

**Arbor Terrace Homeowners Association  
Annual Board Meeting  
November 17, 2021**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on November 17, 2021, via online video conferencing due to COVID-19 restrictions.

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

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| Excused: | Amanda McMillian | Director |
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| By Invitation: | Crystal Drake | Century 21 Northstar |
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**Call to Order:**

- The Annual Meeting was called to order at 3:35 pm by Board President and Co-Treasurer, Amy Boyle. A quorum was not established as only 16 owners and/or proxies were present (requirement is 32 = 20% ownership) therefore the meeting was adjourned. As per ORS 100.408 and meeting notice, the meeting was adjourned until 3:50 pm at which time 10% quorum requirements were met and the meeting was called to order.

**Meeting Minutes:**

- Motion to approve the 2020 Annual Meeting Minutes by Director Jean Payne, Cindy Trumpower seconded the motion. Unanimously approved.
- Meeting Minutes can be found on the HOA's website:  
[www.arborterracehoa.org](http://www.arborterracehoa.org)

**Introduction of Directors and Officers**

- The Board of Directors each gave a brief summary of who they are and what positions they hold.

**Nominations of Directors**

- It was announced that the Board positions held by Amy Boyle and Amanda McMillian were open for election.
- The floor was opened to nominations.

- Cindy Trumpower nominated Amy Boyle and Katie Kearn.
- There were no other nominations.
- Cindy Trumpower moved to accept the nominees of Amy Boyle and Katie Kearn. David Baehler seconded the motion. Unanimously approved.

### **Assignment of Directors**

- After a brief discussion and with no objections, the assignment for each Board member is as follows:
  - Amy Boyle - President and Co-treasurer
  - Matthew Elliott - Co-treasurer
  - David Baehler - Secretary
  - Jean Payne - Director
  - Katie Kearn - Director

### **Election of Tax Ruling 70-604**

- This ruling determines how excess funds from the previous year's budget are managed in the current year. Typically, these funds are rolled into the current year's budget.
- The floor was opened for discussion.
- Cindy moved to roll any excess funds from the previous year's budget into the current year's budget.
- Benjamin Rakun seconded the motion.
- There were no objections and the motion passed with unanimous consent.

### **Treasurer's Report**

- Financials, as of November 17, 2021, were reviewed. All accounts are healthy and tracking as per budget and reserve studies.

### **Old Business - Summary of Current and Upcoming Events**

- Our new landscaper, DeSantis Landscape, began their contract with HOA on October 5, 2020.
- The Community Park landscaping project has been completed. Work included turf repair, vinyl fence cleaning, corner planting installation and mulch replacement.
- Aeration and overseeding has been completed on all front yards. DeSantis will review for warranty work in the early Spring 2022.
- Upcoming landscaping projects include front yard redesign, plant removals, and an updated plant pallet designed to keep the properties within the

community cohesive. Board will meet with DeSantis in January to review project priority and obtain estimates for early Spring 2022 planting.

- Rowhouse annual gutter and downspout cleaning is scheduled for December 6, 2021.

### **New Business**

- 2022-2023 annual Reserve Study will be reviewed in mid to late winter 2022 in preparation for the 2022-2023 budget year.
- Board will work on contracting and scheduling a construction review of the rowhomes as recommended by our reserve specialist.

### **Open Forum - Comments and Questions from Homeowners**

- **Question:** *Will yard leveling be part of the upcoming front yard project?*

**Answer:** Yes. Yard leveling was a part of the Fall project, and any areas of concern will be addressed in warranty work in Spring 2022 by DeSantis Landscape.

- **Question:** *What are the dates for the front yard replanting enhancements?*

● **Answer:** There is not a date currently scheduled for this project. The goal is to be planting in late Winter/early Spring. The design will be completed in late Winter.

- **Question:** *Is the Board aware of the failing fence behind ATA 081, and if so, when will it be repaired?*

**Answer:** The Board is aware that the fence needs repair. Work will be scheduled for springtime when the ground is not so wet.

- **Question:** *Will branches that are hanging fences and properties along Holland Lane be trimmed?*

**Answer:** An arborist will be contacted regarding the necessity of trimming in that area, and tree ownership will be reviewed. If work needs to be done, and is the responsibility of the HOA it will be scheduled, otherwise the HOA will reach out to the responsible party.

- **Question:** *Can anything be done regarding the growing squirrel population?*

**Answer:** The HOA does not have responsibility for rodent management and we will likely need to co-exist. We live in a high-density area surrounded by apartments, retail stores and restaurants. This means food sources for squirrels and other rodents in the area are abundant. Residents can be proactive to

reduce their available food sources by keeping garbage and recycling containers closed and stowed in garages until collection days.

For more information regarding urban squirrels and how to deal with them, please visit the following website:

<https://audubonportland.org/our-work/rehabilitate-wildlife/having-a-wildlife-problem/urban-squirrels/>

● **Question:** *Mushrooms are growing on the trim boards of some of the rowhomes. Is this something we should be worried about?*

**Answer:** Thank you for sharing, the Board is aware. The trim boards which were originally installed on our Rowhouses are “white-wood” meaning the wood is not water resistant when open edges and splits are present. Mushrooms and other fungi can grow inside splits and on the non-treated ends of boards. Based on the location of the mushrooms, their presence does not indicate that moisture intrusion is taking place. Century 21 NorthStar Properties has been advised to keep a record of these occurrences so that they can be remedied during scheduled maintenance.

● **Question:** *Do you foresee any upcoming special assessments based on the rowhome maintenance schedule?*

**Answer:** No. We are funding our community reserves at 100% as recommended by our annual Reserve Study. With that said, the past year has seen a significant rise in construction costs, and these will be reviewed with our Reserve Specialist during our January annual review.

● **Question:** *When will the black, metal fences be refinished? (Tamaracks)*

**Answer:** We are in the process of reviewing quotes from local vendors. The quotes we have received thus far have been prohibitively expensive. We are continuing to seek quotes from vendors that are more in alignment with our budget and expectations. Our goal is to have the work completed in the summer of 2022, but that will be dependent on estimates and further communication with Tamarack owners regarding options may be necessary.

● **Question:** *Have new homeowners in our community been contacted regarding the rules and regulations of the HOA?*

- **Answer:** Yes. They all receive a welcome package with a handbook and information regarding our website. We are also very active in sending out compliance notifications for those who violate our policies.

- **Question:** *What is the best way to contact the HOA with questions regarding compliance issues?*

**Answer:** You can use the submission form on the website at:

[www.arborterracehoa.org/contact-us](http://www.arborterracehoa.org/contact-us)

or email directly at

[hoa.northstar@century21.com](mailto:hoa.northstar@century21.com).

- **Question:** *Is the gutter cleaning schedule for rowhomes only?*

**Answer:** Yes. Gutter cleaning and downspout maintenance is included in the extra maintenance fees for rowhouse owners. Single family homes (Chateaus and Tamaracks) are required to perform this maintenance on their own as per CC&Rs.

- **Question:** *What should be done regarding late night noise issues?*

**Answer:** Please contact the local non-emergency police number and file a noise complaint. That number is 503-629-0111.

- **Question:** *Is there a HAZMAT drop off area nearby?*

**Answer:** The closest facility to Sherwood is the Metro South facility located in Oregon City. For more information, visit their website:

<https://www.oregonmetro.gov/tools-living/garbage-and-recycling/garbage-recycling-hazardous-waste-disposal-oregon-city>

- **Question:** *Will HOA dues be going up soon?*

**Answer:** The answer to this question is dependent upon costs for services which we contract, such as management, insurance, landscaping, utilities, etc. The Board annually reviews these contracts between January – April, in order to appropriately present a functional budget. Additionally, the Board has developed a Reserve funding program which has 5-year incremental increases to capital funding which limits the annual incremental increases however, overall dues are also dependent on contractor costs. Your Board works diligently to keep owner costs down, and has a history of maintaining and even reducing dues in an environment of steady increases.

## **Adjournment**

- Amy Boyle motioned to adjourn the meeting, pending no further discussion. Hearing no objections, the meeting was adjourned at 4:45 p.m.
- Our next meeting is scheduled for March 2022. The date and time have not yet been determined.