

**Arbor Terrace HOA
Board of Directors Meeting Minutes
November 29, 2017**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on November 29, 2017 at the Sherwood Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:31 pm.

Present:	Amy Boyle Rhonda Diestel Amanda McMillian Jean Payne David Baehler	President & Treasurer Secretary Director Director Director
By Invitation:	Crystal Drake	Century 21 Turner Properties

Owners present as indicated on sign-in sheet.

Call To Order:

- The meeting was called to order at 6:31 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

President & Treasurer's Report:

- Reviewed the October financial reporting package under the new reporting Caliber software.
 - The report includes the date of the next board meeting which, at the time the report was printed, the date for the next HOA board meeting had not been determined but is now set for Thursday, January 25th, 2018.
 - Under recurring maintenance, the HOA has gutter cleaning and roof moss removal for the row homes to be completed in December.
- Discussed budget comparison report. The Board agrees the allocation of the fencing for tamaracks should hit the tamarack reserve account and not all lots so this correction will be made. Overall, the HOA has recovered more legal fees than what we have spent. Landscaping, for both contract and miscellaneous expenses, are balancing each other out for maintenance overall for the year so far. Everything else appears to be tracking according to budget.
- As of October 31st, all HOA funds are now with Alliance Bank and our account with Northwest Bank has been closed. Bank accounts all have healthy balances.
- There is some additional work to be done to get the new reports that show the reserve balances individually for All Lots, Rowhouse, and Tamaracks. Discussed allocations of expenses to these accounts. Rhonda and Amy will meet with Turner to improve this reporting on the balance sheet.
- Compliance monitoring and collection efforts continue. Opt C Special Assessments continue to be paid off as properties sell.
- Tax return was finalized at last meeting and was extended. This will be completed along with the financial review, which is underway but there are no updates at this time.

Committee Reports:

Architecture Review Committee (ARC)

- ARC was submitted for the installation of solar panels on a home on Harvester. The ARC request was approved with conditions to be considered as outlined in the CC&Rs found in 4.15 & 4.16.
- ARC was submitted to add pavers to a common area on Century. The Board discussed the need for these pavers does exist but would like the installation to be part of the comprehensive work needing to be done to correct other issues with these turf panels and draining issues. These landscaping issues are being planned and will be addressed within the upcoming six months.

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Compliance Committee

- Reminder per CC&R 4.17, holiday lights are permitted 30 days prior to and after the holiday.
- Reminder per CC&R 4.10 & 4.11, all vehicles parked in driveways must be clear of the sidewalks. All vehicles must be functional with restrictions on the parking of vehicles in a state of disrepair to be limited to 48 hours. Homeowners are able to call the City of Sherwood for any vehicles they suspect are broken down in the neighborhood.
- Reminder per CC&R 4.18, recreational equipment and additional items cannot be stored permanently in the front of homes.
- Reminder per CC&R 4.13, all garbage and recycling containers must be put away. Compliance violations will continue to be issued for storage in the front of homes.

Landscape Committee

- The board continued discussion on switching landscaping contractors. The board has committed to working with Grounds Northwest through December and has received new estimates from Crowley Landscaping and others. Currently, the HOA pays about \$25 per unit per month + \$6 per unit for other maintenance services such as pest removal. This gives Arbor Terrace two workers on sight. Crowley's estimate comes in at \$31 per unit + \$6 for additional services. Showplace estimate came in at \$27 per month per unit but did not come highly recommended and Willamette came in at \$43 per unit per month. Board discussed having an interview/performance test to see who we can work with best and who is best able to accommodate our needs. The Board has proceeded with requesting these potential contractors to complete specific projects before turning over all maintenance services to a new company.
- Amanda reached out to landscapers to get estimates to complete the Holland Lane xeriscaping project and all are willing to go this route before any maintenance contracts are signed. Most commented that with xeriscaping, the plants still will still need water at least for the first year to get established. With the irrigation issues on Holland, providing water for a couple of years if needed should still be possible. The first estimate received from Crowley was \$40,000 with many options that can shift that amount. Estimates will not include the tree removal along Holland but this is a specialized service and the Board received separate estimates for this cost. Estimate from General Tree was \$11,600 to remove 46 maples and stump grinding on Holland Lane. Matthews Tree Care also provided an estimate.
- The board discussed the amounts to be allocated to all the neighborhood projects with Holland being the first area to addressed. The Board approved to allocate a maximum budget of \$50,000 for the Holland Lane project with a goal to try and do it for \$35,000 with timeline for project to start as soon as February.
- The board discussed the Harvester Lane tree issue that is causing irrigation damage and will eventually lead to significant sidewalk damage and possible utility line damages as well. One estimate for tree removal is about \$12,250 total with the additional cost of the tree replacement requirement of \$450 per tree. Harvester will still have the issue to resolve the irrigation damage and raising the turf panels to grade. The Board will seek additional professional input on possible solutions to the Harvester issues. The Board discussed a plan for a potential budget amount for this project.
- Century Drive is the last major area with issues that will be addressed this year. The area is essentially a bog. One idea is to put in dry beds with pipes to facilitate drainage between the sidewalk and the street. Consideration will be given to adding two to three additional walkways along the street where people park. The dying trees along Baler will eventually be removed and we have an estimate to remove those is about \$5600.
- Amy did find out the cost for putting backflows in for each home to turn over watering to the homeowners but the cost is not reasonable for the Board to even consider. For other projects, the Board is waiting on additional information before we decide on any additional landscaping projects budgets.

Old Business:

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- Tamarack fence project with staining is complete.
- The Board discussed again how to have updated tenant rosters to address rental concerns in the neighborhood. It was decided to continue with the current system given the number of other projects underway. Consideration was also proposed to set up a Next-Door community for Arbor Terrace through this social app.
- Reserve Study is underway. Caleb came out to discuss landscaping concerns and how the reserves might be affected by this.
- Frontier issues resolved by Fibersphere. Homeowners can reach out to them if there are any issues or concerns. There is a speed test available on the web to test your home computer and there is the option for homeowners to increase their speed at an additional cost.

New Business:

- Discussion occurred about the cost to the HOA for service calls to the Rowhomes. The Board recognizes the need for a policy to determine who is responsible for the costs when Charter is called out for issues that are either not found or not the HOA's responsibility. This will be tabled for now but developing new regulations was deemed necessary.
- Owners, both present and by proxy, totaled 34, which was enough to meet quorum. Amy & Amanda were both reelected to two-year terms and both accepted the positions. Board members introduced themselves to those in attendance.

Next Meeting Date:

- The next Board Meeting is Thursday, January 25 at 6:30 pm at the Sherwood Fire Station.

Adjournment:

- The Board meeting was adjourned at 8:03 pm.