

**Arbor Terrace HOA
Board of Directors Meeting Minutes
March 18, 2019**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on March 18, 2019 at the Sherwood Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:30 pm.

Present:	Amy Boyle Jean Payne David Baehler	President & Treasurer Director Director
By Invitation:	John Turner Crystal Drake	Century 21 Northstar Century 21 Northstar
Not present:	Rhonda Diestel Amanda McMillian	Secretary Director

Owners present as indicated on sign-in sheet.

Call to Order:

- The meeting was called to order at 6:30 pm by Board Treasurer & President, Amy Boyle and quorum was established as per meeting guidelines.

Meeting Minutes:

- Meeting Minutes can be found on the HOA's website: www.arborterracehoa.org

President's Report:

- Architectural Review communication and follow-up
- Compliance issues
- Landscape maintenance and project communication and planning
- Meeting with Century 21 Northstar
- Maintenance items
- Answer homeowner questions and emails
- Website maintenance
- Attorney communication regarding delinquencies and collections accounts.
- Meeting minutes and agenda preparation.

Treasurer's Report:

- Account balances as of 2/28/2019 were recapped. All accounts are healthy and tracking as expected.
- SA Opt C - There are currently 15 row houses still participating in the Opt C assessment with 4 delinquent accounts in excess of 60 days. The Board is actively pursuing all delinquencies via the HOA's collections procedures.
- Taxes are currently being finalized by CPA.
- Financial review, F.Y.E 2018 in process. There was an increase in cost for the financial review which was partially attributed to Century 21's transfer from Quickbooks accounting to an HOA specific accounting program at the end of the fiscal year.
- Delinquent Accounts – Board to discuss in Executive Session
- Collections – Communication with attorney
- Reserve Study – signed proposal – upcoming phone interview with consultant 3/21/19.

**Arbor Terrace HOA
Board of Directors Meeting Minutes
March 18, 2019**

Committee Reports:

Architecture Review Committee (ARC)

- ATA 149 – Pergola removed; Board provided pictures of approved designs for future installations.
- ATA 094 – Hardscape project; Board approved materials, still pending irrigation turn-on and check prior to full approval.

Compliance Committee

- For Rent signs
- Parking issues – SW Holland – blocking driveways.
- Semi-truck parking in neighborhood.
- Landscape decorations and planters – Board discussed the increase in front yard decorations and planters which are in the landscaping, providing obstacles for maintenance. Additionally, concern regarding common clean aesthetic. Board to watch and determine next step

Landscape Committee – items below were for discussion only, no planned action or approvals at this time

- Estimate from landscaper for select plant removals throughout neighborhood. Board discussed a slightly smaller scope to reduce cost as well as partial removals by Board. Date not yet set for removals.
- Driveway panel turf removal discussion, no current decision made on plan. Concepts include:
 - Movement of irrigation heads to location near pillar for tree watering.
 - Installation of bark chips via ChipDrop – free service, just need self-installation.
 - Possibility of having a list of approved alterations, at owner's expense, such as:
 - Ground cover installation as seen on SW Silo.
 - Packed quarter minus as seen on SW Holland.
 - River rock as seen on SW Silo
 - Pavers – need approved materials and installation practice
- Sidewalk installation discussion regarding SW Century Dr. Discussed option of every other home which would be 4 additional pathways to assist with access to homes from street parking. Amy will follow up with contractors for designs and estimates and communicate with City of Sherwood as appropriate.
- Front yard grass – discussed some removals and options for the future to reduce water costs.
- Parking strips (a.k.a “Hell Strips”) – discussion regarding removal of grass and installation of ground cover to reduce water costs and irrigation maintenance expenses.
- Drainage - Improvement in drainage throughout neighborhood to include swales, drains and drybeds.

Old Business:

- Basketball hoop SW Fallow Ter. – David Baehler advised there have been no concerns but has not been able to get in touch with owners of ATA 141 and 142, though he has tried.
- Parking stripes - David Baehler spoke with Darrin Caniparoli, City of Sherwood Ops Supervisor and will be meeting at a later date to discuss ideas and options.

New Business:

- Rowhouse Maintenance Items -
 - Front porch pillars – discussion regarding inspection, cleaning, caulking and paint touch up as needed. Discussed options for contractors.
- 2019-2020 Draft Budget -
 - No changes to dues
 - Budget line items may be altered to match current expenses. Offsets will come from current operating account balance and added line items for alternate revenue sources based on historical estimates such as late fees, compliance fines and collections.

**Arbor Terrace HOA
Board of Directors Meeting Minutes
March 18, 2019**

- Budget alterations and pending items
 - Water/Sewer increase
 - Insurance estimates
 - All Lots - (D&O, Crime, Umbrella, Cyber, Workers Comp)
 - Rowhouses - (Package and Earthquake)
 - Legal – will have increased expenses but expect collections return.
 - Accounting and Tax Prep increase
 - Landscape Miscellaneous increase. Board continues to discuss cost saving measures and ideas in the designs such as:
 - Low water plants
 - Strategic removal of grass panels
 - Plant ground cover in street panels

Open Forum:

- Homeowner with questions regarding water spigot and outdoor electrical outlet.
- Homeowner with questions regarding leaf pick up by landscaper.

Next Meeting Date:

- TBD – May 6, 2019 or May 20, 2019 – Board to confirm availability

Adjournment:

- The Board meeting was adjourned at 7:15 pm.

Executive Session:

- Called to order at 7:20 pm.
- Board met with Century 21 Northstar to discuss management items.
- Board reviewed current delinquent and collections accounts for processing.
- Meeting adjourned at 8:00 pm.