

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION  
HELD ON JANUARY 3, 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, Director, ARB  
Sheila Brewer, Director, Recreation  
Terri Danowski, Director, Compliance  
Todd Cooper, Director, Maintenance

**ABSENT:** Jon Cole, Director, RV Lot

**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 7:01 PM and reviewed the agenda.

**II. APPROVAL OF PREVIOUS MEETING MINUTES (December 6, 2017)**

**AGREED: Lindsay Sandor moved to approve the minutes of the December 6, 2017 meeting as previously distributed. Todd Cooper seconded the motion which carried without objection.**

**III. BOARD UPDATES**

Recreation: Director Sheila Brewer reported that she has ordered smaller containers for the swimming pool chemicals following the concern voiced at the last meeting. This would make it easier for the staff to transport the chemicals up the hill. She is still researching other options that will work for all parties. Purchasing the appropriate piece of equipment needed to transport the larger barrels safely would be the best option.

Brewer reported that the larger swimming group, the Thunderbolts, have decided to continue renting the pool facilities through April at \$5,200 per month. The senior group is still deciding if they will continue to rent for the near future.

There will be a CPR class offered to the public on February 24. More details will be forthcoming.

Compliance: Director Terri Danowski stated that she issued ten first violation letters in the past month, and four second letters. She noted that there are a lot of fences in bad shape throughout the Neighborhood and she will be turning her attention there next. Plans for the garbage enclosure at the Rec Center are moving forward. Over the holidays there were violations regarding guests living in RVs parked on street, which is not allowed. She noted that homeowners need to be aware that they live in

an HOA and that they need to abide by the rules. There were just a few ownership changes since the last meeting.

Maintenance: Director Todd Cooper reported that the Association received the final \$5,000 from the Soccer Association for the field irrigation project. A new overhead door has been installed at the Maintenance building. Cooper will be meeting with Sonny's at the end of the month to determine where they should focus their time and attention for the foreseeable future. He stated that Sonny's is doing a great job and that it is obvious that they care for the neighborhood.

Secretary: Director Lindsay Sandor reported that the ARB page is complete on the website and she will send out a blurb about it on Facebook tomorrow. The page contains reminders about spring maintenance tasks. There is a long-term goal to have an electronic document available for new owners which will include the rules document. Sandor stated the timeline for the next newsletter: draft minutes are due next Wednesday, and Board articles are due next Friday. There has been ongoing discussion about merging the newsletter with the Oracle. She has decided to continue to produce the newsletter independently. The budget is in place, and she will strive to keep it as concise as possible. It will be printed and posted electronically as well.

Building Committee: Vice President David Boyd reported that he is working with TEAM to complete the punch list. He stated that it is 90% complete, and that TEAM has had workers on site the past two weeks. Best case scenario is that they will be finished in the next two weeks; worst case could be the end of February. The main items remaining are painting and siding issues, and the drainage in the locker rooms.

Boyd is working on a solution to the standing water on the locker room floors, and this item could extend the timeline for completion significantly. Proposals are being solicited to correct the problem, and Boyd will need to determine if this will be considered a warranty issue or a separate project. This is complicated, as there are three issues involved: safety, cleanliness, and protecting the walls from water damage. Cove base could be installed to protect the walls, but an additional drain would help keep the water off of the floor, thus improving safety and cleanliness.

Rocket Ship donations of \$1,600 have been received in the last month. The Energy Trust has issued a second credit in the amount of \$18,600, bringing the total number to \$22,005.68. Pool expenses were discussed, and Boyd reported that the water bill has been corrected since they were billing at the wrong rate. Heating the pool costs an average of \$3,000 per month; electricity, \$2,000; and water \$1,000. Brewer discussed cost saving measures, including shower timer valves, but Boyd stated that the installation costs are so high that it would not provide the needed return on investment.

TEAM has provided the necessary numbers for the Reserve Study, and Boyd is formatting the data so that Dan Huntley can complete the document which 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.

Boyd is still providing initial pool fobs to owners for free, and he is working with Christina on this project. A deadline needs to be established and published when fobs will no longer be provided free.

Architectural Review Board: Director Ryan Asbury reported that there have been three requests in the past month: two for new roofs, which have been approved; and one for the installation of solar panels, which was denied. Asbury told the Board to expect an appeal. Asbury would like to print several copies of the architectural guidelines to pass on to owners who do not have access to the website.

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

Treasurer: Treasurer Linda Marshall reported that the new system for invoice approval is working well: when invoices are received at CMI, they are being sent to Marshall, who sends them to the appropriate director for approval. CMI has developed a new check request form and it will be available electronically to Directors as a fillable PDF.

As of November 30, 2017, OHHA Year-to-Date (YTD) revenue is favorable to the fiscal YTD budget by \$13,000. (One-twelfth of Homeowner dues is allocated as revenue each month.) YTD revenue on November 30 was \$87,800, while YTD budgeted revenue was \$74,800. The positive variance of \$13,000 came from:

- Oak Hills Soccer Club's final payment of their share of the field irrigation project;
- Energy Trust of Oregon's rebate recognizing energy saving aspects of the rec center project;
- Donations to the reconstruction of the rocket ship on Oak Hills' original playground; and
- Fees paid by participants for fitness classes and winter pool access.

In all cases, these payments were recorded in full, while only two months' portion of these revenues are reflected in the budget.

Year-To-Date expenses are favorable to budget by \$7,000. These, too, are timing issues. Some accounts, like Fourth of July, are seasonal: its \$20,000 budget is spread throughout 12 months, while the expenses are concentrated in early to mid-summer. The largest seasonal variations are Lifeguard Payroll, Pool Maintenance, Pool Chemicals, and the dumpster. These timing issues will smooth out through the year, and Marshall will not be addressing timing issues on these accounts going forward. Marshall stated that the monthly financial reports are posted at [oak-hills.net](http://oak-hills.net).

Boyd inquired about the loan re-amortization, and La Voie stated that CMI is in process of re-amortizing the loan since there were a number of payments in full last month. Mikki Sparr inquired about the installation of the memorial pavers. Boyd stated that the vendor had a significant family event that has stalled the installation, but he is certain that the project will be back on track soon.

#### **IV. OWNERS FORUM**

A homeowner who is enjoying the new facilities stated that Roland and Christina are valued employees. Homeowner also voiced concerns that the Recreation Center building project had been constructed

without the architectural specifications in place. Vice President Boyd responded that the architect had been hired for the project at a flat fee, and that due to timelines imposed by the bank, the contractor's contract had to be signed before the specs were completed. Boyd stated that the architect was very involved with the project, and both architect and general contractor really helped to get maximum value for the Association. The project has been a great success, and the problems have been few and fairly manageable. Boyd stated that the warranty period began at substantial completion in June.

**V. EXECUTIVE SESSION**

President Badders stated that the Board would adjourn into Executive Session to discuss personnel issues. Manager La Voie was excused at 8:05. The Executive Session was closed at 9:04 pm.

**VI. ADJOURNMENT**

**AGREED: It was moved and seconded to adjourn the meeting at 9:05 pm.**

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**APPROVED**

**BY** Lindsay Sandor, Secretary  
**DATE** February 7, 2018