

**Arbor Terrace Homeowners Association
Board of Directors Meeting
September 30, 2021**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on September 30, 2021, via online video conferencing due to COVID-19 restrictions.

Present:	Amy Boyle	President and Co-Treasurer
	David Baehler	Secretary
	Jean Payne	Director and Co-Treasurer
	Matt Elliott	Director

Excused:	Amanda McMillian	Director (provided recommendations to board prior to meeting)
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By Invitation:	Crystal Drake	Century 21 Northstar
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Call to Order:

- The meeting was called to order at 3:50 p.m. by Board President and Co-Treasurer, Amy Boyle. A quorum was established per meeting guidelines.

Meeting Minutes:

- Meeting minutes can be found on the HOA's website: www.arborterracehoa.org

Officer's Reports:

- **President's / Treasurer's Report:**
 - Crystal Drake gave an update regarding new software available to homeowners for paying monthly dues. The current payment portal will remain in place, but homeowners can send an email to Century 21 Northstar to access the new payment portal.
 - Financials as of September 30, 2021 were reviewed. All accounts are healthy and tracking as per budget and reserve studies.
 - Century 21 Northstar requested that two additional reserve accounts be opened. This change will allow for All Lots, Rowhouse, and Tamarack to be in separate accounts for easier management.
 - There are currently 9 rowhouse owners remaining in the "Option C" payment program.

Director's Reports:

- Nothing to report.

Committee Reports:

- Architecture Review Committee (ARC)
 - A reminder that paint color changes need to be submitted to the ARC for review. Homeowners are responsible for any costs associated with painting without approval.
 - Compliance
 - Specific compliance issues will be discussed by the board during Executive Session.
 - Exterior maintenance of homes should be performed regularly. This includes the cleaning of gutters and downspouts, repairing of windows screens, etc.
 - Garbage and recycling containers, bags of cans, recreational equipment, and any other miscellaneous items should not be stored in driveways or outside of homes.
 - Homeowners should communicate timelines of home improvement projects to the board, so they can relay the information to other homeowners in your area. This is especially true if the project will require the use of dumpsters or other large equipment.
 - Non-working or non-moving vehicles are not be stored in the neighborhood per CC&R 4.10 & 4.11. Please call the Sherwood Police non-emergency number if you notice any vehicles which are not regularly used.
 - Air conditioning units should not be installed in windows that are visible from the streets per CC&R 4.15.
- Landscape Committee
 - Teufel's contract was terminated September 30, 2021. DeSantis Landscape will be our new service provider and will begin work in the community on October 5, 2021.
 - Enhancement projects will begin on October 11, 2021.
 - Community Park: Turf to be improved inclusive of aerating and slice seeding of eco-turf to reduce fertilizers and maintenance, maintenance to trees and other plants, edging will be dug out for better drainage and the playground will be revamped.
 - Corner Planting Beds: The beds will be replaced with various plants which will be used throughout the neighborhood in upcoming projects.

- Front Lawns and Community Lawns: All lawns throughout the community will be aerated and the grading will be improved in areas where it is needed. Slice seeding of eco-turf will be used in appropriate areas.
- Front Yard Enhancements will occur between Fall 2021 and Spring 2022.
- A third-party arborist, who works with DeSantis, will be replacing our current arborist, General Tree Service.
- The board will contact the city regarding the bio swale in our neighborhood with regard to maintenance responsibility.
- Other general landscaping maintenance questions were asked by various homeowners during an impromptu open forum.

Old Business:

- The Old Business topic was in regard to a compliance issues for a specific property. For confidentiality reasons, the discussion of this business was deferred to the Executive Session.

New Business:

- Fall and Winter Maintenance
 - Rowhouse gutter cleaning is to be scheduled for early December.

Open Forum:

- A question was asked about the allowance of backyard fire pits in our community, specifically those found in the Rowhouse properties.
 - Answer: There are no restrictions to wood burning fire pits (whether permanent or portable), BBQ's or smokers within the City or County, and there is no restriction as to the distance from a property line that is documented. The only rule is that the fire pit and fire be no larger than 3 feet in diameter and 2 feet in height and only burn clean, dry, cord type firewood as would be used in a campfire. Below are some additional resources:
 - <https://www.co.washington.or.us/HHS/EnvironmentalHealth/AirQuality/open-burning.cfm>
 - <https://www.sherwoodoregon.gov/sites/default/files/fileattachment/s/Code%20Compliance/page/3172/openburneng.pdf>

- <https://www.co.washington.or.us/HHS/EnvironmentalHealth/AirQuality/particulate-pollution.cfm>
- <https://www.tvfr.com/CivicAlerts.aspx?AID=635>

Next Meeting Date:

- TBD

Adjournment:

- The meeting was adjourned at 4:25 p.m.