

**MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS' ASSOCIATION HELD ON JUNE 17th, 2011 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, FIRESIDE ROOM, 2815 NW FOREST AVENUE, BEAVERTON, OREGON AT 7:00 PM.**

**PRESENT:** Mrs. Linda Kitchin, President  
Mr. Dan Smith, Vice President/Treasurer  
Mrs. Sara Bourne, Secretary  
Mrs. Michelle Schnoor, Director  
Mr. Brad Buchholz, Director  
Mrs. Elizabeth Chapin, Director  
Mr. Jim Erzen, Director  
Mr. Joe Welsh, Director  
Mr. David Busby, Director

**BY INVITATION:** Mr. David Johnston, Parliamentarian

Owners as listed on the sign-in sheet.

**I. CALL TO ORDER**

The meeting was called to order at 7:05 pm by President Kitchin.

**II. JUNE 1<sup>st</sup> Minutes**

Erzen made modifications to the maintenance report sections of the minutes. Bourne revised order of events to show that no business was discussed after Executive Session.

**APPROVED.**

Smith moved to approve Minutes with changes suggested by Erzen and Bourne. Motion carried with abstention from Joe Welsh.

**III. POOL FENCE**

Motion from Kitchin to proceed with the metal fence, painted black, and including the arms to South for hanging baskets and arms to North for shade canopy.

**DISCUSSION**

Erzen indicated that the cost of wood for the bench is not included and will be installed by Erzen free of charge. Suggestion from Welsh to remove the bench and replace with more chairs since the bench is very uncomfortable and primarily used for storage. Chapin suggested hooks for hanging towels and bags.

Bourne pointed out that the new fence has a different "look" without the wooden bar currently along the top of the railing. Erzen assured that the wood plank could be added at a late date if the look of the new fence is not desirable.

Chapin brought to the Boards attention the 10' section of fence between the adult and the kiddy pool. This would be the last remaining section of wood fence. Erzen will obtain a bid to create the small section of fence at waist height in the current project.

Smith questioned the kind of canopy will be used. The plan will be to use separate panels of fabric between each of the extended arms. Kitchen will gather samples of material and color available.

Discussion ensued about the amount of shade provided by the canopy in summer months. Board members will test shade coverage throughout the summer and make a determination before work begins.

**AGREED:**

Erzen moves to approve the fence and removal the bench with lowering the fence by the kiddy pool and adding hooks to the fence. Arms held for further discussion and to test the amount of shade cast by the canvas. Cost will be taken from Reserve Fund.

**IV. LIGHTS IN THE REC CENTER**

Lights will be placed in two rows on either side of the existing mercury lights. Total amount is under \$2,700 and would be funded by the Capital Improvement Fund.

Bourne expressed concern about investing dollars into a space that doesn't meet the needs of the community without knowing the long-term vision for the space.

Kitchin responded that owners have voted down two proposals to add dues or assessments to replace the Rec center and pool. Since that time there has been an effort to at least update the space and make it more useful to residents, without incurring additional cost to Homeowners.

**AGREED:**

Schnoor moved to approve \$2700 from the capital improvement fund to add the lights for the Rec center. All in agreement, Bourne voted against. Motion passes.

**V. SPEED SIGNS**

The proposed speed signs will require a 4ft dig depth. Due to age of our neighborhood, utilities in OH are buried around the side of the street, as opposed to newer neighborhoods where the utilities are under the street. Location of utilities makes the 4ft dig requirement impossible. As an alternative, there is an option that includes a rechargeable battery pack. Battery-powered signs are much less expensive, meaning that Oak Hills may be able to obtain more than the three speed signs that Washington County had agreed to provide.

**ACTION:**

Michelle will continue discussion with the County about the quantity and placement of speed signs.

**VI. 4<sup>th</sup> OF JULY****ACTION:**

Jim will speak to Mark about the amount of volunteers he needs on the morning of the 4<sup>th</sup> of July to mark off the fireworks and deliver the signs to each entrance.

Schnoor will send final events schedule to Bourne for posting to the website.

Kitchin will add donation envelopes at the Rec center for people to pick up.

Volunteers still needed needed:

- Volunteers to take money at the main entrance
- Help with parade manning barricades
- Lead and bring up the bike ride
- Sign-in at the beginning of the parade to assign numbers

**VII. LUAU****ACTION:**

Bourne will take care of royal treatment for the RDR Review Survey winners.

**VIII. FEB 17<sup>th</sup> MINUTES**

Kitchen consulted Roberts Rules of Order about changing previous minutes. Roberts Rules States:

“If the existence of an *error* or *material omission* in the minutes becomes reasonably established after their approval – even many years later – the minutes can then be corrected by means of a motion to *Amend something previously adopted*, which requires a two thirds vote, or a majority vote with notice, or the vote of a majority of the entire membership, or unanimous consent.”

Chapin noted that on the Roberts Rules website it states, “Minutes are a record of what was done at a meeting, not a record of what was said.”

Johnston noted that Roberts Rules does not restrict how minutes are taken, or how much discussion is allowable to include. Each governing body may create their own policy on Meeting Minute content. However, Roberts Rules advises that Minutes be free of all discussion, and merely contain a basic record of motions and decisions.

Welsh advised that Board members who were in attendance at the February 17<sup>th</sup> meeting focus on the two allowable causes for making changes to previously approved meeting minutes: *error* or *material omission*. Board members in attendance conceded that the minutes contain some grammatical errors and subjective language, but no absolute error or material omissions are found.

**MOTION:**

Chapin moved to amend the previously adopted minutes of February 17<sup>th</sup>, 2011 to change the sentence that currently reads "Further it was pointed out the Sparr's allegations were obviously contrived to serve her own interests that it was unlikely that mediation would be successful.", to read: "Further it was pointed out (change: **that**) Sparr's allegations were obviously contrived to serve her own interests (add: **and**) that it was unlikely that mediation would be successful." Motion died for lack of second.

**DISCUSSION:**

Welsh is concerned about setting a precedent that grammatical errors are considered a "material error", when the grammatical changes do not change the content or meaning of the sentence. Risk is that the Board will be required to go back and amend every set of minutes that have been approved.

Sparr addressed the Board and requested the minutes be withdrawn or modified. Sparr stated that the minutes contain numerous errors of fact, several distortions of facts and that much of the language slandered her, and that is unfair to be reflected in the association documents.

No motion to Amend Something Previously Adopted was brought to the floor.

**IX. POLICY ON MINUTES**

Welsh pointed out that the Board should determine the purpose of the Minutes. Is the purpose to only record business, or are they a means of communicating with the Community?

Kitchin responded that historically the minutes have been used as a tool for communication to the homeowners. Changing the way minutes are recorded and the Board communicates with the community would need further thought.

**X. OLYMPICS**

Games start with Basketball on Sunday.

**ACTION:**

Kitchin will ask Doug to make a sign that will be placed on the main board announcing the new Olympic games.

**XI. STRATEGIC PLANNING**

August work party session will be designated to discuss strategic goals for fiscal year 2012.

**XII. ADJOURNMENT**

Kitchin moved to adjourn, seconded by Erzen. Unanimously approved.