**MINUTES OF THE BOARD OF DIRECTORS’ MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON JANUARY 4, 2017 AT 7:00 PM IN THE MEETING ROOM OF THE OAK HILLS CHRISTIAN REFORMED CHURCH, 2800 NW 153RD AVENUE, BEAVERTON, OREGON.**

**PRESENT:**         Jim Meyer, President

            Terri Danowski, Director

            David Boyd, Director, RV Lot, Rec Center Construction

            Todd Cooper, Director, Maintenance

Sheila Brewer, Director, Recreation

Tony Davis, Director

Sara Bourne, Vice-President, Building Committee

**ABSENT:**        Linda Marshall, Treasurer

Sarah Gauntt, Secretary, Communication

**BY INVITATION**:    Tom La Voie, Community Manager CMCA, CAMP

**COMMUNITY MANAGEMENT, INC.  AAMC**

**OWNERS AS LISTED ON THE ORIGINAL SIGN-IN SHEET**

1. **CALL TO ORDER**

The meeting was called to order at 7:07 PM by President Jim Meyer, and a quorum of the Board was certified. Meyer reviewed the agenda.

1. **APPROVAL OF PREVIOUS MEETING MINUTES**

The previously circulated minutes should be amended to read, ‘Oak Hills Soccer Club’ in the Maintenance section, instead of ‘Beaverton Soccer Club.’

**AGREED: David Boyd moved to approve the amended minutes of the December 7, 2016 meeting. Terri Danowski seconded the motion, which passed without opposition.**

1. **HOMEOWNER COMMENTS**

Visitors: The Board welcomed Rich and Diana from the Cedar Hills Homeowners Association. Jim Meyer attended their meeting last month, and they have returned the favor.

Historic District and Home Design: A homeowner cited an article in the Oregonian by Janet Eastman regarding a home update from the inside out. The homeowner addressed the historic district designation and stated that houses should not be modified from street view. She asked the Board to ‘pay homage’ to the historic district by permitting owners to update their house exterior only within the mid-century modern aesthetic. Meyer stated that he would like to see architectural review materials that are simply stated, as a long-overdue update to the 2001 printed guidelines booklet.

Shoveling Sidewalks: A homeowner inquired as to whether there is a rule stating that sidewalks have to be shoveled within a certain timeframe. Brewer stated that she would purchase ice melt prior to the next weather event. Meyer recommended homeowners purchase kitty litter to carry in vehicles for traction as needed.

1. **HOT TOPICS**

**Building Committee**: Boyd gave an update on the Rec Center and Pool project. The gym windows are installed, with the exception of two heavy ones. The siding will be applied, starting next week, once the pool utility room MEP is done. The interior fire sprinkler system is being installed. The pool house foundation and footings have been poured, but the concrete slab will be put off about a week due to anticipated weather issues. The community room is still on hold due to a roof/insulation review by Washington County, which the Board is hopeful will be completed in the next week. The contractors are close to covering the walls in the community room and the gym. Washington County has not yet issued a pool permit, as ~~there are~~ some engineering questions remain. Sanitary sewer, water, and underground electrical should be coming in the next week. About 15 homeowners toured the site December 22nd, and generated many positive remarks. TEAM Construction is now anticipating that the three buildings should be completed in March. The pool will not be completed until April. The timeline extension will have some financial consequence, especially for architect construction management.  The low voltage contract negotiation has been completed at a final cost of $38,000. A 50% down payment will be issued to the contractor, and the final 50% will be paid in next year’s budget. The negotiation yielded a discounted price for 750 access FOBs. The 12 month draw period for the Mutual of Omaha has been extended through March due to construction delays. Any surplus money will be used to pay down the loan. CMI was directed to send a principal payment of $90,000 and re-amortize the loan in the coming week. Boyd suggested a new cash handling resolution in regards to the special assessment. If a full payment of the special assessment for the project is paid at closing of a real estate sale, CMI is to issue a onetime payment to Mutual of Omaha in that amount.

Brewer has been working with a local company that builds furniture for large corporations, and the Association is able to purchase items using overrun material at a discounted price. They had built six chairs that were supposed to be loveseats, and the pricing of those items was less than one piece that was originally spec’d by Opsis. Fabric samples were presented to everyone’s approval.

**Skyview Gate:** David Boyd spoke with the Skyview neighbors regarding the usage agreement.  The Board has previously seen the final draft agreement via email, and was also discussed at the meeting.  The proposed agreement would be renewed on an annual basis before September 15th of each year, until gate removal when the affected fence section is replaced, though not coordinated with RV lot expansion. Language was added to assert OHHA rights to lock or remove the gate at any time and for any reason.

**MOTION: Boyd moved to approve the common area access agreement between the Association and the Skyview neighbors. Davis seconded the motion.  Directors Boyd, Danowski and Davis voted for the motion, while Directors Meyer, Bourne, Brewer and Cooper voted in opposition.  The motion failed.**

**AGREED: Boyd moved to allow temporary access to the gate, until removed during the RV lot expansion project, or September 15, 2017, whichever is earlier. The Skyview neighbors would pay the actual cost of the repair to close the gate, as determined by the fencing company. Brewer seconded the motion. Directors Boyd, Brewer, Bourne, Danowski, Davis, and Meyer voted for the motion, with Director Cooper voting in opposition. The motion passed 6 to 1.**

1. **BOARD UPDATES**

TREASURER: Meyer reviewed Director Marshall’s written update. The current budget to actual comparison is not helpful to share as payments have been made for project expenses from the OHHA Operating account. Those expenses will be reimbursed to the OHHA Operating account after Mutual of Omaha has been invoiced and paid the draw. As of November 30, 2016, OHHA holds $896,000 in the general operating account and $265,000 in replacement reserves. As of November 30, 2016, the OHHA Reserve account has paid about $6,700 for drainage and $2,600 towards landscaping pruning and spraying. Regular assessments were due after the close of this month, so there are no additions to the delinquencies last reported. Special serial assessments were also due after the close of this report.

RECREATION: Brewer has been working to document rental policies for the new Recreation Center and pool. There are still several items to be resolved, including initial rental rates. Much discussion ensued related to the availability of the facilities for rentals, and the rates that might be charged by the hour or by the event.  Brewer stated that discussions are still in the early stages and much work lies ahead. A committee is working on the rental policies, procedures and pricing. The initial guidelines will be available for homeowners before the opening of the new rec center. The board of directors will also be involved in discussion and recommendations after committee set forward their recommendations.

Several Oak Hills homeowners have volunteered to coordinate recreation programs, including pickleball, ballroom dance, bridge, and other activities for the homeowners. A swim team coach and aquatics manager has been interviewed.

ARCHITECTURAL REVIEW: Davis reported there were five ARB applications in November. One front door, one roof, two windows, and one gutter. December had one painting application, three inquiries, and one project in process.

COMPLIANCE: Danowski reported four first notices, two second notices, four direct conversations, and eight open issues at the time of this meeting. Danowski reported that she drove through the neighborhood and counted 137 trash cans in obvious view from the street. The CC&Rs state that a “reasonable effort” must be made to keep these items concealed. The storage pod on Eastway has been removed, and several sidewalk trees have been addressed.

RV LOT**:** 69% of occupants have paid their 2017 lot dues. A sketch of the proposed new fence boundary will be presented to the community garden committee for their input. The RV expansion project will be funded through replacement reserves. The Board requested that a diagram and three bids be presented before they will approve the project. Boyd stated that a diagram will be presented at the next Board meeting. The tents currently in the lot will be moved to the west side, so that they are not visible from the road. This will allow larger vehicles to be placed along the north edge, adjacent to the garden. The tentative plan is to have the project completed in February or March. Reorganizing vehicles will require a few weeks, with some RVs parked on the streets during the project.

MAINTENANCE: Cooper stated the field irrigation project has been delayed due to weather. Cooper also stated that another ornamental plum tree came down in the most recent storm. Maintenance will identify which other plum trees require removal to reduce risk. Last year’s landscaping bid was awarded to Peak Landscaping, which has been seen as an improvement in services to the Association. Cooper stated that he has also requested a bid from Sonny’s Landscape Maintenance for the coming year, and that the bids will be presented to the Board at the next meeting.

PRESIDENTS REPORT

**Speed Limit:** Meyer stated that he has contacted former OHHA President Linda Kitchen to learn about earlier traffic studies at Oak Hills. The electronic speed signs capture a traffic log of dates, times, and speeds, and Kitchin will provide the software used to extract and analyze this data.

**FOB Registration:** As of the January meeting meeting, 203 residents have registered for their “free” fob, and a total of 22 “additional” fobs have been requested. Fob distribution will begin at the Grand Opening. Opportunity for registering in-person at the Grand Opening will also be provided.

**Landscaping:** Five neighborhood trees came down during the January 3rd storm: clean-up is in progress. Many ornamental plums are well past landscape life expectancy, and both removals and replacements will be accelerated. Homeowners interested in volunteering for a “strategic landscape committee” should contact Meyer, to help prioritize removals and replacements, and select appropriate species and planting locations.

1. **ADJOURNMENT**

**Sarah Bourne moved to adjourn the meeting at 9:23 pm. Sheila Brewer seconded the motion, which passed without opposition.**

Minutes approved at the February 1, 2017 Board of Directors meeting.

Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

       Sarah Gauntt, Secretary