

MEETING OF THE OWNERS OF THE OAK HILLS OWNERS ASSOCIATION HELD ON TUESDAY, MAY 9, 2017 AT 7:00 PM IN THE OAK HILLS CHRISTIAN REFORMED CHURCH LOCATED AT 2815 NW FOREST AVENUE, BEAVERTON, OREGON 97006.

**PRESENT:** Sheila Brewer  
Linda Marshall  
James Meyer  
David Boyd  
Todd Cooper  
Terri Danowski  
Sara Bourne

**ABSENT:** Tony Davis  
Sarah Gauntt

**BY INVITATION:** Cheryl Brendle, Chief Operating Officer  
Tom La Voie, Community Manager  
Laurie Wilson, Community Manager  
Carra Pewsey, Community Manager  
Erin Ashley, Community Manager  
Laura Broughan, Community Manager  
Thomas Tooker, Community Administrator  
**COMMUNITY MANAGEMENT INC.**

**I. CALL TO ORDER**

President James Meyer called the meeting to order at 7:07 PM. Meyer introduced the Board members who were present., and thanked the Board members whose terms are ending.

**II. ATTENDANCE REPORT**

Owners present	109
Owners by proxy	<u>27</u>
Total lots represented	136
Total lots	650
Quorum	136/650 = 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 21, 2017.

**IV. READING OF THE 2016 ANNUAL MEETING MINUTES**

**AGREED:** Norman Rose moved to waive the reading of the 2016 Annual Meeting Minutes. Katie Curtis seconded the motion, which carried without opposition.

**V. APPROVAL OF THE 2016 ANNUAL MEETING MINUTES**

**AGREED: David Nase moved to approve the minutes of the 2016 Annual Meeting as Previously circulated. Robert Erickson seconded the motion, which carried without opposition.**

**VI. CANDIDATE INTRODUCTIONS**

Owners Dan Badders, David Boyd, John Cole, and Lindsay Sandor were previously nominated to be elected to the Board of Directors. Owner Dan Badders rescinded his nomination prior to the meeting. The three remaining candidates were given the opportunity to speak on their experience, and their goals as a member of the Board of Directors. The floor was opened for additional nominations. No additional nominations were announced, so the floor was closed to nominations. Community Manager Tom La Voie entertained a motion to elect the three candidates to the three open directorships by way of acclamation.

**AGREED: Gad Dvir moved to elect David Boyd, John Cole, and Lindsay Sandor to the Board of Directors by way of acclamation. Robert Erickson seconded the motion, which carried without opposition.**

Boyd, Cole, and Sandor will serve three-year terms which will expire at the 2020 Annual Meeting.

**VII. HOMEOWNER FEEDBACK**

Owners interested in participating in an open forum question and answer session with the Board of Directors previously drew cards to dictate the order in which they spoke.

**Stephanie Schmitgall: Schmitgall gave her thanks and appreciation to the Board for all their hard work and effort, and for keeping the community going in the right direction.**

Richard Fletcher: Fletcher mentioned that there were rumors circulating the community regarding the RV lot, and he wanted to make sure that owners were not being misinformed. Fletcher also expressed his thanks to the Compliance Committee for their patience and understanding while his RV was parked at his home undergoing repairs.

Tony Ivanov: Ivanov expressed his concern for the safety of the pedestrian traffic in the neighborhood. Ivanov has seen pedestrians not using the sidewalks, and requested the Board be diligent in enforcing safety following Oregon State Statutes, as well as the Oak Hills rules. The Board responded with their thanks, and informed concerned owners that assistance and suggestions are always welcome.

Sharon Ivanov: Ivanov reiterated her husband's statements, as well as expressed her thanks for the Board's work in maintaining the Association, especially the RV lot. Ivanov voiced her dissatisfaction over the transfer fee vote that occurred at the 2016 Annual Meeting, stating that it could be seen as a 'privilege fee' that owners pay to live in the Oak Hills neighborhood.

James Beavens: Beavens announced that he was a new owner in Oak Hills, and was looking forward to the opening of the Recreation Center. Beavens also mentioned the picnic tables that are temporarily located in the green space due to the Rec Center construction. Beavens stated that he thought the picnic tables were a nice addition to the green space, and is hopeful the Board will consider keeping them there. Director Boyd stated that additional picnic tables have been ordered, so there should be availability for picnic tables remaining in the green spaces. Beavens also stated that he was concerned too many trees would be removed as part of the strategic landscape plans. President Meyer reported that the current iteration of the strategic landscape plan contains a detailed list of trees to be removed.

Sheila Deeth: Deeth expressed her thanks to the Board, and all the work they do. Deeth also voiced some concerns she had about the new compliance procedure, referencing the deadlines and mailing process. Director Terri Danowski stated that compliance enforcement was for ongoing issues within the community, and the purpose of the first warning letter was to start a dialogue with the non-compliant owner, rather than just start issuing fines. President Meyer stated that the position of Compliance Director is very frustrating; the goal is to keep Oak Hills neighborly, and the new compliance policy will help in that regard.

Doris Suito: Suito stated that an increase in the number of children playing on Arcadia, and a lack of a crosswalk could make for a dangerous situation. Suito urged the Board to be proactive regarding safety in the community, as well as remind other residents to be courteous and clean. Suito has seen an increase in the amount of garbage around the community. President Meyer stated that the Board will look into crosswalk options, and noted that a new maintenance employee will be beginning employment soon, and that should alleviate some of the garbage around the community.

Jack Allen: Allen stated he felt the balance of the RV lot was off, noting the number of recreational vehicles on his street. Allen also stated that he did not agree with the new compliance policy. Director Danowski noted that homeowner survey results showed that compliance is adequate in the community, but was always open to suggestions on how to improve.

**VIII. RECREATION CENTER UPDATE/BUILDING COMMITTEE**

Director David Boyd reported that the Recreation Center project is approximately four to six weeks away from completion. Boyd explained the layout and features of the amenities, such as pools, locker rooms, offices, and storage areas. Boyd noted that the Mutual of Omaha loan draws were almost done, and three more TEAM Construction invoices are anticipated. Boyd stated that change orders, or items outside of the original project scope, were paid out of the contingency fund, and that the Board did not anticipate seeking any additional funds from the ownership. There is a tentatively-scheduled grand opening ceremony for June 24<sup>th</sup>, pending occupancy certificates from Washington County. Boyd proceeded to answer questions from those present. Boyd announced that fob information will be included in the July newsletter, and President Meyer stated that owners could check the Oak Hills website for additional updates.

Rocket Ship Fundraiser: Boyd explained the options and process for purchasing pavers, and that the sale proceeds will be earmarked for the installation of the rocket ship play structure. Boyd noted that the total cost for the rocket ship, including installation, will be \$80,000.00. There is currently \$30,000.00 in the reserve study for playground equipment replacement. The goal is to raise \$30,000.00 through paver sales, utilize the \$30,000.00 from the reserve study, and an additional \$20,000.00 from the capital improvement fund. The \$50,000.00 outside of the fundraiser would be 'unlocked' once the fundraising goal has been met. If the fundraising goal is not met by the end of the fiscal year, whatever funds were raised will be incorporated into the reserve fund, and the process will continue the following fiscal year. Boyd reported that the bricks will have a sealant applied to withstand weathering, and are anticipated to last for 50 years.

**IX. DIRECTOR UPDATES**

Treasurer: Treasurer Linda Marshall reported that overall, the Association is in decent financial shape. Marshall stated that recreation expenses have not been disbursed yet, due to the recreation season starting late this year. Marshall stated that approximately \$40,000.00 in construction bonds have been paid out of the reserve account, and \$8,000.00 of that is expected to be returned this fiscal year, and the remaining \$32,000.00 has a maturity date of one year after the project is complete. Marshall reported that a new reserve study will be obtained after the recreation center is complete.

Recreation: Sheila Brewer reported that there has been a lot of recreation activity this past year, including the reworking of the employee handbook, lifeguard manual, and facilities rental policies and procedures. The rental agreements are still undergoing revision, as the Association would like to better define the type of potential renter (owner, not-for-profit company, community outreach, etc). Brewer stated that the use of the community room would be limited to homeowners only. Brewer stated finalized information would be made available in the July newsletter. Brewer urged all owners to take advantage of all the recreation activities available. Brewer also noted that volunteers are still needed for the 4<sup>th</sup> of July celebration.

Maintenance: Director Todd Cooper gave thanks to the Association on behalf of Jason Jansen's family, following Jason's passing. Cooper stated that the soccer field irrigation has been fully

installed, and regular lawn mowing will begin now, with Sonny's Landscaping assisting until a new Oak Hills maintenance employee is hired. Cooper noted that dropbox stickers are \$20.00.

Compliance: Terri Danowski reported that the major goal of the compliance director is to provide education on the rules and legal documents of the Association, and not to fine people. Danowski stated that the ultimate goal is to maintain the beauty of the community, as well as the sense of community that Oak Hills has always had.

RV Lot: David Boyd reported that 112 spaces in the lot have been paid for this year, and the expansion project is anticipated to occur in June. The expansion will allow for twelve additional spaces, and approximately \$1,000.00 in additional income. There is currently a waiting list of 27 people for the lot.

#### **X. OAK HILLS ROAD MAP**

Jim Meyer explained that the report card survey and Oak Hills roadmap are available on the Association's website for review. Meyer stated that these are 'living documents' which should be updated annually. Meyer noted that last year's roadmap focus was the completion of the recreation center, and this year's roadmap focus would be a successful startup and summer season of the completed recreation center. Meyer noted another item from last year's roadmap was strategic budgeting, and suggested budget planning in August, allowing owners to provide comments and feedback to the Board prior to the budget being finalized. Meyer stated that a handbook for future Board members was being developed. Meyer also urged all owners to actively participate in the report card surveys, as the survey results are beneficial to the work that the Board does.

#### **XI. NEW BUSINESS**

IRS Revenue Ruling 70-604: Treasurer Marshall explained that Revenue Ruling 70-604 allows excess revenue over expenses to be carried into the following fiscal year to offset homeowner fees. The IRS requires that the resolution be approved by the ownership every year.

**AGREED: Peter LaBelle moved to approve the IRS Revenue Ruling 70-604. Robert Erickson seconded the motion, which carried without opposition.**

#### **XII. ADJOURNMENT**

**AGREED: The meeting was adjourned at 9:30pm.**