

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON NOVEMBER 7, 2018 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
Lindsay Sandor, Secretary, Communication
Sheila Brewer, Director, Recreation
Jon Cole, Director, Maintenance
Linda Marshall, Treasurer
Terri Danowski, Director, Compliance
Katie Rupp, Director, Community Relations
Martin Hehman, Director, RV Lot

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 7:02 PM.

II. APPROVAL OF PREVIOUS MEETING MINUTES – October 3, 2018

MOTION: MOTION: Lindsay Sandor made a motion to approve the October 3, 2018 meeting minutes as amended to correct the RV Lot approved expenses and to correct the date of the September meeting. Terri Danowski seconded the motion and it carried unanimously.

III. BOARD DEPARTMENT UPDATES

RV LOT – Martin Hehman reported:

Payment for Annual RV Lot use is now available on the Jack Rabbit system, or payments can be made at the Oak Hill's Office. New annual agreements are being received and there will be few spaces available after the annual re-registration. Work on installing the new gate opener has started and is currently being managed by on site maintenance personnel, Roland Levesque.

Architectural Review Board (ARB) – David Boyd reported:

The ARB processed only one application in October. The committee is currently meeting weekly to review applications timely. The Committee is also reviewing the design guidelines with the expectation of making some adjustments and clarifications in the processes.

Maintenance – Dan Badders for Jon Cole reported:

Sonny's has switched from mowing and edging to leaf pick up, within the limitations of the current agreement, so work is progressing but is still a challenge for the amount of leaves in the common areas. Dumpsters for owner yard debris are closed as of November 4. It was noted that the program is a significant expense for the Association, but Roland Levesque has managed the program to keep the cost for the service reasonable.

The contracted sidewalk repairs are mostly complete, there is some corrective work that the contractor will do in the spring.

A new flag pole is being purchased to be installed in front of the Rec Center, this project is expected to be completed by early 2019.

Two maintenance topics will be added to the December Meeting Agenda – 1. replacement of aging mailboxes and 2. electronic speed limit signs.

Community Affairs – Katie Rupp reported:

A Red Cross hosted Blood Drive will be held in the Rec Center on December 21, 2018. Two owners are interested in taking over the Neighborhood Watch Program for the community; Katie is meeting with them to transfer all of the Association's information about the program.

Recreation – Sheila Brewer reported:

The next community event is the Turkey Trot on Thanksgiving Day, starting at 9 am. The event is being supported by several local running groups, but it is unknown how many residents will participate. An event insurance policy has been purchased, and the proceeds from the event, if any, will be considered for donation to community groups. The Annual Bazaar is scheduled for the first weekend in December.

The pools are being closed at the end of November and will reopen in April, 2019.

Treasurer – Linda Marshall reported:

Linda Marshall presented the year end financial report for the Association, as of September 30, 2018. The information will be posted on the web site along with a comparison over past fiscal years.

Communications – Lindsay Sandor reported:

The format for an electronic newsletter has been sent to the Board for review. The plan is to send the e-newsletter at the end of the month, about 2 weeks after the printed newsletter. The e-newsletter will not contain all the printed newsletter information, but will include homeowner call-to-action elements and important updates. Discussion followed regarding sharing the compiled email distribution list with CMI so their records can be updated.

Compliance – Terri Danowski reported:

There are no big ongoing issues in Compliance at this time.

IV. OWNERS' FORUM

- Homeowner addressed the Board with questions about the cost of the automated gate opener at the RV Lot and whether the Board had done an analysis of how the Oak Hills storage rate compares to outside storage facilities. Discussion followed regarding the revenue from the RV lots being more than adequate to cover the expense of the new gate operator.
- Homeowner addressed the Board regarding a tree house constructed by a neighbor that is visible from their property. Discussion followed regarding the lack of guidelines to evaluate this type of construction, and that there is no prohibition on play structures. David Boyd confirmed that the ARB would be aware of this issue as they review the existing guidelines.
- Homeowner addressed the Board regarding maintenance of mailboxes and expressed concern that the mailboxes would be consolidated. The owner also asked whether the Board had a plan for restoration of the entry monument. Consensus of the Board is that if this owner wanted to do research on costs, permits processes, and county requirements for repair or replacement, the Board would support that effort. The owner also asked about the fees for online payment of assessments.
- Homeowner addressed the Board asked about policy for use of the Rec Center for an educational event and sale of Turkish Rugs. The owner was directed to contact Christina Matusek for information about reserving the Rec Center. The owner also asked if the ARB was considering amending the shed guidelines to allow owners to install electricity in sheds. David Boyd will add that to the ARB's considerations. The owner asked about installing artificial turf. It was noted there are no prohibitions in the guidelines, but that no applications had been approved in the past.
- Homeowner asked the Board to consider ADA requirements when planning future sidewalk replacements, as the newly replaced sidewalk don't meet ADA requirements.
- Homeowner addressed the Board asking them to consider imposing a ban on firearms in common spaces (greenways, Rec Center property).

V. DISCUSSION TOPICS / OTHER BUSINESS

A. 2018/2019 BUDGET

Linda Marshall reviewed the proposed 2018/2019 budget as prepared by the Committee comprised of Linda, David Boyd, and Jana Carlson. The budget includes a replacement reserve contribution of \$50,000 and will draw \$32716 from the General Operating Fund in order to balance income with expense. The total annual budget for the Association is \$528,316. The Committee is planning to meet in early 2019, after having two months of actual data to review the projection to actuals income and expenses.

MOTION: Linda Marshall made a motion to adopt the 2018/2019 Budget as presented. The motion was seconded by Terri Danowski and carried unanimously.

B. Community Affairs/Open Carry Laws

Discussion followed regarding research into Open Carry Laws after an owner was observed carrying a rifle in the greenspace. The Board considered whether to engage their legal counsel to advise them on how they might impose a ban on firearms in common spaces and what the repercussions and costs might be. It was noted that a Washington County Sherriff had interview the resident carrying the gun and determined there was no risk to the safety of the community at that time. Several Board members implored the resident, who was in attendance, to not carry the rifle in the common areas, as it caused fear in other residents who observed this behavior.

ACTION: Martin Hehman requested that email complaints received by any Board members be routed to the appropriate department Board member.

C. RV Lot Policy

Martin Hehman reported he used the existing lease document to draft a revised policy, and removed the language that would permit vehicles other than RVs, Boats, and Trailers, to be stored with Board approval, reserving the storage lot for vehicles owners are not permitted to store on their property. Martin asked Lindsay Sandor if she could put directions for use of Jack Rabbit on the web site, as RV Lot users were confused by the process. David Boyd suggested that removing the ability for the Board to approve exceptions to the types of vehicles stored in the lot might not be in the best interest of the community.

D. Digital Document Storage

Lindsay Sandor reported the Association has opened a Business Account with Dropbox for digital document storage and file sharing. The new budget includes the annual expense for this account. Discussion followed regarding scheduling some training sessions for the Board.

E. Maintenance/Landscape Plan

Dan Badders reported he had reduced the Strategic Maintenance and Landscape Plan posted on the web site into a consolidated 3 year plan showing projects planned that will be paid for from replacement reserve funds. This new document will replace the one posted on the web site after the estimated costs are removed, as they may not be accurate.

F. December Meeting Topics/Unfinished Business

The Board agreed to consider the status of the Rocketship Project at the December meeting.

VI. ADJOURNMENT

MOTION: Martin Hehman made a motion to adjourn at 9:32 pm. Katie Rupp seconded, and the meeting was adjourned.

APPROVED

BY Lindsay Sandor, Secretary

DATE December 5, 2018