

Arbor Terraced HOA  
Board of Directors Meeting Minutes  
May 22, 2012

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on May 22, 2012 at the Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6PM.

Present:                      Courtney Atwood      President  
                                    Amy Boyle              Treasurer  
                                    Amanda McMillian    Director  
                                    David Wagner        Director

Absent:                        Nicole Holder         Secretary

By Invitation:                Rebecca Lipsey, Sr. Community Manager  
                                    Northwest Empire Community Management

**Call To Order:**

The meeting was called to order at 6:02PM by Board President, Courtney Atwood.

**Accept or Amend Agenda:**

The agenda was discussed; Motion was unanimously approved.

**Previous Meeting Minutes:**

A motion was made by Amanda and seconded by Courtney to approve the March, 2012 Meeting Minutes. Motion was unanimously approved.

**Change In Community Manager:**

Amy Boyle introduced Rebecca Lipsey as the new Community Manager for the Association and thanked her for her efforts.

**Resignation of Secretary/Appointment by Board:**

Amy stated that Nicole Holder resigned as Board Secretary due to time constraints. A motion was made by Amanda to appoint Erica Huntington as the Secretary until the next Annual Meeting. Courtney seconded the motion and the motion unanimously carried.

**Treasurer's Report:**

Amy summarized the April 2012 Financial Statement. The Statement was accepted as presented.

**2012 Budget:**

Upon motion made by Amanda and seconded by Courtney, the 2012 Budget was approved. A copy of the budget will be mailed to all owners by June 1. The new budget will be effective July 1, 2012.

**Reserve Study Update:**

Upon motion made by Amy and seconded by Amanda, the decision to update the Reserve Study will take place after completion of the construction defect repairs was unanimously approved.

**Row House Construction Update:**

A discussion ensued regarding the recent Row House meeting with Charter Construction. The mobilization date for the project is scheduled for June 4, 2012. Mock-ups will begin the week of mobilization. Any owner that has questions regarding this project should be directed to Lisa at Charter Construction. Additional insurance coverage has been bound for the term of construction.

**NW Bank Loan Commitment Letter:**

Upon motion made by Amy and seconded by David, the loan for row house repairs with NW Bank was approved unanimously.

**Arbor Terrace Board of Directors Resolution #6 Regarding Special Assessment:**

Upon motion made by Amanda and seconded by David, Resolution #6 for the Special Assessment for row house owners was approved unanimously. Notice to row house owners will be sent with the 2012 budget.

**Unfinished Business:****Landscape Extension Agreement:**

Upon motion made by Amy and seconded by Amanda, the Extension Agreement with Landscape East & West that will continue to May 30, 2015 was approved by unanimous decision.

**Landscape Enhancements:**

Upon motion made by Amanda and seconded by Amy, the landscape enhancements were approved as follows:

- \*Front yard edging and mowing: \$2,392; **includes irrigation head moving: \$765.00.**
- \*Fertilize arborvitae: \$602-contingent based on previous contract
- \*Spray for spider mites and lacewing: \$990

**Open Forum:**

The following topics were discussed during Open Forum:

- \*Children playing in the street
- \*Neighborhood Clean Up Day- Scheduled for Saturday, June 2, from 9-11AM.
- \*Cats roaming the neighborhood
- \*Bird Feces on siding
- \*Summer Barbeque

**Adjourn to Executive Session:**

Upon motion made by Amy and seconded by David, the regular meeting was adjourned to Executive Session at 7:30 PM.

**Reconvene to Regular Session:**

Upon unanimous decision, the Board moved to reconvene to the regular Board Meeting.

**Adjourn:** There being no further business; the meeting was adjourned at 8:00PM.