

**Arbor Terrace HOA
Board of Directors Meeting Minutes
March 9, 2016**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on March 9, 2016 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
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Owners present as indicated on sign-in sheet.

Call To Order:

- The meeting was called to order at 6:35 by Board Treasurer & President, Amy Boyle and quorum established as per annual meeting guidelines.

2015 Annual Meeting Minutes:

- 2015 Annual Meeting Minutes have been distributed to all homeowners via email and can be found on the HOA's website www.arborterracehoa.org

President's Report:

- Not a lot to report except that a large number of properties have recently been sold.
- Attended local Tri-met meeting.
- Reviewed compiled financials at Verity with Rhonda.

Treasurer's Report:

- Financial accounts were reviewed and all still have healthy balances.
- Loan reserve account – pays Opt C special assessment monthly dues. Loan principal was paid down in February and shortened term by approximately 8 years. Plan is to pay off in next couple of years with homeowner payoffs. Specific allocation applies to 27 homeowners left in Option C with only three not currently paying.
- ACH option is still costing more for HOA (around \$500 in fees) than the number of members (approx. 17) utilizing service. May consider getting rid of service from Northwest Bank eventually but need to find service that can allocate payments appropriately for accounting purposes.
- Financial compilations done with Verity are done on accrual basis. Turner is accustomed to working with cash basis financials. Rhonda expressed that she would like to see financials done on accrual basis to reflect the liabilities previously not on the books and recommended some training for Turner's accountant to accommodate transition to accrual basis. After additional discussion, the board passed a motion to approve compiled financial statements.

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Committee Reports:

Architecture Review Committee (ARC) – nothing to report

Compliance Committee

- Down to two homes that are in need of painting.
- Need to send reminder letter to single family homeowners (chateaus and tamaracks) about their responsibility to have moss removed. This occurs every other year on the rowhouses.
- Code Compliance Officer from the City of Sherwood sent notice to the HOA about the fences along Langer. Responded back that they are on a two year rotation and will be cleaned later this spring. May look into getting a pressure washer. There is a faucet installed on Baler & Harvester used for watering trees and may install an additional two faucets so when HOA needs water it comes from water the HOA pays for. This would allow HOA to hook up hoses so a pressure washer can be used to clean all fences instead of having to do it all by hand.
- Reminder to homeowners about recreational equipment compliance policy. Homeowner complained to board about playground on alley of Silo. The equipment there is hazardous and will be addressed.
 - **CC&R 4.18: Recreational Equipment.** No playground, athletic or recreational equipment or structures, including without limitation, basketball, backboards, hoops and related supporting structures, shall be permitted, installed or utilized on any Lot in view from any public street, sidewalk or Common Area with the Property. Also, the permanent storage of barbeques, patio furniture, bicycles or other recreational equipment is prohibited in the front yards.
- The board will continue to direct homeowners to <http://www.arborterracehoa.org/> to encourage its use as a resource for compliance issues and questions.

Landscape Committee

- Grounds Northwest will cover back flow testing, which is getting done right now. Also, asking Grounds NW for conceptual ideas for what they can provide to resolve issues with large turf panels. These panels will need to be releveled and filled to save sidewalks and driveways. The board has asked for estimates and will plan for the work to be done in the spring.
- Landscape miscellaneous budget to possibly include second bug spraying this summer.

Old Business:

- Speed and noisy concerns on Langer. Speed signs were installed and speed monitoring began the last week. Letter from homeowner to the City of Sherwood brought attention to matter and suggestions were made in conversation with Compliance Officer that maybe speed bumps may provide solution. The board continues to encourage homeowners to contact the City of Sherwood with regards to concerns.

Arbor Terrace HOA
Board of Directors Meeting Minutes
March 9, 2016

New Business:

- Tri-Met bus line: On February 4th, Amy attended a Tri-Met meeting along with other homeowners to express concerns with the proposed new bus route with stops along Langer Farms Parkway as well as on Century. The first concern expressed was having bus traffic down the parkway with kids in the area and second was a concern with bus stops along Langer Farms which is already such a driving hazard because of poor visibility and high foot traffic. Homeowners recommended that Tri-met continue using the current route. Tri-met said this was their original proposal but the city council came back to recommend this new route so as to reach more riders in Sherwood. Tri-met finally decided with homeowners and will continue to use the currently established route. Starting in April, the Tualatin bus line will travel Tualatin-Sherwood Rd. to Baler to Langer, then loop around by Shari's restaurant and go all the way to New Seasons area, operating only during commuting hours.
- Budget – Amy presented three options for next year's budget:
 - A first option is to keep the budget the same. The HOA tracks almost perfectly in line with its allocations for the operating budget. Following the HOA's guidelines, if we over spend on one account and under spend on another but everything is within the operating budget, we have been okay and have been for several years.
 - Downfall – This would under fund the Rowhouse reserves this next year based on recommendations from Morrison Hershfield.
 - Upside – Costs stay the same.
 - A second option is to fund the reserves based on Morrison Hershfield's "Option 2 - Zero-Funding" option which was presented in the most recent reserve study. This would make minimal changes to the "All Lots" and "Tamarack" reserves however; would fund the "Rowhouses" short of Morrison Hershfield's Opt 1 recommendation while still keeping the account balance at or above the "Zero-Line."
 - A third option is to change expense items and fully fund reserve accounts per recommendations of the Morrison Hershfield reserve study but this would increase costs significantly for row homes.

The Board recognizes that the Option C – Special Assessment will collect more money from the rowhouse owners than what the HOA will actually pay on the loan, due to principal pay down, and this amount will be refunded into the rowhouse reserves, bringing the reserves back to being fully funded in a couple of years. It was noted that the additional funding from the Option C assessment is not reflected in the current year's reserve study. With this consideration, the Board has decided to select the second option. HOA will draft a letter to explain to homeowners the Board's budget option selection to underfund the reserves. This letter will include an explanation as to how the HOA plans to recoup the money from the Option C assessment to fully fund the reserves in a couple of years. This will be finalized at May meeting.

- On March 6th, Arbor Terrace lost one of its long-time residents, Amanda Polopolus, in a car accident. The Board will send flowers. She will be missed.

Arbor Terrace HOA
Board of Directors Meeting Minutes
March 9, 2016

Open Forum:

- One homeowner wanted to discuss ongoing issues pertaining to gutters not working on the rowhouses. The slope of the gutters has been an issue but there has also been an issue with debris clogging the joints of the downspouts because they were not cleaned by Snugs when we paid them to do so. Rehangng may need to be done and is one of the things the Board has considered as potential repairs. May need also need to install gutter guards. Amy will triage various issues tomorrow.
- Charter Construction and other estimates needed for new fence construction. Rhonda will gather estimates by May meeting. Propose that homeowners put in back gates for some if wanted. Consideration needs to be made for organization / coordination of all of the homeowners.
- Homeowner inquired as to why rowhouse dues are so much more than single family homes. All houses pay into operations budget for the HOA but rowhouses have a special operating budget and significant reserve allocations since the HOA has maintenance responsibility of the exterior of all rowhouses. 65 rowhouse homes pay for exterior maintenance such as roofs, siding, gutters, and insurance which includes earthquake coverage. Unit owner certificate available on website. Structural issues are covered by HOA.
- Moss treatment is needed in some areas and will need to be treated this summer. Homeowner's reporting to Board helps us take care of issues as they arise on a case by case basis.
- Leaf removal and grass trimmings blowers are blowing dirt to some homeowners. Will reach out to Grounds NW to be mindful of blowing the bark dust.
- Question about limiting the renters in HOA. Board advised that the CC&R's do not have any stipulations as to the number of renters and as such a change would require 70% vote.

Next Meeting Date:

- The next Board Meeting is set for Tuesday, **May 17th, 2106 at 6:30pm** to discuss and review budget and proposal for maintenance.

Adjournment:

- The Board meeting was adjourned at 8:15pm