

BOARD OF DIRECTORS MEETING  
OAK HILLS HOMEOWNERS ASSOCIATION  
JULY 1, 2018  
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**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON JULY 1, 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  
Terri Danowski, Director, Compliance  
Martin Hehman, Director, RV Lot  
Kaitlin Rupp, Director

**ABSENT:** Linda Marshall, Treasurer

**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 7:01 PM.

**II. APPROVAL OF PREVIOUS MEETING MINUTES – June 6, 2018**

**MOTION:** Lindsay Sandor made a motion to approve the June 6, 2018 meeting minutes as amended per the Board discussion. Sheila Brewer seconded the motion and it carried unanimously.

**III. BOARD DEPARTMENT UPDATES**

**RV Lot – Martin Hehman reported:**

The RV lot has been cleaned, weeds sprayed and cut down, etc. up by Martin and two other volunteers. Martin will be asking if Sonny's Landscape can provide leaf removal and occasional weed control as part of their agreement with the association or bid a separate agreement. The new lease form is now an electronic document and can be digitally completed and signed. The current policy requires a new contract to be signed every year; Martin isn't sure this needs to be done, as it was a requirement from the days when people could hold a space without having anything stored in it. Martin noted the fence slats need to be replaced and he has a proposal for approximately \$2000 and proposals to install a mechanical gate opener, both to be discussed during the business portion of the meeting.

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

David reviewed of the types and numbers of applications processed in June.

**Treasurer –Dan Badders reported for Linda Marshall:**

Read the treasurer's report which included a summary of expected net from 4<sup>th</sup> of July event.

**Compliance – Terri Danowski reported:**

Summarized current compliance activities.

**At Large – Kaitlin Rupp**

Kate had no report, but will have a donation request to be discussed later

**Communications - Lindsay Sandor reported:**

Lindsay reported that she hasn't totaled the online contributions for 4th of July yet, and that ten new brick orders have been placed via the web site through June. Lindsay asked for meeting minutes and Board member articles for the next newsletter by end of the week.

**Recreation - Sheila Brewer reported:**

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Sheila presented a summary of 4<sup>th</sup> of July event. Early numbers show an on-budget event. Discussion followed regarding the organizer of the event, Linda Kitchin, who puts in a significant number of hours each year. Sheila suggested in the future a stipend be paid to the organizer of this significant event. Discussion also followed regarding the possibility of using paid staff already on payroll at the entrances to collect the donations in the last hour of the evening as it is traditionally very lightly covered, difficult for volunteers to commit to, and the highest numbers of foot traffic.

Sheila reported on two incidents, one including vandalism in the Community Room. The first incident, a group of five to seven teenagers were discovered on security camera footage sleeping overnight in the Community Room. Staff and Board members reviewed security camera footage and identified one of the teenagers to be the child of a homeowner. On close review, the footage revealed drug use by both the guests and the homeowner. The parents and the police were contacted and both reviewed the security camera footage. The police, the parents, and the Association are taking the situation seriously and are each imposing ramifications including financial restitution, expulsion, and possible police intervention. As per policy, the homeowners will pay for all damage to Association property as vandalism was discovered. The second incident, taking place a few days later, Roland Levesque, Maintenance Manager, discovered a non-resident sleeping in the Community Room while making his early morning rounds. The police were called and the person was identified and cited for trespassing.

David Boyd reported on steps being taken to prevent future incidents: (1) All recreation doors will be made secure. (2) An Alarm will be armed every night at midnight alerting both the police and board members. (3) The police have been invited and are using the community center as an overnight hub for breaks and to complete paperwork and reports.

Dan Badders asked Jon Cole to get bids and get the damage repaired and the Association has recoup that expense from the homeowners.

Sheila reported that the "Oak Hills Squares" are beginning the process of becoming an officially registered square dance group.

Sheila noted that an email had been circulated to Board members with ideas for a diversity liaison who would assist the Board in addressing concerns about diversity and maintaining an inclusive environment; there will be a formal presentation at a future meeting.

There have been changes to the fitness program. Look for more information on the website.

The water aerobics program was slower to gain momentum this year.

**Maintenance – Jon Cole reported:**

Jon is continuing to work with Roland Levesque to direct Sonnys Landscape on maintenance work to be done in the common areas. Since last month, they have removed a damaged oak tree; did a lot of edging; cleaned up miscellaneous less-used common areas.

Jon Cole noted that the RV lot maintenance is not part of agreement with Sonnys but he will get a bid for some annual maintenance as requested by Martin. Mowing is slowing down so time is available to work on other projects.

Terri Danowski asked Jon Cole to consider how reclaimed common areas are maintained now that owners are not doing so.

Discussion followed regarding the stripping of the soccer fields, Roland Levesque estimated it costs about \$100 in labor and materials, and the discussion was whether this could be done more cost effectively if outsourced.

**President's Report – Dan Badders reported:**

Dan noted he had heard a lot of support from surrounding communities for the 4<sup>th</sup> of July event.

**IV. OWNERS' FORUM**

- The publisher of the Oracle addressed the Board regarding the June neighborhood watch article that was also discussed at the June Board meeting.

**V. DISCUSSION TOPICS / OTHER BUSINESS**

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**A. Rental Policy Presentation**

Sheila Brewer presented the current draft of rental guidelines for OHHA Recreation Complex and Grounds, and noted the information contained therein has been the unwritten policy and that use of the rec facility has been self-governed by the Rec Director, but felt it was important to formalize this policy going forward.

Martin Hehman commented that it aligns with education department policies for use of school facilities.

Lindsay Sandor appreciates the work that went into drafting the policy. She agrees 100% with the idea of the policy.

Kaitlin Rupp agrees with the policy, as it will insure the use of the facility represents all members of the association.

Dan Badders likes the formal written policy so it is clear that denial is not an arbitrary decision by one person, and likes the appeal opportunity.

**ACTION:** Consensus is to post a draft on association's social media (web site, Facebook) to allow owners to review and comment before adoption, with an introduction by Sheila Brewer to give context of why the association is formalizing the policy.

**B. ARB Committee Candidates**

**MOTION:** David Boyd made a motion to appoint Keith Gregory and Dorthe Bugbee to the ARB committee. Martin Hehman seconded the motion and it carried unanimously.

**C. Tiny Home Compliance Matter - Terri Danowski**

Discussion followed regarding the ongoing matter of an owner who is constructing a Tiny House on their property. The owner is currently being fine \$15/day. Discussion followed regarding having an approved increase in the daily fine in the event the owner doesn't meet the agreed upon deadline for resolving the violation. Discussion followed regarding the idea that a Board member would have authority to determine the severity of a violation that might warrant a higher level of fine. It was noted that there have been very few severe violation situations in the history of the community.

**MOTION:** Jon Cole made a motion to increase the daily fines to \$50 if the Compliance Director determines it is warranted. Sheila Brewer seconded the motion and it passed, five in favor, Kaitlin Rupp and David Boyd opposed.

**D. Washington County Leash Laws Presentation – Terri Danowski**

Terri reported that the head of animal services at Washington County has determined that animal control is authorized to enter association common property to enforce leash laws if they receive a complaint "If the HOA has not specifically stated an area is off leash."

Discussion followed regarding whether the Association should form a dog owners group to educate dog owners and give them a cohesive voice in the community; no action was taken.

Dan Badders appreciates having county enforcement information to give to residents when they express concerns about off leash dogs.

**E. Capital Reserve Budget Request – Dan Badders**

Discussion followed regarding Dan's recommendation to allocate \$60,000 of existing reserve fund to be used for capital repair and completion projects. As various projects were discussed it was agreed that some are replacements and should be funded from reserves and some are capital improvements which should be funded from operating contingency funds. The idea was that a budget would be allocated to a Director for a project and the director would be responsible for completing the project within the budget without having to bring each contract to the Board for additional approval.

Discussion followed about how the proposed projects track with information received from the owner surveys, and it was noted that there had been some concern before the survey was started that the

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owners' priorities may not align with Board priorities. Dan Badders wants to address concerns from residents that there are maintenance projects necessary outside of the rec facility.

**ACTION:** David Boyd suggested that the Board consider project ideas; get some proposals in place; and discuss this further at the next Board meeting

Dan reported that he, Linda Marshall, and David Boyd are going to be starting the budgeting process this month. They will talk with each individual director about their department budget.

**F. Oak Hills Schools for Annual Jog-a-Thon**

Kaitlin Rupp presented information from Oak Hills Schools about the annual Jog-a-thon; asking for donation for sponsorship, noting that this would be an investment back into the community and supporting the children in the community. No action was taken at this time.

**G. RV Lot Maintenance**

**MOTION:** A motion was made to approve \$1900 for new slats for the RV lot fence from the operating budget, and the motion was approved by unanimous consent.

**VI. ADJOURNMENT**

**MOTION:** Terri Danowski made a motion to adjourn at 9:30 pm. Sheila Brewer seconded, and the meeting was adjourned.

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**APPROVED**

**BY** Lindsay Sandor, Secretary

**DATE** August 1, 2018