

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION  
HELD ON FEBRUARY 7, 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  
Linda Marshall, Treasurer  
Lindsay Sandor, Secretary, Communication  
Ryan Asbury, ARB  
Jon Cole, Director, RV Lot  
Sheila Brewer, Director, Recreation  
Todd Cooper, Director, Maintenance

**ABSENT:** Terri Danowski, Director, Compliance

**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**

The meeting was called to order by President Dan Badders at 7:00 PM and established quorum of Board members.

- Introduced Nancy La Voie from CMI.

**II. APPROVAL OF PREVIOUS MEETING MINUTES (JANUARY 3, 2018)**

**MOTION:** Secretary Sandor made a motion to approve the January 3, 2018 meeting minutes as amended. Vice President Boyd seconded the motion and it carried without objection.

**III. BOARD UPDATES**

**RV Lot - Jon Cole**

The RV Lot collected 110 payments out of 120. They are close to budget, and the lot is almost at capacity.

Director Cole wants to know if there is a way to get information on homes that sell. CMI will send resale information to him.

**Recreation - Sheila Brewer**

Classes are going okay but need more promotion. The 2017 lifeguards have been contacted for 2018 job opportunities. Sheila is working on rental guidelines for new clubhouse. Summer scheduling is underway. The calendar, including meet schedule, is in draft form.

PGE power shutdown caused three days of chaos while the pool equipment was not working correctly. Unbudgeted hours for maintenance were necessary while the problems were being solved. There was discussion about putting funding for pool maintenance back into the budget.

The 2017 facilities rentals are paid in full, and new contracts are coming in. Pool rental revenue for beginning 2018 months will be slightly lower than anticipated.

Fourth of July Celebration is still in the planning stage.

The swim team's early start is being explored for May, as well as early start for owners' swim.

**Communications - Lindsay Sandor**

Secretary Sandor reported she is starting a project for brand refresh for Oak Hills. The goal for 2018 is to keep the logo consistent but have types of files needed for online, paper, signage, etc. She has reached out to a former colleague who introduced her to a graphic art student at Oregon State. Expecting elements: logo, color palette, font style, newsletter layout, and letterhead - by the end of March.

**Architectural Review Board - Ryan Asbury**

Director Asbury reported on current activities of the ARB: Three recent ARB requests, all three were approved – garage door, fence, and siding replacement.

Discussion followed regarding uploading ARB records to the CMI web portal site for Board access; no decisions were made.

Discussion followed regarding the recently obtained legal opinion regarding installation of solar power devices on homes, and the use of a new law firm to provide that opinion.

**Maintenance – Todd Cooper**

Director Cooper reported he has met with Sonny’s Landscape and reviewed some of the recent work; and is happy with the company’s work and their communication.

They are doing a lot of catch up work now and are sending photos to document their progress.

Discussion followed regarding field condition restoration. It was noted last year’s field income was \$22,000 with no expense. The fields needs maintenance and repair. Cooper is working with Roland Levesque to address some of the worst areas and requested \$1,000 for materials and some of Roland’s time to start repairs. Consensus is there is money in the budget, and work was authorized.

**Treasurer – Linda Marshall**

At December 31, 2017, OHHA fiscal YTD actual revenue was \$128,631, while fiscal YTD actual expenses were \$99,496, yielding a positive variance of \$29,135. (one-twelfth of Homeowner dues are allocated to revenue each month.) Facility rental (swimming pool) and donations to the reconstruction of the playground’s rocket ship were major positive contributors to income. We expect seasonal variations in spending and revenue to flatten later in the fiscal year. President Badders has worked with CMI to create a management tool to assist department managers in their work. Financial reports are posted at [oak-hills.net](http://oak-hills.net). Additional detail is printed in the Treasurer’s newsletter article.

**Building Complex – David Boyd**

Vice President Boyd reminded new board members about the Board Member Code of Conduct document.

Washington County was supposed to inspect today to close out the permit – they did not. Once the permit is closed the new drains in locker room can be installed. This will require the locker room to be closed six weeks while the drain is installed and the epoxy floor covering is applied and cures. Discussion followed regarding the cost of the epoxy floor and the sharing of cost for the work which includes having to remove and reset the toilets, with Team Construction, as the epoxy is an upgrade. The epoxy does have a 10-15 year life expectancy. Team Construction has been asked to give one week’s notice before starting, and won’t start the project until the County closes the construction permit.

New trees are being installed tomorrow and/or Friday.

**CMI** – Nancy La Voie gave a brief introduction.

**IV. OWNERS’ FORUM**

- Homeowner addressed the Board regarding a coyote that had been in the greenspace. Homeowner is concerned about the danger. Wildlife Department at Oregon State said there really wasn’t a lot of concern except for small pets; thought it was unusual behavior that it was out all day. Is there something the association can do if this happens again?

Director Cooper made sure Roland Levesque knew and notified the school administration. Recommended to continue to remind residents about danger to small pets. Vice President Boyd stated that they need to educate owners on limitations of what the association can do.

- Eagle Scout project presentation – reconstruction of North Park. Eagle Scouts proposal is to grind out the stumps; replace the benches; patch concrete and remove moss; and replace gas lamp with flower planter or a fire pit. His plan is to engage the neighbor directly adjacent to the park for donations of cash and/or labor. He thought the troop could raise about half of the cost ahead of the project date in early Spring. The Board requested he bring back a more detailed plan with detailed costs and the Board will consider both approval and monetary donations at the next Board meeting.
- It was reported that the Japanese beetle problem has expanded and almost the entire community is going to be in the new treatment area. Owners need to fill out permission forms for treatment.
- It was reported that the CPR class date has been set for March 10<sup>th</sup>. If there are more than nine attendees, the price drops from \$60 to \$55. Class is to be held from 9:30 a.m. to 12 p.m. and attendees will be certified in both CPR and AED use.

**V. DISCUSSION TOPICS / OTHER BUSINESS**

**A. Rocketship Program – Jon Cole**

Director Cole noted was not on the board when the Rocketship decision was made and he is concerned that there is very little play structure benefit, and additional play equipment could be purchased for the same amount of money.

The original Board decision was to try to raise \$30,000 from sale of bricks and that goal is almost reached. There is \$30,890 in the reserve study for 2019/2020 fiscal year to replace playstructure apparatus. The original 2017 motion outlined a plan to support the \$30K fundraising with \$30K from reserves plus \$20K from a future year improvement fund. However, the final purchase decision will still need Board approval.

It was noted that the original Oak Hills Rocketship is at the Evergreen Museum in McMinnville. Discussion followed about the cost to purchase, engrave and install the bricks. Some surface needs to be installed first regardless.

Vice President Boyd is concerned that owners were told there would be a Rocketship, so there is concern about changing the plan at this time when there has been a lot of fundraising communication about the plan to include a Rocketship.

It was agreed the association would provide clearer communication to owners about the actual proposed cost of the play structure. .

Discussion followed about how much life is left in the existing structures; it is expected that in less than 10 years, the existing equipment would need to provide some level of maintenance.

Boyd expects a second opportunity for fundraising once the bricks are installed – that is happening tomorrow.

Consensus is the idea of a Rocketship is still viable, with a variety of options at different price points are available. Boyd suggested publishing the actual Board motion in next newsletter so there is clarity about what was authorized by the Board.

The matter was tabled to a future board meeting.

**B. Preliminary Cost Analysis of Winter Pool Usage – Dan Badders**

President Badders reported that the initial report was that the association was able to keep the pool open over the winter and cover the cost for water, gas, and electricity; there was no out of pocket

expense to the association for the first 90 days. Dan credited Director Brewer for her efforts in renting the pool.

It was noted that keeping the pool open without revenue is not viable.

The Association will need to continue to monitor year round operating costs to be sure that the rental costs cover the expense of keeping the pool open year round.

Discussion followed about earmarking some of the rental profits for future replacement of the pool components.

**C. Homeowner Appeal of ARB Decision – Ryan Asbury**

The owner of lot 126 made a presentation to the Board regarding his application to install a solar roof on his home. The direction that gets the most sun faces the street; and the application was denied due to the association policy that solar panel installations may not be on the street facing side of a home. Appeal is that the association should not have that policy, as many of the homes in the community would be prevented from installing solar roofs.

Presented history of solar laws in Oregon. Most recent update was in 2015 that prohibited deed restrictions. The newest law is that HOAs cannot have a rule that prevents an owner from having solar installations but can adopt guidelines regarding size, placement and aesthetic considerations.

It is believed that the current restriction is essentially preventing him from having a solar installation. He likened this to the struggle HOAs had with allowing satellite dishes. He has also spoken to his neighbors and reports that none of them had concerns about the proposed installation.

The Board asked if an evaluation of the non-street facing roof had been done; the owner believes the output would be reduced by as much as 90% on the back side of his home.

Director Asbury noted the ARB decision was based on historical association policy and precedent; and that the ARB plans to make a recommendation to the Board for a resolution to this matter. It was noted there may be a requirement within the Federal Historic District provision that would prevent the association from approving solar installations on fronts of home.

The owner noted there is an install deadline and they will lose Energy Trust of Oregon incentive money if not installed by the April deadline.

Vice President Boyd asked for timeline of information from the ARB. Asbury's idea is to have a Board work session on solar next Thursday. Asbury will circulate written materials ahead of the meeting.

**VI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:30 PM.

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**APPROVED**

**BY** Lindsay Sandor, Secretary

**DATE** March 7, 2018