

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON MARCH 6, 2019 AT 7:00 PM IN THE COMMUNITY ROOM OF THE OAK HILLS RECREATION CENTER, 2400 NW 153RD AVE., BEAVERTON, OREGON.

PRESENT: Dan Badders, President
David Boyd, Vice-President, ARB
Linda Marshall, Treasurer
Katie Rupp, Director, Community Relations
Jon Cole, Director, Maintenance
Sheila Brewer, Director, Recreation
Terri Danowski, Director, Compliance
Martin Hehman, Director, RV Lot
Lindsay Sandor, Secretary, Communication

BY INVITATION: Nancy La Voie, CAMP, CMCA, PCAM, Community Manager
COMMUNITY MANAGEMENT, INC. AAMC

OWNERS: Per sign-in sheet

I. CALL TO ORDER/COMMUNITY ANNOUNCEMENTS

A quorum of Board members was established, and the meeting was called to order at 7:00 PM.

II. APPROVAL OF PREVIOUS MEETING MINUTES – February 6, 2019

MOTION: Lindsay Sandor made a motion to approve the February 6, 2019 meeting minutes as published in the March newsletter. Linda Marshall seconded the motion and it carried unanimously.

III. BOARD DEPARTMENT UPDATES

Maintenance – Jon Cole reported:

The pool filter received maintenance. A hole has been dug for the flagpole and the pole will be installed soon. One mailbox was repaired after being damaged in a hit and run, two others were replaced as previously approved. The lawn mower needs additional repairs. The cameras at the RV lot are working. Proposals are being reviewed for possible change in janitorial service. Window washing proposals are still being obtained for the rec facility.

Compliance – Terri Danowski reported:

12 welcome letters, 4 compliance notices, and 12 access pathway work letters were sent with 6 owner responses. The Policy Committee has been meeting every other week gathering association documents in the consolidation efforts.

Communications - Lindsay Sandor reported:

Lindsay, Sheila Brewer and Christina Matousek are developing guidelines around the rec programs and groups – use of the logo, name of groups, marketing support etc. The April newsletter will be delivered the weekend of March 24, the articles and minutes are due by March 14. The working topics include a fee increase, Annual meeting save the date, swim team and lesson registration in April, a monthly maintenance update and brick install update. Lindsay noted that she would like to add a project committee list with a point person for residents to contact with questions about specific association projects.

There were two meetings of the 8 member Rocketship Committee held with a goal to identify a project solution to recommend to the Board. The projected timeline is to have recommendations to the Board in April or May and the Board vote in May or June. The website needs to be updated with new verbiage regarding the paver sales, to be discussed later in the meeting. Kaitlin Rupp asked about the decision to stop selling bricks. There was review of the discussion from the December meeting, in which concern for having to refund some of the prior purchases made it the consensus of the Board to stop sales until the future of the project is determined. David Boyd is suggesting the Board continue the sale of bricks to owners who want a commemorative purchase regardless of the rocketship project, or keep sales in a limbo until the rocketship project is resolved. Sheila Brewer recalled that during the

building planning, the idea was that brick sales would be an ongoing fundraiser for special projects for the Association regardless of the rocketship project.

Community Affairs – Katie Rupp reported:

The summer blood drive will be July 7th from 11-5pm. It was noted that someone needs to be in charge of organizing the neighborhood watch program.

Treasurer –Linda Marshall reported:

Linda Marshall reviewed the finances for the month of January and reminded the Board that comparing the budget early in the year is difficult due to seasonal expenses. It was noted there will some unexpected expense in getting the fob system records updated now that the RV Lot uses fobs. Christina Matusek and Jerrod Levesque will have debit cards tied to the new US Bank account.

Architectural Review Board (ARB) - David Boyd reported:

One member has resigned, but David will bring a recommendation for a replacement to the Board at the April meeting.

It was noted that Clean Water services has reimbursed the Association for the bond from construction of the rec center. It was proposed to the rec that the fob system management be taken over by rec staff, led by Christina Matusek. It is estimated to be a 6-month job to get everything updated and then determine if there is a permanent budget needed for future maintenance of the system records. The reserve study update has started. The last shipment of bricks has been delivered and installed.

RV Lot – Martin Hehman reported:

The gate has been installed and is operational. A button needs to be added to open the gate from the inside for pedestrians. There are only 2 RV spaces available. Vehicles owners have been notified that they may have to remove their cars. Currently, waiting to see if the Sprint hotspot is adequate for internet service. The staff needs to be informed of how to change the gate code. The fobs system will be fully implemented in the Spring.

Recreation - Sheila Brewer reported:

The administrative team is getting ready for summer activities. The swim and fitness classes are already scheduled. Documents are being compiled about the rec guidelines for the archives project. A small section in the newsletter talks about the rec guidelines. The damages done to the rec center by a resident have been reimbursed in full.

President's Update

No report.

IV. OWNERS' FORUM

- An owner addressed the Board regarding the possibility of a cell tower in the community. Dan Badders reported that the Association was approached by a carrier and the initial desire is to place it on the highest piece of ground, which is near the tennis courts. The Board suggested an alternate location by the RV lot but that location will not work for the providers needs. The Board felt the lease offer was not adequate to have the tower in a prominent location, so the idea has not proceeded. The owner then asked about the rocketship project and noted that they feel it is more important to maintain the playground equipment and put association funding into restoring the entry monument.
- Dorothe Bugbee addressed the Board regarding the entry monument and noted that Washington County will permit restoration of the monument but it must keep a steel structure and like footprint. Several contractors were approached. There was one bid of approximately \$50,000 which includes new electrical, a new concrete pad, custom fabricated replacement lights and up lighting. The light manufacturer is 6-8 weeks out and fixtures would have to be in hand before restoration starts. Jon Cole is expecting a bid from another possible vendor.
- An owner addressed the Board regarding the use of directed proxies versus general proxies.
- An owner addressed the Board regarding the information published about the proposed fees increase. The owner is concerned that the reserve funding may not be adequate as proposed. Linda Marshall asked for owner help in designing the communications that will go out to the members.
- An owner asked if the Board was considering smaller increases over multiple years.
- An owner asked about the hours for the maintenance department which are typically 8:30-4:30 pm.

V. DISCUSSION TOPICS / OTHER BUSINESS

A. Newsletter Delivery Options:

A similar community group to take over the delivery of the newsletter has not been found. A local courier would charge \$300 per newsletter which is still less than the cost to mail the newsletter. Using a courier for the remaining fiscal year would be over budget with no funding for any additional expense. Forming an inhouse delivery service would require staff, payroll funding etc. A bi-monthly newsletter was considered to stay in budget. Discussion followed about the benefits of communicating with as many owners as possible in as many ways as possible and whether to put off reducing the number of annual newsletters until after the summer season. The consensus of the Board is to expand the budget to cover additional cost of hiring staff to deliver the newsletter. Lindsay Sandor and Sheila Brewer will work with Christina Matusek to hire staff. Ongoing discussion will continue regarding the time it takes to prepare the newsletter and how to sustain it if the current volunteers can no longer provide the service.

B. Association Management Interview:

It was noted that there will be a presentation by Superior Community Management next Wednesday, March 13th at 7PM.

C. Debit/Credit Cards and Bank Transition

Discussion followed regarding whether staff should have debit or credit cards associated with the new US Bank account. Consensus was the CMI will work with Linda Marshall to determine the most secure resolution.

D. Sale of Paver Bricks

Discussion followed regarding what should be included in the next newsletter regarding sale of bricks. Discussion included information on how long it takes to process an order, check it after delivery, and have the pavers installed. Consensus was to hold off on new orders for now until the rocketship project is resolved; and in the future, opening sales in limited time periods (twice a year?) to help contain the amount of volunteer time to manage the sale. David Boyd is offering to do it one more time now and then turn it over to the staff for future sales. The Board consensus is to advertise that brick sales are coming soon.

E. Directed Proxies

David Boyd distributed sample directed proxies and will be posting the voting threshold information in the on the website. The Board will need to finalize the proxy and nomination documents for the Annual meeting by the end of March.

F. Annual Dues Increase

Linda Marshall led discussion about the Budget Committee's recommendation for an annual hoa fee increase and funding model for the replacement reserves. The reserve study recommends a funding level and the Board decides how to manage the savings for future repairs and/or renewals.

MOTION: Linda Marshall made a motion to accept the committees request that the Board put forward a \$150 increase for the October 2019 fee (\$700 per year) to be voted on at the Annual meeting in May. The motion passed without opposition.

VI. ADJOURNMENT

Terri Danowski made a motion to adjourn at 10:20 pm. Sheila Brewer seconded, and the meeting was adjourned.

APPROVED*

BY Lindsay Sandor, Secretary
DATE April 3, 2019

**(April 3, 2019)*

APPROVAL OF PREVIOUS MEETING MINUTES – March 6, 2019

MOTION: Lindsay Sandor made a motion to approve the March 6, 2019 meeting minutes as published in the April newsletter but with correction that the February Minutes were approved, not March. Linda Marshall seconded the motion and it carried 5 in favor, Martin Heyman abstained.