

**Arbor Terrace Homeowner's Association
Board Meeting Minutes
March 15, 2023**

Minutes of the Board of Director's Meeting of the Arbor Terrace HOA held on March 15, 2023, via Zoom.

Present:	Amy Boyle	President / Co-Treasurer
	Katie Kearns	Secretary
	David Baehler	Director

Absent:	Matthew Elliott	Co-Treasurer – Resigned
	Jeff Pfeifer	Director

By Invitation:	Chloe Hendrickson	Century 21 Northstar
	Melinda Tran	Century 21 Northstar

Call to Order:

Meeting Minutes:

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

Officer's Reports:

- **President:**
 - New HOA Manager, Chloe Hendrickson, was introduced from Century 21 Northstar, she is excited to be on board. New email address for contact hoa.clients@century21.com
- **Treasurer:**
 - The Community's finances were reviewed as of the bank statements on 3/14/2023. All accounts are tracking as per Budget and Reserve Study.
 - Century 21 is reviewing reporting of expense allocation in financial reports as errors in allocation tracking were noted by the Board. Melinda advised that Century 21 Northstar has had a policy change regarding account processing and advised that both she and Chloe would be reviewing all expense, invoices and payments and advise on allocation prior to forwarding to accounting for processing. All-in-all, accounts balance, only expense allocations need to be adjusted.
 - Reserve study review current in-process with Caleb VanderMolen with Equip Consulting, should be presenting review to the Board by the end of the month. The Board does not expect any significant changes to current projections.
- **Secretary:**
 - Nothing to report

- **Directors:**

- David Baehler
 - Increased concern regarding non-compliance of HOA's CC&R's garbage and recycling.
 - Board has experienced poor follow-through from Century 21 Northstar when compliance issues have been noted. Melinda and Chloe advised they will prioritize follow-through on a weekly basis.
 - Plan moving forward:
 - David to create a living Google Document to monitor weekly compliance violations.
 - Chloe to monitor document each Tuesday for communication to owners. Primary communication to owners via email; however, need to confirm via ORS.
 - Historical use of door hangers to also share information with residents if they are not the owners; the Board will investigate this for future use.
 - Compliance Assignments
 - David – Garbage and recycling
 - Amy & Katie– All other policies
 - Century 21 inquired about preferred method of communication.
 - Amy advised C21 was using email as primary communication based on recommendations from C21 (Crystal). Advised Crystal had info on who had opt-out of email communication. Amy also advised she would review state ORS regarding HOA communication to confirm.
 - Starting Monday 3/20 – Chloe to review Google document for non-compliance issues.
 - Katie suggested sending a mailer to all owners advising of increased monitoring of CC&R's and to introduce our new property manager, Chloe. C21 advised they would draft a letter and provide to Board prior to sending.

Committee Reports:

- **Architectural Review (ARC):**

- Roofing material – nearing age for replacement, Board to solidify design specs inclusive of quality, design and color.
- Paint code collection with Sherwin Williams – Amy & Katie to begin process.
- Awning and Pergolas – recent request submitted through C21 Northstar for approved pergola and/or awning options. No specific product was requested. Board to further discuss design specifications for approving or rejecting requests for pergolas and/or awnings.

- **Compliance:**
 - Policies can be found on website.
 - Recurring issues
 - Exterior maintenance
 - Garbage and recycling
 - Parking
 - Recreational Equipment
 - General Litter

- **Landscape:**
 - Chateau – tree pruning April 10th -17th with stump grinding April 19th.
 - Katie mentioned to remind contractors to leave chips for the neighborhood.
 - Chloe will send a notice to all affected owners regarding upcoming dates.
 - Holland Projects – upcoming Spring 2023, had been deferred from Fall 2022 due to weather and conditions.
 - Proposal from DeSantis is simple, due to the density of homes and cars. Total cost is ~ \$21,500 which includes removals and plantings.
 - Lots 1-42 will have three (3) Mahonia ‘Soft Caress’ planted in front of porches.
 - River rock areas between units will have ferns and Miscanthus added.
 - Original plan to put chips in the root-bound portions however, now this area is covered in moss. Concern the mulch installation will be messy in this area, Board to walk the space to review and decide.
 - Board to be on-site prior to installation to assure layout and design match expectation.
 - Corner Park – Amy to design and replant these corners as necessary due to failures from DeSantis on two (2) separate occasions.

Old Business:

New Business:

- Board vacancy – Matthew Elliot has moved, term ends 11/2024. Board will reach out to owners who had expressed interest at prior meeting. Will reconvene for further discussion and vote at May 2023 meeting.
- HOA Communication
 - Website - Board will work on improving website inclusive of contact updates and current events bulletin board.
 - NextDoor – David to manage and update neighborhood NextDoor app.
 - Email vs. Snail mail discussion and request to review State ORS.
- Century 21 Northstar – new point of contact, Chloe Hendrickson, and email address, hoa.clients@century21.com
- Budget 2023/2024

- Amy reviewed the layout of the budget for Board, Century 21 Northstar and owners. Currently waiting on new contract estimates from vendors, P&L statements for review and Reserve Study recommendations from 3rd party contractor. Based on the current fiscal year's reserve study and forecasting, Row Houses may have an increase in contributions to their reserve account of around \$20/unit/month. Some possible increases to Operating Budget for all owners due to significant increases in costs of goods and services by our vendors. The Board is working hard to keep any dues increases to a minimum. Board reminds all owners that the annual budgets, a budget summary as well as the reserve studies are all found on our HOA website. Budget will be finalized at our May meeting.

Open Forum:

- Rowhouse gutter replacement – owner noted that the newly installed gutters were missing flashing above the garage and that during rainstorms a significant amount of dripping was noted between the gutter and roofline. Owner contacted C21 Northstar who reached out to the Board for follow-up. Board requested Great NW Gutters be dispatched for review and repair under warranty. Great NW Gutter repaired in a very timely manner.
- Owner complaint – gutter noise since replacement. Board noted the gutters are now clean and flowing, sound is appropriate.
- Owner complaint - noise and vibrations from newly installed heat pump at neighboring property; question regarding ARC process for air conditioner / heat pump installation. Board advised there is a process via our CC&R's as well as our ARC Form for such installations. Board advised we would review and communicate with owner as necessary.

Adjournment:

- David motioned to end the meeting at 4:43 p.m., Amy seconded. Meeting adjourned.

Next Meeting:

- TBD