

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON AUGUST 1, 2018 AT 7:00 PM IN THE COMMUNITY ROOM OF THE OAK HILLS RECREATION CENTER, 2400 NW 153<sup>RD</sup> AVE., BEAVERTON, OREGON.**

**PRESENT:** David Boyd, Vice-President, ARB  
Lindsay Sandor, Secretary, Communication  
Sheila Brewer, Director, Recreation  
Jon Cole, Director, Maintenance  
Katie Rupp, Director

**ABSENT:** Dan Badders, President  
Linda Marshall, Treasurer  
Terri Danowski, Director, Compliance  
Martin Hehman, Director, RV Lot

**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 7:06 PM.

**II. APPROVAL OF PREVIOUS MEETING MINUTES – July 11, 2018**

**MOTION:** Lindsay Sandor made a motion to approve the July 11, 2018 meeting minutes as published in the newsletter. Jon Cole seconded the motion and it carried unanimously.

**III. BOARD DEPARTMENT UPDATES**

**Architectural Review Board (ARB) - David Boyd reported:**

David reviewed of the types and numbers of applications processed in June, and reported that the Committee is continuing to review ARC policies. Discussion followed regarding the process for an owner to appeal an ARB decision; appeal is made to the Board of Directors, unless the applicant has new information for the ARC to consider.

David also reported that all the pavers ordered prior to January 2018 have been installed except 7 still waiting to typographical errors to be corrected. Pavers purchased between January and June (approximately 40) have been ordered with an expected September installation.

David reported that the new fob reader has been installed on the north Community Room door, and a new camera has been installed in the Meeting/Game Room in the Gym.

The 2019 Reserve Study has been finalized and will be posted on the website. The Study recommends a reserve contribution in 2019 of \$64,350; the 2018 reserve contribution was \$53,000.

**Communications - Lindsay Sandor reported:**

Lindsay reported that the Association has received 170 responses to the owner survey, and reported that the survey will be kept open through the end of August. She is hoping for at least 190 responses.

Lindsay reported that the newsletter printer has requested the newsletter be sent to them 1 ½ days sooner, and asked all Board members to submit their articles sooner to meet the new deadline.

Discussion followed regarding ways to improve communication between the Association and the Neighborhood Watch group in order to get event information to residents in a more timely manner.

**At Large – Katie Rupp**

Katie had no report, but will have a donation request to be discussed later.

**Recreation - Sheila Brewer reported:**

Sheila reported there will be a wine and cheese social event in 10 days.

Discussion followed regarding the Swim Team funds and how to manage the revenue and expenses through the association's financial reporting system in order to make the Teams processes smoother.

Sheila noted that residents at the pool are still asking for more shade and more chairs.

**Maintenance – Jon Cole reported:**

Jon reported that Roland Levesque continues to expend his job duties, taking on a number of small maintenance projects while still managing the crew from Sonny's Landscape and his contracted duties. Jon noted Roland's time is being repurposed in many directions, such as obtaining bids, and consensus is that Roland is managing his time very well.

Jon reported that Roland will add some sand dressing to the fields in the fall, and will be reminded to empty the field trash cans more frequently during the week.

**Treasurer – Linda Marshall**

David Boyd read Linda Marshall's Treasurer's Report.

**IV. OWNERS' FORUM**

- A homeowner addressed the Board, urging the Board to focus on safety and security items in the community, like repairing common area sidewalks and tree pruning and maintenance to prevent failures over the winter. Discussion followed regarding educating owners about their obligation to repair damaged sidewalks on their property.
- A homeowner asked about the chain link fence around the RV lot when owners are not permitted to install chain link fence.

**V. DISCUSSION TOPICS / OTHER BUSINESS**

**A. Rental Policy Presentation**

Sheila Brewer requested the topic be postponed until the full Board could discuss and vote on the policy.

**B. Capital Reserve Budget Request**

David Boyd led a discussion, started at the July meeting, regarding authorization of expense budgets for various repair or renewal projects in the common elements.

The projects discussed were:

\$4000 – to replace a window in the pool office from a single hung to a sliding window, so the staff can converse with residents without opening the door to the office.

\$14,000 – to add fob readers and safety mullions to the clubhouse doors to safety and security.

\$27,000 - for common area sidewalk repairs.

\$17,500 – for repairs and improvements to the fence and gate at the RV lot.

**MOTION:** Jon Cole made a motion to approve all four item budgets, to be funded from the replacement reserves. Kaitlin Rupp seconded and the motion carried unanimously.

**VI. UNFINISHED BUSINESS**

**A. Oak Hills School Annual Fundraiser**

Discussion followed, carried over from the July meeting, about contributing as a sponsor for the annual fundraiser for the Oak Hills School's PTO fundraiser. Sheila Brewer reported the Rec Committee was discussing how to allocate revenue from the October Turkey Trot community event, and suggested these funds could be used to fund a Donation category in the Association's budget to honor requests like this one.

**MOTION:** Katie Rupp made a motion to make a \$250 sponsorship donations to the Oak Hills School's Annual Fundraiser. There was no second.

**VII. ADJOURNMENT**

**MOTION:** With no further business to conduct, David Boyd made a motion to adjourn at 8:26 pm. Lindsay Sandor seconded, and the meeting was adjourned.

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**APPROVED**

**BY** Lindsay Sandor, Secretary

**DATE** September 5, 2018