

**Arbor Terrace HOA  
Board of Directors Meeting Minutes  
February 9, 2018**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on February 9, 2018 at the Sherwood Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:31 pm.

Present:	Amy Boyle Rhonda Diestel Jean Payne	President & Treasurer Secretary Director
By Invitation:	Crystal Drake	Century 21 Turner Properties
Not present:	Amanda McMillian David Baehler	Director Director

Owners present as indicated on sign-in sheet.

**Call To Order:**

- The meeting was called to order at 6:32 pm by Board Treasurer & President, Amy Boyle and quorum was established as per meeting guidelines.

**Meeting Minutes:**

- Meeting Minutes can be found on the HOA's website: [www.arborterracehoa.org](http://www.arborterracehoa.org)

**President & Treasurer's Report:**

- Board was updated regarding transition to Caliber accounting software. C21 Turner representative Neil, Caliber representatives and our HOA CPA are working together.
- Financial reviews for F.Y.E. '16 and '17 are moving forward. Drafts should be available soon.
- December financials show healthy account balances.
- Reserve study is underway. There are a number of questions to be answered but a draft should be available for the next meeting.
- Rowhouse SA Option C payoffs continue and will quickly pay off the loan from the operating account. Once the Operating account is reimbursed, the remaining Option C payments will be deposited into the Rowhouse Reserve account.
- Tax returns are underway as an extension was filed. The HOA has already paid tax liability for the year.

**Committee Reports:**

*Architecture Review Committee (ARC)*

- There were no ARC requests.

*Compliance Committee*

- Email and flyer will be prepared for distribution to remind owners and tenants of our CCR&R's.. The board recognizes this should be an annual flyer.

*Landscape Committee*

- Amy and Amanda met extensively with Crowley and their landscape designer. As plans were being finalized, we were advised Crowley's designer took another job. Amanda reached out and Crowley's response was very accommodating, letting us know we could delay if we wished but assured us the project would not be affected by this person leaving.
- The board also contacted the City of Sherwood about the removal of the trees on Holland. The current interpretation of the City's requirements for tree removal stipulates that every tree had to have a notice submitted to the city in order to obtain a permit for each tree. The notice required the

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home owner attached to the tree give permission for the tree to be removed. The Board decided this was administratively burdensome and for those that would not agree to the removal of their tree, the consistency in redoing the landscaping would be lost.

- Accepting that the trees would need to remain, the arborist did confirm that the risk to underground water lines will remain as the root systems continue to grow. The conversation was had with Crowley to raise/fill in the dirt given that the trees have to stay. Amy presented to the board ideas the landscaper proposed along with the plants chosen specifically for both the sun and shade sides of the street. There will be boulders added to yards with river rock design to provide the feature to tie together the lawns. General Tree will be assessing the trees that will remain. The Holland project should be underway in the next few weeks. Notices to homeowners/tenants will need to go out in the next few weeks. The entire project should take several weeks.
- The landscaping needs on Harvester are different. There is a great amount of soil needed to level the sunken grade. The Board will begin consideration once the Holland project is complete.

**New Business:**

- Break-ins have been reported in the neighborhood. No obvious damage caused to get inside but footprints had been found inside a couple of houses and money/jewelry were found missing. Reminder to homeowners to keep the deadbolts locked to deter easy access.

**Old Business:**

- The budget will be discussed next time. Topics for budget inclusion were discussed.

**Next Meeting Date:**

- The next Board Meeting is Wednesday, March 21<sup>st</sup> at 6:30 pm at the Sherwood Fire Station.

**Adjournment:**

- The Board meeting was adjourned at 7:16 pm.