

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON JUNE 6, 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  
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 7:00 PM.

**II. BOARD DEPARTMENT UPDATES**

**Recreation - Sheila Brewer reported:**

Recreation department is very busy getting ready for the summer season. Staff Training is ongoing, swim classes are already full for the entire summer; fitness classes have healthy enrollment; water aerobics classes are starting; office hours are consistent; residents are signing releases in order to swim when no guards are present. Pool pass sales are good.

The transition has been made to the new payroll company, ConnectPay. It is expected that the new system will make future budgeting easier.

Regarding the 4<sup>th</sup> of July Celebration, all contracts are in place and all events are scheduled. Sheila noted there are still volunteers needed for set up, for the day of the celebration, and for clean up on the 5<sup>th</sup>.

Sheila will be contacting the Thunderbolts to see if they are interested in reserving the pool in the fall and winter of 2018/2019; this generated about \$35,000 in revenue last winter.

**Maintenance – Jon Cole reported:**

Jon has met with Roland Levesque several times and has been introduced to the rep from Sonny's Landscape Service. The landscapers are currently working on removing ivy from trees and pruning shrubs; next week will be edging pathways. Jon will be conducting a performance review with Roland tomorrow. Maintenance requests from owners are being handled in order of priority. Ongoing focus is how to best utilize Roland's skill set.

**Compliance – Terri Danowski reported:**

22 courtesy notices have been sent, 2 owners are being fined, and one hearing was conducted. Terri has had 10-12 in person meetings with owners about compliance issues. There is a concern about owners leaving piles of clippings in the greenspace areas – the landscapers cannot mow over the piles with checking to see what is underneath.

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

Five applications approved; 3 are pending.

The initial phase of the paver project is complete; engravers are re-doing some that had misspellings. There are currently about 30 new orders to be sent to the engravers. It was agreed to adjust the pricing to include either a graphic or an extra line of text.

The memorial bench is set to be installed on July, located near the soccer field, all privately funded.

**RV Lot – Martin Hehman reported:**

There are 2 residents that have not paid for storage for the current year. Discussion followed regarding a policy for how long the association will wait before having the vehicles towed for non-payment of the storage fee.

**Communications - Lindsay Sandor reported:**

Lindsay is compiling information from the owner surveys; 135 responses have been received to date. Paver ordering pricing has been updated on the web site. Information about the 4<sup>th</sup> of July Celebration is being posted, including a call for volunteers. Lindsay will need articles for the newsletter by June 15<sup>th</sup>. Lindsay also reported she has identified an owner who will assist with staff and Board member photos for the web site.

**Treasurer – Linda Marshall reported:**

On April financial report.

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

Thanked Todd Cooper and Ryan Asbury for their service to the community.

**III. APPROVAL OF PREVIOUS MEETING MINUTES – May 2, 2018**

**MOTION:** Lindsay Sandor made a motion to approve the May 2, 2018 meeting minutes as published and subsequently amended. David Boyd seconded the motion and it carried unanimously.

**IV. OWNERS' FORUM**

- An owner addressed the Board about dogs barking behind fences along the greenway.
- An owner addressed the Board regarding an article that was published in the Oracle that she deemed to be racist; and asked for a disclaimer form the Board that the Oracle is not affiliated with the Association, that it is a private publication.
- Discussion followed regarding whether to move Neighborhood Watch announcements back into the association newsletter where they can be vetted by the Secretary before publication.
- Several owners, including the publisher of the Oracle, addressed the Board in support of the article writer, and that they didn't believe the writer intended for the information to be racist.
- Dan Badders advised that the Board will consider how the might help clear up the issue within the community.
- An owner noted that dogs being walked in the greenway cause dogs behind fences to bark, doesn't believe this is an association issue to police.
- An owner addressed the Board regarding the new irrigation in the parking lots beds and the health of the trees, suggesting they be inspected by an arborist.
- An owner addressed the Board regarding her perception that the Board is focused on the recreation facility and not focused on upkeep of the community as a whole, particularly the RV Lot.

**V. DISCUSSION TOPICS / OTHER BUSINESS**

**A. Solar Panel Policy Created by ARB**

**AGREED:** Lindsay Sandor made a motion to approve the policy as presented. Linda Marshall seconded.

Discussion followed. It was agreed that the ARB would continue to monitor applications and technology and propose update to the policy as necessary.

The motion carried unanimously.

**B. Facilities Use Policy**

Sheila Brewer presented a revised policy wherein all procedural information was removed, and the new document solely addresses policy for determining appropriate use of the facilities, including forming an advisory committee to review request as necessary. Linda, Martin and Sheila will bring a final version to be considered at the July meeting.

**C. Signage on Fences Facing Greenspaces**

Terri Danowski requested clarification regarding owners placing signage on the greenway sides of their fences. It was agreed that this is generally not permitted under the sign policy, but that exceptions could be considered for safety reasons.

**D. Future Project Review and Prioritization**

Jon Cole reported he is still reviewing data being captured in owner surveys. Discussion followed regarding several projects that should be considered maintenance, not special projects, such as walkway and curb repairs, and restoration of the entry monument.

It was agreed that looking at providing more permanent shade at the pool is a candidate for an improvement project for future years budgeting

**E. 6 Month Budget Review**

Dan Badders reviewed a snapshot report of the associations financial position from October 1, 2017 through March 31, 2018, and reported that overall, expenses in this period were 46% of annual budget.

**F. Interview of Candidates for Open Board Position**

**AGREED:** Martin Hehman made a motion to appoint Katie Rupp to fill the vacant Board position. Jon Cole seconded, and the motion carried unanimously.

**VI. ADJOURNMENT**

**MOTION:** David Boyd made a motion to adjourn at 9:20 pm. Terri Danowski seconded, and the meeting was adjourned.

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**APPROVED**

**BY** Lindsay Sandor, Secretary

**DATE** July 1, 2018