

MEETING OF THE OWNERS OF THE OAK HILLS OWNERS ASSOCIATION HELD ON TUESDAY, MAY 10, 2016 AT 7:00 PM IN THE OAK HILLS CHRISTIAN REFORMED CHURCH LOCATED AT 2815 NW FOREST AVENUE, BEAVERTON, OREGON 97006.

PRESENT: Sara Bourne
Sheila Brewer
Sarah Gauntt
Linda Marshall
James Meyer
David Boyd
Tony Davis
Todd Cooper

Absent: Robert Erickson

BY INVITATION: Cheryl Brendle, Chief Operating Officer
Tom La Voie, Community Manager
Karina Haley, Community Manager
Ross Holtry, Community Manager
Seth Schade, Community Manager
Laura E. Broughan, Community Administrator
COMMUNITY MANAGEMENT INC.

I. CALL TO ORDER

President James Meyer called the meeting to order at 7:12 PM. Meyer introduced the Board members who were present

II. ATTENDANCE REPORT

Owners present	101
Owners by proxy	<u>37</u>
Total lots represented	138
Total lots	650
Quorum	138/650 = 21%

III. PROOF OF NOTICE OF MEETING

Community Manager Tom La Voie certified that notices for the Annual Meeting were mailed to all owners of record on or about April 18, 2016.

IV. READING OF MINUTES OF 2015 ANNUAL MEETING MINUTES OR MOTION TO DISPENSE

Corrections to the annual meeting minutes are in the reports of officers section under the compliance, to include a list of the number of violations, and how long it took the Board to respond.

AGREED: Linda Marshall made a motion to dispense with the reading of the 2015 Annual Meeting

These minutes will remain in draft form until they are considered for approval by the owners at the 2017 Annual Meeting.

Minutes and to approve them as circulated. The motion was seconded by David Boyd, and approved.

RECREATION: Brewer is working to balance earning money from the field rental and preserving the fields for homeowner use. The added no parking signs and slow down signs are helping with traffic flow by the fields.

COMPLIANCE: Marshall reported on the compliance committee. There were 66 issues brought forward and 57 of those have been resolved. The last few are neighbor-to-neighbor issues that need to be resolved by the homeowners.

TREASURER: Marshall reported on behalf of Robert Erickson. Operating budget runs October 1 – September 30, last year ended over budget. The increases in income came from the 4th of July event and field rental. The maintenance employee payroll year to date is below budget because of a change in staffing levels.

The Resolution to enable the association to take advantage of tax rule 70-604 allows homeowner association to carry over excess membership income without claiming it on the Federal tax return. Tax rule 70-604 allows for the CPA when filing taxes to decide to file form 1120 instead of form 1120-H.

AGREED: Marshall moved to adopt IRS Resolution 70-604. The motion was seconded by Sarah Gauntt, which passed without opposition.

MAINTENANCE: Todd Cooper reported about ongoing maintenance with removal of hazardous trees, response to flooding, and fixing sidewalks. Going in a new direction with the onsite maintenance crew, down to one full time maintenance person and using an outside vendor for entry areas and along 153rd. Future plans include upgrading the sprinkler system for the fields, and working with Beaverton School District to improve the walkway west of the elementary school.

COMMUNICATIONS: Gauntt reported about the website and the Oak Hills Facebook page, and promoting the summer programs for this year. Starting next January will promote the new summer programs at the new Rec Center and Pool.

ARCHITECTURAL REVIEW BOARD: Tony Davis reported on the ARB and that it has been a good year, and heading into the busy season for requests. Members of the ARB are Davis, Erickson, and Kate Weinert. The ARB is working on developing a guide for homeowners with examples and guidelines.

RV LOT: David Boyd reported that the RV lot is full and has a wait list. Dues collected from the RV lot total \$14,500.50. There are plans in the near future to move the fence around the RV lot and extend the space creating more parking spaces.

PRESIDENT: Jim Meyer outlined a roadmap for Oak Hills, including key projects and goals for the coming year and into the future.

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V. SELECTION OF ELECTION INSPECTORS OF ELECTION

The following owners were appointed to serve as inspectors of election:

Colleen Shannon
Bob Oberst
Murlan Kaufman
David Pierson

VI. NOMINATIONS

The following owners were nominated prior to the meeting to run for election:

Sheila Brewer (Incumbent)
Linda Marshall (Incumbent)
Terri Danowski
Eric Ramm

No nominations from the floor, nominations are closed.

A period followed for question and answers with the Board candidates.

Owner Micki Sparr has a concern for the Board members about the controversial topic of the plans for the Rec Center.

VII. ELECTION RESULTS

The following owners were elected to serve three year terms:

Sheila Brewer
Linda Marshall
Terri Danowski

VIII. TRANSFER FEE VOTE

There was a notice mailed to the owners about a vote by mail in ballot or voting online for the transfer fee proposal. The proposal is to collect up to 0.5% of the selling price when a house is sold and to designate that money for the reserve fund. Ballots will be mailed on May 19, 2016 and there will be a six week time period for owners to return the ballots or to vote online. If a petition is submitted with at least 10% of the owners requesting secrecy proceedings than secrecy ballots will be mailed to the owners.

Several owners present spoke for and against the transfer fee.

IX. BUILDING COMMITTEE

Construction Update: Boyd reported about the ongoing process for building the new Rec Center, including a review of the process up to this point. The key features of the building project are a wading pool with a max depth of 2.5 feet, a 25 yard long pool with 5 lanes, a new gym that is half court size, and a building with locker rooms for the pools. The design boards are on display for owners to review.

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Boyd reviewed the options for paying off the special assessment for the loan for the construction. Every year the owners will have the opportunity to pay off the remainder of their portion in full. Once a year the Board will also have the opportunity to amortize the loan and reduce the principle of the loan.

X. Oak Hills Roadmap

Meyer reported on the "Report Card" survey link at the Oak Hills website. The purpose of the survey is to collect homeowner opinions across multiple topics. Areas of strong agreement (>75%) would be seen as something of a mandate. Prior to proposing any ballot measure for homeowner voting, the board should first assess homeowner preferences. Areas of strong disagreement are also important to understand - strongly held opinions by a few should not unduly drive policy. An annual survey would be used to inform board decisions, as well as refine plans, policies, and priorities into the future. A random secret code was handed out to owners as they checked in to enable anonymous feedback. Meyer would like responses from at least 50% of owners to provide high confidence survey analysis for the road map.

After the Rec Center project is completed, a new reserve study will be conducted. Working on appropriate funding levels for future projects is identified in the survey. As part of the road map, survey results will inform proposed CC&R change ballot measures. In addition, the employee handbook will be updated next year, along with policies and rental terms for the Rec Center.

XI. ADJOURNMENT

Linda Marshall made a motion to adjourn the meeting. The motion was seconded and passed without objection. Meeting adjourned at 9:06 PM.

XII. After Meeting

Called to order at 9:17 PM for discussion about the new Board positions.

XIII. NEW BOARD POSITIONS

It was decided by the Board that the new positions are as follows.

- President – Jim Meyer
- Vice-President – Sarah Bourne
- Treasurer – Linda Marshall
- Secretary – Sarah Gauntt
- Maintenance – Todd Cooper
- Compliance – Terri Danowski
- Architectural Review Board – Tony Davis
- RV Lot – David Boyd
- Communication – Sarah Gauntt
- Recreation and Special Events – Sheila Brewer
- Building Committee – David Boyd

XIV. ADJOURNMENT

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The meeting was adjourned at 9:25 PM.

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