

**Arbor Terrace HOA
Board of Directors Meeting Minutes
May 16, 2018**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on May 16, 2018 at the Sherwood Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:30 pm.

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| Present: | Amy Boyle Rhonda Diestel Jean Payne David Baehler Amanda McMillian | President & Treasurer Secretary Director Director Director |
| By Invitation: | Crystal Drake | Century 21 Turner Properties |

Owners present as indicated on sign-in sheet.

Call to Order:

- The meeting was called to order at 6:33 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 & Treasurer's Report:

- Amy Boyle presented a packet to the board member's that included the agenda, draft 2018-2019 budget, and reserve study.
- The financials were received and discussed. Operational and reserve account balances were reviewed and maintain healthy balances. Seventeen participants remain in the special assessment, but a couple homes are on the market and expected to pay off this balance when sold.
- The financial review is still in progress for the 2016-2017 year.

Committee Reports:

Architecture Review Committee (ARC)

- There were no ARC requests to review.

Landscape Committee

- Irrigation on Holland was turned on and fixed to accommodate new plantings. Harvester irrigation was also turned on and repairs done where needed. Silo, Windrow and Bronner should be on soon. It was confirmed that backflow that was missed will be taken care of.
- Vinyl fence cleaning will be June 18th and 19th. All Clean offers a 5-year warranty on roof cleanings will consider it for next year. This company also does general maintenance, such as gutters cleanings, which would be good for the row homes. Caps will be replaced this year as well.
- General tree utilized the tree budget allotted to them. They did a complete inventory of the neighborhood and summarized the sections needing work this year. Holland will need a bit of trimming as well as the walkway from Holland to Silo. Some trees need pruning on Century.
- Playground bark chips have been ordered and will be installed June 2nd. This will give a six-inch depth.
- Gutter repairs on Holland are being scheduled this week.

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- Holland Landscape Project update: Crowley has been paid. They will be back to do the plant replacement of the dying Laurels. There are some plants the still need to be cleared from the old landscaping, so this has also been requested. Amy will have a conversation with Grounds Northwest to make sure proper maintenance of the xeriscaping is occurring.
- The next phases for landscaping are the turf repairs on Harvester and addressing the drainage issues on Century.
- Amy will reach out to Target to discuss blackberry bushes and corner of entry driveway to get visual clearance.

Compliance Committee

- The CC&Rs were reviewed. Specifically, guidelines pertaining to the exterior maintenance requirements for homes in the neighborhood were discussed. The board also reminds the neighborhood that no exterior air conditioners are allowed.

Old Business:

- Reserve study has come back after much work done to update to match the CC&Rs. This onsite review was discussed in detail by the board. Contributions to fund the reserves will now be based on five-year increments. The board discussed funding for rowhomes approved following Option 2 of the funding plan with no increase to occur again until 2023-2024. Reserve studies are available for review by homeowners and are made available to potential buyers into the association.
- The board reviewed in detail each line item of the proposed 2018-2019 budget, comparing to the prior year actuals. The board then finalized and voted to approve the 2018-2019 budget.

New Business:

- The board discussed the stray cat in the neighborhood. Rhonda committed to taking this cat to the Feral Cat Coalition.

Next Meeting Date:

- The next Board Meeting will be in September, with the specific date to be determined at 6:30 pm at the Sherwood Fire Station.

Adjournment:

- The Board meeting was adjourned at 7:43 pm. The board did meet in executive session for a short time.