

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON APRIL 3, 2019 AT 7:00 PM IN THE COMMUNITY ROOM OF THE OAK HILLS RECREATION CENTER, 2400 NW 153RD AVE., BEAVERTON, OREGON.

PRESENT: Dan Badders, President
Lindsay Sandor, Secretary, Communication
Linda Marshall, Treasurer
Jon Cole, Director, Maintenance
Terri Danowski, Director, Compliance
Martin Hehman, Director, RV Lot
Sheila Brewer, Director, Recreation

ABSENT: David Boyd, Vice-President, ARB
Kaitlin Rupp, Director, Community Relations

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

OWNERS: Per sign-in sheet

I. CALL TO ORDER/COMMUNITY ANNOUNCEMENTS

A quorum of Board members was established, and the meeting was called to order at 7:00 PM.

II. APPROVAL OF PREVIOUS MEETING MINUTES – March 6, 2019

MOTION: Lindsay Sandor made a motion to approve the March 6, 2019 meeting minutes as published in the April newsletter but with correction that the February Minutes were approved, not March. Linda Marshall seconded the motion and it carried 5 in favor, Martin Heyman abstained.

III. BOARD DEPARTMENT UPDATES

Compliance – Terri Danowski reported:

4 compliance notices were sent in March.

Maintenance – Jon Cole reported:

The new flag pole has been installed. Mowing has started and the ball fields have been prepped. Bids are being obtained for additional common area sidewalk repairs. The shower drain covers have been powder coated to prevent rusting. The tennis court sealing and stripping is being scheduled; there will be four outdoor pickleball courts established with the restriping.

RV Lot – Martin Hehman reported:

There are 2 RV storage spaces left, and one may be taken by a potential new owner who has inquired about RV parking. The new gate operator is working as expected and the pedestrian exist switch has been installed.

Communications - Lindsay Sandor reported:

The Rocketship Advisory Group has met with several outdoor play equipment vendors and is considering multiple options with recommendations to be presented to the Board at the May Board meeting. The goal of the group is to have the Board approve something at the June Meeting which would include funding methods.

Lindsay is continuing to work with Dan Badders, Terri Danowski, Christina Matousek, and Sheila Brewer on Annual Owners Meeting planning, and is on track to have all documents to CMI at least 30 days in advance of the May 14 meeting, for mailing to owners.

The Code of Conduct document is being updated for all future Board member candidates to sign.

The E-newsletter was sent at the beginning of April. The interview with Superior Community Management was broadcast on Facebook Live. Website updates are happening as summer program registrations will be starting. The new newsletter delivery program is ready to go; 3 employees have been hired to deliver the newsletters, and delivery costs will remain close to the original budget.

Lindsay addressed the Board regarding her recent concerns about the nature of articles included in the April 2019 Board newsletter. This topic will be discussed in the Board discussion section of this Board meeting.

Treasurer –Linda Marshall reported:

Linda Marshall reviewed the operating revenue and expenses through the month of February. Cash flow is positive. Linda reminded the Board that comparing the operating actual and budget numbers early in the year is difficult due to seasonal expenses. The cost of repairing existing infrastructure like flag pole, entry monument, and sidewalks will be paid from the Replacement Reserve Account.

Recreation - Sheila Brewer reported:

Planning and hiring for the summer season is in full force. Swim registrations start April 15, the pool opens with limited access on May 18. The full schedule of 2019 events has been set and will be published in the May newsletter and posted on the web site.

Architectural Review Board (ARB) – no report.

Community Relations – no report.

IV. OWNER/GUEST CONCERNS AND/OR COMMENTS

- An owner addressed the Board expressing appreciation for the community room space for the Community Quilt Group.
- An owner addressed the Board regarding the upcoming vote to increase the annual assessment and suggested the Board should determine now what recreation expenses might be reduced if the increase is approved by the owner; to assist owners in determining whether or not they approve the increase. Board members responded that it may be too early to know what the recreation program funding needs will be in the 2019-2020 fiscal year. It was noted that recreational fees for this summer will remain the same as previous years.
- An owner addressed the Board regarding the maintenance technician's hours and how they are tracked. The owner also reported that the sign on the tennis courts gate has been vandalized. Owners were requested to submit maintenance questions or requests to the Maintenance Liaison Board Member rather than make reports directly to the maintenance staff.
- An owner returned a laptop computer that has been used for the swim team.
- The owner who had been assisting the Board getting information regarding restoration of the entry monument sign confirmed she is no longer available to assist in the project. The Board thanked her for all the work she has done to move the restoration project forward.

V. DISCUSSION TOPICS / OTHER BUSINESS

A. New ARB Member:

MOTION: Dan Badders made a motion to appoint David Nase to the Architectural Review Board. The motion was seconded by Linda Marshall and carried unanimously.

B. Annual Meeting Prep:

Nancy La Voie circulated copies of documents being prepared for mailing to owners regarding the May 14 Annual Owners Meeting. Still pending are a report from the Finance/Budget Committee regarding the proposed annual dues increase, an introduction from the Board President, the schedule of events for the evening from the Secretary, final directed proxy document with all confirmed candidates listed.

C. Code of Conduct Policy Review:

Dan Badders led a discussion regarding multiple points contained in the Code of Conduct Policy document. It was noted that all potential Board candidates will be required to sign this prior to being included on the election ballot.

D. Board Newsletter Content Discussion:

Discussion followed regarding setting guidelines for Board newsletter content – what content is appropriate and who makes the final determinations. It was noted that Board members have other avenues of communication – Facebook, The Oracle – for topics that are not official Board business. Consensus was the Board could develop a small group to review questionable content much like the Rec Group convenes if there are questions about a proposed use of the community room.

MOTION: Lindsay Sandor made a motion to limit the content of the May newsletter to Board meeting minutes, annual owners meeting information, the Treasurer's report, and Rec Program information, and to table further discussion about newsletter content to future Board meetings when the entire Board is present. Linda Marshall seconded and the motion carried unanimously.

VI. ADJOURNMENT

MOTION: Terri Danowski made a motion to adjourn at 9:15 pm. Jon Cole seconded, and the meeting was adjourned.

APPROVED*

BY Lindsay Sandor, Secretary
DATE May 1, 2019

**(May 1, 2019)*

APPROVAL OF PREVIOUS MEETING MINUTES – April 3, 2019

MOTION: Lindsay Sandor made a motion to approve the April 3, 2019 meeting minutes as published in the newsletter. Terri Danowski seconded the motion and it carried unanimously.