

# DRAFT BOARD MEETING MINUTES -- Oct. 4, 2017

**MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON OCTOBER 4, 2017 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

Ryan Asbury, ARB

Todd Cooper, Director, Maintenance

Sheila Brewer, Director, Recreation

Jon Cole, Director, RV Lot

Terri Danowski, Director, Compliance

**ABSENT:** Linda Marshall, Treasurer

Lindsay Sandor, Secretary, Communication

**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 7:00 PM and reviewed the agenda.

Artist in Residence: Christina Matousek explained that resident artwork would be displayed in the Community Room, and many residents had submitted their names for consideration. It was determined that a drawing would be held to pick the first two artists to display their work. A third name was drawn as an alternate in the event that the first two were unable to exhibit at this time.

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

**AGREED:** Jon Cole moved to approve the minutes of the September 6, 2017 meeting as previously distributed. Ryan Asbury seconded the motion which carried without objection.

## **III. BOARD UPDATES**

Recreation: Director Sheila Brewer reported that she has been in negotiations with three different groups for rental of the pool facilities. They have contracted with the Thunderbolts at \$4,500 per month for three months. The group will use the pool from 3:00 pm to 6:30 pm Monday through Friday. The Swim Team has 25 participants at \$50 each per month. They are currently meeting three times a week. The Masters Team, the Barracudas, has asked to extend their use to Saturdays, and are now paying \$600 per month. Rec is adding fitness classes to the schedule, and this winter will be much busier than in the past.

Architectural Review Board: Director Ryan Asbury reported that there have been six applications approved since the last report. The requests included two fences, one paint, two siding patches and gutter repair. One solar panel request is pending. Asbury stated that he is working with Secretary Sandor to simplify the access to ARB on the website. The Board will have its own tab which will make it easier for owners to find the information needed. He is also working on a digital storage system to make searching for historical data much more efficient.

RV Lot: Director Jon Cole reported that he is getting ready to send out next year's renewal notices. He has leased three more spaces this past month. Cole requested that he be informed when a lot sells, so that he can monitor the spaces in the lot more effectively. CMI agreed to provide this information monthly as Danowski had already asked for it.

Compliance: Director Terri Danowski stated that there were 20 compliance cases opened since the last meeting, and 16 have been closed. Danowski is working on an agreement with one owner to close a long time issue.

Building Committee: David Boyd reported that there continues to be great feedback on the new facilities. He is in process of closing up the project. He stated that he is working on ways to communicate with the owners when the facility is available both for free time and for organized events. The Reserve Study continues to be a work in process, as costs are needed from the contractor to finalize the projections. Pavers are not ready to be installed at this time, but he is hopeful that they will be installed within the next few weeks. The final punch list is being prepared and will be going to the contractor soon; there are easily over 500 open items to close out prior to paying the retainage. The locker room issues will be taken care of in three stages, and the Association may decide to upgrade the flooring and the wall covering so that not all of the expense is borne by the contractor. Boyd proposed that the Board set a date of January 31 for the deadline to pick up free fobs.

Maintenance: Todd Cooper reported that they have received a bid for bark dust for the triangle and Forest Avenue. PGE issues have not been resolved at the tennis courts; power is needed for the sump pumps, tennis court lighting and irrigation system. He is working on options for the operation of the bay door at the Maintenance building; and improving the drainage trench behind the school to keep water off of the neighboring lots. He will also be looking at the swamp area between Forestel and Bonneville to see what can be done there; it appears that there may be a natural spring in the area, which will make it more difficult to resolve.

Treasurer: Linda Marshall submitted the following Treasurer's report for year-to-date through August 31, 2017. Income exceeds budget projections by \$88,602.64. The Community Fund has had donations totaling \$19,773.67, which includes dedicated rocketship funds. Pool related revenue is \$20,000 positive to the budget projection year-to-date, and field rental is \$13,000 more than projected. OHHA expenses year-to-date are over budget \$92,684.83. Sewer and water fees are \$15,000 over the total annual budget; Dumpster fees are \$5,600 over the annual budget and the Project Completion fund is \$55,500 over the annual budget. Monthly financial reports are posted at [oak-hills.net](http://oak-hills.net).

## **IV. OWNERS FORUM**

Six owners spoke on the topic of off-leash dogs. All have dogs and use the green space to exercise their dogs off-leash daily. They have not seen issues with dogs being off-leash, as their dogs are well-trained and under voice control. They asked the

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Board to continue to allow off-leash dogs on the greenspace. Danowski pointed out that the Board has no policy and that off-leash dogs are not allowed under Washington County Code. Owners are breaking the Washington County Code by having dogs off leash on our private property since the HOA has not specifically given permission for off-leash dogs to be allowed. There is vintage signage on the path leading from Oak Hills Drive to the Swimming pool stating that dogs must be on leash. Owners urged the Board to problem solve with those who have complained. They also asked the Board to bridge the gap between dog owners who want dogs off-leash and owners who complain about the dogs.

An owner questioned why the Energy Trust rebate is being included in Miscellaneous Income on the 2018 budget. Owner stated that the rebate was earmarked to offset construction costs. David Boyd responded that the rebate goes into the general fund and it is not earmarked for any item. The rebate amount of approximately \$13,300 is only available if the pool is intended to be open year round.

An owner stated that Boyd had originally reported that the Energy Trust rebate could be used to offset the cost of keeping the pool open later into the year. Owner stated that she has several questions about the proposed budget. Owner asked where the \$100,000 approved by the Board at an earlier meeting for project completion can be tracked on the financial statement. Manager La Voie stated that any money over budget comes from the Operating Contingency, which currently has a balance of \$299,806.38.

An owner questioned the lack of action for the house on 153<sup>rd</sup> that has yard tools hanging on the outside of the house. Danowski responded that to her knowledge no rule is being violated. Owner also urged the Board to consider moving the dumpster outside of the Rec Center to a less obvious location.

## V. BOARD BUSINESS

**2018 Budget:** Manager La Voie presented the 2018 budget with a brief overview of the budgetary process. Annual fees remain at \$550 per lot, which generates \$357,500. Additional income from activities, facilities and rec programs is expected to bring the total income for the year to \$501,535, 3.6% below 2017. This number includes an additional \$5,000 which is expected from the Oak Hills Soccer Association as their final donation to the field irrigation system. It was noted that the 2017 budget included a \$76,292 carry forward from the operating contingency. Expenses were summarized by department, and questions were answered as the discussion progressed. Total expenses projected for 2018 total \$496,535 which is a 2.47% above the 2017 budget.

**AGREED: David Boyd moved to approve the 2018 budget as presented, along with the additional \$5,000 irrigation income amendment. Todd Cooper seconded the motion, which passed without objection.**

**OHHA Signage:** Danowski stated that the greenspace is private property owned by the Association for use by the owners and approved activities. The Westside Trail is going in under the BPA power lines on property owned by the BPA. Signage will be needed so that people understand that the rest of the

greenspace is OHHA property. Danowski distributed samples of the signs and a map of the 22 locations recommended for their placement. Signage will be ordered in the next 2 weeks, and discussion will continue on the topic of where signage should be placed.

**Board Policy on Off-Leash Dogs:** Danowski stated that Washington County's leash policy would prevail since OHHA is silent on the issue. OHHA could officially adopt a different policy for the greenspace since it is private property. Danowski is advocating that owners be educated on the law, and if there is a problem they should call Washington County Animal Control. Sheila Brewer would like to see OHHA dogs registered and identified, and that non-registered dogs not be allowed. Brewer emphasized that the OHHA dog owners are willing to work together to make this work. Dan Badders suggested that a group composed of both dog owners and non-dog owners be appointed to come up with a set of guidelines to bring back to the Board for consideration.

**Prioritizing Common Area and Homeowner Issues:** Badders would like to develop a process to identify areas of concern and how the Board will address them. The swamp is a good example: how to determine the solution and how to pay for it. Badders suggested that if there is a common area issue that is affecting their private property, homeowners should hire a professional, write a proposal and bring it to the board for discussion. It is not fair to the Board for owners to bring issues to the Board that affect one homeowner. He is asking the homeowners to get the experts involved instead of burdening the Board's limited time and resources. With a process in place, the Board will be equipped to deal with issues as they come forward.

**New Homeowner Compliance Issue:** Ryan Asbury reported that a new homeowner has installed a chain link fence without seeking ARB approval. Asbury and Danowski tried to visited the owner to discuss the situation and found that two neighbors had chain link fences as well. The vintage chain link fences are older and the current ARB is lacking historical data to ascertain if ARB approval was sought or not. Danowski has delivered a compliance letter to the new owner, but there needs to be a better way of informing new owners that this neighborhood is governed by a strong Homeowners Association and that there are rules that need to be followed. Danowski has created and sent a 'Welcome Letter' to all new owners from June through September. Asbury is asking the Board for approval to begin electronic storage with a file for each property so that agreements can be stored and found easily. La Voie suggested that the Board compile a flier for sellers to make available to potential buyers that highlights the advantages of buying into Oak Hills. More discussion will continue on this issue. Danowski will continue to add the topics to the Compliance Corner in the Newsletter each month.

## VI. ADJOURNMENT

**AGREED: Todd Cooper moved to adjourn the meeting at 9:45 pm. Jon Cole seconded the motion which passed without opposition.**