

**BOARD OF DIRECTORS MEETING
OAK HILLS HOMEOWNERS ASSOCIATION
SEPTEMBER 5, 2018
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON SEPTEMBER 5, 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
Martin Hehman, Director, RV Lot

ABSENT: Katie Rupp, Director, Community Relations

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 – August 1, 2018

MOTION: Lindsay Sandor made a motion to approve the August 1, 2018 meeting minutes as published in the newsletter. Linda Marshall seconded and the motion carried 7 in favor, with Martin Hehman abstaining.

III. BOARD DEPARTMENT UPDATES

No reports were given. Reports will be published in the next newsletter. The Board will revert to formal department reports at the next meeting.

IV. OWNERS' FORUM

- A homeowner who has been a member of the Oak Hills Garden for five years collected extra food for Oregon Food Bank and discussed the Garden. There are 32 plots in the garden and it is estimated that over 150 people benefit from the garden. They also brought a sample of fruits and vegetables grown in the community garden. Sheila Brewer asked if they would be interested in helping to organize a small farmers market.
- Spencer Barret spoke as a representative of the scouting program. He is working with Christina Matousek to reserve space in the Recreation Center for Scouting meetings and events. The Oak Hills Scouts program has been in existence for over 50 years and serves boys and girls from Kindergarten through High School. Spencer also spoke about projects that Scouts have done in the community, including Eagle Scout projects that have happened in Oak Hills. Upcoming projects include Fall Food Collection, Goodwill Collection. Scouting helps communities, and support from community through the use of the Recreation spaces is invaluable to the organization. They are asking for a discount in rental fees for the recreation room. Sheila Brewer gave a history of how Spencer's group has been able to use the facilities for free in the past in exchange for their volunteer assistance during community events; right now, multiple groups are asking for the space for free and tying up the use of the room on multiple nights each month. Discussion followed on how to balance the requests and keep the process fair for everyone.
- A homeowner asked the board to confirm that when Scouts have rocket launches on the field, they have a key to the tennis courts to retrieve the rockets, and addressed the board regarding short term rentals, recommending the board consider limited rentals to a minimum of 90-day leases, acknowledging it would require a vote of the members. Believes that the use of the pool facilities would get out of control if association "allows" Air BnB rentals.

- A homeowner reported a dead limb in one of the oak trees in the greenway. He asked for maintenance to do something about it and John Cole noted that the board is soliciting bids for community-wide tree trimming.

V. DISCUSSION TOPICS / OTHER BUSINESS

A. New ARB Member Presentation and Vote

David Boyd reported that the ARB is recommending appointment of Rebecca Leibowitz be appointed to the committee. Rebecca was an original ARB member and has practical experience in architecture; she specializes in architectural rendering.

Motion: David Boyd made a motion to appoint Rebecca Leibowitz. Sheila Brewer seconded and the motion carried unanimously.

B. Rental Policy

Sheila Brewer reviewed the rental policy from the last meeting.

MOTION: Sheila Brewer made a motion to accept the policy as presented at the August meeting. Linda Marshall seconded. Discussion followed about adding language about adjustments to fee schedule. The motion carried unanimously without changes.

C. Director of Community Affairs

Dan Badders stated that Katie Rupp will take on a position called Director of Community Affairs. This position acts as a liaison between the association and outside agencies. Within the community the position would be a single point of contact for various entities with questions or concerns, and she could become an advocate for owners to the board. Discussion involved types of calls she would take and what types of calls should go to the police or outside agencies.

D. Fiscal Year 2018-2019

Dan Badders made the following statement regarding preparation of the 2018-2019 budget:

The Board is in the process of developing a budget for the upcoming fiscal year starting October 1, 2018. Due to increased operating costs, such as utilities and reserve funding, and a sharp drop of income from pool rentals by outside teams, initial data shows that planned expenses would exceed projected income if no changes are made.

Seeing these trends, the Board will be reviewing where it makes sense to make cuts in services and general operations in order to minimize the possible budget shortfall. This is to make you aware of some change in operations that may occur in the coming fiscal year. The final 2018-19 budget plan will be completed mid-October and shared with the community at the following Board meeting.

The board confirmed for CMI that annual rate is \$550. Billing statements will go out in early October, CMI to start billing process for single pay statement, with annual payment due December 1, 2018.

Discussion about progress of budget progress included how Sheila Brewer, Recreation Director envisions the grouping of payroll categories in the budget while maintaining the detail in payroll records and the Board members each presented their opinions and ideas about this.

E. RV Lot Improvements

Martin Hehman spoke about previously approved improvements to the RV Lot; including gate opener and slats.

MOTION: David made a motion to authorize the expense of \$17, 500 for gate opener, security system, etc to be paid from operating funds. John Cole seconded, and the motion carried unanimously.

VI. ADJOURN TO EXECUTIVE SESSION

MOTION: Dan Badders moved to adjourn to executive session at 8:42 pm to discuss personnel matters. Martin Hehman seconded, and the motion carried unanimously.

VII. RECONVENE AND ADJOURNMENT

MOTION: With no further business to conduct, the meeting adjourned at 9:40 pm.

APPROVED

BY Lindsay Sandor, Secretary
DATE October 3, 2018