

**MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS' ASSOCIATION
HELD ON MAY 1, 2013 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
Linda Marshall, Secretary
Robert Erickson, Treasurer
Sara Bourne, Director
Sheila Brewer, Director (7:36 PM)
Brad Buchholz, Director
Elizabeth Chapin, Director
Jim Erzen, Director

BY INVITATION: Jed Spera, Community Manager CMCA, CAMP, AMS
COMMUNITY MANAGEMENT, INC. AAMC
Owners as listed on the sign-in sheet.

I. CALL TO ORDER

The meeting was called to order at 7:01 pm by President Dan Smith.

II. HOMEOWNERS COMMENTS/ISSUES

Marie Haynes asked the Board and Internal Affairs Committee to address her concerns regarding dead trees and unkempt landscaping at a neighboring lot. She was concerned that the trees presented a real danger to her home and others because they were dead and a potential fire danger. One dead tree is only twenty feet from Marie Haynes' home. Board discussion followed regarding the procedures for handling a violation and the extent of the Association's ability to enter onto a property and perform maintenance. Brad Buchholz noted that the owner of the lot in question has received letters of violation and is in the middle of the enforcement process.

Board discussion followed regarding unlicensed vehicles in driveways, specifically vehicles that were inoperable or detracted from the look of the neighborhood.

Discussion followed regarding a police incident that occurred recently when a suspect ran into the Oak Hills neighborhood after being detained by police. It was noted that the response by the police was limited, and alerts to homeowners through the neighborhood watch was inconsistent. The Communication Committee will follow up with neighborhood watch encourage some of the communication gaps to be closed.

Further discussion occurred regarding trees and if the Association actively had a plan for dead/dying trees. Jim Erzen explained that the trees are fertilized and sprayed in the common areas, but that trees on individual properties are not reviewed by the Association.

III. APPROVAL OF MINUTES

Linda Marshall submitted the minutes of May 22, 2013 for review.

AGREED

Sara Bourne moved to approve the minutes of May 22, 2013 as amended. The motion was seconded by Robert Erickson and approved without objection.

IV. DIRECTOR REPORTS

Dan Smith explained how Director reports were distributed to Board members prior to the meeting and will be summarized during the this section of the meeting.

A. Financial - Robert Erickson

Robert Erickson reported that he had met with the previous Treasurer, Joe Welsh, and had gone through the finances. Additionally, he would like to meet with CMI and go over their portion of the accounting and financial process. Robert Erickson presented the Profit and Loss statement for the year through April of 2013. Board Discussion followed. Robert Erickson noted that as the Association heads into the busy recreation season, specific attention to the costs associated with recreation will need to be monitored.

B. Internal Affairs - Brad Buchholz

Brad Buchholz reported that he has been working extensively with the Policies & Procedures Committee. Additionally, there are several rules enforcement actions that have been partially completed and that he was following-up to make sure those are completed. Brad Buchholz noted that homeowners do not need to wait until a Board meeting to submit a complaint, but reminded owners that complaints need to be made in writing. Discussion followed regarding the procedures for handling egregious violations. Several questions came out of the discussion that will be posed to during the Policy & Procedures Committee meeting with attorney Jason Grosz.

C. RV Lot/Urban Liaison - Elizabeth Chapin

Elizabeth Chapin reported that she has been focusing on the long term agenda for the RV Lot and how to best handle payments for RV Lot use in the future. Additionally, Elizabeth Chapin reported that she is considering bringing a proposal to the Board for a late fee for not paying for RV Lot fees in a timely manner. Elizabeth Chapin will prepare proposals for the Board to consider at a future date.

Elizabeth Chapin thanked those homeowners that participated in the About Town events mentioned in the newsletter. She would like feedback from owners and residents.

D. ARB - Sara Bourne

Sara Bourne reported that the amount of applications has increased for the summer, especially for house painting and tree removal. The ARB recently approved two additions to homes. Sara Bourne encouraged homeowners to submit their applications early so that questions can be answered during the pre-application process. Sara Bourne reported that the ARB is working on its policies and procedures in conjunction with the Policies & Procedures Committee.

E. Maintenance - Jim Erzen

Jim Erzen reported that the pool deck painting was complete, noting that painting needs to be done once a year. He mentioned that the Oak Hills maintenance equipment will be included in the Oak Hills School Big Trucks program for kindergarteners.

F. Events - Amy Barton

Amy Barton reported that she had met with Linda Kitchin to review the 4th of July event and transition that to her control. Amy Barton reported that the planning for the 4th of July was ahead of schedule and gave details on several items. Discussion followed regarding the recommended donation amount and how the event could provide more financial assistance to

the overall budget with additional offerings. It was noted that this would be a shift in the way this event was planned. It was decided to add the discussion of the donation structure and expanded offerings to the master calendar for future Board discussion.

Amy Barton reported that plans are starting for the Holiday Bazaar, which is scheduled for Friday/Saturday, November 30/December 1. Amy Barton will work with Sheila Brewer to start planning this event.

G. Recreation

Sheila Brewer reported that the first booster officers had been selected that evening for the booster club. Sheila Brewer reported that she had several plans for re-structuring the policies and guidelines for the recreation center including reviews for employees, adoption of job descriptions, new forms, new programs, etc.

Discussion followed regarding the use of the gym space and how that might change in the future. Specifically, Sheila Brewer noted that she will be putting names together for a Steering Committee that can solidify the changes that need to be made.

Discussion followed regarding the purchase of the air hockey table and foosball table in the recreation center. Sheila Brewer noted that these items had been purchased by Doug Castagno for the recreation center and he still owned them; Sheila Brewer would like the Association to pay Doug Castagno for these items so that they become property of the Association.

AGREED

Sheila Brewer moved to purchase the air hockey and foosball tables in the recreation center from Doug Castagno in the amount of \$600.00. Motion seconded by Linda Marshall. Discussion followed.

Sheila Brewer presented an amended motion to offer to purchase the used air hockey and foosball tables from Doug Castagno in the amount of \$600.00. Motion seconded by Linda Marshall and approved without objection, with Elizabeth Chapin abstaining.

V. NEW BUSINESS

A. Policy & Procedures Committee

Myra Lee asked the Board to approve the addition of two new members to the Policy & Procedures Committee, David Busby and Norman Rose.

AGREED

Sara Bourne moved to approve the addition of David Busby and Norman Rose to the Policy and Procedures Committee as recommended by Myra Lee. Motion seconded by Brad Buchholz and approved without objection.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 PM.