

**Arbor Terrace Homeowner's Association
Board of Directors Meeting Minutes
January 14, 2015**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on January 14, 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:	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 6:31 pm.
- Quorum was established per meeting guidelines.

President's Report:

- Late payment to Traveler's insurance needed to be express mailed in order to maintain policy.
- Coordinated projects with the arborist and landscaper to address winter damage.
- Reviewed financials and met with Turner to bring financials up to date.
- Collection on various accounts is still occurring. Detailed discussion to be held in Executive Session.
- Homeowners' complaints regarding garbage cans and clutter have been resolved.
- Annual review for 2012 financials is well underway. The CPA has a draft composed and should have a draft for the Board in 30 days.
- Row House owner maintenance issues regarding gutters are almost resolved. Snugs Pro Wash did come out to clear gutters but have to wait for rain to confirm all matters were addressed.

Treasurer's Report:

- Balances for checking and reserve accounts were reviewed as of December 31, 2014. All accounts are in good standing with healthy balances.
- Loan reserve account is where the special assessments are deposited. There are 37 participants remaining in Option C. The Association paid 20% towards loan balance and the reserve account has 11+ months of payments in account.
- Still working with Turner and LBB on collections. The Board will also be working with CPA to write off the bad debt the Association will likely not collect.
- The budget is tracking well on most items with some overages to note. Overages will be offset somewhat by the income from collections and fees.

- Accounting/Tax Prep Overage – due to change in CPA for review
- Association Operations Overage – due to annual meeting, mailers and web fees
- Insurance Overage – due to one month overpayment

Committee Reports:

Architecture Review Committee (ARC)

- Spring walkthrough will occur to review homes still non-compliant with regards to painting. The Board will create a plan to repaint a few in significant need. If the Board decides to go ahead and paint them, the costs will be assessed back to the homeowners.
- Turner confirmed that daily fines are still being assessed.

Compliance Committee

- Started door hanger notices in January on compliance walks. Immediate response occurred. More time consuming but very effective.
- Amy created new spreadsheet for tracking repeat violations.
- Compliance walks: Amy – January, Rhonda – February, Dick – March (2nd & 4th Mondays)

Landscape Committee

- All planned work has been completed for this year.
- For the 2015-2016 budget, plans include:
 - Removing dying/dead trees and replant
 - Putting bark-mulch throughout the entire Association
- The Board would also like to receive suggestions on improvements/changes for budget planning.

Old Business

- Board will still look into the possibility of auto-pay for homeowners. Consideration will be given to current options and feasibility.
- Rhonda contacted Sunfield Lake Apartments to address the trees along the Apartment complex pathway and was told they would look into it. Rhonda will contact again. To emphasize to Sunfield Lake the depth of concern, the Board will also do the following:
 - Dick suggested contacting the maintenance division of city and speak with Jason about the ground saturation to check safety of tree.
 - Amy will ask the Associations arborist take a look at the trees as well.

New Business:

- Director Courtney Atwood resigned her position from the Board
- The Board unanimously approved a motion by Amy Boyle to have Amanda McMillian continue as Interim Director to fill the open seat from the resignation of Courtney Atwood.
- Maintenance items for 2015-2016 will include the spraying and repair of visible fencing and the painting of the Gazebo.
- David will work on compiling businesses associated with the building and maintenance of Arbor Terrace to put on the website.

- Board approved having one representative from Turner added as a signer on the bank account as long as the representative is the first person to sign, no stamp is used and signs standard monthly bills only.

Open Session:

- Concern was expressed for the safety of the neighborhood. A couple of single family homes had garages that were left open all day as noticed by other owners. It was suggested the Board look into setting up a Neighborhood watch. Association members were tasked with bringing information back to the Board in March.
- Also suggested were signs to surround community that say “Arbor Terrace”. The Board recognizes the value of adding this identifying feature to the neighborhood and will give consideration to the expense in the next year.

Upcoming Meetings:

- Future Board Meeting are set for 6:30pm in the same location on the following dates:
 - Tuesday, March 10, 2015
 - Wednesday, May 20, 2015

Adjournment:

- The Board meeting was adjourned at 7:25pm.

Executive Session:

- Board President and Treasurer, Amy Boyle, called the executive session to order at 7:28pm.
- Accounts in arrears and compliance issues in the neighborhood were discussed.
- Executive session adjourned at 8:08pm.