

Arbor Terraced HOA
Board of Directors Meeting
March 20, 2012

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on March 20, 2012 at the Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6PM.

Present:

Courtney Atwood	President
Amy Boyle	Treasurer
Nicole Holder	Secretary
Amanda McMillian	Director
David Wagner	Director

By Invitation:

Shannon Ben-David, Community Manager
Northwest Empire Community Management

Mark Anderson, Account Manager
Kirk Lobb, Irrigation Specialist
Landscape East and West

Call To Order:

The meeting was called to order at 6:01PM by Board President, Courtney Atwood.

Accept or Amend Agenda:

The agenda was discussed; amendment made regarding irrigation system – approved.

Previous Meeting Minutes:

The September, 2011 Meeting Minutes were motioned and approved - Amanda motioned, Courtney second motioned.

The November, 2011 Annual meeting minutes were motioned and approved - Amanda motioned, Courtney second motioned.

The January 17, 2012 Meeting Minutes were motioned and approved - Courtney motioned, Amy second motioned.

Guest speakers Mark Anderson and Kirk Lobb:

Discussion regarding services provided by LE&W –
Moss treatment
Fertilizer
Crane Fly
Clean-up of Bio Swales/fence line twice a yr.
Water usage
Cost savings for removal of grass turf panels

Mark would like to review our contract before presenting renewal

Discussion of sprinkler system -
Turn off of rotor head for park area and large turf panels on Langer
and Century
Kirk Lobb to look into water use - lost analysis
Arborvitae water system - turn off
Back flow devices have been tested and are in off position

Officer's Report:

President's Report - No report
Treasurer's Report - Financials of January 31, 2012

Checking (Operating Fund)	\$ 16,681.17
Savings Account (Reserve Fund)	\$ 539,756.17
Total Checking and Savings	\$ 556,437.34
Total Assets	\$ 620,303.90
31 Homes in arrears	\$ 63,866.56

All delinquent accounts have been closed with Ball Janik and transferred to new attorney.

Committee Reports:

Architectural Review Committee: 2nd notification to be sent to homeowners
regarding repaint - July
Shannon to provide responses from 1st notification

Landscape Committee:

Contract renewal in review with LE&W

Old Business:

Towing signs - Shannon will get company to come out and install.
No towing for our community
Owner / Tenant Roster to be provided by management co.
Community Board - installed - David to make additional keys
Business license renewal completed
Calendar - not completed

New Business:

Discussions of -

Management company to work w/Amy Boyle regarding layout of financials
Fence cleaning scheduled for May
Management co. to work on a newsletter for the community
Community BBQ - August, looking for sponsors
Calendar of annual meetings
May budget meeting - April 12, 2012 - Fire Station
Next Board meeting - May 22nd, 2012 Fire Station
Shannon to call all vendors pride regarding rate increases for next year.

Compliance:

Discussion of no parking within 10 ft of fire hydrant – newsletter item
Door hangers for the compliance reminders
Follow up on dog awareness

Homeowners:

Discussion of -

Rowhouse Construction Project and Finances
Kick off meeting with Charter
Process of a Lien
Selling a home and the impact it will have
Cost of allowance - estimated at 30%
Explanation of loan repay and the transfer of the cost