

Arbor Terrace HOA
Board of Directors Meeting
January 17, 2012

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on January 17, 2012 at the Fire Station 15440 SW Oregon Street, Sherwood, OR 97140 at 6pm.

Present:

Courtney Atwood	President
Nicole Holder	Secretary
Amanda McMillian	Director
David Wagner	Director

By Invitation:

Shannon Ben-David, Community Manager
Northwest Empire Community Management

Austin Wiesner, Account Manager
Landscape East and West

*Call to Order

The meeting was called to order at 6:01pm by Board President, Courtney Atwood

*Accept or Amend Agenda

The Agenda was discussed; no additional items were added to the agenda – Accepted

*Tabled Previous Meeting Minutes

The September, 2011 Meeting Minutes were tabled
The November, 2011 Annual Meeting Minutes were tabled

*Guest Speaker

Introduction of Austin Wiesner – Account Manager for Landscape East & West

Discussion of Current Landscape Plan

Discussion of Irrigation Projects – both Monthly and Annually & Proposed budgets and Investments

*Wireless system upgrade

*Two Wire system – lower risk of problems occurring; has been around the longest

*ET Managers – reduce water by 30% - water will be increasing to 14%

*MPR Rotators

Discussion of a proposed three phase stage for irrigation over the next three years

Austin recommended getting 3 different meters at the street lamps

- *Get a bid from an electrician company to install the meters
- *Contact the City to get information regarding installation of the meters

Discussion regarding the cost to have an Irrigation Technician to come out and change batteries could cost the HOA \$500 a day

Discussion of Landscape Projects:

- *Plantings – Annually
- *Bark – Biennial
- *Top – dress lawn area – (as needed)
- *Sod removal and plantings
- *Removal of lawn between driveways – working on resolution
- *Pear replacement
- *Small Maples should be replaced due to root bound
- *Dry Creek Beds

Discussion of Plant Health Care:

- *Aphid treatment – Annually
- *Lace Wing & Mite treatment – Annually

Discussion on what time of season would benefit the Community – LE&W – OFF season
September – October timeframe

Discussion on options for fillers between driveways

Discussion of renewal of contract, which will be up at the end of May

- *New contract term would be a 3yr, with 60 day midyear cancellation
Option or a 30 day end of year cancellation

*Property Managers Status Report:

Discussed update on completeness of Owners/Tenants Roster – Management Company
Just switched computer programs and is in the process of reorganizing. Shannon will let
The Board know when this is completed

Status on number of rented units in Association is being worked on – Management
Company just switched computer programs and is in the process of reorganization

Shannon will be picking up the “No Parking” signage on Thursday

Discussion on Community Board progress – Shannon looking into getting a bid to have
a signage post built

Business license has been renewed – will require Board signatures

*Officer's Report:

President's Report – No report

Treasurer's Report – Financials of November 30, 2011

Checking (Operational Fund)	\$ 26,573.02
Savings Account (Reserve Fund)	\$522,505.80
Total Checking and Savings	\$549,078.82
27 Homes in arrears	\$ 59,849.98

*Committee Reports:

Architectural Review Committee: None at this time

Landscape Committee:

Fall tree damage and repair – Pear trees on Silo, Windrow and Bronner had significant damage from early wind storms. Damage has been cleaned up and the trees have been pruned by a professional arborist, Matthews Tree Care, so as to limit further damage this winter

Construction Defect Committee: Still planning for an April start date

Board discussed the Bylaws will need to be Amended in regards to the Row Houses and Single Family homes. Shannon from NW Empire CM will contact our new attorney to Draft a ballot for Homeowner's. Once drafted, all members will receive the ballot by Mail

*Old Business

Towing update – Shannon from NW Empire CM called three towing companies, all of which are located in the Sherwood area. Contract will be forwarded for review once Received

*Auto House – best reviews

*Eagle Towing

*Nine to Nine

Collections Resolution – has been updated as well as on the website. The website was recently updated and is not fully ready for review at this time. Shannon will inform the Board when it's viewable. There are nine collection transfers, which will transfer to the new attorney at a flat fee.

Update on Accounts

- *7 Accounts delinquent
- *9 Liens effective 2/1/2012
- *1 Account on payment plan

Gutter cleaning – Row House gutters were cleaned and repaired in December and And significant damage was found. They have been repaired and cleaned which should Suffice through the winter however; final repairs will be made with the lawsuit Reconstruction

*New Business: None

*Compliance Issues: Holiday decorations – need to be removed past 30 days

*New Committees: None at this time

*Homeowners comments and questions

David Wagner stated our current internet bandwidth was not replaced with the right Updated equipment. Internet provider is working on the repairs.

*Next meeting date – scheduled for March 13, 2012 @ 6pm – Sherwood Fire Station

*Adjournment – the meeting was adjourned @ 7:42pm