BOARD OF DIRECTORS MEETING

OAK HILLS HOMEOWNERS ASSOCIATION

MAY 3, 2017  
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MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION  
HELD ON MAY 3, 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

Sara Bourne, Vice-President, Building Committee  
Linda Marshall, Treasurer

David Boyd, Director, RV Lot, Rec Center Construction  
Sheila Brewer, Director, Recreation  
Terri Danowski, Director  
Todd Cooper, Director, Maintenance

**ABSENT:** Sarah Gauntt, Secretary, Communication

Tony Davis, Director

**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/COMMUNITY ANNOUNCEMENTS

President Jim Meyer called the meeting to order at 7:08pm. Meyer reviewed the meeting agenda.

Todd Cooper: Director Todd Cooper announced that Jason Jansen, the Oak Hills Maintenance employee  
suffered a stroke on Saturday, April 29th, and passed away Monday afternoon. Jansen's family asked that  
Cooper convey their sincere appreciation to the Oak Hills Community. Jansen's family was touched that  
Jansen had found a place to call home, a sense of purpose, and people that meant a lot to him at Oak  
Hills. Cooper announced that he appreciated Jansen's work, his character, and his time spent at Oak Hills.  
Jansen will be deeply missed.

1. APPROVAL OF PREVIOUS MEETING MINUTES

AGREED: Todd Cooper moved to approve the minutes of the April 5, 2017 Board meeting as previously  
circulated. David Boyd seconded the motion, which carried without opposition.

1. SONNY'S LANDSCAPE

Lori and Gustavo from Sonny's Landscape Service were present to give a brief overview of their work in  
Oak Hills. Lori mentioned that Jason Jansen had expressed to her his respect and appreciation for Directors  
Jim Meyer and Todd Cooper, and the work that they do for the Oak Hills community. Lori explained that  
Sonny's has been in business since 2008, and they greatly enjoy the work that they do. Lori herself is a  
former resident of the Oak Hills community, and is attentive to the community's needs. Sonny's has been  
actively maintaining the Oak Hills entrance, and more areas in need of landscape maintenance are being  
added. Lori reported that the 'island' at the Oak Hills church will be cleaned up and revitalized. Lawn  
mowing has been a struggle, due to the record rainfall the area has seen, and that mowing should be all  
caught up within a month. Lori requested that any landscape maintenance items that owners might find  
in the common area and green space be directed to Todd Cooper, who will relay the information to

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Sonny's Landscape. The field area for the 4th of July event will be their prime focus in June. President Jim  
Meyer stated that Sonny's has been requested to assist in landscaping tasks formerly attended to by Jason  
Jansen, and that Oak Hills equipment will be used in doing so. Lori reported that Sonny's is in the process  
of purchasing larger lawnmowers to more effectively maintain the Oak Hills landscaping.

1. HOMOEOWNER COMMENTS

Nancy Robbins: Owner Nancy Robbins asked if there was an address that Oak Hills owners might send  
condolence cards for Jason Jansen's family.

Gary Peront: Peront spoke about the North Park area, and the landscaping needs that have become more  
apparent over the past year. President Meyer stated that volunteers are being sought out to help with  
the cleanup of the area. Meyer also referenced the Strategic Landscape plan, which details all aspects of  
landscaping within the community.

Andy Bedford: Owner Andy Bedford spoke about the circle garden, which was originally a big planter  
obscuring the water treatment plant. Bedford reported that this area is not currently being used, and  
could be reconfigured for additional garden plots.

1. HOT TOPICS

Building Committee: Director David Boyd reported on the Recreation Center project. Boyd announced  
that the project is nearing completion, with an anticipated completion date of June 19, 2017. Painting is  
underway, the basketball hoop still needs to be completed, the ceiling in the Community Room is  
complete, and Comcast has installed the WiFi, but the building does not yet have permanent electricity.  
Boyd reported that the exterior concrete slabs have been poured, and the interior concrete will be poured  
very soon. The interior of the pool house is underway, and the pool mechanical components are  
approximately 95% complete. The sides on the lap pool will need to be poured before the pool deck can  
be completed. Boyd stated that this is the biggest possible threat to completing the project on time, as  
the concrete pouring is weather dependent. PGE and NW Natural utilities components are being installed,  
and Washington County has some inspections that need to be completed. The landscape change order  
came in at $98,000, due to the consideration of TEAM Construction lowering their fee to keep the cost  
under $100,000. Boyd is diligently monitoring the schedule to ensure that the project is on time, and that  
nothing gets overlooked.

Fobs have not arrived yet, but once the electrical is in and the system is fully functional, fob pick up dates  
will be announced. Recreation employee Christina Matousek reported that the school year runs late this  
year, and wants to make sure that all the new lifeguards have adequate training.

Cash Handling Resolution: Boyd read aloud the proposed cash handling resolution that was previously  
circulated to the Board, and explained the reasoning behind adopting the resolution. The resolution  
essentially states that any time a homeowner pays their special assessment balance in full, the Board of  
Directors authorizes CMI to make a one-time payment in that amount to Mutual of Omaha. Additionally,  
the Board authorizes CMI to annually pay Mutual of Omaha the total sum of any special assessments paid  
prior to December 8th. The Board authorizes CMI to initiate a re-amortization of the loan by December  
30th of each year. All these steps ensure that the Association is saving the most money possible.

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AGREED: David Boyd moved to adopt the Cash Handling Resolution as read. Terri Danowski seconded  
the motion, which carried without opposition.

Budget Update: Boyd reported that $32,000 in change orders for the project had been approved to date.  
Boyd is tracking the extra costs associated with the project, including additional rock recommended by  
Hardman GeoTech, excavation asphalt, and additional siding that could not be salvaged from the existing  
structure. The pool cover will be purchased separately, so that the Association can receive the full rebate  
provided by the Energy Trust of Oregon.

Rocket Ship Fundraising: A new swing set will be installed where the sand pit was located. Two playground  
items were removed 2 years ago, and the new area will have a 550 sq. ft. terrace made of pavers. The  
pavers will be purchased through a fundraiser, and there are three sizes available; 4x8, 8x8, and 12x12.  
The pavers would be sold at costs of; $50, $250, and $1,000 respectively. The pavers will have space for  
personalized messages. Flyers will be distributed to all Oak Hills owners in the coming weeks. The funds  
raised will go toward the purchase of a rocket ship play structure reminiscent of one that used to stand in  
the vicinity. The project cost for the installation of the rocket ship is $80,000. Boyd proposed to raise  
$30,000 through the fundraising, and utilize $30,000 from the reserve fund for playground equipment,  
which is scheduled in the reserve study for 2018-2019. $20,000 would be allocated from a future budget  
line item to cover the remaining cost of the rocket ship structure.

**The pavers sold through fundraising would be installed in September 2017, and Boyd stated that bricks  
purchased after that date would increase in cost, since the bricks would have to be etched in place.**AGREED: David Boyd moved to adopt the funding/fundraising scenario as proposed: $30,000 in  
fundraising to 'unlock' an additional $30,000 from the reserve fund, and a future contribution from the  
Association improvement fund of $20,000. The project would require final approval from the Board of  
Directors before proceeding. Future funds received from sales of the bricks would be contributed to the  
reserve fund. Todd Cooper seconded the motion, which carried without opposition.

VI. BOARD UPDATES

Treasurer: Treasurer Linda Marshall reported that the Association's current balance sheet is posted on  
the Oak Hills website. March expenses were $12,322.47 under budget, and year to date expenses are  
$21,491.56 under budget. Year to date, income exceeds expenses by $72,662.67. These surpluses are due  
mostly to the fact that usual recreation expenses for this time of year have not been incurred, because of  
the Rec Center project.

4th of July: Director Sheila Brewer reported that the 4th of July planning is essentially complete. Finalization  
of the security details will occur in the coming week. The fireworks "drop zone" has been expanded, and  
since people were exiting through that area at the end of last year's event, there will need to be additional  
security to make sure that the area is kept clear. Brewer reported that no personal fireworks will be  
allowed at the event. She stated that volunteers are still needed to collect donations at each entry. There  
was discussion of inviting a professional event management company to observe the event this year, to  
possibly provide a proposal for next year's event.

Recreation: Brewer distributed the Rec Center rental form for the Board to review, along with rental  
pricing recommendations. President Meyer stated that the schedule is reasonable, but will probably

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require adjustments after the first year, based on how the first year goes. Brewer reviewed the activities  
offerings and programs, which have been published in the Oak Hills newsletter. Recreation activity sign-  
ups will be held May 13th in Oak Hills Church.

Compliance: Director Terri Danowski reported that 14 first notices had been mailed, along with one  
second notice, and four third notices. There are still 19 open cases, but garbage can visibility is improving.  
Owner Micki Sparr asked about the white house near the school that has plywood on it. President Meyer  
reported that the Architectural Review Board is actively working on this house. A hearing meeting was  
held for two owners who have allegedly converted their garages into living space to appeal their  
compliance violation, but the owners did not attend.

RV Lot: David Boyd reported that the Community Garden users have agreed to the proposed fence  
relocation, so the project will proceed.

Maintenance: Todd Cooper reported that mowing has begun, and President Meyer is assisting with the  
mowing, as there are a lot of areas that have been waterlogged for so long. Cooper stated that Sonny's  
will be assisting with the mowing short term, until a new maintenance employee is hired.

Communication: Sara Bourne reported that she is looking for information that can be added to the Oak  
Hills Facebook page. She will also be setting up a 'Go Fund Me' account to collect donations for Jason  
Jansen's family to cover funeral expenses. Todd Cooper has Jansen's parent's address if anyone is  
interested in sending condolence cards.

President: Jim Meyer will be updating the Oak Hills Roadmap for the upcoming annual meeting. Meyer  
will also review the Landscape Plan and expected topics for this summer’s Report Card survey. Rec Center fobs have not yet arrived, as the Association is awaiting A&E Security completion of the access control system.

VII. ADJOURNMENT

AGREED: Terri Danowski moved to adjourn the meeting at 8:55pm. Todd Cooper seconded the motion,  
which carried without opposition.

Minutes approved at the June 7, 2017 Board of Directors meeting.

Approved:

Secretary