

**Arbor Terrace HOA  
Board of Directors Meeting Minutes  
January 23, 2018**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on January 23, 2019 at the Sherwood Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:30 pm.

Present:	Amy Boyle Jean Payne David Baehler	President & Treasurer Director Director
By Invitation:	Crystal Drake	Century 21 Turner Properties
Not present:	Rhonda Diestel Amanda McMillian	Secretary Director

Owners present as indicated on sign-in sheet.

**Call to Order:**

- The meeting was called to order at 6:30 pm by Board Treasurer & President, Amy Boyle and quorum was established as per meeting guidelines.

**Meeting Minutes:**

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

**President & Treasurer's Report:**

- President's Report – Amy Boyle recapped past 2 months activities.
  - Architectural reviews – details listed below under Committee reports.
  - Maintenance
    - Annual gutter cleaning of rowhouses
    - Water leak concern
    - Broken cable box in alley
  - Compliance violations – details listed below under Committee reports
    - Signs
    - Satellite installations on rowhouses
    - Exterior wall penetrations on rowhouses
    - Hardscape installation without ARC approval
  - Landscape maintenance and projects.
  - Review financials.
  - Review delinquent accounts and advise on collections.
  - Homeowner / Management communication.
- Treasurer's Report – Amy Boyle recapped balances in both the Operating and Reserve accounts as of 12/31/2018, of which all are healthy. The Rowhouse Opt C loan from Operating was repaid in November 2018 and all future Opt C payments will fund the Rowhouse Reserve Account. Board agreed to transfer Opt C funds from the Operating account into the Reserve account on a quarterly basis. There are currently 15 homes still participating in the Opt C assessment with 11 currently delinquent. The Board is actively pursuing delinquencies via the HOA's collections procedures.

**Director's Report:**

- N/A

**Arbor Terrace HOA  
Board of Directors Meeting Minutes  
January 23, 2018**

**Committee Reports:**

*Architecture Review Committee (ARC)*

- ATA 149 - Pergola: Received post project ARC with a few neighboring signatures from homeowner. Board discussed the current pergola and unanimously decided the Pergola, as currently built, is not allowed. Cited concerns regarding the following:
  - Safety - smoke (toxins) and fire hazard due to covered awning and fire pit. Smoke staining was noted on awning as well as on the exterior of the house. Awning additionally diverts toxins to neighboring property instead of allowing for vertical exhaustion.
  - Size - does not match current approved Pergolas which are no greater than 50% depth of backyard.
  - Materials - used pressure treated lumber and corrugated plastic. Current approved pergolas are either built with or wrapped with cedar. Corrugated plastic will not be approved for use in neighborhood due to sound, visual appearance and maintenance.
  - Architectural detail - does not match current approved pergolas or craftsman design of neighborhood.
  - Drainage - water runoff being diverted to property line and possibly neighboring lots and/or community space.
  - Recommendation - remove the current pergola as built. Contact Board design specifications if wish to rebuild.
- ATA 094 - Hardscape: Board became aware of hardscape installation project which had not gone through the ARC approval process. Board, via C21, contacted the owner and asked that the project stop until it was reviewed, which did not occur. Homeowner was present and advised his tenant "surprised" him with the hardscape addition without approval. Homeowner has taken full responsibility for whatever needs to occur in order to remedy situation. Board advised we will review the current design, to include materials, design and craftsmanship, and will advise whether the project is approved at a later date. Secondly, Board advised we will reach out if there are irrigation concerns after spring start up occurs and owner will be responsible for repairs and costs.

*Compliance Committee*

- Satellite dish installations, not installed as approved in HOA; HOA liability waived should damage be noted as a result.
  - ATA 013 - current satellite dish installed through roof, not installed via approved method.
  - ATA 029 - current satellite dish installed through roof, not installed via approved method.
  - ATA 031 - current satellite dish installed through roof, not installed via approved method.
  - ATA 035 - Per Charter Construction, holes from old satellite installation.
  - ATA 039 - current satellite dish installed through roof, not installed via approved method.
- Exterior penetrations on row houses. HOA liability waived should damage be noted as a result.
  - ATA 033 - holes in rear elevation exterior wall for wiring.
  - ATA 078 - A/C unit installations and siding damage from holes.
  - ATA 079 - holes in rear elevation exterior wall for wiring.
- Trampoline: Board heard testimony from owner of ATA 094 in regard to trampoline in backyard. Board had listened to testimony from neighbor at the November 2018 Board meeting. The Board reviewed CCR&R's 3.5a, 4.9 and 4.18 to verify that ATA 094 was in compliance with these policies. Based on the information provided by both parties, as well as information shared from neighbors and landscape crews, the Board moved to allow the trampoline to remain. The Board agreed to limit its use to between the hours of 8a - 9p, barring any further complaints of nuisance from other neighbors. These hours are in compliance, and more stringent than, City Code regarding noise.

**Arbor Terrace HOA  
Board of Directors Meeting Minutes  
January 23, 2018**

*Landscape Committee*

- Community Park corner plantings – removed and plans in development.
- Shrub removals – initial phase flagged throughout neighborhood, removal estimate pending.
  - Next step will be notifying all owners of removal plans.
  - Redesign in process.
- Backflow testing – in progress, GNW via 3<sup>rd</sup> party
- Irrigation start-up, testing and maintenance scheduled for March
- Drainage concerns discussed and Board will reach out to
- Redesign concepts in progress to reduce water consumption, herbicide and pesticide use, decrease water runoff and improve drainage, and improve aesthetics. Board looking into environmental grants and City of Sherwood support in large scale project.
  - Parking strips
  - Driveway panels
  - Front yard grass
  - Large turf panels

**Old Business:**

- Follow-up regarding basketball hoop on SW Fallow. David will take ownership and responsibility for liability of the basketball hoop at this time, since prior owners moved and did not take the basketball hoop with them. He will follow up with the owners of ATA 141 and 142 to verify they approve of the basketball hoop, as their properties are directly affected by its presence. Should they wish it removed, David will facilitate.
- David advised he has not yet communicated with the City of Sherwood in regard to parking lanes on public roads in the neighborhood. He will report back at the March meeting. There was discussion regarding parking in front of mailboxes and David advised he would include this in his communication with the City of Sherwood.
- Rowhouse gutter cleaning - need confirmation that All Clean has now completed project as per estimate. Once confirmed, will request homeowners monitor their gutters for issues during the next few rainstorms and notify C21 immediately if they have issues.
- Jean advised she has been working with the City of Sherwood and Mayor to stop commercial tandem axle traffic in the neighborhood, with success.
- Gate hinge replacement from 2017 fencing project has been completed.
- Target landscape has been cleared at intersections.

**New Business:**

- N/A

**Upcoming Business**

- Reserve Study Review – Morrison Hershfield / Equip Consulting
- Budget
- Contracts
- Insurance

**Next Meeting Date:**

- The next Board Meeting TBD; March 18<sup>th</sup>, 2019 or March 21, 2019.

**Adjournment:**

- The Board meeting was adjourned at 8:05 pm.