

**Arbor Terrace HOA  
Board of Directors Meeting Minutes  
March 21, 2018**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on March 21, 2018 at the Sherwood Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:30 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 6:30 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:**

- February financial reports were provided by Turner.
- The financial review is complete for FY 2015-2016. The 2016-2017 review should go quickly.
- The Operating Account still has a healthy balance, even after first payment for the Holland Landscape project. The Reserve accounts also have healthy balances.
- Special Assessment Option C has 17 remaining participants.
- The HOA tax return was finalized and filed.
- Reserve study updates have been applied to the first draft. Amy met with Morrison Hershfield and made corrections.
- The board discussed the options for funding the reserves and will consider how to fund once we see the final and know all the budget considerations.

**Committee Reports:**

*Architecture Review Committee (ARC)*

- Standard ARC requests are being formalized by C21 Turner so that requests are easily processed without requiring review by the board. These would include such things as the addition of a screen door and satellite service.

*Compliance Committee*

- C21 Turner provided letters/emails requesting a compliance response with Compliance Notifications, in an effort to have the owner communicate and address how the issue will be resolved. These violations are first sent as notifications to serve as a reminder of the CC&Rs and thus far, the response has been positive.

*Landscape Committee*

- The Holland landscape project is underway. Plants are being delivered with some sourcing issues which Amy is handling. Plant removal will finish this week. Dry beds are being installed and the boulders will be placed before any planting begins. The driveway panels are being compacted currently. Additional plants will be needed but until the need is known and the availability considered, the board approved an additional project cost to cover cost to get the desired plants.

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- Irrigation to the driveway panel trees has been updated by Amy and Chuck and circular drip lines will be installed next week.
- Crowley has been good to work with. The Board reviewed their proposal for a general maintenance contract, which is just under \$60,000 but the estimate is a year old. They have been open to conversations about the neighborhood and are willing to plan landscaping to reduce the overall cost of general cost maintenance.

**Old Business:**

- The Board discussed the 2018-2019 Budget. The goal is to keep dues the same.
- Amy reviewed the budget line items for All Lots:
  1. Internet – Expect no change from CY.
    - Contract with Fibersphere renewed 2017 and is good until 2020.
  2. Garbage Can – Expect no change from CY.
    - Board is considering getting rid of this.
  3. Water/Sewer – Expect no change from CY.
    - Expect no increase if times for watering are reduced.
    - Backflow testing will come due soon.
  4. Common Area Maintenance – Expect no change from CY.
    - Includes: vinyl fencing, park bark chips, gazebo maintenance, moss, gutters
    - Sidewalk maintenance, such as shaving, was moved to reserve funding.
    - Overage due to additional bark chips for playground, expect to continue.
  5. Association Ops – Expect no change from CY.
    - Includes: mailings, web service fee, postage
  6. Insurance – Amanda will look into it.
  7. Legal – Received money back and have spent nothing from budget. Expect decrease.
  8. Management Fee – Expect no change from PY but increase is possible.
  9. Accounting & Tax Prep – Expect no change from PY.
  10. Taxes and bank fees - Expect no change from PY.
  11. Landscaping – Expect slight decrease from PY.
  12. Miscellaneous – Expect no change from PY.
- Rowhouse Maintenance Budget – Expect no change from PY.
  - Includes roof and gutter maintenance and exterior repairs as needed.

**New Business:**

- Homeowners can contact Turner if looking for other homeowners to go in on services such as moss treatments. Turner can help facilitate connections with other homeowners. It was noted that Turner cannot give out homeowner's name but can provide names of interested parties to neighbors.

**Next Meeting Date:**

- The next Board Meeting is Wednesday, May 16, 2018 at 6:30 pm at the Sherwood Fire Station.

**Adjournment:**

- The Board meeting was adjourned at 7:55 pm.