



# HOMEOWNERS ASSOCIATION NEWSLETTER

THE OFFICIAL PUBLICATION OF THE OAK HILLS HOA

JULY 2020

## PROBLEM — SOLUTION — VOTE

BY OHHA BOARD OF DIRECTORS

Continuing our efforts of sharing the current financial situation of Oak Hills Home Owners Association, this newsletter will focus on our proposed solutions to not only correct our current financial situation but to also help prevent it from happening again. These solutions will be finalized at the monthly Board Meeting on July 1 and will require a homeowner vote before the Annual Meeting on Sep. 8. In this newsletter, we'll also cover what may happen if we elect to do nothing. We're asking for your help to guide the future of Oak Hills.

***The goal of the Board is to have the finances of the Oak Hills Homeowners Association in good standing, to prudently manage the assets and funds of the Association, and use homeowner dues to fund operating expenses and the replacement reserve for long term expenses.*** The Board has been working on a solution for two years to correct the financial shortfall of our HOA funding. We have listened to homeowner ideas from conversations, meetings, emails and budget work parties. There were several great ideas and all were considered carefully. We've also worked diligently this last year to reduce operating costs as best as possible. ***While the current proposals may seem like not enough by some and too much by others, please know we came to this decision as a compromise to move our association on the right path to financial well-being.*** Future increases will be inevitable in order to ensure that our HOA stays on financially stable ground. We are all part of a great neighborhood that needs everyone to participate to solve our financial shortage.

In this newsletter, we'll outline:

- **How did we get here?** A summary from the June newsletter (see page 2)
- **The proposed solutions in detail:** Immediate dues Increase and 3% annual increase (CC&R change)
- **What happens if we do nothing?** Details what changes may need to be implemented if both measures aren't approved by homeowners.
- **How to Vote**

*continued on Page 2*

### VOTE BY ELECTRONIC BALLOT

In lieu of the traditional paper ballots mailed to homeowners before the Annual Meeting, we will be voting by electronic ballot. More information will be shared in upcoming months. Please confirm your email address with CMI or request a paper ballot\* by contacting Nancy La Voie ([nancyl@communitymgmt.com](mailto:nancyl@communitymgmt.com), 503-445-1102).

\*Paper ballots are an additional cost to the Association. Electronic voting helps save our HOA money.

### ANNUAL MEETING SEPT. 8

Due to COVID-19 physical distancing restrictions, the Annual Meeting of the Oak Hills Home Owners Association has been postponed until Tues., Sept. 8 at 7 p.m. at the Oak Hills recreation center.

# Problem, Solution, Vote *continued from Page 1*

## HOW DID WE GET HERE?

A summary from the June newsletter. Your Oak Hills Board of Directors have worked diligently to keep homeowner dues as low as possible for the past 20 years. Historically, homeowners have approved HOA Dues to be increased every 4-5 years, and the intent was to have a small surplus the first two years, break even the third year, and run a small deficit the last two years of each "cycle." With the much-needed reconstruction of our Buildings and Facilities in 2016-2017, our costs for utilities and maintenance of our new spaces have risen by approximately \$40K to \$60K per year. These higher costs were a combination of anticipated and unexpected expense increases. Our costs for maintaining our greenspaces, paying our employees and contractor labor, and providing the amenities we all enjoy have also gone up, even with careful oversight. *Moving forward we do not expect another huge jump in expenses; we just need to adjust to the new "normal" of operating our neighborhood with the new facilities.*

For decades, the Board of Directors has relied heavily on supplementing operational costs by underfunding our Reserve Fund (long term savings) and using revenue from the Recreation Department (up to \$30,000 per year). This year's pandemic has proven that relying on our user fees and rental income are a risky way to fund our operating budget. *We need to*

*fund our operating budget completely from HOA Dues instead of being dependent on unreliable excess revenue income sources to keep us afloat.*

## LET'S GET OAK HILLS FINANCIALLY STABLE

The following solutions will be voted upon by the homeowners before the Annual Meeting on Sept. 8. Please see the "How to Vote" section for details.

### THE ISSUE

Annual Assessments do not cover our Operating Costs. This is because of inflation and rising utilities costs, the increased costs of using our expanded facilities and our historic reliance on unstable income sources.

### PROPOSED SOLUTIONS: WE NEED BOTH TO PASS

The first half of the solution is called **MEASURE 120**, an assessment increase of \$120/year (\$10 per month) effective Nov. 15, 2020. This increase takes us from \$550 to \$670 annually in assessments per lot and our operating costs will be fully funded by our dues. This solves our immediate funding crunch for the next fiscal year. Passage of Measure 120 requires that 66.7% of homeowners voting approve it.

*YOUR VOTE IS IMPORTANT!*

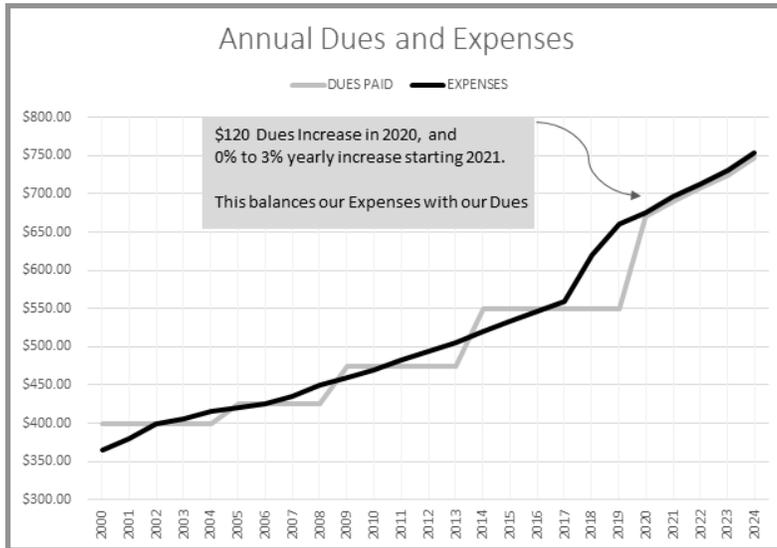
*continued on Page 3*

## JUST THE FACTS

	<b>ANNUAL DUES</b> (Measure 120) <i>\$120 assessment increase</i>	<b>ANNUAL INCREASE</b> (Measure 3) <i>Allow small yearly increase by the Board</i>	<b>APPROVAL REQUIRED</b>
<b>CURRENT</b>	\$550	Requires vote by homeowners for any increase	2/3 of homeowners voting
<b>PROPOSED</b>	\$670	CCR change to allow the Board to increase from 0 to 3% yearly	3/4 of homeowners voting

# Problem, Solution, Vote *continued from Page 2*

## MORE FACTS



## WHY PASS BOTH MEASURES?

Passing these two measures is a first step that will allow us to restore our total cash position. If the Dues Increase passes, we will continue to fund reserves with a minimum of \$40,000 to \$50,000 contribution (amount to be approved by the board) from the annual dues assessments. This has happened every year for decades. Passing the 0-3% discretionary annual increase also allows future Boards to incrementally raise dues in order to offset inflationary costs. If Measure 120 passes and Measure 3 does not? We will be back next year asking for another increase because the \$670 Assessment only covers our operating costs today. In a year, those costs will have gone up and the HOA cannot raise Assessments without a community vote under our current CCRs... hence the need for Measure 3.

If Measure 3 passes and Measure 120 doesn't? Then we're in deep financial turmoil. Budget cuts of \$75,000 would need to be made and those are discussed later in "What Happens if We Do Nothing." But let's not do that to our community!

The real benefit from passing BOTH of these measures is having enough cash to fund our operating costs... and having small yearly increases without the need for a costly vote every year or the sticker shock of large assessment increases. Moving forward our reserves can be rebuilt over time so that we once again have savings to repair and replace our community assets as they wear out.

**PLEASE VOTE IN FAVOR OF BOTH MEASURES!**

The second half of the solution is called **MEASURE 3**, a change to the Covenants, Conditions, and Restrictions (CC&Rs) allowing a small yearly increase in dues to keep pace with inflation. The Board would be granted the ability to increase assessments by 0% to 3% each year to cover rising operating costs (i.e. 3% increase in 2021 equals \$20.10). By raising Dues a small amount each year instead of a large amount every 4 to 6 years, we avoid the "sticker shock" of large increases, plus we can balance our budget yearly rather than using the 5 year over/under funding model which has been the historical norm in our neighborhood. The Oak Hills HOA was formed many decades ago, and we are one of very few HOAs in Oregon without the ability for the Board to make small yearly adjustments. This is a remnant of the original HOA structure which needs to be brought into modern times with a modern funding model. How would this work? Each year, the Board would analyze operating cost increases and determine what % increase (between 0-3%) is needed. If a majority of the Board votes to support the increase, notice would be given to homeowners at least 60 days prior to the Assessment payment date. Additionally, the Board would need to notify the community why the increase is needed (utility costs increased, minimum wage, etc.). The first increase would take effect November 15, 2021. Measure 3 is a CC&R change and passage requires 75% of homeowners voting approve it.

**YOUR VOTE IS IMPORTANT!**

***continued on Page 4***

# Problem, Solution, Vote continued from Page 3

## WHAT HAPPENS IF WE DO NOTHING?

If we do not pass the dues increase (Measure 120) and the 3% annual increase (Measure 3), the Board will need to immediately cut a minimum of \$75,000 in the budget. The departments that will have the most impact to reach this budget cut are maintenance and recreation. The following are possible cuts that the Board may consider:

### LANDSCAPING OF COMMUNITY AREAS

Landscape maintenance is our largest budget item for our HOA. The following are items that may be affected:

- **Minimal overall maintenance of community property.** Grass would continue to be mowed with a very limited amount of edging, pruning, trimming and cleanup. Eliminate fertilizing of Recreation Center lawn and spraying/pruning of trees currently receiving treatments. *Keep in mind the future added cost of bringing all the edging, trimming and so forth back in line if we wanted to get back to what we now have.* It takes time = \$ to catch up on landscaping work.
- **Irrigation.** Reducing or eliminating the irrigation of any or all of our lawn areas currently kept green. Green areas used by field rentals would continue to receive adequate irrigation as well as planted areas containing shrubs to keep them alive.
- **Yard Debris Drop Box.** This subsidized amenity may be eliminated.
- **Buildings and Pool.** Open hours may be reduced in order to save utility and janitorial expenses.

### RECREATION

The following cuts to operational costs may be considered:

- **Community Events.** Eliminate subsidized programs: Holiday party, Easter celebration, Stargazer Campout, Labor Day events, all music concerts, Chili/Salsa/Pie contests, High School and Middle School Nights at the Rec, Dive-In Movies and Movies in the Park, Harvest Party, Wine/Cheese Jazz Night. We may also consider reducing or eliminating revenue-generating events, as they often have high operational costs: 4th of July, Holiday Bazaar, Swim Lessons, Swim Team.
- **Pool.** Reduce pool open hours, lifeguard coverage, and open office hours with staff.

## HOW TO VOTE

Due to this year's pandemic and budget cuts, we have postponed the Annual Meeting to September 8th and elected to use an electronic voting system for the proposed measures. The ballot will be online and all homeowners will have access to cast their votes beginning in August. CMI has a working list of homeowner emails. Please contact Nancy La Voie at CMI ([nancyl@communitymgmt.com](mailto:nancyl@communitymgmt.com), 503-445-1102) to confirm your email address or to request a paper ballot to mail in. Please note that paper ballots are an additional cost to the Association. Using an electronic voting system helps save our HOA money.

### CALL FOR NEW BOARD MEMBERS

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.

Dear Oak Hills Community,

I want to thank you for the opportunity to serve you the past year. As many of you know, my career is as faculty at Pacific University. Since I stepped up, my obligations at work have increased tremendously, both with coworkers moving away and their positions sitting open, and now, with the transition to online teaching. Due to hiring freezes and the unknowns of a "fluctuating pandemic," the time needed for my work did not allow me proper time to devote to the position of Community Affairs.

I write this to you, so that you know that I am truly sad to leave this position. I have enjoyed getting to know my neighbors, making friends with the members of the Board, and serving on the Board. I hope to serve again, once my career becomes more stable.

Thank you, Annie Hogan

# RECREATION ROUND-UP

BY SHEILA BREWER, OHHA DIRECTOR

We are beyond thrilled to announce Washington County has released pools to open in Phase 2, and that date could be as soon as July 10! This is GOOD NEWS! However, we are faced with a number of challenges and there are a few things we need your full support and patience with in order to open the pool. The first and most pressing challenge is having the funds to cover costs for guards and running the facility. This challenge is in part due to the loss of income from the pandemic shut down and of course, insufficient homeowner dues.

After this unprecedented time, we felt it important to open the pool for our community and Oak Hills families. Getting outdoors and using the pool, after the spring we have all gone through together, simply needs to happen even if the summer turns out to be unconventional or not optimal and expensive for the few weeks we will have left. We want to open the pool and Rec facility, whatever the restrictions and concessions we must face.

**RESTRICTIONS CHANGES AND CONCESSIONS FOR 2020** (see website for more detail)

- Many strict Washington County protocols and restrictions must be followed.
- COVID-19 release forms must be signed.
- No classes and no swim team can be offered due to both coronavirus restrictions and financial considerations.
- A \$75 family pool pass must be purchased for entry regardless of the number of weeks we are open, and a minimum of 200 passes must be purchased to cover costs. Donations are also accepted.
- Open swim time will be shortened to 1:30 - 8:30 p.m. daily to provide for cleaning and other coronavirus protocols.
- Lap swim will be limited to one swimmer in a lane and will be offered Mon. - Fri., 5 - 6:30 a.m. and Sat. - Sun., 5 - 7:30 a.m.
- The pool will be rented out to an outside entity\* from 7 a.m. - 1 p.m. Monday through Friday, and 8 a.m. - 1 p.m. Saturday and Sunday.

\*We are aware that renting the facility is a difficult concession. It is far from an optimal choice, but is truly the only way we can afford to open at all this summer. Please be supportive of this one time, happening in order to not put the Association in financial risk. If we rent and sell passes, we can afford to safely and responsibly open the pool and facilities. We are thrilled this community partner and previous renter is helping us as much as we are helping them. Again, thank you for your support and patience for these SUMMER 2020 changes.

SEE YOU AT THE POOL...from a distance!

**WE'RE ALL**  
IN THIS  
*Together*



## **Blood Drive** **Oak Hills Neighborhood** **Recreation Center** **Gymnasium**

2400 NW 153rd Avenue  
Beaverton, OR 97006

**Saturday, July 25th**  
**10:30 a.m. to 3:30 p.m.**

To schedule your appointment,  
please call Jean Reger at (503) 927-9494

or call 1-800-RED-CROSS  
or visit [www.redcrossblood.org](http://www.redcrossblood.org);  
Sponsor Code: OakHillsRec



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# OAK HILLS NEIGHBORHOOD WATCH

## ANNUAL OAK HILLS NATIONAL NIGHT OUT POSTPONED

Our annual neighborhood block party scheduled this year for Sun., Aug. 9 will be postponed until Sun., Oct. 4. The date change corresponds to a change made to this year's National Night Out, because of gathering restrictions. Of course this year's event will be canceled entirely if prevailing conditions at the time require it.

## STILL SEARCHING FOR BLOCK CAPTAINS

Several blocks within Oak Hills still require a block captain. If we contact you, please consider serving. While little work is required, you will render a great service to your neighbors and to our community.

## DOREEN RIVERA RETIRES

Our Community Outreach Liaison with the Washington County Sheriff's Office, Doreen Rivera, retired at the end of April. We are most grateful for the many years she has served Oak Hills and our Neighborhood Watch program. Doreen's former colleague, Amy Terrones will be our contact until a Doreen's successor is named.

**PLEASE REMEMBER**  
Graduation signs need to be removed by July 1.

## DRAFT SPECIAL MEETING MINUTES - June 15, 2020

### MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON JUNE 15, 2020, AT 7:00 PM, ON ZOOM.

**PRESENT:** Dan Badders, President  
Lindsay Sandor, Secretary  
Jon Cole, Director, Maintenance  
Terri Danowski, Director, Compliance  
Sheila Brewer, Director, Recreation  
Jana Carlson, Director, RV Lot

**ABSENT:** Gerry Reeve, Treasurer

#### I. CALL TO ORDER

A quorum of Board members was established, and the meeting was called to order at 7:02 PM.

**MOTION:** Dan Badders motioned to move to Executive Session to discuss contracts. Lindsay Sandor seconded and the motion carried unanimously.

#### II. EXECUTIVE SESSION

**MOTION:** Dan Badders motioned to move to open session at 8:05 PM. Terri Danowski seconded and the motion carried unanimously.

#### III. ADJOURNMENT

**MOTION:** Dan Badders motioned to adjourn at 8:06 PM. Jon Cole seconded and the motion carried unanimously.

## DRAFT SPECIAL MEETING MINUTES - June 17, 2020

### MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON JUNE 17, 2020, AT 7:00 PM, ON ZOOM.

**PRESENT:** Dan Badders, President  
Lindsay Sandor, Secretary  
Gerry Reeve, Treasurer  
Terri Danowski, Director, Compliance  
Sheila Brewer, Director, Recreation  
Jana Carlson, Director, RV Lot

**ABSENT:** Jon Cole, Director, Maintenance

#### I. CALL TO ORDER

A quorum of Board members was established, and the meeting was called to order at 7:07 PM.

**MOTION:** Dan Badders motioned to move to Executive Session to discuss contracts. Lindsay Sandor seconded and the motion carried unanimously.

#### II. EXECUTIVE SESSION

**MOTION:** Dan Badders motioned to move to open session at 8:09 PM. Terri Danowski seconded and the motion carried unanimously.

#### III. ADJOURNMENT

**MOTION:** Dan Badders motioned to adjourn at 8:10 PM. Lindsay Sandor seconded and the motion carried unanimously.

# DRAFT BOARD MEETING MINUTES — June 3, 2020

## MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON JUNE 3, 2020 AT 7:00 PM VIA ZOOM Meeting.

**PRESENT:** Dan Badders, President  
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

### BY INVITATION:

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

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

With a quorum of seven Board members present, the meeting was called to order by Dan Badders at 7:03 PM.

### II. RESIGNATION OF BOARD MEMBER

The Board acknowledged the resignation of Board Member Annie Hogan effective May 15, 2020.

### III. APPROVAL OF APRIL MEETING MINUTES

**MOTION:** Lindsay Sandor made a motion to approve the May Meeting Minutes as published in the June newsletter. Terri Danowski seconded, and the motion carried unanimously.

### IV. BOARD DEPARTMENT UPDATES:

#### Compliance – Terri Danowski reported:

Terri reported that approximately 6 first notices were sent to residents since last meeting, and one second notice: primarily about landscape maintenance and visible trash cans. One owner is currently being assessed daily fines. Terri reminded owners that keeping fowl is prohibited per the Association governing documents.

**MOTION:** By unanimous consent, the Board agreed to allow Graduation Celebration signs to be placed on properties through July 1, 2020.

#### Maintenance – Jon Cole reported:

Minimal common area maintenance is being done in order to stay within the Association's budget. Some common area trees were removed today that were determined to be hazardous.

#### RV Lot – Jana Carlson reported:

The lot is full, with some new residents receiving spots and there is currently a wait list of about 10 residents. The gate opener was replaced.

#### Communications – Lindsay Sandor reported:

Articles are being prepared for the July newsletter regarding the proposed HOA fee increase along with information on the changes that will need to be made if the increase is not approved by the owners. Articles for the July newsletter are due by June 18. Terri Danowski request a reprint of the article reminding owners to maintain their property to within 1' of the greenspaces.

**Treasurer – Gerry Reeve deferred his report time to the Discussion section of the meeting.**

#### Recreation – Sheila Brewer reported:

Sheila reported that meetings have been held with the staff in preparation for future opening of the pools. There are no plans for 4<sup>th</sup> of July activities currently. Discussion followed regarding what the possible Phase 2 restriction might be as related to opening of the pools. There are 2 field rentals scheduled for June; it is unknown if those will go forward. It

was noted that the Tennis Courts are open and available for use with signage reminding residents of social distancing recommendations.

#### ARB – Dan Badders reported:

The ARB is continuing to process resident applications in a timely manner.

#### General Manager – Christina Matousek reported:

Back flowed testing has just been completed; one device failed and is being repaired. Fire Life Safety testing at the facilities has been completed successfully.

### V. OWNERS' FORUM

- An owner addressed the Board asking for information about filing an appeal of an ARB decision. Dan Badders explained the process and timeline for the Board to a review the documents and schedule a formal appeal meeting with the ARB and the owner.
- An owner addressed the Board regarding the comment that the pools might remain closed for only financial reasons. Discussion followed regarding funding for the pool openings, including how many pool passes would be purchased in order to enhance funding of the operating costs including but not limited to staffing.

### VI. BOARD DISCUSSIONS

#### A. Treasurers Report

Gerry Reeve led a review of his working paper wherein he has been calculating anticipated operating cash on hand through the end of the fiscal year. At this time, the assumptions eliminated any recreation income or expense. The current forecast is there will be between \$33,000 and \$50,000 at year end, which is an unusual position for the Association. Discussion followed regarding possible plans if the financial position deteriorates further before year end. If the balance falls below \$25,000 all discretionary spending would stop; below \$20,000 and the Association may have to stop paying bills to preserve cash.

Discussion followed regarding the possibility of renting the pools to outside groups ahead of opening them for general owner use as a means of generating revenue. It was noted that recreation revenue from outside groups has subsidized the pool operating costs in recent years, as member revenue has not increased to cover increased operating costs.

#### B. Instructions for purchase of Tennis Court keys

Christina Matousek led the Board members and owner present through the process of purchasing tennis courts keys on the Association's web site. It was noted the site also includes rules for general use of the courts and rules specific to CDC guidelines for social distancing.

#### C. Strategies for Increasing Voter turnout on proposed HOA fee increases

Lindsay Sandor led a discussion on ways to inform owners and increase voter turnout when the HOA fee increase proposals are voted on.

Discussion followed regarding the use of electronic or online voting versus paper ballot voting.

**MOTION:** Lindsay Sandor made a motion to use electronic voting for the 2020 Annual Owners Meeting topics. Sheila Brewer seconded and the motion carried unanimously.

### VII. ADJOURN

**MOTION:** Terri Danowski made a motion to adjourn at 8:40 pm. The motion was seconded by Gerry Reeve and the 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

July 1 @ 7 p.m.  
OAKHILLSOREGON.COM/MEETING

### COVID-19 SUPPORT VOLUNTEERS

Can't go out? We'll go for you. Contact  
Andy Klumpp (*OHSG@ashware.com*) or  
Jen Lockwood (503-780-8517).

### BLOOD DRIVE

July 25 @ 10:30 a.m. - 3:30 p.m.  
by appt. only: Jean Reger 503-927-9494

### OHHA ANNUAL MEETING

Sept. 8, 2020

## OAK HILLS HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS

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

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**

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