



# HOMEOWNERS ASSOCIATION NEWSLETTER

THE OFFICIAL PUBLICATION OF THE OAK HILLS HOA

APRIL 2020

## PRESIDENT'S UPDATE

BY DAN BADDERS, OHHA PRESIDENT

At the 2020 Annual Meeting (date TBA), homeowners will be asked to elect three new board members. The terms of Jon Cole, David Boyd, and Lindsay Sandor will expire, and none are seeking additional terms of service to the community. Please consider serving the Oak Hills Community. If interested, send me, Dan Badders, an email ([oakhillshoapresident@gmail.com](mailto:oakhillshoapresident@gmail.com)).

At the Annual Meeting, the Board is requesting your vote on two financial topics: (1) an increase in annual homeowner dues of \$120 (to take effect November 2020), and (2) to allow future boards to raise annual dues by 3% without homeowner annual approval, as required by our CC&Rs (to take effect November 2021). We are one of the few (if not only) homeowners associations that does not allow its board to do this, and not having an automatic increase has contributed to our current financial situation.

In the simplest terms, we are running out of cash to meet the operating needs of Oak Hills. Our fiscal year end cash reserves are at the lowest level in the past six years. We have cut our current operations budget by 8% versus prior year in order to address the shortfall. If the annual dues increase does not pass, we will require additional cuts in all areas of the budget. As a visible example of recent cuts, this year we will no longer have a drop box available year-round for homeowners to deposit yard debris. It now is limited to a six-month period. We have also eliminated our full-time Maintenance position. User fees have been increased for RV Lot, Pool passes, etc., but these cuts are not enough to

*continued on Page 2*

### COMMUNITY AFFAIRS

While the Traffic Task Force and Neighborhood Watch continue to make strides, our aspirations will be done remotely through the end of April. So, let's continue to watch out for each other, call our neighbors, and be extra-aware of others on the road. We, as a community, are what makes Oak Hills great! Take care!

### CALL FOR 3 NEW BOARD MEMBERS

Three board positions become vacant this year, and all homeowners are invited to consider running for the board. The only requirement is that you be a homeowner. If you would like to know more about how the board works or to be considered, please email [oakhillshoapresident@gmail.com](mailto:oakhillshoapresident@gmail.com) or contact any board member.

Everyone is aware of the Governor's directive regarding "Stay Home & Stay Healthy." How does this apply to Oak Hills?

- All buildings have been closed and will remain closed until further notice.
- The tennis courts and playground area are closed.
- Pool and pool area will remain closed until further notice.
- Annual meeting (formerly May 12) will be postponed.
- Monthly Board meetings will continue, but no homeowners will be allowed to attend in person. However, communications will be set up to allow interested homeowners to view/listen these meetings remotely.
- ARB will still be available to review applications and render decisions remotely.
- We will be using our email alert systems and web site to keep homeowners informed. If you do have questions that require immediate attention, please contact our General Manager (Christina Matousek) at [oakhillsgm@gmail.com](mailto:oakhillsgm@gmail.com) or President (Dan Badders) at [oakhillshoapresident@gmail.com](mailto:oakhillshoapresident@gmail.com).

I do encourage all homeowners to follow the Governor's directive and the spirit of the Stay Home & Stay Healthy program.

## CUTTING EXPENSES

BY GERRY REEVE, OHHA TREASURER

Homeowners associations have a very unique business model. While most businesses have sales (revenue) in every month of the year, HOAs have essentially all of their revenue for the whole year come in one month. In our association we get some additional revenue in the spring and early summer months from the sale of pool tags, the Fourth of July event and the rental of our fields. But most of our revenue comes in October and November when homeowners pay their annual assessment. We get the revenue all at once and then try to make it last until the end of the year.

In addition, we have very straightforward operations. We are not doing anything complicated. At the beginning of each year we have essentially two pools of money.

*continued on Page 2*

# Cutting Expenses *continued from Page 1*

One is for the operations of the association; expenses such as utilities including water, natural gas and electricity, landscaping, janitorial services and other monthly services. The second pool of money is set aside for what I call capital expenditures. These are major maintenance or replacement costs primarily to our facilities. Examples are a new roof, painting, sidewalk replacement, etc. These funds are to be accessed only for major expenses.

Last year in 2019, the funds allocated to defray our operational costs were exhausted by about the first of August. We paid the August and September operational expenses (utilities etc.), by accessing the funds saved for our maintenance/replacement reserves. Most months we run \$38,000-\$45,000 in operational expenses, so we fell about \$80,000 short in 2019.

I have been working through cash flow projections for this year. I can now say with some confidence that we will run out of money to fund our operations on August 1, plus or minus 10 days. The only way we will be able to pay our operational expenses for August and September will be, once again, to use funds designated and held in reserve to defray the cost of future major structural repairs.

This is simply unsustainable and must be corrected. There are three ways to address this. One is to increase our annual assessment. Second is to cut expenses dramatically. Third is to implement a combination of increased assessment and cut expenses. We **will** cut expenses, the question is how much. If the suggested assessment increase passes, we will have the ability to cut expenses prudently and judiciously. If it does not pass, the expense reduction will be much more severe.

# President

*continued from Page 1*

solve the cash problem. Future cuts in operations would impact home values and make Oak Hills less attractive to new/existing homeowners.

At the 2019 Annual Meeting, only 41% of homeowners voted. Our goal is to have 75% of homeowners vote. You can vote by mail and also drop your ballot off the day of the Annual Meeting. Passing the annual dues increase (per our CC&R's) requires a super majority (66%) of all votes cast. For the future of our neighborhood, it is critical for all homeowners to vote.

With your support, I am confident that current and future Boards will continue to manage the use of Association funds in a most efficient manner possible, but we cannot hold back the tide of rising costs. We need your help!

## DRAFT BOARD MEETING MINUTES -- Mar. 4, 2020

### MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON MARCH 4, 2020 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 Present, ARB  
Lindsay Sandor, Secretary, Communications  
Gerry Reeve, Treasurer  
Sheila Brewer, Director, Recreation  
Jon Cole, Director, Maintenance  
Jana Carlson, Director, RV Lot  
Terri Danowski, Director, Compliance  
Christina Matousek, General Manager

**ABSENT:** Anne Hogan, Community Affairs

#### BY INVITATION:

Nancy La Voie, PCAM, CMM, CMCA, Community Manager, COMMUNITY MANAGEMENT, INC. AAMC

**OWNERS:** Per sign-in sheet

#### I. CALL TO ORDER/COMMUNITY ANNOUNCEMENTS:

With a quorum of eight Board members in person, the meeting was called to order by Dan Badders at 7:00 PM.

#### II. APPROVAL OF PREVIOUS MEETING MINUTES: February 5, 2020, February 13, 2020 and January 30, 2020

**MOTION:** Lindsay Sandor made a motion to approve the February 5, 2020 Board Meeting minutes, The January 30, 2020 Special Board Meeting minutes, and the February 13, 2020 Special Board Meeting minutes as published in the

newsletter. Terri Danowski seconded, and the motion carried unanimously.

#### III. BOARD DEPARTMENT UPDATES:

##### Recreation – Sheila Brewer reported:

Upcoming events in April are the Easter Egg Hunt on April 11 at 10 am. An agreement has been negotiated with 3 groups that will be renting the pool starting March 30. Field rental contracts are out for signing, revenue from field rental is expected to be slightly below what was budgeted. Cedar Mills Baseball will be renting the baseball field for the entire season. Regarding the 4<sup>th</sup> of July, all contracts are in place and insurance riders are secured. Noho's Hawaiian BBQ will provide food, and there will be no bounce house, to save on cost of the event.

Lifeguards from 2019 have been contacted about returning for the 2020 season. Some changes to the swim team program are being implemented to encourage more participation from younger swimmers.

##### Compliance – Terri Danowski reported:

Not seeing a lot of violations this time of year; mostly realtor directional signs and some landscape maintenance issues starting.

##### ARB – David Boyd Reported:

The ARB only processed applications in February for siding, roofing, concrete repair, storage shed, fence. Two fence applications were denied due to the request fence height; one of those owners has agreed to a shorter fence. The ARB has reviewed the planting strip plat requirement along NW

*continued on Page 3*

# Draft Minutes -- March 4, 2020 *continued from Page 2*

153<sup>rd</sup> so owners could locate proposed fences. The ARC reviewed the feedback from the Ad Hoc Fence Committee and will ask the Board to review the proposed revised fence policy tonight.

## **Treasurer – Gerry Reeve reported:**

The first meeting of the Finance Committee has occurred and was successful. Gerry is also working on forecasting cash balances for year-end (09/30/2020) and hoping to have quarterly reports available.

## **Maintenance – Jon Cole reported:**

The transition is underway to having Sonny's Landscape do 100% of the Association's landscape maintenance work, including them owing previously done by the Association maintenance staff. The search is underway for a part-time Association maintenance employee. Jon is working on getting updated equipment information to the association's insurance agent to make sure everything is properly insured. Backflow devices have been repaired and tested. Sonny's will be doing leaf removal in the fall for the common areas. Residents will need to be reminded not to put their leaves in the common spaces, and not to make leaf piles in common areas, as it impedes the mowing process. The dropbox will only be onsite from April through September 2020, and not available for resident's leaf disposal.

## **RV Lot – Jana Carlson report:**

1/3 of the users have not returned their 2020 contracts and paid for use of the lot. At the end of March, users who have not paid will be restricted from accessing the lot. There will also be coordination with Recreation to restrict enrollment in summer programs until RV lot fees are paid.

## **Communications – Lindsay Sandor reported:**

Publication of the March newsletter was delayed but it will be delivered this weekend. Article deadline for the April newsletter is March 19.

## **General Manager – Christina Matousek reported:**

Christina presented information to the Board on option for security system monitoring. Anderson Pools will be preparing the pools for opening. Christina asked Board members using the DropBox file management system to please include an editable (Word, Excel) version of documents so they can be edited in the future. Brick sales are ending March 16; the engraver will be returning bricks they have stored, and they will be put in storage with the others on site.

## **President – Dan Badders reported:**

Dan Badders read from a March newsletter article.

## **IV. OWNERS' FORUM**

- An owner addressed the Board regarding the financial report and the reserve fund; and asked if the association had funds in the replacement reserve to repair the entry monument sign.
- An owner addressed the Board regarding the upcoming vote on an annual fee increase.
- An owner complimented the participants involved in the fence policy review.

## **V. BOARD DISCUSSIONS**

### **A. Homeowner Initiative Process – Dan Badders**

After an owner asked about the process for owners to request the calling of a vote on a specific item, either in a special meeting or at the annual owners meeting, it was determined that the governing documents for the association require a petition signed by 130 owners (1 signature per lot). As calling a special meeting would incur cost to the association, discussion followed regarding whether the association would or should require the requesting owners to pay the cost of a special meeting, if one is needed or requested, and if the vote were successful, the association would reimburse that cost. Discussion followed regarding other aspects of owner votes – quorum requirements, approval thresholds, and electronic signatures on petitions.

### **B. Results of ARB Vote on petition submitted by owns – David Boyd**

By petition, 43 owners requested the ARB change the fence policy to allow 7' fences without a variance. The ARB voted 3-2 to keep the maximum fence height at 6'.

### **C. Discussion of ARB Vote, Proposed New Fence Policy – David Boyd**

The ARB reviewed the documented exceptions to the 6' height restriction and reviewed various circumstances that would trigger consideration of a height variance. The proposed new policy incorporates three key changes:

- Defines exception criteria for alternate fence materials, such as chain link, concrete block, stone and vinyl.
- Defines exception criteria for up to 8' fence height in specific locations.
- Defines maximum total height for fence/retaining wall combinations.

Each ARB member presented a brief statement about support or concerns about the proposed revised policy.

**MOTION:** Dan Badders made a motion to accept the Revised Fence Policy as recommended by the Architectural Review Board. The motion was seconded and carried unanimously.

### **D. Policy Document Committee Discussion – Terri Danowski**

Terri reported that the Ad Hoc Policy Committee has been meeting for one year, and the outcoming is a proposed update to the Owners Booklet that was last updated in 2013 but not approved by the then Board. The Board will review the information and vote at the April meeting.

### **VI. ADJOURN to Executive Session**

**MOTION:** Dan Badders made a motion to adjourn at 9:00 pm. Terri Danowski seconded, and the meeting was adjourned to executive session.

### **VII. ADJOURN EXECUTIVE SESSION AND RECONVENE BOARD MEETING**

**MOTION:** Dan Badders made a motion to adjourn the Executive Session and Reconvene the Board Meeting at 9:33 pm. Gerry Reeve seconded, and the motion carried unanimously.

### **VIII. ADJOURN**

**MOTION:** Gerry Reeve made a motion to adjourn at 9:34 pm. Jon Cole seconded, and the Board Meeting was adjourned.

## ARCHITECTURAL REVIEW

**Dan Badders**

*oakhillshoapresident@gmail.com*

**Dorthe Bugbee**

*dorthebugbee@gmail.com*

**Bob Erickson**

*robertkerickson@gmail.com*

**Keith Gregory**

*kgregory1234@gmail.com*

**Dave Nase**

*daven0517@aol.com*

**More information at**

OAKHILLSOREGON.COM/ARB

## DATES TO REMEMBER

**MONTHLY BOARD MEETING**

April 1 @ 7 p.m.

See website for online remote attendance procedure.

**COVID-19 SUPPORT VOLUNTEERS**

Can't go out? We'll go for you. To give or receive help, contact Andy Klumpp (*OHSG@ashware.com*) or Jen Lockwood (503-780-8517).

**OHHA ANNUAL MEETING**

Postponed until further notice.

**ALL OTHER OHHA ACTIVITIES**

Postponed until further notice.

## COMMITTEES

*Advisory committees work on a variety of projects for Oak Hills. The Board of Directors encourages homeowner questions and feedback about these projects at monthly Board Meetings or by contacting the assigned committee directors.*

**BOARD POLICY COMMITTEE**

Director Terri Danowski  
*tdanohha@gmail.com*

## OAK HILLS HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS

Dan Badders President	President	<i>oakhillshoapresident@gmail.com</i>
Open Vice President	Architectural Review, Security, Key Fob	
Gerry Reeve Treasurer	Finance	<i>ohhacfo@gmail.com</i>
Lindsay Sandor Secretary	Communications, Newsletter, Website, Social Media	<i>lindsayohha@gmail.com</i>
Sheila Brewer Director	Recreation, Pool, Fitness, Events	<i>sheilaohha@gmail.com</i>
Jana Carlson Director	RV Lot	<i>rvlotohha@gmail.com</i>
Jon Cole Director	Maintenance, Facilities, Landscaping	<i>jcoleohha@gmail.com</i>
Terri Danowski Director	Compliance	<i>tdanohha@gmail.com</i>
Annie Hogan Director	Community Affairs	<i>ohhacommunity@gmail.com</i>

**The Oak Hills Homeowners Association is governed by a Board of Directors made up of nine members of the community elected by the homeowners. Guided by values that promote a sense of community and preservation of property values, the goal of the Board is to make decisions that are consistent with high principles and in the best interests of the entire Oak Hills community.**

**The Oak Hills Homeowners Association Newsletter is the only officially printed newsletter publication directly from the OHHA Board of Directors.**

**OAKHILLSOREGON.COM    HISTORICOAKHILLS@GMAIL.COM    FIND US ON**



**OFFICE HOURS — CLOSED**

email only: *officeOHHA@gmail.com*

**Tuesday**

Closed

**Wednesday**

Closed

**By Appointment**

*officeOHHA@gmail.com*