**MINUTES OF THE BOARD OF DIRECTORS’ MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON FEBRUARY 1, 2017 AT 7:00 PM IN THE MEETING ROOM OF THE OAK HILLS CHRISTIAN REFORMED CHURCH, 2800 NW 153RD AVENUE, BEAVERTON, OREGON.**

**PRESENT:**         Jim Meyer, President

 Todd Cooper, Director, Maintenance

Tony Davis, Director

Linda Marshall, Treasurer

Sarah Gauntt, Secretary, Communication

            David Boyd, Director, RV Lot, Rec Center Construction

**ABSENT:**        Terri Danowski, Director

Sheila Brewer, Director, Recreation

Sara Bourne, Vice-President, Building Committee

**BY INVITATION**:    Tom La Voie, Community Manager CMCA, CAMP

            **COMMUNITY MANAGEMENT, INC.  AAMC**

**OWNERS AS LISTED ON THE ORIGINAL SIGN-IN SHEET**

Manager's Note:Directors Meyer, Cooper, Davis and Marshall were present at 7:00 pm. Quorum was not established at the start of the meeting, so the meeting proceeded with announcements and reports that required no Board action or approval. Directors Gauntt and Boyd arrived later, establishing quorum.

Treasurer’s Update: Linda Marshall gave a report of the Association’s finances. The total income for December 2016 was $44,900. $28,450 of that was revenue from homeowners, and $8,100 was RV deposits. Field rental income was $6,400, and the remaining income was from rec programs and late fees. Marshall reported that the construction expenses are all within reason. The increase in dumpster costs was due to fallen trees that had to be removed. There are two line items that Marshall brought to the Board's attention. First is Improvements (6375), which is a budgeted amount of $35,000 for items not included in the reserve study. $18,000 of this was spent in December 2016 for the Recreation Center renovation. The other item to pay attention to is Project Completion (7360), which is an annual budgeted amount of $70,000. $9,700 of this was spent in December 2016 for furnishings for the new Recreation Center. Marshall stated that Oak Hills Soccer Club is set to pay the final installment of $5,000 for the irrigation project.

Recreation Update: Jim Meyer gave the Recreation update in Sheila Brewer’s absence. The Employee Handbook revision is nearing completion. The employee pay cycle will be switched to a bi-weekly cycle, with the work week running Monday-Sunday. The lifeguard handbook has been completed, and lifeguard hiring is underway. An aquatics director has been hired, who will serve as the lifeguard supervisor as well as the swim team coach.

Architectural Review: In the past month, two roof replacements have been approved, as well as one tree removal request. There are three new requests, and three project approvals in process. A property is on the market, and the listing describes it as a possible adult care facility. The owner selling the property has been informed that any living spaces located in the garage must be removed before the property is sold. CMI will notify the Board if any sales activity comes through the office. No fines have been levied, but the Association’s attorney has been notified.

Owner Darla Castagno asked about the garage door that was installed after the Architectural Modification application was denied. No lawsuits have been filed by either party to date.

Compliance: Jim Meyer gave a compliance report in Terri Danowski’s absence. There are three cases in process: two trailers parked on homeowner properties and one potentially abandoned car parked on the street. Rubbish and Recycling Bin compliance is next on Danowski’s project list.

Maintenance: Todd Cooper gave the maintenance report. The new irrigation system has been pressure tested, and the project should be completed soon. The electrical components for the irrigation controllers need to be finalized. The existing electrical infrastructure in the tennis court area is in need of updating. The Landscaping maintenance contract with Peak will be up for renewal soon, and the Association needs to provide 30 days’ notice by the end of March to avoid automatic contract renewal. Landscaping bids were revisited from last cycle. Peak was $4,680 per month, Confluence submitted a bid for $5,000 per month, and Sonny’s bid was $4,915 per month. Sonny’s will honor their bid price, and has agreed to proceed with a month-to-month contract. Sonny’s is familiar with the Association and knows the expectations.

Communications: Sarah Gauntt has trained Jim Meyer to serve as an alternate web site administrator. Contact emails through the web site will go directly to Jim Meyer to reduce response time.

President: Jim Meyer, Anthony Barton, Margie Lachman, Todd Cooper, and Jason Jansen will work as a committee to develop a Strategic Landscape Plan proposal. A comprehensive plan for the next three to four years will be presented to the Board next month. Meyer also reported that a total of 250 people have registered for rec center fobs to date.

Speed Limit Data: Jim Meyer reviewed data collected from the speed signs. 14% of drivers passing the school exceeded the 25mph speed limit for the week of January 18th to January 25th. 16.4% of drivers on north-bound 153rd near Willow Creek exceeded the 25mph limit during the same time period. Sign settings, including dates, times, valid data limits, and speed warning blink and flash limits were reset on January 31st. The speed signs will now flash ‘slow down’ at 28mph to deter speeders. In mid-February the speed signs will be moved to alternate locations on Oak Hills Drive and Perimeter Drive.

Rummer Tours: Owner Darla Castagno spoke on her partnership with Restore Oregon and Bob and Phyllis Rummer regarding the Oak Hills Rummer tours that occurred in 2011 and 2016. The tour in 2011 generated $6,964.00 in revenue, and the tour in 2016 generated $9,698.67 in revenue, for a grand total of $16,662.67. These funds will be used to replace the bulletin board presently located at the Recreation Center. A design for the replacement board will be presented for board approval in the near future.

Manager's Note: Director Sarah Gauntt arrived at 7:45PM, which established quorum.

1. **CALL TO ORDER**

The meeting was called to order at 7:45 PM by President Jim Meyer, and a quorum of the Board was certified. Meyer reviewed the agenda.

1. **APPROVAL OF PREVIOUS MEETING MINUTES**

**AGREED: Sarah Gauntt moved to approve the meeting minutes of the January 4, 2017 meeting as previously published. Tony Davis seconded the motion, which passed without opposition.**

1. **HOMEOWNER COMMENTS**

Shoveling Sidewalks: Resident Gloria Pogue thanked the Board for the ice inhibitor that was applied to NW 153rd. Pogue mentioned that there was another storm forecast, and she hopes the Board will take a similar approach to maintaining road safety. Pogue also expressed her appreciation for the work that was done in cleaning up tree debris around the neighborhood.

HOA Payments: Owner Jim Poland stated that in 2016 he paid his special assessment a full year in advance, but the $49.73 monthly recurring charge continued to come out of his bank account. Poland reminded everyone that ACH payments have to be turned off by the owner in writing.

1. **HOT TOPICS**

**Short Term Rentals**

Meyer spoke to the issue of limiting rentals in Oak Hills to 30 days or more. Meyer reported that at a recent Community Participation meeting (CPO 7), Crystal Creek HOA stated that they had passed a bylaws amendment limiting rentals to a minimum of 30 days. The board needs to determine the details of any short term rental cap proposal to enable legal preparation prior to homeowner vote at an annual meeting. The existing compliance policy and fine policy would not be effective in enforcing rental rules, as the timelines are too spread out to be effective in enforcing short term issues. Jim Poland stated that if there was a nuisance, that it should be addressed specifically, and not try to figure out a ‘one size fits all’ solution. Todd Cooper suggested that homeowners be surveyed prior to asking the attorneys to start writing amendments. Meyer stated that this would push the ballot and vote to the 2018 Annual Meeting, since gauging homeowner preference/support for various options could not be done effectively with sufficient lead time prior to the 2017 Annual Meeting. We don’t want to spend money preparing for a ballot measure that may not pass. The Board will take the issue ‘off line’ for now.

**Building Committee**

David Boyd reported on the two Change Orders to the Recreation Center Project. Change Order #2 was for $23,000 and included three items: Community Room insulation, pool cover storage, and wading pool valves. Change Order #3 was for $8,500 and included additional hardware for access control on the French doors, as well as meeting code compliance for the restrooms – including ADA grab bars.

The original ceiling insulation proposal for the Community Room was not approved by Washington County, so a change in material was needed. The pool cover storage in the original plan was conceptual, and the actual design requires additional funding. Boyd stated that there are funds available for this in the Improvement and Project Completion line items, but no funds would need to be spent until the end of the project, as TEAM Construction might be able to offer some savings once the project is complete. As of now, the change orders will be added to the TEAM Construction invoice and will be paid through the Mutual of Omaha draw. Funds reconciliation will occur at the end of the project.

**AGREED: David Boyd moved to approve the two change orders for the Recreation Center project, totaling $32,500. Sarah Gauntt seconded the motion, which carried without opposition.**

Two permits have been released by Washington County; the revised insulation and the canopies outside the gym. Windows have been installed in the Community Room and sheetrock is being installed. All the windows in the gym are installed, and the heat is on as the ceiling had gotten wet and suffered some staining. The ceiling has a natural wood finish, so drying may minimize the staining, but a coat of stain might need to be applied at the end of the project. Insulation and drywall installation will be occurring within the week. Pool house framing has begun, the mechanical room framing is complete, and both buildings are scheduled to be completed in March.

The pool permit has been delayed by Washington County, as they are not satisfied with the documentation provided by Anderson Pools. The County is very busy, and if the information provided by Anderson is not approved soon, there could be further delay in receiving the permit. Washington County is stating that the delay in approval has been caused by Anderson Pools. If it turns out that Washington County is the cause of the delay, Anderson Pools could seek additional funds, as their costs would increase. If all goes smoothly from here on out, the pools would be commissioned in early May, approximately three weeks prior to Memorial Day. As it stands, there will be no additional cost to the Association as a result of the delay, as Mack Thames has been able to control the TEAM cost, but fencing and port-a-potties could generate a small expense.

1. **BOARD UPDATES**

**RV Lot**

David Boyd presented a map of the proposed RV Lot expansion, complete with dimensions. Tented vehicles would be moved to the South end, resulting in a gain of about 7 spaces. There are currently 19 people on the waiting list. The fencing cost for this project will be around $6,000 and additional gravel would cost about $600. Gloria Pogue brought forth concerns from the Community Garden users regarding parking and uneven ground. Boyd stated that both of these issues will be addressed as part of the lot expansion.

**APPROVED: David Boyd moved to approve the northern expansion of the RV lot, based on the approximate locations shown on the map, following further conversations with the Community Garden users. Todd Cooper seconded the motion, which carried without opposition.**

Boyd reported that 93% of the RV Lot occupants have paid their RV lot rent, and the combination on the lock was changed as of February 1, so those who have not yet paid will not be able to access the lot.

**Maintenance**

Todd Cooper revisited the landscaping contract. He stated that he is recommending a change from Peak Landscaping to Sonny’s Yard Maintenance due to responsiveness issues with Peak. Sonny's has agreed to honor their 2016 bid, and will offer a contract on a month-to-month basis, as opposed to an annual contract.

**APPROVED: Todd Cooper moved to change the landscaping provider from Peak Landscaping to Sonny’s Yard Maintenance at a cost of $4,915 per month. David Boyd seconded the motion, which carried without opposition.**

1. **ADJOURNMENT**

**Todd Cooper moved to adjourn the meeting at 9:12 pm. Linda Marshall seconded the motion, which passed without opposition.**

Minutes approved at the March 1, 2017 Board of Directors meeting.

Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

        Sarah Gauntt, Secretary