

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON DECEMBER 5, 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:** Dan Badders, President  
David Boyd, Vice-President, ARB  
Lindsay Sandor, Secretary, Communication  
Sheila Brewer, Director, Recreation  
Jon Cole, Director, Maintenance  
Linda Marshall, Treasurer  
Terri Danowski, Director, Compliance  
Katie Rupp, Director, Community Relations  
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 7:00 PM by Dan Badders. Dan Badders wished everyone Happy Holidays and a successful year.

**II. APPROVAL OF PREVIOUS MEETING MINUTES – November 7, 2018**

**MOTION:** Lindsay Sandor made a motion to approve the November 7, 2018 meeting minutes as published in the December newsletter with Martin Hehman’s name spelled correctly throughout. Jon Cole seconded the motion and it carried unanimously.

**III. BOARD DEPARTMENT UPDATES**

**RV LOT – Martin Hehman reported:**

Annual payments are being collected. One owner may have paid their RV payment with their HOA fees.

**Maintenance – Jon Cole reported:**

Roland Levesque has turned in his notice. His nephew, Jarrod is a candidate for replacement and will start shadowing Roland next week.

**Community Affairs – Katie Rupp reported:**

Kaitlin Rupp and Sheila Brewer met to discuss neighborhood watch as it was previously coordinated. They are setting up a Google Doc with block captains and individual neighborhood information. Kaitlin also met with an owner is willing to help get Neighborhood Watch set up again, but not take on managing it. The blood drive sign-up is going well – drive is Dec. 21<sup>st</sup> from 11-5 pm. Lindsay Sandor will advertise for long term coordination of the neighborhood watch program.

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

There were 2 fence, 4 roofing, 1 window replacement, 1 paint and 1 concrete applications processed in November. The committee is on track with communication to applicants and weekly meetings. David noted that is if someone applied on a Thursday, the application won’t be reviewed until the following Wednesday and if there is more information needed, there may be another week before an answer is given.

**Compliance – Terri Danowski reported:**

During the most recent inspection, there were 117 lots with a trash can clearly visible and multiple lots with signs that need to be removed. Vehicle with expired licenses need to be inside garages or stored outside of the community. A letter has been drafted for owners who have encroached on common areas.

**Treasurer – Linda Marshall reported:**

Linda Marshall reported on the October financial statement. October was the first monthly report with the new budget and line items. There are no unusual expenses or income for this time of year. The Board was reminded that current assessments cannot sustain the current budget, in the future, there needs to be budget cuts or an

increase in fees. A committee has been formed to meet and develop a strategy for education owners about the current financial situation. Dates are being set for owner's meetings to invite feedback, idea and comments on the current budget and funding scenarios moving forward.

**Communications – Lindsay Sandor reported:**

Lindsay Sandor thanked everyone for their help and work on Dropbox for file storage and document sharing. She is creating a folder for each lot and has asked Christina Matusek and Allene Ryan for help. There was a hiccup with payment processing, but by the end of the week, the account will be paid for one year. An e-newsletter has been sent out for the last two months. The committee has 560 email addresses and is showing good open-rates by subscribed homeowners. Discussion followed regarding updating email addresses across all systems and updating key fob records in the building entry system.

**Recreation – Sheila Brewer reported:**

The Turkey Trot was extremely successful for the 1<sup>st</sup> year. Income was over \$3,000, expenses were on target and volunteers were very well organized. There is \$1,100 to donate and a positive cash flow of over \$1,300. Organizers want to donate some of the profits to Sunset and Westview Cross Country teams, Oak Hills School and the Portland Running Group. The Bazaar is the weekend of December 8<sup>th</sup> and 9<sup>th</sup> and the holiday party is on December 22<sup>nd</sup> from 5-7 PM.

**IV. OWNERS' FORUM**

- An owner had questions about the flag pole and suggested this is an expense that wasn't really supported by the community. Jon Cole and Dan Badders responded that it is a replacement of a common element that existed before construction.
- An owner addressed the Board regarding maintenance of mailboxes and expressed concern that the mailboxes would be consolidated. There will be additional discussion later in the meeting.
- An owner expressed concerns about the volume of the music and sound coming from the Turkey Trot.
- An owner had a question about fees but it was answered during Linda Marshall's financial report.

**V. DISCUSSION TOPICS / OTHER BUSINESS**

**A. Rocket Ship Project Status – Lindsay Sandor reported:**

In October, an owner asked the Board about the status of the Rocket Ship project. It was agreed the Board owes owners a timeline for completion, a plan for moving forward with a different scope, a completed project or a refund of the cost of the pavers. It was recommended that a small committee is formed to evaluate and make recommendations to the Board. Dan Badders suggested the current Board needs to be more familiar with the total cost of this project. Dan Badders suggested the Board should stay open to considering options other than a full play structure in order to meet the commitment made to owners who purchased pavers. It was noted that there is a rocketship play structure at a Water Park in McMinnville that may be closing and the owners could be approached to see if it can be purchased. Martin Hehman does not think the Association can use funds raised for a rocketship play structure for anything but a play structure and suggested putting a graphic on the website to show the status of fundraising. Linda Marshall noted that her take on the fundraising project was that it was about nostalgia of the old rocketship structure and she wouldn't be opposed to an art piece reminiscent of the old structure. David Boyd provided a history of the project as it related to the reconstruction of the new rec center. He believes owners approved new playground structures when the special assessment was approved as the new structures were included in all drawings that were presented to owners in advance of the vote. The reserve amount has been increased to \$57k for replacement of the larger structure. Board members have fiduciary responsibility to maintain the common elements in the community. David Boyd would not support as an owner, but believes the board has an obligation to do what they told owners they were going to do. Lindsay Sandor with head up the group that will explore options.

**B. Mailbox Replacement Responsibility**

Jon Cole noted that there is no reserve fund for the replacement of the mailboxes and there are some now that need to be replaced. Discussion was held about who paid when they were originally installed. It was agreed the association should take responsibility for repair and replacement of the mailbox units (but

not individual unit locks). Jon will gather pricing and an inventory of the condition of the existing boxes will be prepared. Funding for this replacement will be added to the next reserve study update.

**C. Keeping Community Property Safe and Inclusive – Lindsay Sandor reported:**

Discussion followed regarding nuisance provisions in governing documents with regard to resident carrying firearms in the common areas. Lindsay Sandor would like to thoughtfully explore adopting a resolution declaring common areas to be firearm free zones. Discussion followed regarding obtaining legal counsel to advise the Board, consulting with THPRD, which has a firearms ban at their facility, and communicating with the Washington County Sheriff regarding what the county law enforcement can do, if anything, to enforce an association ban.

**MOTION:** Lindsay Sandor made motion that the Board further research our current standards and guidelines for ensuring the safety and wellbeing of our common property and the people who live here, and seek legal and municipal consultation to potentially establish Oak Hills common property as a “gun-free zone.” Sheila Brewer seconded and the motion was passed with 6 in favor; opposed by Terri Danowski and Katie Rupp.

**D. Electronic Speed Signs**

Dan Badders believes the original plan was to purchase four flashing signs, currently the Association has two. Dan Badders is working with Jon Cole on pricing for one additional sign.

**VI. ADJOURNMENT TO EXECUTIVE SESSION**

The meeting was adjourned to executive session at 9:41pm. Discussion was held regarding the collection of assessments from an owner.

**VII. RECONVENE AND ADJOURNMENT**

**MOTION:** Linda Marshall made a motion to reconvene the Board Meeting and adjourn at 9:50 pm. David Boyd seconded, and the meeting was adjourned.

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**APPROVED**

**BY** Lindsay Sandor, Secretary

**DATE** January 2, 2019