

**Arbor Terrace Homeowner's Association  
Board of Directors Meeting Minutes  
January 14, 2014**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on January 14, 2014 at the Sherwood fire station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6PM.

Present:	Amy Boyle	President & Treasurer
	Rhonda Diestel	Secretary
	Amanda McMillian	Director
	Richard Messenger	Director

Absent: Courtney Atwood Director

By Invitation: Melissa Lappin, Turner Property Management

Owners present as indicated on sign-in sheet.

**Call To Order:**

- Board President and Treasurer, Amy Boyle, called the meeting to order at 6:01 pm.
- Quorum was established per meeting guidelines.

**Accept or Amend Agenda:**

- The agenda was approved by unanimous decision.

**President's Report:**

- Nothing to report

**Treasurer's Report:**

- Amy Boyle summarized the Association's financial status to date and noted that there are now only three open accounts remaining.
- Amy Boyle reviewed the loan reserve balances and discussed the correction of the amortization schedule to reflect the actual loan amount and repayment period of 15 years. Currently, there are 175 payments remaining.

**Committee Reports:**

*Compliance Committee*

- Compliance walks need to be divided up among board members. Richard agreed to walk on January 20<sup>th</sup>. Board members are still needed for walk-throughs in February and March.
- Amy would like to set up Google docs so we can track monthly walkthroughs and repeat violations. Compliance issues need to be sent to Melissa, who will send out notices.

### *Architecture review Committee*

- Amy noted the need for follow-up on paint notices. Many tenants expressed interest in participating in a group discounted painting arrangement. Melissa will send out 2<sup>nd</sup> notices to tally homeowners that are interested. Richard agreed to contact contractors for the group. Amy noted that now just under half of the single-family homes are still in need of painting.

### *Landscape committee*

- Grounds Northwest sent their assessment and estimate for plant replacements on the grounds. Noted were 45 areas requiring plants at a cost of approximately \$2500. Amy asked that all board members review list provided by the landscaper independently and on compliance walks to confer the necessity of each plant on the list.
- Grounds Northwest owner, Mike, was on site today and took care of areas around trees requiring attention.
- The City of Sherwood took care of the planting needed on the corner of Langer Farms Parkway and Century Drive..

### **Row House – Option B & C Special Assessment Review:**

- March 1<sup>st</sup>, Option B, the second payment for special assessment is due in the amount of \$6,153.85.
- A lump sum payment towards the loan principal will be made March 15th. Amy requested that 6 months of reserves are kept in the loan reserve account and suggested that any amount above this amount should be used pay off what we can of balance. This will decrease the term of the loan, however, we are limited to 20% of the loan value annually.
- Loan interest costs will be revisited every five years, occurring next in 2018.
- Now that the amortization schedule has been corrected to reflect the actual balance of loan, Option C will go up to \$125 to capture both the minimum monthly loan payment and 15% in delinquencies. Notices of increases will be sent no later than February 1<sup>st</sup>. Amy will draft this letter and Turner Northwest will send it out to those homeowners affected.

### **Community Projects:**

- The board decided to address fence cleaning and other projects at next meeting.

### **2014-2015 Budget Discussions:**

- The 2014-2015 budget needs to be set by May. This requires obtaining estimates on possible increases/decreases in HOA expenditures.
- The HOA insurance is expected to increase in cost. Amanda will investigate the potential increases and expects increases will be largely due to earthquake coverage.
- Estimates for budget on water and garbage are needed. Melissa said it is difficult to get from estimates from any utility. Melissa and Amanda agree to look for any forecasts for utility increases that could be used for budgeting purposes.
- Internet service contract of three years will expire in September. Rhonda agreed to contact Fibersphere about continuing the relationship and maintaining the current service

being provided. Amy and Amanda noted Internet service is the largest budget item and that the association has twice not been able to stop provision of this service.

- Amy will contact Morrison Hershfield to schedule our annual Reserve Study review as outlined in the 2013 Reserve Study. The cost of the review is \$1000 and is an “All Lots” Reserve account line item.
- Amy and Richard will review the prior year’s total cost of maintenance as a basis for determining the amount for the upcoming budget. Required services will be the same.

### **Open Forum:**

- The sentencing of David Kobbeman, former CFO of NW Empire, which was originally scheduled for January 21<sup>st</sup>, was deferred until May 28<sup>th</sup>. Amanda wanted to know why we received NO notification of this change in sentencing since Arbor Terrace was main victim in suit. Amy will look at Victim Notification System.
- Concern by tenants was expressed for the white residue on roof and dead moss left after the treatment. Amy reassured everyone that the moss should dry up and blow away along with the powder over time. Tenants can brush the dead moss and powder off if they do not want to wait.
- Area by the apartment complex’s playground is still problematic. The light is no longer working and area is full of trash right now. The board will add a garbage can to pathway between apartment complex. Amy will take out other bench and fix the motion light.
- Concern was also expressed about the amount of animal excrement along the walkway between the complex and rowhouses. Richard will contact the complex to let them know we are putting in a garbage can and will ask if they will add signs with bags at both ends of the walkway to encourage the pick up of the area. The complex already has these posted on other parts of the property.
- Tenants commented the ground crew is doing an amazing job noting it is much better than the previous service. Board is pleased with their decision to switch providers.

### **Next Meeting Date:**

- The next Board Meeting is scheduled for Wednesday, March 12, 2014 at 6:00 pm.

### **Adjournment:**

- The Board meeting was adjourned at 6:53 pm.

### **Executive Session:**

- Board President and Treasurer, Amy Boyle, called the executive session to order at 6:55 pm.
- Collections accounts were discussed.
- Executive session adjourned at 7:05pm.