

**Arbor Terrace Homeowner's Association
Board of Directors Meeting Minutes
May 26, 2015**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on Tuesday, May 26, 2015 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	Turner Property Management
	Jeff Hart, CPA	Prior & Hart, LLC

Owners present as indicated on sign-in sheet.

Call To Order:

- Board President and Treasurer, Amy Boyle, called the meeting to order at 6:35pm.
- Quorum was established per meeting guidelines.

Special Guest:

- Jeff Hart, Prior & Hart CPAs, presented the reviewed financial statements for the year ending June 30, 2013.
- The Board voted to approve the June 30, 2013 reviewed financial statements.
- Top three annual expenses of HOA: Internet, Water & Legal Fees

President's Report:

- Melissa Lappin has left Century 21 Turner. The Board has been working with our property manager, John Tuner, to review policies and procedures. The HOA is using Google Docs to organize communications with Turner, such as updates for collections and compliance issues.
- Bids and Contracts were collected and analyzed in preparation for the 2015-2016 budget.
- Continued legal communications with our attorney for a number of collection accounts.
- Many emails about compliance issues with regards to paint notices going out. This has been a great effort on behalf of the Board and Turner which has resulted in many houses being painted.
- Reminder to review HOA website for all information including meeting dates and times.
<http://www.arborterracehoa.org/>

Treasurer's Report:

- Financial reports are as of April 30th, 2015. Healthy amounts in operating funds. General reserve just shy of \$200K for all of the HOA and this is on target with current reserve study. New reserve study allocations to become effective on July 1, 2015.
- The balance on the special assessment loan is \$348K. The bank is willing to work with us to allow the pay off the balance on this loan early if we collect the balance due.

Directors Reports:

- Rhonda
 - Neighbors along Silo Terrace reported a problem with a large rat getting into their air conditioning unit causing it to break down. The repairman mentioned that rats have become an increasing problem around dumpsters and suggested Sunfield Lakes may need to do some pest control. Rhonda contacted the manager to inform them of the potential problem. Will follow up but note there have been no other reported problems with rats.
 - Lighting along the walkway behind the rowhouses on Silo and the apartments has been adjusted to minimize the spill of light into the windows of the rowhouses.

Committee Reports:

Architecture Review Committee (ARC)

- ARC request by tenant to install a weather vane on the roof of home. CC&Rs 4.16 was reviewed and it was noted that it addresses installation of a satellite dish but does not particularly address decorations. Board will be setting precedence with this decision. This is concerning so the board will proceed with caution. Amy moved to respond to ARC request and have tenant present her request to the board such that the specific location of installation on home is identified and that the tenant has attained the required approval of neighbors. This motion was approved.

Compliance Committee

- ATA 057 exchanged ownership. Need to contact new owner about paint compliance and second notice of fines need to be sent. Confirm the contact information for follow up.
- The rowhouse with gravel and sand piles in driveway needs to be addressed. The rocks are now gone but the sand is still in driveway. A letter needs to be sent with notice of 15 days before compliance violation fines begin. Additionally, any damage to irrigation heads and landscape costs for damage to plants in center panel will be billed to homeowner.
- Paint notices to 27 homes still needing to be painted and starting May 1st, daily fines were assessed. There are still nine homes still in need of paint including vacant homes owned by a bank. There are two homes the board may need to address but we will discuss in executive session. Overall, the HOA has had great success with getting homes painted.

Compliance Committee (continued)

- Sherwin Williams is working on setting up a book of colors approved by the HOA that will be kept at the store here in Sherwood such that the board can refer tenants to them and they will help tenants with selecting colors and finding a contractor.
- Garbage can compliance has been pretty good but litter, such as newspapers in driveways, continues to be a problem. Homeowners are reminded they need to pick up their garbage as required by CC&R 4.13. Notices on doors will continue to go out as problems arise or complaints are made.
- Parking in neighborhood is public. Notices have gone to homeowners using the street for parking instead of driveway. Reminders to homeowners to use their driveways first and then utilize parking on the street. Cars blocking public easements are in violation of HOA as well as the city ordinances. With regards to parking recreation vehicles in neighborhood, homeowners should refer to CC&R 4.10.
- Reminder, CC&R 4.6 covers house maintenance, specifically what is the responsibility of homeowners and HOA.
- Reminder, per CC&R 4.12, “for rent” signs cannot be posted on homes.
- Compliance walks will resume:
 - July - Dick
 - August - Rhonda

Landscape Committee

- Phase I of irrigation was started at the end of April and focused on the areas with newly planted trees (Century-Silo-Bronner). Harvester loop was Phase II because of the large grass panels. Still left to begin is the Community Park, which has been held off for as long as possible since it has very poor drainage and quickly becomes boggy. The last area to have irrigation system updates will be Holland Lane. Plan for the early warm weather is for all irrigation to be completed by June 1st. These irrigation updates include replacing the remaining 50% of all 81 controllers in order to standardize them. Watering will be done as needed in all areas.
- Arborist has started but had some employee setbacks.
 - Harvester loop has been completely limbed.
 - Holland Maples will be limbed next. The arborist will test some trees on Holland that may need to be removed if diseased trees cannot be treated/saved.
 - Baler will have trees removed and replaced with Lindens.
 - Large trees at the end of Harvester will be removed, stump ground and replanted with a variety of Evergreens.
 - Selective removals and replanting of Maples along Century.
 - A 50% deposit was paid with a month timeline for completion of arborist’s projects.
- Bark mulch will be put in for the entire neighborhood, including the playground.
- The HOA will contact city and let them know we want to resume the maintenance of the corner of Langer Farms & Century and ask that the city provide a reimbursement of 50% of the replanting costs. Intent is to make the replanting a community project.

Old Business

- ACH will be set up by July 1st and notices will be mailed to tenants along with the budget on June 1st.
 - The fee to the HOA is \$15 per month, which will be offset by \$1 charge per transaction to users.
 - Homeowners who have Option C will have to have 2 separate transactions since funds are allocated to separate accounts.
 - The ACH will **not** adapt to deduct late fees or fines. Those will need to be paid separately because they cannot be paid through ACH.
 - ACH authorization form will be included with notice and available to download from the website. This will need to be completely filled out and returned by June 10th for the July 1st withdrawal. This authorization will be active for the remainder of the budget year. In the event dues change, tenants will be required to cancel old authorization and complete a new form in order to update automatic payments.
- The board has updates to previous discussions of neighborhood branding and potential for street signs for HOA. HOA will have to present a proposal to the city council in order for policy to be created that could allow us to be able to brand our neighborhood. HOA will keep on agenda but not currently being pursued. Note, the city of Sherwood has code that prohibits the installation of monument signs.
- Jeff Hart, John Turner and Amy will meet to review CPA suggestions for financials.
- Discussed adding homeowner to payroll as a Vendor with Turner for HOA common area maintenance. Will have invoice approval from the majority of the board via email to cover time spent on HOA maintenance such as irrigation repairs. Motion was made and approved by board to add homeowner as a vendor and include with monthly invoicing as approved by the Board.
- Insurance policy renewal is due by the end of the month to Travelers. Cost difference from prior year was an increase of about a \$1. The renewal was approved by the board.

Budget for 2015-2016:

- Reviewed line items for upcoming 2015-2016 operating budget. A summary of budget changes will be mailed to all homeowners by June 1st.
 - Internet and garbage – no change
 - Water – increase by \$5,000 due to rate and use increase
 - Common Area Maintenance – increase to \$2,500 to cover wood fence, sidewalk and emergency repairs.
 - General Operations – increase of \$500 for website, postage, mailbox, printing, google domain, box account and GoDaddy domain.
 - Insurance – no change.
 - Updated policy will be posted on website for all homeowners.
 - Legal – decrease by \$10,000 since collection efforts are working.
 - Management fee with Century 21 Turner – no change.
 - Accounting – increase of \$6000 due to change in CPA firms and coverage of two years of reviews to get caught up.
 - Taxes, licenses and bank fees – decrease by \$200.
 - Landscape Contracts – no change.

- Landscape Miscellaneous – decrease by \$9000 and will cover backflow testing, irrigation repairs, moss and pest treatments.
- Special Projects – covered by operating fund surplus will include wood fence staining, Gazebo repainting, bark mulch and additional landscape projects.
- Rowhouses:
 - Maintenance – increase \$2500 to cover gutter cleaning, roof moss treatment, wasp removal and emergency repairs.
 - Insurance – no change in cost.
- Reserves Contribution – Per Reserve Study 2015.
 - All Lots – increase to \$13.34 for everyone.
 - Tamaracks – extra increase to \$18.00
 - Rowhouses – extra increase to \$59.94
 - **Monthly Dues – *New Totals:***
 - **Chateaus: \$125**
 - **Tamaracks: \$143**
 - **Row Houses: \$224**
 - **Special Assessment: \$125**
- Earmarked funds from reimbursed legal fees will cover additional legal fees and common area maintenance emergency items.
- The board reviewed the prior year budget realization and adjustments for the current year as a result of differences.
- Fence repairs need to be discussed for reserve study for next year in July/August.
- The board voted to approve the 2015-2016 budget with changes as noted.
 - This will be sent to homeowners along with ACH notice to be mailed out by June 1st.
 - Financials and budget will be posted on the HOA's website.

New Business:

- Need to reorder Fido bags. People are using the bags and the walkway is looking much better.
- Concept selection of new types of fences with metal posts was discussed by board. Amy will contact Charter about being the contractor for repairs since they are familiar with community but will look for additional estimates so board will have proposal to consider by September meeting.

Open Forum:

- Row home owner discussed gutter overflow problem - John to follow up and dispatch NW Gutters to review and repair a necessary.
- Row home owner discussed wasp issues - Board agreed to make annual wasp nest removal (rowhouses only) in June part of the rowhouse maintenance program. John to obtain list of wasp removal contractors in the area for Board to obtain estimates and move forward with removal in June. This will be part of the rowhouse maintenance budget annually.
- Row house owner complained about overgrowth of shrubbery in front yard. Board reviewed landscapers' maintenance program for pruning. Board agreed that extra pruning will be done by neighbors as part of landscape miscellaneous to save on cost.
- Rowhouse owner discussed ceiling repair which still needs to occur on property secondary to a rood leak which was fixed by Charter. The homeowner was advised to contact Turner to work on a plan with Charter for repair.

Upcoming Meetings:

- The next Board Meeting is set for 6:30pm in the same location on the following date:
 - Wednesday, September 23, 2015.

Adjournment:

- The Board meeting was adjourned at 8:50pm.

Executive Session:

- Executive session was held until 9:20pm.