

**Arbor Terrace HOA
Board of Directors Meeting Minutes
March 23, 2017**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on March 23, 2017 at the Sherwood Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:30 pm.

Present:	Amy Boyle Rhonda Diestel David Baehler Jean Payne	President & Treasurer Secretary Director Director - elected in meeting
Absent:	Amanda McMillian	Director
By Invitation:	Neil Shah	Century 21 Turner Properties

Owners present as indicated on sign-in sheet.

Call To Order:

- The meeting was called to order at 6:45 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

President's Report:

- Financial Reviews - FYE 2014 & 2015 are complete but FYE 2016 still needs to be done. Due to slow turnaround time from Verity, it is recommended that the HOA find a new accountant for tax work and reviews. Amy asked John at Century21 Turner if he could get a quote from the accountant they use for most of their HOAs to include these costs in this year's budget. Additional note, there is a plan to change the reporting of financials from cash basis to accrual. Accrual based accounting gives a more complete picture of the financial status of the HOA and is the more common financial statement presentation for this type of organization.
- Reserve study with Regenesys was completed, though with lots of legwork from Board. Amy is recommending for the completion of the next reserve study that the HOA find someone new through Century21 or reach out to Morrison Hershfield since they are familiar with the history of the HOA.

Treasurer's Report:

- The Northwest Bank Loan was paid off with funds from the Rowhouse reserve account. The HOA is now paying itself back with the remaining Option C monthly and lump sum payments that are applied directly towards the Rowhouse reserve account, thus benefiting from the interest from these payments as well.
- Financial account balances as of February, 2017 were reviewed during meeting. All accounts continue to have healthy balances. The Rowhouse reserve account balance is down as a result of the fence replacement project that was done this past summer.
- There are 21 total remaining participants in Option C with three accounts in collections.

Secretary's Report:

- Rhonda expressed concern to reach out to community in search of volunteers to participate on Board in preparation for Amy stepping down. Since it is approximated that only 25% of the residents in the neighborhood are owner occupied, it was noted that renters can get involved with the HOA by serving on committees. The Board discussed the high percent of rentals in the neighborhood and answered questions regarding the CC&Rs.

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Committee Reports:

Architecture Review Committee (ARC)

- An ARC request has been submitted to plant arborvitae to hide garbage cans on Holland. More information is required with this request. Specifically, to clarify the planting intentions with actual pictures of where they want to put the bushes. The board will also present its concerns for attracting pests and damage to existing landscape. Lastly, the Board needs the required signatures of approval from the neighbors. Further, the board has to consider setting a precedence.

Compliance Committee

- The Board has been enforcing the **CC&R 4.12** that there is a limit of one sign per lawn. At this time, there is no fine structure in place and the Board has been recommending alternatives to signs, like stickers for security in the windows. Reminder to homeowners that per **CC&R 4.12**, no **signs** shall be erected or maintained on any Lot except that not more than one sign for the temporary display of 'For Sale' sign on a Lot. **The placement of "For Rent" or "For Lease" is strictly prohibited.** The restrictions do not prohibit temporary placement of "political" signs or construction and marketing related signage. No signs shall be allowed in public areas except those approved by the Board for the good of the Community.
- Parking in the alleyway continues to be a problem causing access issues and damage to the landscape and utility boxes. The Board will now enforce compliance with **CC&R 4.10 & 4.11** and **Resolution 3** to remedy current issues.
- An exterior maintenance walk of the neighborhood was completed and homes with moss on roofs, screens in need of repair, visible signs of rot and signs of fading paint were documented. Letters will go out to homeowners noting these necessary repairs and will give owners until the end of August for completion before fines are applied.
- Satellite dishes have been installed on four Rowhomes without ARC notifications. Notices will be sent to homeowners of the compliance violation of **CC&R 4.16**, which states that no owner may erect an antenna, satellite dish or solar collector panels without the written consent from the ARC. The consequences of non-compliance will also be conveyed at this time.
- Reminder to homeowners about the **recreational equipment** compliance policy. Per **CC&R 4.18**, no playground, athletic or recreational equipment or structures, including without limitation, basketball, backboards, hoops and related supporting structures, shall be permitted, installed or utilized on any Lot in view from any public street, sidewalk or Common Area with the Property. Also, the permanent storage of barbeques, patio furniture, bicycles or other recreational equipment is prohibited in the front yards.
- Compliance reminders for **CC&R 4.15** that no Window AC units will be installed or, approved by the ARC will be sent out in anticipation of the summer. These letters will include options for acceptable alternatives.

Landscape Committee

- Review of bids for new landscapers. Not sure if current landscaper has capacity to meet the growing needs of the community since there are major landscape issues with the turf and the irrigation systems throughout that need to be addressed. The Board recognizes True Green has been out to assist in the lawn maintenance but no contract changes have been proposed by Grounds Northwest at this time. The Board also reviewed proposals for service from Showplace Landscape and Willamette Landscape. Each are more than current cost but if chosen, the individual homeowner cost would increase by \$1.16/month for service from Showplace and by \$16.50 for Willamette. Amy noted Willamette was who the HOA used prior to assessment. Landscape improvements were budgeted by \$165,000 in the reserve study and this was not included with the landscapers monthly proposals. This eliminates the need for the landscape

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maintenance line item in the budget for the next three years given these major landscape changes that will be underway. This change would occur at the end of the fiscal year.

- Landscape improvement projects to include removal of targeted overgrown plants, replacement of north facing lawn areas on both Harvester and Holland with the goal of reducing maintenance and saving on water, turf repair and the replacement of the neighborhood irrigation system.

Old Business:

- Flag issue has subsided.
- Awaiting estimate from Charter for HOA to fix home in disrepair.

New Business:

- Century 21 has proposed Arbor Terrace chose to set up a new bank account and new software, both of which are industry specific for HOA management. The software, called Caliber, has features such as violation tracker as well as the ability to integrate fully with Alliance Association bank, division of Western Bank, whose main focus is banking for HOA accounts. Option would be a small cost savings to HOA but a huge time saver to our management for reporting of payments received. Transfers between accounts are a concern but the need could be eliminated since checks could also be cut directly from Reserve accounts. The Board needs to see the control options for protecting our accounts. The plan is to make decision for next fiscal year.
- Summer Projects:
 - The remainder of the wood fences that are visible from streets are being replaced this summer. Contact with Charter has occurred and plans are underway with no delay expected this year since Cedar has been ordered. This will be covered by the reserve account.
 - Landscape projects: Reserve study allocates the \$165,000 over three years allowing \$55,000 to be spent each year. At this time the focus needs to be on Holland and Harvester so both projects may be done this summer.
 - Rowhouse Maintenance will include:
 - Wasp removal for one treatment.
 - Looking to get estimate for pressure washing the gutters and the pillars with consideration of possibly painting earlier than the projected date of 2020 from the reserve study.
- DRAFT Budget was discussed. The Board will give consideration to both Regensis and Morrison Hershfield's (MH) Reserve Study's recommended funding plans. Suggested that it may be better to stay with MH's recommendations from the prior year's reserve study, as the Regensis report did not appear as comprehensive and there appeared to be a risk of underfunding the Rowhouses due to limited understanding of the construction repairs from 2013. Additional discussion occurred in review of each line item in the proposed 2017-2018 budget. No significant changes in other contract fees not explicitly stated here. Overall, the most drastic change in expenses would occur if the Board were to go with most expensive landscapers and selected the MH reserve funding.
- The Board motioned and approved Jean Payne as the newest director, filling the vacancy left with the end of Dick Messenger's term.

Next Meeting Date:

- The next Board Meeting is May 18th, 2017 at 6:30 pm at the Sherwood Fire Station.

Adjournment:

- The Board meeting was adjourned at 8:40 pm.