



HOMEOWNERS ASSOCIATION NEWSLETTER

THE OFFICIAL PUBLICATION OF THE OAK HILLS HOA

MAY 2020

Everyone is aware of the Governors directive regarding "Stay Home & Stay Healthy." How does this apply to Oak Hills?

- All buildings have been closed and will remain closed until further notice.
- The tennis courts and playground area are closed until further notice.
- Pool and pool area will remain closed until further notice.
- Annual meeting (formerly May 12) is postponed until Sept. 8, 2020.
- Monthly Board meetings will continue remotely. Access information for homeowners to attend these meetings is at OAKHILLSOREGON.COM/MEETING.
- ARB will still be available to review applications and render decisions remotely.
- We will be using our email alert systems and web site to keep homeowners informed. If you do have questions that require immediate attention, please contact our General Manager (Christina Matousek) at oakhillsgm@gmail.com or President (Dan Badders) at oakhillshoapresident@gmail.com.

I do encourage all homeowners to follow the Governor's directive and the spirit of the Stay Home & Stay Healthy program.

PRESIDENT'S UPDATE

BY DAN BADDERS, OHHA PRESIDENT

We are living in unusual times and learning to adapt to the COVID-19 virus. The Board of Directors held its first virtual meeting via teleconference on April 1. The OHHA buildings and pool complex are closed and the board voted to postpone the annual May homeowners meeting until September. We will continue to follow state directives on social distancing and facilities closures until further notice.

At the last board meeting, the we voted to approve a Petition Process, to clarify our Bylaw Article V Section 3. This article allows a homeowner to create a petition and have it voted on by all homeowners at a special or annual meeting. A homeowner would need to secure the signatures of at least 130 homeowners in order to have a topic placed on the ballot during a special/ annual meeting of the community. This process can be found on the OHHA website. My thanks to board members Terri Danowski, Annie Hogan and Lindsay Sandor for their efforts to develop the final wording.

In addition, the board approved an update of the Policy Committee Guidelines, authored by Terri Danowski. This document should help clarify the meanings of our CC&Rs and Bylaws. This document can also be found on the website.

With the return of warm weather and the desire by many homeowners to be outside, I would ask all to practice social distancing when walking, riding and using the greenspace. Washington County leash regulations require that all dogs be on a leash at all times. The Architectural Review Board (ARB) is still accepting applications electronically and will respond in a timely manner to all requests. Maintenance of our landscape and facilities will continue, as restrictions allow. Even during these times, Oak Hills is still a wonderful place to live!

ANNUAL MEETING SEPT. 8

Due to COVID-19 physical distancing restrictions, the Annual Meeting of the Oak Hills Home Owners Association has been postponed until Tues., Sept. 8 at 7 p.m. at the Oak Hills recreation center.

CALL FOR 3 NEW BOARD MEMBERS

Three board positions become vacant this year, and all homeowners are invited to consider running for the board. The only requirement is that you be a homeowner. If you would like to know more about how the board works or to be considered, please email oakhillshoapresident@gmail.com or contact any board member.

VIRUS HITS OHHA ... FINANCIALLY

BY GERRY REEVE, OHHA TREASURER

For years, in an effort to keep homeowners assessments as low as possible, OHHA has depended heavily on and actively sought out other sources of revenue. In recent years these ancillary revenue streams have accounted for fully 30% of OHHA total revenue. I have addressed this issue twice in the past six months in this newsletter in much more detail than I will address here (see OAKHILLSOREGON.COM/NEWS). In the December newsletter, I even went so far as to grade the

continued on Page 2

INITIATIVE PROCEDURES CLARIFIED

BY TERRI DANOWSKI, OHHA DIRECTOR

Article V of our Bylaws define the parameters for meetings of members of our Association. We have an Annual Meeting each year to transact business and to vote on any dues increases, CCR changes, election of new Board members, etc. Members can also request a Special Meeting if they have the support of at least 20% of the membership (130 lots).

Sometimes homeowners feel very strongly about existing policies or restrictions and they may wish to ask the community to vote on a proposed change. Recently the Board was asked to better define the process for homeowner initiatives to be brought to a vote by the community. The Board has approved a written policy defining the Initiative process and it is now posted on our website for homeowners to follow if they wish to sponsor an Initiative. The document can be found at OAKHILLSOREGON.COM, click on *HOA Information*, then click on *CCRs and HOA Documents*. The document is named **Initiative Process**.

SEE PAGE 7 FOR FULL TEXT OF ADOPTED PROCEDURE

GUIDELINES TO CCRs UPDATED

BY TERRI DANOWSKI, OHHA DIRECTOR

Oak Hills is a beautiful and thriving community. In large part, this is due to our strong homeowners association which is operated by an elected group of nine volunteer Directors. The Board oversees the financial health of our association, maintains and manages our neighborhood assets, and enforces the Bylaws, Policies and Procedures which govern our community.

Living in a neighborhood with an HOA imposes some restrictions on us that might not exist in other neighborhoods. The complete **Amended Declaration of Restrictions** is available on the Oak Hills website. These Restrictions are the rules by which we all agreed to abide when purchasing our homes in Oak Hills. But sometimes wading through a legal document to understand the rules is just too much effort.

We now have an updated document which lists the restrictions along with concise guidelines to assist in understanding them. This document can be found on the Oak Hills website OAKHILLSOREGON.COM. Click on *HOA Information*, and then click on *CCRs and HOA Documents*. The document is named **CCR Guidelines 2020**. We encourage you to print a copy for easy reference.

Virus Hits Oak Hills Financially *continued from Page 1*

Various revenue streams giving each a grade of A, B, C, D or F depending on how reliable the revenue was and how large it was in relation to our total revenue. In those letters I have openly made the case that as an organization OHHA is far too dependent on these extra sources of revenue which are comparatively unstable and unreliable. I wrote:

“Any negative disruption of these ancillary sources of revenue will have a distinct, immediate and adverse impact on the services and programs now available to homeowners. The likelihood of such a disruption is uncomfortably high.”

Unfortunately, we are now seeing, in real life, this happening and it is happening at a time when our finances are already in a weakened position.

In the past month we have been informed that the various youth athletic organizations that had intended to rent our fields this summer will no longer be doing so. The current cancelations total about \$20,000. We can expect more.

Due to the COVID-19 virus and at the direction of our governor, our pool is closed and we do not know when it will open. Revenue from the sale of our pool tags has consistently been \$20,000 to \$25,000 and was budgeted this year to exceed \$30,000. That revenue is now in jeopardy in part if not in total.

We have already seen cancelations for the rental of our buildings and are currently issuing refunds for fees that were paid in advance. Again, we can expect more cancelations.

While it is too early yet to have an accurate number, it is not unreasonable to estimate that we will have a revenue shortfall of \$20,000 to \$40,000 and possibly more. This is net of any associated expenses that will be foregone. At this point there is no feasible way to replace this lost revenue. All of this is putting what I will euphemistically call a strain on the financial health of OHHA. Were I to be less politic I would say directly OHHA is close to, if not in, a state of financial distress.

Our annual meeting has been postponed until September. At that annual meeting homeowners will be voting on an increase in our annual assessments. In the coming months in this newsletter I hope to address this clearly and directly so that all will have a good understanding of the impact of this vote.

WHAT WILL WE CUT IN RECREATION?

BY SHEILA BREWER, OHHA DIRECTOR

A year ago this month, homeowners asked an excellent question the board failed to answer. That question was: "If we do not vote for an increase, what will you cut?" I want to first apologize for not having an answer for Recreation in 2019 — I was unprepared. Over the last year we have faced the reality of not having enough money to run the Association properly, and I am now prepared to explain what Recreation will propose that we can or will do to help meet the spending cuts needed to run the Association. For clarification, these cuts will be met with other cuts not listed in this article in other board departments. All board members will be making cuts to meet our deficit.

Recreation brings in an annual income in excess of \$100,000; it is essentially a break-even proposition. But breaking even will not be enough; it already isn't. Because Recreation is the only department with revenue potential outside of homeowner dues, it would need to begin supporting not just itself but also other Association costs. We would need to cut expenses and raise income. What this actually looks like becomes interesting because as we cut programs, we also cut homeowner fee income. The fewer programs we offer, the less money we spend and the more open our calendar and facilities become for profit-making ventures. This month's article will focus only on what expenses we will have to cut. My June newsletter article will address revenue, and what those changes will cost us in terms of our neighborhood feel and privacy if the dues increase does not pass.

PROPOSED CUTS

Decisions concerning exact cuts would be made by a committee of recreation, community members, the general manager and board members. These are my proposals in order. It is unlikely that all of these cuts would be necessary in the first year, unless income was interrupted.

1. Step one would be to cut all non-income producing events that have an expenditure line. These events are a straight cost to the Association. These events include, but are not limited to, all seasonal parties and concerts: Harvest Festival, Holiday Santa party, Easter, Star Gazer Camp-Out, Labor Day celebration and all music concerts, chili bake off, salsa nights, and the wine and cheese concert. Pool event cuts include, but are not limited to, teen night, middle school night, all dive-in movies and movies in the park. Additional cuts would include a zero budget for supplies and equipment. We would not buy any replacement equipment for the gym such as balls, ping pong paddles, nets, etc. We would cut all social expenditures like forks, knives, general supplies, and repairs to systems or property. We would also cut hours and resulting access to employees for questions. We would go to strict office hours two days a week, which would greatly increase turnaround time for emails and phone calls.

2. Summer pool cuts would include, but are not limited to, decreasing daily operating hours and shortening the season from 12 to 10 weeks. Next, we would explore lowering lifeguard coverage. If needed, we could go to an unguarded pool and require all swimmers under 18 to be accompanied by a parent or guardian. The last step would be to close the pool entirely.
3. Another cut would be to break-even events, which don't actually break even due to the expenses of employee hours and other hidden costs. "Break-even" events include, but are not limited to, the Holiday Bazaar, 4th of July, swim lessons and swim team. Although the swim team does bring in revenue in excess of their coaching costs, the time in the pool per hour has significant cost not deducted from their income, and thus swim team is considered a break-even program.

These choices come with a very heavy heart, but we will do what we have to do if this is what homeowners want as expressed by a "no" vote to a dues increase. Remember this is only half of the effort, we also will need to increase income.

The \$150 increase asked for in 2019 was \$12.50 more per month. We have come back as requested with a smaller dues increase, higher user fees and additional expense cuts. The annual increase of \$120 is \$10 a month in addition to a 3% cost of living increase yearly. I am requesting a "yes" vote to keep the integrity of our neighborhood. But if not passed I will make the necessary changes to Recreation programs. I hope this answers the questions that I failed to answer last year.

One last thought. We are all learning wonderful things from our shared COVID-19 experience. For me it has highlighted our budget shortfalls and our reliance on unstable income to support the Association.

The COVID-19 experience plays into our budget shortfalls and discussions in a very interesting way. When Gerry came onto the board, he gave our income streams grades and explained that we should not be relying so much on income that is not guaranteed. He explained how the Association was at risk because we were relying on Recreation income that was unstable. I understood what he was saying but assumed that our renters and other program supporters loved it here enough that although such income was *technically* unstable, it really wasn't. I understand that COVID-19 is a once-in-a-century event, but it perfectly demonstrates Gerry's point. We cannot rely on outside income to manage our Association. We must be self-supporting, or at least mostly so. With COVID-19, our shortfalls will be much higher and quicker than anticipated.

We will have to cut spending in every department due to our reliance on outside income that has now proven unstable, just as Gerry warned, in this fiscal year.

RECREATION ROUND-UP

BY SHEILA BREWER, OHHA DIRECTOR

JULY 4TH FIREWORKS SHOW CANCELLED

At the recommendation of the 4th of July Committee, the Oak Hills Board has voted unanimously in favor of canceling the Oak Hills Firework celebration on the 4th of July. The recommendation and decision is due to COVID-19 physical distancing restrictions and an unknown timeline for returning to normal, the concern for the protection of the health of the community, and the financial risk to the Association from the concern that turn-out, donations and volunteer participation may be low and not cover the costs of the event.

Be on the lookout in June for some alternative plans that will be unveiled as we receive guidance regarding physical distancing measures. Your 4th of July Committee is already exploring possibilities.

CELEBRATION FOR 2020 GRADS

Calling all 2020 graduates within Oak Hills, college and high school! We want to hear from you! We are planning a celebration for early June and want to make sure you are included. Please send an email to: oakhillsgm@gmail.com.

COMPLIANCE CORNER

BY TERRI DANOWSKI, OHHA DIRECTOR

Thank you for maintaining Social Distancing while in our neighborhood! Lots of people are walking and getting outdoors. Let's keep everyone safe.

WEEDS ARE POPPING UP ALL OVER!

Please keep Oak Hills beautiful by properly maintaining your landscaping; including weed removal. If you are looking for a non-chemical weed solution – here's a recipe I've recently used. Mix and spray liberally on weeds.

- 1 gallon Vinegar
- 1.5 cups Epsom salt
- 2 Tablespoons blue Dawn dishwashing soap

DO YOUR SIDEWALKS NEED ATTENTION?

Sidewalks need to be maintained to Washington County standards – any

sidewalks which are raised, broken or buckling need to be repaired or replaced. Homeowners, you are liable for personal injury claims which occur on sidewalks adjoining your property.

Trim all landscaping to keep clear the sidewalk's full width and up to a height of 9 feet.

LOTS OF FENCES NEED REPAIR IN OUR NEIGHBORHOOD

- Please inspect your fencing for rotten wood, missing boards, failing hinges, leaning panels.
- ARB approval is required for any fence replacement.
- Chain link fencing is not allowed in our neighborhood.
- Our CCRs require fences to be maintained in good condition to enhance the neighborhood.

APRIL TUMULT BRINGS ... GREAT NEIGHBORS

BY ANNE E. HOGAN, OHHA DIRECTOR

This month has been a wild one for all of us, individually and as a community. However, trying times are when our strengths shine. In the past month, the Sustainability Group has re-purposed to be a Caring Committee, running errands, doing basic tasks and spreading overall cheer. They are now coming together (remotely) to create masks. If you are interested in joining this positive light in our community, please contact Andy Klumpp at andrew.klumpp@ashware.com.

The Neighborhood Watch Block Captains have served as critical point-people for disseminating information. Neighbors are out, waving, smiling, and encouraging each other, as we all do our best to physically distance but support each other socially. If you are not sure who your block captain is, please contact me at ohhacommunity@gmail.com and I will make sure you are on the list.

Finally, I wish you all good health, sunshine, and grace as we continue through this together.

REMEMBER TO STASH YOUR TRASH CAN

Are your trash cans and recycling bins visible from the street? Reasonable effort must be taken to screen them from street view. This can be done using plants, fencing, lattice, etc. On garbage day, please promptly retrieve your cans and bins from the street and store them out of sight.

WALKING THE LOOP?

Some of our neighbors make a big effort to pick up roadside trash, cigarette butts, candy wrappers, etc. each day as they walk. Thanks! It makes a difference in keeping Oak Hills beautiful.

Thanks for keeping our neighborhood looking its best!

MAINTENANCE AND FACILITIES

BY JON COLE, OHHA DIRECTOR

DROP BOXES

Passes for use of the seasonal yard debris dumpsters at the maintenance lot are for sale online at the Oak Hills website. Look on the main page near the bottom and you will see a "Drop Box Sticker" link. From there you will use your Jackrabbit account to sign up and pay for a \$30 pass. If you have problems or need to set up a Jackrabbit account, please email oakhillsrec@gmail.com for assistance.

Please follow the rules for use:

- Yard debris only – no stumps, sod, dirt or gravel – branches no larger than 3" diameter
- Paper yard debris specific bags OK – NO PLASTIC BAGS
- Fill one dumpster at a time and PLEASE clean up debris that is spilled around dumpsters
- Unlock and lock gold drop box lock fastening LOCK to LOCK with main lock

SOCCER FIELDS

Our playing fields are undergoing maintenance to fill in and level the turf surface for the safety of our children. I want to thank the Oak Hills Soccer Club for doing a fantastic job of identifying, coordinating and paying for the renovation work being completed. During the week of April 13 the fields were aerated, seeded, top dressed and dragged. Following this the fields were walked and any further irregularities were hand filled and graded. This is hopefully an annual process if our budget will allow. The goals on all three fields have been removed and completely refurbished by stripping to bare metal, priming and painting with an industrial coating. We hope to see the players on the fields enjoying soccer again very soon.

MAILBOXES

A community mailbox on Oak Hills Drive near Bonneville Loop was broken into the night of March 28. We

are finding the lead times to replace mailboxes is 2+ weeks, during which time homeowners have to go to the USPS facility to pick up mail. If the HOA budget allowed I would suggest we purchase at least one of each size box to keep on hand in order to save a little on the purchase as well as have the ability to replace a unit in a more timely manner. If you recall we only recently discovered that the HOA owns these boxes and with more than 70 of these aging units at an approximate installed cost of \$1,200-\$1,600 each we have a fairly expensive asset to maintain.

SPEED SIGNS

Both battery boxes from our two speed signs were broken into the weekend of April 11-12. The locks were cut and batteries stolen. We are redesigning the attachment and locking mechanisms on both boxes and remind all neighbors to keep an eye on any vehicles which seem out of place or are parked at odd hours.

FACE MASKS, AND OTHER VIRUS MATTERS

BY CHRISTINA MATOUSEK, OHHA GENERAL MANAGER

Greetings Oak Hillians! I thought I would take this opportunity to let you know about a few good things happening in our community. The Washington County Sheriff's officers and First Responders have been able to use our community room during this time we are shut down. They are able to write reports, get a cup of coffee and a snack in our space. The officers have been happy to have it available and send a big thank you to our community!

The Sustainability Group has transformed itself into assisting others during this time. They have helped our residents with groceries and basic needs. They are now working to make masks for every person in Oak Hills. If you do not already have a mask, contact masks@ashware.com for more information. The group is also working to find ways to help people cope with isolation. If you might be able to give a neighbor a phone call or play a game online with someone, contact Mary Kitch at marykitch@gmail.com.

When walking through the neighborhood, it is impossible not to see the hearts on windows, birdhouses painted and

decorated, and signs with positive messages of hope and encouragement in people's yards. People are following social distance guidelines and are respecting each other when walking around the loop.

As for us at the OHHA office, we continue to help people with fob access to the RV Lot, drop-box sales online, and doing basic maintenance of the facility. We are working to figure out the timing of opening the pool and have activities for the summer.

This is a difficult time for most of us right now, but there are many ways to show kindness to our neighbors. What will you do to show kindness to each other? What ways can you think of to help our community? Paint a sign? Post a video on Facebook playing a musical instrument? Purchase dinner tonight from a local restaurant? I challenge you to find a way to make someone smile today! And let me know about it! Email me at oakhillsgm@gmail.com or post on our Facebook site.

DRAFT BOARD MEETING MINUTES -- Apr. 1, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON APRIL 1, 2020 AT 7:00 PM VIA CONFERENCE CALL.

PRESENT: Dan Badders, President
Lindsay Sandor, Secretary, Communications
Gerry Reeve, Treasurer
Sheila Brewer, Director, Recreation
Jon Cole, Director, Maintenance
Jana Carlson, Director, RV Lot
Terri Danowski, Director, Compliance
Anne Hogan, Community Affairs
Christina Matousek, General Manager

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

OWNERS: Per sign-in sheet.

I. CALL TO ORDER/COMMUNITY ANNOUNCEMENTS:

With a quorum of eight Board members present, the meeting was called to order by Dan Badders at 7:00 PM.

II. BOARD DEPARTMENT UPDATES:

Compliance – Terri Danowski reported:

Compliance activities have been quiet. Terri is writing an article for the next newsletter reminder residents about proper trash and recycle can storage.

Maintenance – Jon Cole reported:

Sonny's Landscape is now performing 100% of the landscape maintenance tasks using the Association's mowing equipment. There were some warranty repairs made to the new mower, and some routine maintenance work. A part time employee is doing some miscellaneous maintenance tasks, including prepping and repainting the soccer goals. The drop box for residents starts April 1; permits are being sold to residents. A mailbox was vandalized and is scheduled to be replaced within 2 weeks.

Community Affairs – Anne Hogan reported:

An email blast was sent to all Block Captains about the mailbox vandalism. The Oak Hills sustainability Group is focused on providing services to the community members who need assistance.

Recreation – Sheila Brewer reported:

The normally busy season has been stalled due to the current state and federal activity restrictions. Sheila reviewed the field, gym and pool rental contracts that have had to be cancelled and the loss of revenue is estimated to be \$12,000. Rec is also refunding resident gym and rec center rental fees for events that have had to be cancelled, resulting in a loss so far of \$2800 in revenue. Sheila noted that the cancellations highlight the importance of rental income towards the Association's operating revenue.

Discussion followed regarding the 4th of July Celebration. The fireworks contract needs to be fulfilled, but the company will store the purchase until 2021, as it is likely the 2020 celebration will be cancelled. If some of the gathering restrictions are lifted prior to July 4th, there could be a smaller celebration just for Oak Hills residents. Sheila reported on the initial review of Rec programs that would be eliminated if the proposed annual assessment increase is not approved by the owners this year. She will be writing an article for the newsletter detailing that information.

General Manager – Christina Matousek reported:

Christina noted she has been asked by residents to control social distancing practices of walkers in the community, but has advised residents this is not an Association function. She has been programming fobs remotely from her home computer to control RV lot access. She is preparing the annual hazardous materials report for the State, noting that pool chemicals and fertilizers are the primary items the association would have to report.

Treasurer – Gerry Reeve reported:

The first meeting of the Finance Committee has occurred and was successful. Gerry is also working on forecasting cash balances for year-end (09/30/2020) and hoping to have quarterly reports available.

Architectural Review Board – Dan Badders reported:

Dan reported that on March 11, 2020 David Boyd resigned his position on the Board of Directors of the Association; Dan has assumed the role of liaison to the ARB. ARB member Keith Gregory is currently facilitating the acceptance and review of all ARB application.

Communications – Lindsay Sandor reported:

The May newsletter is planned to be delivered to residents the weekend of April 25 and 26; articles are due by April 16. Lindsay agreed that the Association should not take on an enforcement role for social distancing.

RV Lot – Jana Carlson reported:

Most residents have now paid their annual fee for RV storage. She has been working to make sure residents who want storage have it, but is holding right now on moving new RVs into the lot. There was a spot available and she moved one RV into the lot as the owner was going to be fined for storing it at their home.

III. APPROVAL OF MARCH MEETING MINUTES

MOTION: Lindsay Sandor made a motion to approve the March Meeting Minutes as published in the April newsletter. Terri Danowski seconded, and the motion carried unanimously.

IV. OWNERS' FORUM

- An owner thanked the communities sewing group for making 200+ masks donated to local hospitals and clinics.
- An owner addressed the Board regarding amending the Association's governing documents to allow chickens to be kept on private property in Oak Hills. The owner is currently circulating petitions regarding this and a proposed change to the maximum fence height.
- An owner asked if the Board was still considering adding a transfer fee at home sale as a means of additional revenue.

V. Board Discussions

A. Financial Report – Gerry Reeve

Gerry is working on projecting the year end operating cash balance; currently he expects that to be less than \$50,000, with \$160,000-\$175,000 in replacement/maintenance reserves. He reviewed with the Board the Oregon Planned Community Act language regarding borrowing from the replacement reserves to fund operating fund deficiencies; that borrow needs to include a plan to repay the amounts borrowed. He will draft a borrowing resolution for the Board to consider as it comes closer to the end of the fiscal year. As noted in the Rec report, if the Annual Assessment increase isn't approved by owner vote, there will need to be drastic cuts in the operating budget. Gerry is working with Sheila to prepare a budget scenario with no or reduced rec revenue. Discussion flowed regarding the fact that current operating cash balances include prepaid Serial Special Assessment amounts from owners who prepay 12 months of monthly payments or pay off their special assessment during the course of a year. Discussion followed regarding amending the current cash handling policy to include more frequent loan principal payments. In closing, the solution is to bring awareness to the community about the cost associated with operating the Association. Discussion followed regarding development of an understandable cash flow report for future Boards to understand the financial reporting, and how to report prepaid SSA monies from general operating cash.

B. Postponing of the Annual Owners Meeting

MOTION: Anne Hogan made a motion to postpone the Annual Owners Meeting due to COVID-19 restrictions. Gerry Reeve seconded and the motion carried unanimously.

MOTION: Anne Hogan made a motion to reschedule the meeting to the 2nd Tuesday in September. Dan Badders seconded and the motion carried unanimously.

C. Homeowner Initiative Process – Terri Danowski

Terri led a Board review of the most recent policy. The most recent version has language clarifying the process for voting at the Annual Meeting versus voting at a Special Owners

continued on Page 7

Draft Minutes -- April 1, 2020 *continued from Page 6*

Meeting. The policy requires that actual ballot language, approved by the Board secretary, must be included in the petition, so that properly filed petitions contain appropriately legal language that the owners will subsequently vote on; language that meets the Association standards and has appropriate wording. The policy assumes there would be no cost to the submitting owner(s) if the language is appropriate for voting and the voting will be done at the next annual meeting, unless the proposed language requires a legal review. Discussion followed regarding the different approval thresholds for amending various provisions of the CC&Rs, Bylaws, and association policies. Board consensus was to amend #7 to read "No petition signature shall be more than 90 days old at time of submission to the Secretary."

MOTION: Terri Danowski made a motion to approve the OHHA Bylaws Article V Section 3...Initiative Process as amended per the discussion. Jon Cole seconded and the motion carried unanimously.

D. Policy Document Committee Discussion – Terri Danowski
Terri reported that since the last Board meeting, the Ad Hoc Policy Committee has added language defining noxious actions.

MOTION: Terri Danowski made a motion to adopt the Guidelines to the Declaration of Restrictions as presented. Jana Carlson seconded and the motion carried unanimously.

VI. NEW BUSINESS

Jon Cole reported that an employee of Sonny's Landscape had been bitten by a resident's dog. The incident was reported to Washington County Animal Control. Jon will write an article for the next newsletter reminding residents that dogs must be on a leash.

VII. ADJOURN

MOTION: Dan Badders made a motion to adjourn at 8:50 pm. The motion was seconded by Sheila Brewer and the meeting was adjourned.

APPROVED INITIATIVE PROCESS, PROCEDURE

OHHA BYLAWS ARTICLE V SECTION 3 ... INITIATIVE PROCESS

This Bylaw allows a homeowner to submit a petition to include a topic for vote at a special or annual meeting of homeowners.

1. The petitioner will submit a Ballot Question to the Board Secretary for approval before gathering signatures. The Board Secretary will have authority to approve the wording of the Ballot Question and any other communication to Homeowners as appropriate and may require changes to ensure HOA standards are met.
2. The Ballot Question should be a concise, clearly worded question which can be answered as either YES or NO.
3. The petitioner will submit a petition which includes the Ballot Question along with names, signatures, phone numbers, address & lot numbers - representing 130 or more lots in Oak Hills - to the Board Secretary for verification purposes.
4. A hard copy of each petition signed by a homeowner must be submitted at one time. The Board Secretary may approve/require other delivery methods as he/she deems appropriate.
5. Once a petition is submitted, the Board Secretary will conduct a random sampling verification of names and signatures. If the petition meets the standard set in #1-#4 above, the Ballot Question may be included on the ballot sent to homeowners for the annual meeting or the petitioner can request a special meeting to vote on the Ballot Question.
6. The Board Secretary shall be the sole point of contact in the event questions arise from a petitioner. The Secretary shall be responsible for securing an answer to the question and responding in a timely manner to the petitioner.
7. No petition signature shall be more than 90 days old at time of submission to the Secretary.
8. If approved, the initiative would take effect the day following the vote or after certification by the Board Secretary. Results of the vote will be included in the meeting minutes.
9. The Board Secretary has the authority to reject any petition that does not meet the standards outlined in this document and will advise the OHHA Board as appropriate.

PROCEDURE FOR VOTING AT THE ANNUAL MEETING:

- A. A petition must be submitted in time to meet the notification schedule for the Annual Meeting, including time for approval and signature verification. Contact the Board Secretary for exact dates.
- B. The Ballot Question will be included on the same ballot as any other issues being voted. No additional information will be distributed by the HOA regarding the ballot question or the issue.
- C. No deposit will be required.

PROCEDURE FOR VOTING AT A SPECIAL MEETING:

- A. If a special meeting is requested by the petitioner, then all costs for the meeting and vote will be paid by the petitioner. These include: printing and mailing of meeting notices and ballots to all 650 homeowners, and adequate staffing by our Management Company during the meeting. This cost is estimated at \$1000. A deposit of \$1000 is required at the time of submission. Actual costs will be totaled by the Board Treasurer and a refund issued if overpayment has occurred. If the actual cost exceeds the \$1000 deposit, the petitioner agrees to pay the HOA any additional monies within 30 days.
- B. The mailing of the Notice of Meeting, the Ballot Question and ballot for voting is assumed to be one page. If additional pages are requested it is estimated at a cost of \$1.00 per page/per ballot, payable in advance to the board treasurer.
- C. See #1 above. The Board Secretary must approve anything mailed to homeowners regarding the special meeting.
- D. Regardless of the outcome of the vote, none of these costs are refundable.
- E. All monies payable and due prior to/with submission of the petition must be made payable to Oak Hills Homeowners Association and mailed to:
OHHA, Attention: Board Treasurer and Board Secretary
2085 NW 153rd Avenue, Beaverton, Oregon 97006
- F. Credit card payments may be approved by the Board Secretary and Treasurer.

REQUIREMENTS FOR PASSAGE:

- *Per the Oregon Planned Community standard, at least 20% of homeowners must attend or vote at the Special/Annual Meeting, to achieve a quorum.*
- To change a Policy, the measure must pass by a simple majority of those voting at the special/annual meeting (50% +1).
- To change a CC&R, the measure must pass by 75% or more of those voting at the special/annual meeting.
- To change the Annual Assessment or the Articles of Incorporation, the measure must pass by more than 2/3 of those voting at the special/annual meeting.
- To change a Bylaw, the measure must pass by a simple majority of those voting at the special/annual meeting (50% +1).

ARCHITECTURAL REVIEW

Dan Badders
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More information at
OAKHILLSOREGON.COM/ARB

DATES TO REMEMBER

MONTHLY BOARD MEETING

May 6 @ 7 p.m.
See website for online remote attendance procedure.

COVID-19 SUPPORT VOLUNTEERS

Can't go out? We'll go for you.
To give or receive help, contact Andy Klumpp (OHSO@ashware.com) or Jen Lockwood (503-780-8517).

OHHA ANNUAL MEETING

Postponed until Sept. 8, 2020.

ALL OTHER OHHA ACTIVITIES

Postponed until further notice.

COMMITTEES

Advisory committees work on a variety of projects for Oak Hills. The Board of Directors encourages homeowner questions and feedback about these projects at monthly Board Meetings or by contacting the assigned committee directors.

BOARD POLICY COMMITTEE

Director Terri Danowski
tdanohha@gmail.com

OAK HILLS HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS

Dan Badders President	President	oakhillshoapresident@gmail.com
Open Vice President	Architectural Review, Security, Key Fob	
Gerry Reeve Treasurer	Finance	ohhacfo@gmail.com
Lindsay Sandor Secretary	Communications, Newsletter, Website, Social Media	lindsayohha@gmail.com
Sheila Brewer Director	Recreation, Pool, Fitness, Events	sheilaohha@gmail.com
Jana Carlson Director	RV Lot	rvlotohha@gmail.com
Jon Cole Director	Maintenance, Facilities, Landscaping	jcoleohha@gmail.com
Terri Danowski Director	Compliance	tdanohha@gmail.com
Annie Hogan Director	Community Affairs	ohhacommunity@gmail.com

The Oak Hills Homeowners Association is governed by a Board of Directors made up of nine members of the community elected by the homeowners. Guided by values that promote a sense of community and preservation of property values, the goal of the Board is to make decisions that are consistent with high principles and in the best interests of the entire Oak Hills community.

The Oak Hills Homeowners Association Newsletter is the only officially printed newsletter publication directly from the OHHA Board of Directors.

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OFFICE HOURS — CLOSED
email only: officeOHHA@gmail.com

Tuesday
Closed

Wednesday
Closed

By Appointment
officeOHHA@gmail.com