

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON FEBRUARY 6, 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
David Boyd, Vice-President, ARB
Linda Marshall, Treasurer
Katie Rupp, Director, Community Relations
Jon Cole, Director, Maintenance

ABSENT: Sheila Brewer, Director, Recreation
Terri Danowski, Director, Compliance
Martin Hehman, Director, RV Lot
Lindsay Sandor, Secretary, Communication

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 – January 2, 2019

MOTION: Dan Badders made a motion to approve the January 2, 2019 meeting minutes as published in the February newsletter. Jon Cole seconded the motion and it carried unanimously.

III. BOARD DEPARTMENT UPDATES

Community Affairs – Katie Rupp reported:

Katie has been in communication with an owner who is considering managing the Neighborhood Watch Program for the community. The first newsletter article has been received from the District Attorney; she and Lindsay Sandor are preparing it for publication. A committee has been formed to gather and organize all Association policies for easy access and reference.

Treasurer – Linda Marshall reported:

Linda reported on the corrections made to the December Financial report, to correct expenses mis-posted in the general ledger, and noted the Balance Sheet did not change. An owner asked about the operating cash left over at the end of the last fiscal year; Nancy La Voie responded that operating cash is carried over year to year if not spent.

MOTION: Linda Marshall made a motion to authorize Schwindt and Co. to prepare IRS form 1120 instead of 1120-H for the year ending 9/30/2018, as the association will realize a tax benefit of approximately \$5500 net of the increased cost to file the longer form. David Boyd seconded, and the motion carried unanimously.

Maintenance – Jon Cole reported:

Jon reported that Jarrod Levesque was still getting acclimated to the work necessary to maintain Oak Hills common property. The installation of the new flag pole was delayed by weather earlier in the week, but should occur within the next week. Two mailbox units are scheduled to be replaced. Discussion followed on the economy of scale of having more installed at one time, but the consensus was to only replace them when they fail. The storm water fault filters have been replaced and David Boyd is working on getting the county bond released and funds returned to the association. The pool's UV filter lamp is scheduled to be replaced at an expected cost of \$4800. This may be an annual expense that will need to be incorporated into future budgets.

Window washing of the new facility is being discussed. The idea is to have a window cleaning service monthly except when the pool is operational, during which time the pool staff can wash them. The upper gym windows will need to be professionally washed once a year. Bids are being obtained for this.

Dorthe Bugbee has been working on obtaining proposals for restoration of the entry monument. The plan is to preserve it in its current form as long as possible. Jon expects renovations to occur in late summer 2019.

Architectural Review Board (ARB) – David Boyd reported:

David reported on the current activities of the ARB. One fence replacement application was denied as the original fence may have been as much as 6' on common property. The owner has been notified and given the opportunity to have their property surveyed to confirm the location of the property line if they believe the committee to be error.

Compliance – Dan Badders reported on behalf of Terri Danowski:

There were some complaints about RVs parked on the street during recent work in the RV lot. Jon Cole noted the work has been completed and all RVs should be returned to the lot now.

Owners were reminded to start evaluating and planning for 2019 maintenance projects, and were reminded of their obligation to maintain sidewalks adjacent to their property to Washington County standards.

RV Lot – David Boyd reported on behalf of Martin Hehman:

As of Sunday, there are four unpaid RV lot spaces, and the lot is currently full. The gate opener installation is nearly complete. An internet connection is necessary, and Comcast service has been ordered. Given the increase in operational costs, the rate structure is being reviewed for possible adjustments.

Communications – David Boyd reported on behalf of Lindsay Sandor:

Everyone was reminded that newsletter articles are due tomorrow. The web site is being updated to adjust the Rec information for the 2019 season. The April newsletter will feature Swim Registration information. The next newsletter will be delivered by a local courier service, as the relationship with the Westview Band Organization has ended by mutual agreement. The Budget Committee meeting was successfully broadcast on Facebook live.

Christina Matusek is now managing the community events calendar on the web site.

A Rocketship Committee has been formed consisting of 5 volunteers and 3 Board members. They hope to have a recommendation to the Board before the annual owners meeting.

IV. OWNERS' FORUM

- An owner noted that trucks of gravel being deliver to Ridgetop for the sewer replacement project should be using Bethany Boulevard, not 153rd. The Board suggested that concerned owners contact the water district, and Katie Rupp will reach out to the project contact to ask that large vehicles be rerouted.
- An owner asked about the new access system for the RV lot and how it will be managed for organizations that rent spots with multiple people needing access.

V. DISCUSSION TOPICS / OTHER BUSINESS

A. Collection and Organization of Board Policy Documents:

Katie Rupp reported the committee is in the beginning stages of reviewing past meeting minutes to identify,

catalog, and organize all Association policies. It is expected the committee may require some legal advice on the validity and the ability of the Association to enforce some of the policies, and whether some require amendment of the Association governing documents.

B. Review of prior ARB Decision

David Boyd reported on the ARB actions since the January meeting wherein an owner filed a complaint about a recently painted home in his neighborhood. The current ARB process requires owners to notify neighbors of planned projects, but does not include a provision for a neighbor to appeal an ARB decision; however, a neighbor can request that the Board appeal an ARB decision. When queried, no one on the Board requested the paint color decision be appealed. Discussion followed regarding possible amendments to the process in the future to insure neighbors have an opportunity to register concerns about proposed applications in a timely manner. Consensus is that the Board needs to trust the committee is making decisions in the best interest of the whole community.

C. Interviews of other community management companies

Dan Badders reported on recent concerns about errors in the financial reports prepared by CMI, and noted

the association is planning to meet with other management companies. Dan reported on a meeting held with Nancy La Voie, Community Manager, Denise Bower, President, and Leang Tok, staff Accountant at CMI. CMI has committed to recognizable upgrades in their performance by April 1.

D. Committee Recommendations for Annual Dues Increase

Linda Marshall distributed and reviewed a document prepared by the committee studying an increase in HOA dues effective in the fiscal year starting 10/01/2019. The committee's goal was to set the dues at a level that will sustain the Association's operating budget and use the various miscellaneous income from facility rentals to fund replacement reserves and recreational events. The new fee amount, if approved, would eliminate the requirement that owners purchase pool and recreational passes, except for a nominal registration fee. The Board will vote on the recommendation at the March meeting. Owners will vote on any increase at the May 2019 Annual Owners Meeting. It was also noted that there has been consultation with the Association's legal counsel regarding the various voting requirements for this amendment to the bylaws.

VI. ADJOURNMENT

MOTION: Jon Cole made a motion to adjourn at 9:11 pm. Katie Rupp seconded, and the meeting was adjourned.

APPROVED*

BY Lindsay Sandor, Secretary

DATE March 6, 2019

**(March 6, 2019)*

APPROVAL OF PREVIOUS MEETING MINUTES – February 6, 2019

MOTION: Lindsay Sandor made a motion to approve the February 6, 2019 meeting minutes as published in the March newsletter. Linda Marshall seconded the motion and it carried unanimously.