

**Arbor Terrace HOA  
Board of Directors Meeting Minutes  
May 17, 2016**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on May 17, 2016 at the Sherwood Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:30PM.

Present:	Amy Boyle	President & Treasurer
	Rhonda Diestel	Secretary
	Richard Messenger	Director
	David Baehler	Director
Absent:	Amanda McMillian	Director
By Invitation:	John Turner	Century 21 Turner Properties
	Neil Shah	Century 21 Turner Properties

Owners present as indicated on sign-in sheet.

**Call To Order:**

- The meeting was called to order at 6:35 by Board Treasurer & President, Amy Boyle and quorum was established as per meeting guidelines.

**Meeting Minutes:**

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

**President's Report:**

- Response to general homeowner questions and requests continues. Reminder to homeowners that emails need to be directed to Century 21 Turner Properties and can be sent from the HOA's website's contact-us page: <http://www.arborterracehoa.org/contact-us/>
- The Rowhouse Special Assessment Payoff calculation has been under discussion and a decision has been made to align current calculation with resolution. Reviewed calculations with Rhonda and Verity. Board agrees adjustment is necessary.
- Collection efforts continue with our attorney.

**Treasurer's Report:**

- Financial account balances as of April 30th, 2016 were reviewed during meeting. All continue to have healthy balances.
- Per the recalculation of Special Assessment payoff amounts, the Loan Reserve account will have a return of funds to correct the payoff amounts adjustments required for those who have already paid off their Option C balance. Further, the loan's re-amortization will result in a drop of Option C payment from \$125 to \$80 for next year, effective July 1, 2016.

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- HOA review through end of 2014 still at Verity.

**Committee Reports:**

*Architecture Review Committee (ARC) – nothing to report*

*Compliance Committee*

- HOA is glad to report it is down to only two homes that are in need of painting. Board is working through the legal process to go forward with having home on SW Century painted. Estimated cost to paint is \$2400. Concern is the state of disrepair of the siding.
- Parking has been an issue on Holland. Marking pavement was suggested by a homeowner and will be considered.
- Fence will be cleaned along SW Langer and at Community Park.

*Landscape Committee*

- Community park recently had new cedar chips installed on playground.
- Irrigation has been turned on for the summer.
  - *If an area of ground looks boggy due to possible over watering, the board requests homeowners to let Century 21 Turner and/or the board know as soon as possible.*
  - Horizon orange flags were put around neighborhood to note where nozzle heads need to be fixed or moved - these are the repairs being worked on right now.
- Trees along Langer homes will be limbed up soon.

**Old Business:**

- Fence replacement:
  - Rhonda received estimate from Charter Construction for the cedar fence replacement to take place this summer and possibly next. The estimate was broken out into three phases:
    - Phase 1 - Rowhouse fence adjacent to apartment parking lot.
    - Phase 2 - Rowhouse fence along Windrow walkway, Silo walkway, Bronner alley
    - Phase 3 - Tamarack fencing
  - Board members felt walking the fence row to see the scope of each phase would be good and will take place on Friday evening. Board will determine at that time which phases should be completed this summer.
  - Cottonwood tree requires removal in Lot 36. The Board approved the estimate from General Tree Service and will proceed with removal prior to fence replacement.
- Cleaning estimates are still needed for the cleaning of the vinyl fencing along SW Langer and the Community Park.

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**New Business:**

- Board discussed the 2016/2017 Fiscal Budget - most line item accounts will remain the same but changes will include:
  - Budget increased for water & sewer and common area maintenance.
  - It would be cost effective to charge homeowners a fee for mailing paper statements each month. Board considers \$3 to be a reasonable charge to help reduce monthly postage costs.
  - Accounting and Tax Prep fees will go down as HOA has caught up its Reviews so we are doing only one next year.
  - Overall insurance for the HOA has increased. Insurance certificates and unit letter will post June 1st. Homeowners are free to contact ABI for a unit specific document.
    - See HOA website: <http://www.arborterracehoa.org/insurance-documents/>
  - ACH option is costing us more than we are collecting for the service. Budget to include current structure but want to explore other options as soon as possible.
  - Rowhouse maintenance budget has grown to cover increased costs of gutter cleaning, gutter repairs, moss treatment and annual bee/wasp treatment.
  - Assessments expected to be as follows for 2016-2017:
    - Chateaus 125.00/Mo
    - Tamaracks 144.00/Mo
    - Rowhomes 230.00/Mo
  - Note: Budget overview will be provided to homeowners and will be posted online.
  - Budget approved for 2016-2017 year by unanimous board decision.
- Rowhouse maintenance to be scheduled includes annual HOA bee/wasp treatment to occur in June as well as the annual moss removal and gutter cleaning to take place late in 2016.
- Nothing scheduled currently for routine for common area maintenance except the fence cleaning. Discussion included the feasibility of installing spigots to provide a water source along Langer and one at the Community Park to enable the HOA to rent a power washer to clean the fence ourselves.
- Requests to see additional information be included in the memos on the financials.
- 2017-2018 Reserve Study will need to be scheduled in September with Morrison Hershfield.

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**Open Forum:**

- No updates on traffic issues along Langer. Homeowners have talked to the city and feel there is little they can do. The Board wants homeowners to recognize traffic along Langer is not something the board can do anything about. Board will, however, send a representative to the next City Council meeting if arranged by homeowner in support of residents concerns.
- Garbage cans are becoming an issue. Reminder that compliance notices are sent to homeowners and that homeowners are encouraged to bring compliance issues to Century 21 so they can be addressed.
- Landscape company is suppose to clean up leaves weekly but this has been an issue on Holland because cars are in the way of cleaning up much of the street and walkway area. The Board will touch base with Grounds NW.

**Next Meeting Date:**

- The next Board Meeting is TBD for September 2016.

**Adjournment:**

- The Board meeting was adjourned at 7:58pm

**Executive Session:**

- Board President and Treasurer, Amy Boyle, called the executive to order at 8:00pm.
- Executive session was adjourned at 8:30pm