

**MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS' ASSOCIATION
HELD ON JULY 10 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
Brad Buchholz, Director
Elizabeth Chapin, Director

ABSENT: 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 7:05 pm by President Dan Smith. The Board introduced themselves to the owners present.

II. HOMEOWNERS COMMENTS/ISSUES

Carol Satterfield –Ms. Satterfield brought to the attention of the Board a rules enforcement issue regarding landscaping. Additionally, Mrs. Satterfield commented that she disagrees with the policy that it is the responsibility of homeowners to bring rules enforcement actions to the Board.

Carol Cox – Ms. Cox requested a response to a blackberry issue that she stated she brought to the attention of the Board previously. Elizabeth Chapin asked homeowners in the audience to please use a respectful tone with the members of the Board and the volunteers that work for the Association. Dan Smith explained the current policies and procedures for rules enforcement and that the Board will be discussing this particular issue later in the meeting. Discussion followed regarding rules enforcement procedures. Robert Erickson and Amy Barton explained that the Policy and Procedure Committee had met with the Association's attorney recently to discuss the rules enforcement. Dan Smith noted that the lot in question has been approached, and a plan to bring the lot into compliance is in process.

Walter Carter – Mr. Carter commented presented several articles regarding the Tualatin Valley Water District decision to bring water to residents from the Willamette River. Mr. Carter has asked that the Water Board not vote for this change. Mr. Carter would like the Board to put this information in the newsletter and to provide information in the newsletter about the public meetings. Mr. Carter would like to see that this change does not happen.

Savannah Medford – Savannah Medford, a participant of a local Girl Scout Troop and resident of Oak Hills. Ms. Medford has requested permission to build a hot-box (natural compost system) at the community garden for a merit project. Savannah has reported that she has spoken with Jen Miller and Jim Erzen regarding the project. Savannah Medford presented her design ideas for the hot-box to the

Board. Savannah Medford will maintain the hotbox for the summer, then Pam Eden will maintain after the summer.

AGREED

Amy Barton moved to approve the installation of the hot box upon condition that the bin is maintained and that an agreeable place can be found, that the neighboring lot owner agrees to the placement, and that it does not affect the RV Lot. The motion was seconded by Robert Erickson and approved without objection. Ms. Medford will work with Jim Erzen on this project for necessary approvals.

Darla Castagno – Darla noted that she hopes to hear from SHIPPO very soon regarding the approval of the Historic District designation. Darla Castagno passed out copies of original documentation from Oak Hills.

Kristen Parks – Kristen Parks presented the results of the Pioneer survey regarding yard signs and garbage receptacle placement, and presented a copy of the results and comments to Board. Kristen Parks reported on the updated garbage can survey results.

Dan Smith and Robert Erickson thanked Amy Barton and the volunteers that assisted her on a great 4th of July event. The swim team was thanked for their clean up efforts after the event.

III. APPROVAL OF MINUTES

Linda Marshall submitted the minutes of June 5, 2013 for review. Elizabeth Chapin noted that it would be beneficial to note that discussion was brought up by a specific homeowner comment. This change will be effected in the next minutes.

AGREED

Robert Erickson moved to approve the minutes of June 5, 2013. The motion was seconded by Linda Marshall and approved without objection.

IV. DIRECTOR REPORTS

A. ARB - Sara Bourne

Sara Bourne reported that the design guideline is being drafted and the ARB. They will present the guideline as a complete product to the Board for approval.

B. Communication – Sara Bourne

Sara Bourne will communicate with Dan Smith regarding newsletter items.

C. RV Lot/Urban Liaison - Elizabeth Chapin

Elizabeth Chapin reported she has some small items that need attention specifically regarding language in the contract for the RV Lot that is related to homeownership and use of the RV Lot. Dan Smith noted his appreciation for the About Town article in the newsletter.

D. Secretary – Linda Marshall

Dan Smith will be handling the coordination of the meeting minutes and newsletter in Linda Marshall's absence.

E. Events - Amy Barton

Amy Barton will have a comprehensive report for the 4th of July event for the Board at the next meeting. The total anticipated income will be over \$16,000.

F. Internal Affairs - Brad Buchholz

Brad Buchholz thanked Dan Smith for assisting him with internal affairs. Brad Buchholz reported that he is working on the two reported issues in the homeowner comment section, noting that Oak Hills chooses not to have paid compliance services so volunteers are not paid. Brad Buchholz noted that he continues to work on rules enforcement issues in a patient manner with those homeowners that are not in compliance.

G. Financial - Robert Erickson

Robert Erickson presented to the Board the current profit and loss report. Robert Erickson went through the income and expenses for the year and comparisons to the previous year.

H. Recreation – Sheila Brewer

Hailey Knettles has had to reduce her hours due to school. Sheila Brewer has moved some of her hours and responsibilities onto other supervisors, noting that many of the young people that work at the recreation center have used their knowledge of technology to improve the efficiency of the recreation procedures, saving employee time. A cash register was purchased. Sheila Brewer reported on the various changes and improvements in the recreation classes including swim team and tennis classes. Linda Marshall asked about Hailey Knettles job responsibilities for the future at the recreation center. Sheila Brewer reported that Hailey Knettles is training several other supervisors to take over aspects of her job, noting that this transition has been a learning experience.

I. President - Dan Smith

Dan reported that he spoke with Linda Bender about the neighborhood watch program and the holes that exist in the current communication system to homeowners. Dan Smith asked the Board for assistance with some of the community events with regarding to planning and set-up/take down; Sheila Brewer noted that she and employees at the Rec Center will assist with this item.

J. Policy and Procedures – Myra Lee

Myra presented a proposal for a "Creation of Resolutions" Resolution that would provide guidelines for proposing and approving resolutions of the Board of Directors. The resolution formalizes how policies are created. Discussion and clarification followed regarding aspects of the submitted resolution. The Board will review and vote on this policy at the next meeting.

V. NEW BUSINESS

A. Compliance Procedures

Dan Smith opened the discussion of this topic. Dan Smith said the objective of this discussion would be to developing a philosophical strategy toward regular rules enforcement. Discussion followed regarding the best ways to approach rules enforcement at Oak Hills and how to move forward with the creation of an effective compliance and enforcement approach, specifically in terms of who performs compliance enforcement and what are the most important concerns of homeowners are with regard to rules enforcement.

B. Recreation Department Purchase Requests

Dan Smith reported that the furniture is breaking at the pool. Discussion followed about the process for allowing needed purchases to be approved without having to come to the Board at

the Board meeting. Discussion followed regarding the need for a computer and printer for the Recreation department.

AGREED

Robert Erickson moved to approve the purchase of a computer for the recreation program for an amount not to exceed \$800.00. The motion was seconded by Amy Barton. Discussion followed.

The motion was amended by Robert Erickson to purchase a laptop computer, after consideration of three bids, that would be expensed from the recreation budget. Motion seconded by Sara Bourne and approved without objection.

C. Pioneer Survey Results

Discussion followed regarding the results of the Pioneer survey of homeowners with regard to garbage receptacle storage and yard signs. It was noted that the input from the survey was valuable, but that a more extensive survey may be considered by the Board.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:21 PM.