

**Arbor Terrace Homeowner's Association
Board of Directors Meeting Minutes
March 10, 2015**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on Tuesday, March 10, 2015 at the Sherwood fire station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:30pm.

Present:	Amy Boyle	President & Treasurer
	Rhonda Diestel	Secretary
	Richard Messenger	Director
	David Baehler	Director
Absent:	Amanda McMillian	Director
By Invitation:	Melissa Lappin	Turner Property Management

Owners present as indicated on sign-in sheet.

Call To Order:

- Board President and Treasurer, Amy Boyle, called the meeting to order at 6:32 pm.
- Quorum was established per meeting guidelines.

President's Report:

- Rowhouse owners reported issues with gutter repairs; gutters still not working properly. Snugs Pro Wash was requested to come back out to make repairs under warranty but they would not respond. NW Gutters was called instead and scheduled to make repairs.
- Bank information was updated with new board members and ACH payments were set up for HOA dues.
- 2013 Financial Review by Prior & Hart was completed.
- HOA lawyer was contacted to deal with potential squatters in a rowhouse, to continue with collections, and to respond to lawsuit threat by homeowner regarding construction defect.
- Continued responses were made to various inquiries sent to the board.

Treasurer's Report:

- Met with accountant to finalize the HOA financial review for fiscal year 2013.
- Tax return is complete, Amy to sign and mail on March 11, 2015. An extension had been filed in the fall for the 2013-2014 tax return.
- All bank accounts are in good standing with healthy balances.
- Construction loan may receive waiver approval from the bank to pay down greater than 20% annually if the HOA is in a position to do so.
 - 37 homes are participating in the Option C with only 29 homes are regularly paying. This may result in an increase of the monthly assessment starting in July.

Directors Reports:

- Rhonda
 - Two trees on the walkway behind Silo rowhouses were removed. Sunfield Lakes has installed lighting along the walkway. Rhonda has contacted them and will further investigate the intensity of the lighting and proximity to the rowhouses.

- David:
 - Initiated discussion regarding basketball hoop options at end of Harvester.
 - David offered assistance with website maintenance. Suggested use of Google Apps to help manage HOA
 - Roundabout and crosswalks at the corner of Century and SW Langer Farms Pkwy is a concern for the neighborhood. May ask the City Council to look at safety issues and encourage a crosswalk between Sleep Country and Parkway Village.

Committee Reports:

Architecture Review Committee (ARC)

- Amy recently completed paint walkthrough. Twenty-three home still on list for painting and have been receiving \$25 per day in fines. Six months of fines are going to be added to individual homeowner's accounts. Money collected will be used to paint these homes and the painting costs will be assessed back to the homeowner. This will take place on the worst ones first starting this summer.

Compliance Committee

- Google Sheets will be created for compliance spreadsheet
- Review of door hangers' usage and effectiveness. Board still feels they are working well.
- Amy will complete the April compliance walk.

Landscape Committee

- Landscape concerns for the next fiscal year were discussed and will be revisited in May with the budget.
 - The greatest concern is the irrigation system, its maintenance and operation.

Old Business

- Neighborhood Watch possibility was investigated by Jack and Jean Payne and at this time does not seem feasible to set up. Neighborhood safety for now is left up to the neighbors. Board discussed ways to increase community of HOA, offering the following:
 - Summer movie nights
 - Picnics in the park
 - Neighbors Helping Neighbors – phone tree
 - Facebook website
 - Message board

- Arbor Terrace Neighborhood Signs to unite community may best be accomplished by putting neighborhood signs on top of the street signs. Amy will get prices for discussion during budget meeting.
- Online payments / ACH assessments – will start May 1st. HOA will send postcard notice and post forms for sign up on website. Cost for participating will be \$1.00 per month per homeowner. Opt C Special Assessment participants will pay an additional \$1.00 if they chose to have the special assessment drafted as well.

New Business:

- Draft of Budget for 2015-2016 was presented and finalized estimates are being obtained.
- The board discussed utilizing funds from checking accounts to offset the monthly expenses as well as earmark some for specific projects in the neighborhood.

Upcoming Meetings:

- Future Board Meeting are set for 6:30pm in the same location on the following dates:
 - Wednesday, May 20, 2015

Adjournment:

- The Board meeting was adjourned at 8:35pm.

Executive Session:

- No executive session was held.