

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON DECEMBER 6, 2017 AT 7:00 PM IN THE BOYD COMMUNITY ROOM OF THE OAK HILLS RECREATION CENTER, 2400 NW 153RD AVE., BEAVERTON, OREGON.

PRESENT: Dan Badders, President
Linda Marshall, Treasurer
Ryan Asbury, ARB
Sheila Brewer, Director, Recreation
Terri Danowski, Director, Compliance
Jon Cole, Director, RV Lot
Todd Cooper, Director, Maintenance

ABSENT: David Boyd, Vice-President
Lindsay Sandor, Secretary, Communication

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

OWNERS AS LISTED ON THE ORIGINAL SIGN-IN SHEET.

I. CALL TO ORDER/COMMUNITY ANNOUNCEMENTS

President Dan Badders called the meeting to order at 7:00 PM and reviewed the agenda.

II. APPROVAL OF PREVIOUS MEETING MINUTES (November 1, 2017)

AGREED: Linda Marshall moved to approve the minutes of the November 1, 2017 meeting as previously distributed. Terri Danowski seconded the motion which carried without objection.

III. BOARD UPDATES

Compliance: Director Terri Danowski stated that there are nine open cases at this time, and she is dealing with unlicensed vehicles and fencing – both chain link and fences needing repair, and with injuries caused by uneven sidewalks. She will address these issues in the newsletter. “Private Property” signs have been installed, and an enclosure will be built around the garbage containers at the rec center.

RV Lot: Director Jon Cole reported that the annual billing has been issued and revenue is starting to come in. Washington County questioned the storage of RV units due to a zoning restriction, but they have since dropped the inquiry.

Secretary: President Badders reported for Secretary Lindsay Sandor: The newsletter is within budget. The web posting for the Rec activities has been reviewed with Director Sheila Brewer and Christina Matousek, and all information is now synced. They will meet on a regular basis to insure that all information is reported accurately. Due to the holidays, the newsletter will be published on December 16, so the deadline for the draft minutes and the Board reports is Friday, December 8.

Architectural Review Board: Director Ryan Asbury reported that there was only one request in the past month for a new roof, and the request was approved.

Maintenance: Director Todd Cooper reported that plum and maple trees have been planted by volunteers. The Maintenance building will be getting a new roll up door on December 12. Cooper reminded everyone that

requests for maintenance must be channeled through him, and owners should not be approaching Roland with maintenance issues, unless there is an emergency situation.

Treasurer: Treasurer Linda Marshall provided financial information for October, the first month of the fiscal year: Through October 31, 2017, OHHA had a favorable variance of \$800 in income, and a favorable variance of \$1,000 in expenses, resulting in a favorable variance of \$1800. Marshall reviewed the process for reimbursement of expenses and stated that the form will be available on-line. CMI has agreed to provide a fillable pdf version of check request forms with updated line item designations. Directors will be able to email the completed forms to CMI along with appropriate backup information, receipts, invoices, as necessary.

President Badders reviewed the profit and loss statements that are posted on the website for owner review. He agreed that a one month financial report is not very informative. One month is a statistic, whereas three or four months' worth of data will show trends. Director Terri Danowski suggested a 12 month rolling report, and La Voie offered that CMI could easily produce such a document.

Building Committee: Director Jon Cole reported for Vice President David Boyd. The Energy Trust credit has been approved in the amount of \$14,000, but the check has not yet been received. The Reserve Study should be completed before the middle of January. The pool cover has arrived. TEAM Construction will address the punch list items to close out the project by early January; there are about 300 items on the punch list. Boyd is working with TEAM to install an additional drain in the locker rooms, and the Association will make improvements to the flooring and wall covering to make it waterproof.

President Badders added that the pump room issues appear to be under control. Roland has made some adjustments but there are still issues with the sand filter. The room is designed for moisture, but drainage is a problem.

Recreation: Director Sheila Brewer reported that planning has begun for the 4th of July. The Holiday Bazaar was successful with a total of 42 tables. The event has grown to the point that professional management is necessary, as it is more than one volunteer can handle. Brewer will budget for staff hours in the future, as both Christina and Roland were involved. The event brought in \$1,200; with expenses to date of \$430 plus staff time, the event will likely break even.

Brewer reported that there were 32 Swim Team participants in September, 23 in October, and 12 in November. December participants were so few that the program has been cancelled. Swim Team income is under projection, and the cost to have two coaches higher than anticipated. Lap swim has had 13 households involved. Income for the rental programs was discussed, with a total of \$17,500 collected since September. The Board agreed that the expenses are being covered by the income, with the most expensive months coming up. Expenses are certain to decrease with warmer weather in the spring. Badders urged Brewer to push for pre-payment of rents so that the Association does not have to spend time collecting rents. The Board needs to see what the income will be and what the anticipated expenses will be as well. Badders and Marshall will work together to report actual expenses.

AGREED: Director Brewer moved that the Board support negotiating contracts to continue the trial of renting the pool through April, with an option to include May. Director Todd Cooper seconded the motion which passed without opposition.

Manager's Report: Tom La Voie reported that licensing details have been worked out to provide Board access to the Compliance and Architectural Review modules for Full Focus. Links will be created for the Board members to install the software on their computers and have access to the

functions of the program. CMI will present a new contract proposal at the January 3rd meeting.

IV. OWNERS FORUM

A homeowner whose property backs up to the power line, walks her dog twice daily and is concerned with the newly installed signs. The ones in the middle of the greenspace disrupt the view of nature, convey a sense of exclusivity and are not welcoming. She is also concerned that the signs are hard to see at night and could be a safety issue. She knows that the Board is addressing concerns about the upcoming Westside Trail, but asked that they pause and discuss what the actual problems are and whether the signs address the issue. She asked that the locations be revisited. She also expressed dissatisfaction that her brick request was rejected. President Badders will look into the situation.

A second homeowner added that the Private Property signs disrupt the natural beauty of the green space. If the signs had been there when they were in the market to buy, homeowner would have looked elsewhere to purchase. Director Cooper responded that he has encountered people playing on the greenspace who had no idea that the property was private. Director Brewer has found organized teams using the fields, having googled the property, without knowing that it was private. Signs must be posted in order for the Association to enforce the rules. Homeowner suggested that the locations be revisited. Badders has spoken with Oak Hills Elementary staff to clarify that this is private property, but that the school is considered an invited guest. The school will inform the parents. Badders does not think that the signs prevent anyone from entering the property, but provides a sense of security for the homeowners. Director Danowski clarified that the signs in the middle of the greenspace are needed to delineate the transition from Bonneville Power Association property and Oak Hills. The wording comes straight from the CCRs. Badders asked Danowski to further the discussion and report back to the Board.

Another homeowner expressed concern over how the pool chemicals are handled. Chlorine and muriatic acid are delivered to the street curb and then Roland brings them to the pool house using a fork attachment on the tractor shovel. Homeowner suggested buying in smaller quantities or change to a different vendor who can deliver to the pool house. Badders asked Cooper to talk to Roland and determine how to proceed.

A homeowner had approached Director Brewer wanting to rent the facility to host a County Commissioner candidate meet and greet. Brewer informed the homeowner that religious and political events are not allowed under the CCRs, but encouraged them to come to the Board to approve. Director Danowski stated that she is working on accumulating the Resolutions that have been passed by the Board over time, and she thinks that she has seen that Resolution. Brewer stated that the Board has avoided political events in the past, A homeowner whose family lives on the green space across from the church was thrilled to see plum trees being planted. They have lived here for 20 years and commented that the plum blossoms are exquisite.

Homeowner walks their dog multiple times a day in the green space. She recounted that in the Spring she spoke with a former Oak Hills resident on the green space enjoying the plum blossoms. He had moved away from Oak Hills, but returned each Spring to admire the blossoms. He should not have been there according to the signage, and she is concerned about not being welcoming. Homeowners here love the flow of the neighborhood and do not want to put people off. She sees the signs every time she comes and goes from her house. This might as well be a gated community and that bothers her. There are too many signs, as there are three sign within 90 paces of her house.

President Badders thanked everyone for all of their comments.

V. BOARD BUSINESS

President Badders stated that he has asked CMI to provide financial data in a more useful format for the Directors, and distributed an income and expense report by department. He asked that the Directors review the report each month and let him know if there are any discrepancies, and he will research the issue. He noted that Treasurer Marshall had caught an error by Clean Water Services miscalculating sewer usage charges. Badders will review the entire report monthly and follow up with each Director if there are any questions. Marshall, as Treasurer, will also be scrutinizing invoices as they come in, providing another set of eyes. Marshall will make sure that all income and expense is coded properly, and initiate any changes with CMI. This tool will also help manage the budgeting process. If a Director expects to exceed their budget, they need to bring it to the Board. CMI will produce a year to date and rolling 12 month report as well.

VI. ADJOURNMENT

AGREED: Todd Cooper moved to adjourn the meeting at 8:45 pm. Ryan Asbury seconded the motion which passed without opposition.

APPROVED

BY Lindsay Sandor, Secretary

DATE January 3, 2018