

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
OAK HILLS HOMEOWNERS ASSOCIATION
DECEMBER 17, 2015
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**MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION
HELD ON DECEMBER 17, 2015 AT 7:00 PM AT THE OAK HILLS CHRISTIAN REFORMED CHURCH,
MEETING ROOM, 2800 NW 153RD AVENUE, BEAVERTON, OREGON.**

PRESENT: Jim Meyer, President
Sara Bourne, Vice-President, Building Committee
Linda Marshall, Secretary, Compliance
Bob Erickson, Treasurer, ARB
David Boyd, Director, RV Lot
Sheila Brewer, Director, Recreation
Todd Cooper, Director, Maintenance
Sarah Gauntt, Director, Communication

ABSENT: Tony Davis, Director, ARB

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

OWNERS AS LISTED ON THE ORIGINAL SIGN-IN SHEET

I. CALL TO ORDER

The meeting was called to order at 7:05 PM by President Jim Meyer, and a quorum of the Board was certified. Meyer reviewed the agenda, which included owner comments, Building Committee and an Executive Session. No owners present had any comments for the Board.

II. HOT TOPICS

Building Committee: David Boyd reported that the Committee has worked through all of the issues with Team concerning the contract and budget. Boyd stated that the most recent contract revision had been emailed to the Board and he hoped that they have had the opportunity to review it. He distributed a copy of the budget which itemized the expenses for the Rec project totaling \$4.225 million. The contractor contract came in at \$3,484,510 which includes all fees and insurance. "Soft Costs" (consultants, architects, permits, legal fees, etc.) add an additional \$557,493, leaving \$182,997 for the contingency fund. The Committee was very satisfied with Team in their efforts to bring the costs down. Jason Grosz, the Association's attorney, has requested a red-line document from Team which will highlight the changes that have been mutually agreed upon. Grosz will review the red-line contract to make sure that only those changes agreed upon are included in the final copy. Boyd requested that the Board approve the contract with the provision that the red-line document meets the attorney's approval.

Once approved, the contract will be sent to Mutual of Omaha for review so that the loan can close on December 22. If the bank requires any changes, the Board will need to meet on December 21 to approve any amendment. The Land Use application has been accepted and the 120 day public review

has begun, closing on March 19. Boyd stated that the Committee is hopeful that the project will begin before that, as Team is ready for a March 1 start.

The TEAM contract is 21 pages long and lists the guaranteed maximum cost of \$3,484,510. Boyd walked the Board through the exhibits that are part of the contract, which included schedules for hourly contractor labor rates, tool and equipment rental rates, and an itemized budget. Two Opsis documents are also referenced: one dated December 7 is a full set of the drawings, and the other is a project manual dated October 27. This entire collection of documents comprises the contract and the Board will be approving the entire package.

Bob Erickson asked about the potential need for the Association to take out additional insurance for the storage of items on the property. Boyd stated that this is called builders risk, and Dave Gunsul, president of TEAM, thought that the Association's current insurance will cover most of this. American Family will provide verification, and if there is any need to bind additional coverage, Team will solicit a bid to see if they can get it cheaper through their carrier. The Association has agreed to be responsible for providing electricity and water, and Erickson pointed out that this may decrease the surplus that he had planned for in the 2016 budget.

There is an opt out provision if there is a disagreement on any substantive items in the budget. A settlement would have to be agreed upon if that were the case. Also there is a different clause in each of the Opsis and Team contracts that would negate the contract if the loan does not close.

AGREED: David Boyd moved to approve the Team contract that has been reviewed by Vial Fortheringham and Opsis, and authorize Jim Meyer to sign on behalf of the Association once the final review has been completed by Vial Fotheringham. Bob Erickson seconded the motion which was approved without opposition.

The Board thanked Boyd for his work putting all of these pieces together. The Association appreciated his volunteering to be the project manager for this part of the process.

The next step is to make sure that the Opsis drawings reflect exactly what the community wants so that any changes can be made prior to March 1. There will be some detail provided in the newsletter so that further discussion can take place in the upcoming weeks.

III. ADJOURNMENT

Jim Meyer adjourned the open session at 7:54 PM so that the Board could meet in Executive Session to discuss contract issues and a homeowner's request. A report of the Executive Session will be included in the next monthly meeting.

Following Board discussion, Meyer adjourned the meeting at 8:39 pm