her background includes a degree in film from OSU. Poland's videos can be viewed at her website, www.biaaty.com. After discussion, Smith stated that the topic would be revisited at next month's meeting.

IV. APPROVAL OF MINUTES

The minutes from the meeting of April 2, 2014 were reviewed.

AGREED: Linda Marshall moved to approve the minutes of the April 2, 2014 as previously distributed. Bob Erickson seconded the motion which passed without objection.

V. TREASURER'S REPORT/FINANCIAL REVIEW

Erickson reported that the March income was the largest so far for the fiscal year. The expenses of \$16,000 were the lowest per month to date. Accounting adjustments were made this month, moving to the reserve fund the shower renovation expenses which had been posted to the operating fund. Year-to-date income is down roughly \$5,000 from this month last year, but expenses are under projection by about \$10,000, which is \$7,000 less than last year. Erickson stated that each year additional funds are added to the reserve fund, and to date 52% of this year's allocation has been spent due to the shower renovation. There was nearly \$9,000 remaining from last year's budget allotment to the improvement fund, which is now in the operating fund as a contingency fund.

Erickson reported that he has set up a business checking account at Premier Community Bank that will permit payments for recreation fees and activities using credit and debit cards swiped through a Square attached to a tablet. The program will itemize the deposits by account. Brad Buchholz asked why this was not set up through US Bank. Erickson explained that US Bank requires OHHA be established as a merchant and charges fees up to \$12 per debit or credit transaction. The Square software charges a 2.75% percent fee for each transaction. Buchholz suggested that Erickson check the account frequently on-line, and not wait for the monthly statement to reconcile. Erickson spoke about the use of checks or credit cards by Board members to avoid the need to wait for personal reimbursement. Bourne suggested that the Directors continue to use current forms with a second Board member approving all purchases. Marshall stated that minimal checks should be written from this account. Erickson stated that this should solve last year's issue of some receipts not being accounted for in petty cash.

VI. ANNUAL MEETING - MAY 13, 2014

Discussion took place regarding the Annual Meeting, including the proposed increase in annual fees and election of the Directors. Linda Marshall will make a motion and seek a second from the ownership to waive reading of the 2013 minutes because they have been posted on the website. A hand vote will be taken, and if it fails, or is indeterminate, Marshall will read the minutes. Bob Erickson will address the current financial situation and the proposed increase in assessments. Sheila Brewer will talk about changes at the Rec Center. Brad Buchholz will talk about the expanded role of the Compliance Committee, and Sara Bourne will address the facilities and plans for future expansion. Dan Smith stated that he will also address the financial picture, and that time will be allotted for questions and answers before the vote is taken. It was agreed that the vote to increase the annual fees and the election of Directors be on one ballot.

VII. FOURTH OF JULY

Sheila gave an overview of the progress of planning for the Fourth of July activities.

VIII. REC CENTER STRUCTURAL ENGINEERING REPORT

Sara Bourne presented an overview of the structural engineer's report which is available on the website.

Dan Smith recapped the report in three bullet points. These issues must be addressed to open the pool:

1. Electrical room door should remain locked and no chemicals should be stored within the room. Brewer's electrician will take a look at the problems and make a proposal.
2. The tunnel will need structural support, which Mark will be able to address.
3. The shed will require improvements.

IX. DIRECTOR UPDATES

A. External Affairs: Elizabeth Chapin reported that the application for the cell tower has been filed with the County. The Association has sent letters to the County objecting to the placement of the cell tower, but because it is on Federal land, and Federal rules apply, Washington County has more limited influence than for most other projects. METRO's Westside Trail Master Plan was approved by the Washington County Commissioners and the OHHA sidewalks have been removed from the trail map. Currently, the trail will be built only if the area becomes part of THPRD or is annexed by the City of Beaverton, for construction funds are otherwise unavailable. Chapin addressed the Washington County Commissioners about the 2014 Work Plan and OHHA has been removed from the Historic Overlay update.

B. RV Lot: Chapin recommended that the tents and canopies be removed. If the gym should be shored up because of wind issues, the tents set up in the RV lot would

certainly not be safe. There are only two spaces available in the lot at this time; if the tents are removed, longer vehicles could be accommodated, and this would also alleviate space issues. More trees have fallen on the fence this year, and the fence replacement is in reserve fund for the coming year. Chapin stated that removing two trees will allow the fence to be realigned, and will make the area more usable. Dan Smith thanked Chapin for her hard work and stated that he has enjoyed working with her. The Board gave Chapin a standing ovation.

C. Recreation: Sheila Brewer issued a personal request for additional volunteers for Summer Registration. Brewer stated that the sign-up forms have been updated, and the swim team form now includes liability waivers and is printed in three parts to provide copies for the customer, the Rec Center, and the swim coach.

D. Activity Director: Brewer reported that Christina's Association-owned cell phone was added to the Verizon account. The number is 503-593-7386. A short discussion of the recording of hours followed in light of the Activity Director's being available by phone 24/7.

E. Internal Affairs: Brad Buchholz reported that the Compliance Committee has met twice and is working on specific priorities: a wrecked car, dilapidated houses with condition issues, and bank owned properties in need of upkeep. Buchholz asked for CMI's help in identifying which bank currently holds the deed to a specific house. The Committee would like Board input on front yard garden boxes, and whether they are required to undergo the Architectural Review process or are a landscaping issue. The Committee would like to see guidelines established regarding location and materials used. Buchholz will bring the Board recommendations for guidelines. Chapin emphasized that the ability to enforce the policies needs to be considered.

Incident at the Maintenance Yard: An owner dumped a load of yard debris at the maintenance yard during the week. Mark informed him that no dumping is allowed during the week and that the owner would need to return during the allowed times. The owner was verbally abusive to Mark and asked what Mark was going to do about it, call the Board? The owner proceeded to dump his yard debris. Mark informed the Board of the incident. Buchholz stated that there should be a predetermined course of action, such as a letter, phone call, or personal visit. Dan and Brad will visit the offending owner to discuss the incident. Brewer stated that these kinds of incidents have occurred at the Rec Center as well. There is the option to exclude owners/residents as a response to ignoring pool rules, and Brewer will follow up to see if the exclusions may extend to owners for abusive behavior toward staff members. Buchholz said that he expects at least an apology to Mark and Buchholz will report on the follow up at the next meeting.

XIII. ADJOURNMENT

As there was no further business before the Board, Dan Smith moved to adjourn the meeting at 9:28 pm and convene an executive session to discuss a personnel issue. Bob Erickson seconded the motion, which passed with no opposition.

The executive session was adjourned at 10:20 pm.