

**Arbor Terrace Homeowner's Association
Board of Directors Meeting Minutes
May 14, 2014**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on May 14, 2014 at Sherwood fire station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6PM.

Present:	Amy Boyle	President & Treasurer
	Rhonda Diestel	Secretary
	Richard Messenger	Director
	Amanda McMillian	Director
	Melissa Lappin	Property Manager, Turner Properties LLC
Absent:	Courtney Atwood	Director

Owners present as indicated on sign-in sheet.

Call To Order:

- Board President and Treasurer, Amy Boyle, called the meeting to order at 6:03 pm.
- Quorum was established per meeting guidelines.

Accept or Amend Agenda:

- The agenda was approved by unanimous decision.

President's Report:

- Nothing to report

Treasurer's Report:

- Of note was the payoff of one account in collections ~ approximately \$22,000.
- Overall, account balances as of April 30, 2014 for the chateaus, tamaracks and rowhouses are doing well.

Committee Reports:

Architecture Review Committee

- There are nine homeowners participating in the group painting contracted with Knight Resources. Erin has taken the lead and is organizing. Discount is approximately \$1200.
- Notices have been sent to the bright green house which did not follow the ARC process. Approval of home color selection has to come from the Association as well as from neighbors.

Compliance Committee

- Neighborhood looks pretty good. Walks will continue through the summer.
- Attending homeowners inquired if fencing between rowhouses to put garbage containers behind would be in compliance. Amy encouraged homeowner to submit a proposal via the architectural review form available on the HOA website.

Landscape Committee

- HOA will contact city as a courtesy reminder about the upkeep of landscape surrounding Arbor Terrace.
- HOA will also contact city to discuss traffic and construction issues surrounding Wal-Mart construction.

Old Business:

Walkway safety and trash:

- No action has been taken as of yet but HOA will have the conversation with the apartment complex management to remind them of the areas the complex are responsible for maintaining.

Walkway animal excrement:

- Sunfield Lakes was contacted to discuss the service of an additional can purchased and installed by HOA. They agreed to provide the pick up service twice a week. The HOA will be responsible for resupplying the small pet bags while Sunfield Lakes would provide the large one.

Spring Community Clean Up:

- HOA will attempt to plan via email. Email will also be used to communicate dates and times with members.

Follow up 2014 - 2015 Budget Discussion

Internet Service Update -

- Will stay the same through 9/1/17.

Utility Update

- Grounds NW will be managing water but Amy will be watching and adjusting as necessary. Budget decreased to \$22,500, down from \$28,000. Backflows were tested. Two were broken and repaired. Watering will begin when as needed due to weather. New trees will get water twice a day.

Common Area Maintenance & Association Operations

- Decreased to \$1000 and \$1500 respectively.

Legal

- HOA spent more than expected but collected a significant amount. Increased to \$25,000 but expect it will not be as much as last year.

Other Budget Line Items

- Management fee will stay the same \$35,400
- Board Training - \$180
- Taxes, licenses and bank fees - \$700
- Grounds NW contract stays the same
- Miscellaneous landscaping \$24,670 - increased to ensure coverage of irrigation systems repairs.
- Operating Contingency – removed since HOA can fund that on own - \$22,000
- Rowhouse Maintenance contingency also removed
- Rowhouse Maintenance budgeted \$5,000 - decreased as expected expenses will be less.
- Rowhouse Insurance was over budget by \$8,000 last year. Expected increases due to cost of earthquake insurance.

Insurance Update

- A motion was made and passed to approve insurance coverage from Traveler's effective June 1 with \$11 million earthquake policy, DNO and Crime. American Benefits, Inc. will broker all four policies that will have an annual cost of \$25,708 with DNO, crime and earthquake due in full June 1.
- Rowhouses will get notification with certificate of insurance to update all lenders of rowhouses.

Bottom Line HOA fees for next year

- Tamaracks down \$12 to \$138
- Chateaus down \$12 to \$125
- Rowhouses \$205-209
 - Dependent upon prior insurance return of premium for early cancellation.

Motion to approve budget was made by Richard and seconded by Amy at 6:58pm.

Open Forum

- David Kobbeman is scheduled for sentencing May 28th at 9:30am. Email will be sent to all homeowners and website will be updated with this information so those interested are able to attend.
- Richard asked if the HOA has ever considered capping the number of renters. Melissa noted it is difficult with the size of our organization. Cost to set up would be great but the HOA will look into putting it into the budget for the following year. Consideration for neighborhood watch or community blog given.

- Updates will also be included with the annual report. In addition to the Unit Owner letter & certificate, contact information update will include a section for rental information. HOA & Melissa will have all out by the end of the month.
- Parties in the park. Community area is designed for this so extra coverage is unnecessary. Normal park rules do apply. Anything above and beyond will require additional insurance.

Next Meeting Date:

- TBA – Tentative for September 2014.

Adjournment:

- Motion to adjourn at 7:13pm.