

DRAFT

BOARD OF DIRECTORS MEETING  
OAK HILLS HOMEOWNERS ASSOCIATION  
JUNE 4, 2014  
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MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOME OWNERS ASSOCIATION HELD ON JUNE 4, 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  
Sheila Brewer, Director  
David Boyd, Director  
Brad Buchholz, Director  
Sarah Gauntt, Director

**ABSENT:** Jim Erzen, Director

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

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

**I. CALL TO ORDER**

President Dan Smith called the meeting to order at 7:03 PM. Smith introduced and welcomed new Board Members David Boyd (RV Lot) and Sarah Gauntt (Communications).

**II. HOMEOWNER COMMENTS**

Marion Baartz - Expressed concern about the cell tower, as the alternate location mentioned in the newsletter is closer to these owners. Locating the tower across West Union is suggested. Smith stated that letters have been written to everyone asking that the location be moved, due to the areas historic designation, enlisting SHPO's help, as they have original documentation regarding Bonneville and the height of poles and an owner letter writing campaign are suggested. The article in the newsletter provided the information needed for owners to write the letters.

Michelle Schnoor stated the work on the recreation center is wonderful and should move forward as this has a positive impact on home values and the community. Loretta Ramm and Scott McLaughlin echoed their support. They felt the recreational facilities are crucial to the neighborhood culture and are a draw for new owners.

Ralph Shoffner noted that in 1972 the recreation center was "state of the art" but it is not an accurate statement in 2014. Maintaining the facilities is not enough to mitigate the facilities' obsolescence.

Will Gingell is concerned that property values will be negatively affected if the facilities are not improved.

Mary Lou Shields suggested that the Architectural Committee pay attention to not only the colors, but also to the front doors and garage doors.

Carrol Cox asked about the Internal Affairs program as there are six feet of blackberry bushes along her property line which make her fence repairs impossible. It was explained that the committee responds to complaints and is attempting to move from reactive to proactive whereby the Committee will review the neighborhood and assess the conditions and address

them accordingly. Bob Erickson pointed out that many HOAs pay employees to administer compliance.

#### IV. APPROVAL OF MINUTES

The minutes from the meeting of May 7, 2014 were reviewed.

**AGREED:** Linda Marshall moved to approve the minutes of the May 7, 2014 as previously distributed. The motion was seconded. The motion carried without objection. Sara Bourne abstained.

#### V. TREASURER'S REPORT/FINANCIAL REVIEW

Treasurer Erickson led a discussion of the Association's financial condition for the first 7 months of the fiscal year. Income is \$2,600 below last year's level for this period, and expenses are \$3,700 under last year. \$29,000 has been spent from the Replacement Reserve this year - mostly on the shower project. There is currently \$281,000 in the reserve.

During the month of May there was recreation and facilities rental income of nearly \$30,000 of which one third was received by credit card. The tablet and square software purchased for use at the rec center have significantly reduced staff processing and recording time.

The Association has applied for a Visa credit card through US Bank. Treasurer Erickson will hold the card which will be available for use by Board Members for Association expenses. A report containing details of the purchase and the receipt will be given to the Treasurer once a purchase has been completed.

#### VI. RECREATIONAL FACILITIES

Sara Bourne reported on the status of the Rec Center project. Trying to retrofit the buildings to make them compliant for this season's use is underway. An Open House will be held this Sunday, and plans are underway to host a coffee hour on each street to receive feedback from the owners about the Rec Center renovation that was presented at the Annual Meeting. Bourne explained that money is needed for the preparation of drawings that must be prepared in order to accurately project costs for rebuilding the rec complex. A topographical survey is also needed. Bourne requested \$25,000 to be spent over the course of the summer for this first phase of the planning. Board members supported the project but discussion ensued regarding the appropriate timing and amount to allocate.

**AGREED:** Sheila Brewer moved that \$10,000 be allocated to fund initial site surveys and studies and to provide some initial communication to homeowners. Linda Marshall seconded the motion. Brad Buchholz, Brewer, Bob Erickson, Sarah Gauntt, and Marshall voted yea. Sara Bourne, Dave Boyd and Dan Smith voted nay. Motion carried.

#### IX. DIRECTOR UPDATES

**Recreation:** Sheila Brewer reported that a new tennis ball machine is needed and recommended that it be purchased from the Replacement Reserve. Community Manager La Voie asked that the inventory of equipment eligible for purchase from the Replacement Reserve fund be reviewed so the next reserve study will accurately reflect these future costs.

**AGREED:** Linda Marshall moved the authorization of up to \$1,500 for a tennis ball machine. The expense will be charged to the Replacement Reserve. The motion was seconded by Brewer and carried without objection.

**Video Production Proposal:** - Sara Bourne presented a revised proposal from Caitie Poland, which expands the scope of the video production to include other OHHA events, but will focus around the 4th of July celebration. Discussion centered on the need to capture interviews with the four builders, even if they are not the focus of the 3-5 minute video.

**AGREED:** Sara Bourne moved approval of the proposal from Caitie Poland at a cost of \$1,000. The motion was seconded. Bob Erickson puts forth a friendly amendment to the motion to make sure the video will include footage to highlight and emphasize the historic nature of the Association. With no opposition to the amendment, the motion carried without objection.

**INTERNAL AFFAIRS** - In follow up to an incident discussed at the May Board meeting, Directors Dan Smith and Brad Buchholz met with the person who was verbally abusive to an OHHA employee. The owner has apologized to the staff member and the matter is considered to be resolved.

The Internal Affairs Committee has sent the first letter to one property, and a second one is about to go out. In the future, the committee will send a list of the properties that are being addressed. Committee contact with owners should be in writing. Discussion ensued regarding using telephone calls in order to speed up the process. Buchholz requested the Board's patience as the new system moves forward.

### **XIII. ADJOURNMENT**

The meeting was adjourned at 10:14 P.M.