

**Arbor Terrace Homeowner's Association
Board of Directors Meeting Minutes
March 12, 2014**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on March 12, 2014 at Sherwood fire station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6PM.

Present:	Amy Boyle	President & Treasurer
	Rhonda Diestel	Secretary
	Richard Messenger	Director

Absent:	Courtney Atwood	Director
	Amanda McMillian	Director

Owners present as indicated on sign-in sheet.

Call To Order:

- Board President and Treasurer, Amy Boyle, called the meeting to order at 6:05 pm.
- Quorum was established per meeting guidelines.

Accept or Amend Agenda:

- The agenda was approved by unanimous decision.

President's Report:

- Nothing to report

Treasurer's Report:

- Amy Boyle summarized the Association's financial status to date and noted the following matters:
 - Taxes were filed as of March 12, 2014 for the 2012-2013 fiscal year with no additional tax owed.
 - The Financial Review has not been completed. We are in a two-year contract with accountant to provide reviews however; consideration should be given to switching to the company that handles the tax return if completion is further delayed.
 - There are no forecasted expenditures from reserves for next year. The reserve study review will be done before the July 1st budget but a push is being made to have it completed by May so consideration can be incorporated into the budget.

Committee Report:

Architecture Review Committee

- Paint notice update– Amy noted that single-family homes are to be painted by the end of summer. Melissa Lappin, Turner Properties, has sent out notices. A count is needed of all homeowners interested in finding in a group discount. A contact person needs to be found to coordinate with Dick to get contractor bids.

Compliance Committee

- Compliance walks, on Mondays of the first and third weeks of the month, were divided up among board members as follows:
 - March – Amy
 - April – Dick
 - May – Rhonda
- Compliance walks should include notices for the following:
 - Holiday decorations and lighting not taken down
 - Garbage and recycling containers left on the street or in the driveway
 - Exterior maintenance issues
- Neighborhood trash continues to be a problem. Amy commented she will be picking up garbage, such as phone books and other solicitations, left on the porches of vacant properties. Amy encouraged all in attendance to also pick up garbage around the neighborhood.

Landscape Committee

- Mike, from Grounds Northwest, will begin the tests of backflows soon. This is an included service but the actual testing will be contracted out.
- Mike will also start the irrigation system in June and begin the monitoring. Amy & Chuck will continue supervising the irrigation as monitoring is slowly returned to the landscapers.
- The second dose of moss treatment will be applied in March.
- The landscapers will start weekly service again shortly and will be on-site two days a week.
- Grounds Northwest submitted a tree and plant proposal for next year. The costs seem reasonable with minimal items suggested for replanting. Amy recommended the proposal to be approved as part of the 2013-2014 budget. This will allow the billing to be in July.

Old Business:

Walkway safety and trash:

- Amanda has contacted the apartment complex to remind them of their responsibility to maintain that area.
- Homeowners present at this meeting volunteered to take out the garbage if a garbage can was placed next to the bench near the playground.

- It was suggested the HOA pay to put in an additional can if the complex was willing to pick up the garbage. Dick will contact the complex to see about the possibility of adding another trashcan. Extra can payment can be added to budget.

Walkway animal excrement:

- The complex also needs to be reminded the excrement pick up needs to be covered up to the fence line.
- Dick will also contact the complex about the excrement issue. He will make the argument that the additional garbage can could help minimize the excrement issue.

Spring Community Clean Up:

- Spring clean up discussion had been delayed in the January meeting until this evening. Amy suggested consideration for a date to occur near the end of May or at least after the next board meeting in the second week of May.
- Communication will occur by email to coordinate a weekend to work on fence cleaning and other projects.

New Business: 2014 – 2015 Budget Discussion

Internet Service Update

- Rhonda reported the agreement with Fibersphere will not change and can be renewed for three years. Details of improvements to service will be available for the next meeting.

Utility Update

- Melissa was unavailable to provide projections for possible increases in these services.

Insurance Update

- Amanda reported her findings to Amy ahead of the board meeting. Insurance on the Rowhouses will increase significantly due to the inclusion of earthquake policy. To maintain the current policy, the estimates are \$29,000 (other estimate is \$25,000) divided among 45 Rowhouse owners.
- Amy noted the plan is to have four budget options laid out for the Rowhouses to vote on in the May meeting.

Maintenance Update

- As part of common area maintenance, Amy noted the Gazebo will need to be painted next year at an expected cost of \$2900.

Reserve Update

- MH has been contacted to schedule the annual review of reserve study in order to make sure we are on track and our budget reflects our needs.

Other Updates

- As Turner Northwest ramps up the services they provide to our HOA, this may result in a lowered association operations cost. Turner Northwest will not be increasing their management fee.
- Legal has been more this past year \$28,000 but has resulted in \$12,000 in returns. Original budget was \$15,000. Estimate for next year should be less as many of the larger delinquent accounts have been resolved. Amy is still waiting for better numbers for the cost of legal for next year.
- Tax review was less than \$3600 for 2 years – changes will be made in the budget.
- Landscaping extra expenses will remain the same– extras will be for arborvitae trimming, moss, crane fly & pest removal, irrigation, backflow, bark dust on 3-year rotation.
- It might be possible to cut out operating contingency in the budget this year which will save the Association \$22,000 in additional costs. The contingency is used to offset accounts in arrears at a 10% rate (16 homes) however our accounts are healthy enough to maintain this rate for the next year. May also be able to remove 10% contingency for rowhouse additional expenses.
- Row house maintenance was budgeted for \$15000 but only spent \$7500. The new budget will reflect these changes.
- Monthly dues will be reduced for Tamaracks and Chateaus but rowhouses will see an increase due to earthquake insurance.

Open Forum

- Homeowners in attendance discussed the expectations on the painting of single-family homes, the landscaping plans and a variety of other neighborhood related items.

Next Meeting Date:

- The next Board Meeting is scheduled for May 14th at 6:00pm at the Sherwood Fire Station. This will be the final budget review meeting.

Adjournment:

- The Board meeting was adjourned at 7:28 pm.