

Arbor Terrace HOA
Board of Directors Meeting Minutes
May 17th, 2013

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on May 17th, 2013 at the Sherwood Fire Station at 6:00pm.

Present:	Courtney Atwood	President
	Amy Boyle	Treasurer
	Richard Messenger	Secretary
	Amanda McMillen	Director
	David Wagner	Director

Owners present as indicated on sign-in sheet.

Call to Order:

- Board Treasurer, Amy Boyle, called the meeting to order at 6:04pm. Quorum was established as per standard meeting guidelines.

Accept or Amend Agenda:

- The agenda was approved by unanimous decision.

President's Report:

- Nothing to report.

Treasurer's Report:

- Our Accounting contract with Turner Property Management is working well. The February and March 2013 financials have now been reviewed and completed and April is now under review.
- Amy provided updated status of Association finances. T
- The Board is active in collecting delinquent accounts and 10 Day Demand Letters are being sent out at 60 days.
- Seven homes in Arbor Terrace have sold in the last 2 months. Homes outside of foreclosure and short sales are beginning to show increased values.

Committee Reports:

ARC Committee:

- A process is now in place for satellite reinstallation on the rowhouses and thus far compliance has been good.

Compliance Committee:

- The Board is looking for Compliance Committee members to assist in bi-monthly neighborhood walks to review property for compliance related items. Dick volunteered to head up policy compliance on a 'spot-check' basis on Tuesday mornings.
- Garbage can compliance was discussed and the Board agreed that garbage and recycling containers can remain in place through the weekend however need to be moved 'out of public view' from the street by Monday of each week.

Landscape Committee:

- Irrigation has been turned on for the entire Association, excluding SW Holland Ln. Once construction and painting are complete on SW Holland the irrigation will be turned on for the summer.
- Tree planting for SW Silo, SW Bronner and SW Windrow will begin on Monday, 5/20. 4 species of trees are being planted. Upcoming tree trimming will include SW Harvester and SW Holland.
- Signage for “NO Climbing” on trees is being considered.
- The Community Work Party is scheduled for Saturday, 6/1 – focusing on Silo driveway panel replanting and fence cleaning along SW Langer Dr. Volunteers are encouraged to sign up and help out.
- Our new landscaper, Grounds NW, will begin work on our property beginning 6/1/13. Application of bark dust, top dressing, turf over seeding, moss treatments and weeding will begin then. Trees will be trimmed including the Arbor Vitae.

Construction Committee:

- Row-house construction will be completed by 5/31/13.
- Walk through with Charter Construction is scheduled for 5/29.
- Fences should be completed by 6/4.
- Owners should be receiving a letter from Charter to complete the interior caulking ‘punch list’ within a week or two.

2013-2014 Budget:

- Budget is in draft status only.
- The Board has hired Morrison Hershfield to conduct a Reserve Study – first one since 2008. The Reserve Study provided the Board an in-depth analysis of Association needs for all 160 lots over the next 30 years. The Board reviewed the Reserve Study with homeowners present. Homeowners offered suggestions and the Board stated they would bring the suggestions back to Morrison Hershfield for further discussion.
- Questions and concerns about aforementioned items were openly discussed by those owners in attendance. All praised the board for its vigilance and hard work during this very busy active time within the HOA.

New Business:

- A Community Party is to be scheduled for this August and the Board is seeking party planners from within the Association.

Next Meeting Date:

- A Special Meeting of the Board to finalize the Budget will be held Wednesday, May 29th @ 6:00pm at the Sherwood Fire Station.

Adjournment:

- Upon motion made by Amanda McMillen and seconded by Courtney Atwood, the Board Meeting was adjourned at 7:36pm.

Executive Session:

- Executive Session was called to order at 7:40pm. Collections accounts were discussed. Executive Session adjourned at 7:55pm.