

**Arbor Terrace HOA
Board of Directors Meeting Minutes
May 6, 2019**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on May 6th, 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:	Crystal Drake	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 6:35 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:

- Delinquent accounts review
- Irrigation start-up
- Reserve Study finalization
- Smoking policy
- Budget preparation
- Meeting minutes and agenda preparation

Treasurer's Report:

- Account balances as of 3/31/2019 were recapped. All accounts are healthy and tracking as expected.
- SA Opt C - There are currently 14 row houses still participating in the Opt C assessment with 1 delinquent account in excess of 60 days. The Board is actively pursuing all delinquencies via the HOA's collections procedures.
- Taxes completed.
- Financial review, F.Y.E 2018 in process.
- Delinquent Accounts – tracking with progress in collections.
- Collections – Communication with attorney
- Reserve Study – draft returned for minor revisions; expecting final within week.

Committee Reports:

Architecture Review Committee (ARC)

- Nothing to report

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Compliance Committee

- Smoking policy discussion. Board agreed to circulate a questionnaire to row house owners in regard to smoking in the neighborhood.
- Landscape decorations and planters in yards discussed.

Landscape Committee

- Discussion regarding interviewing for new landscape contractor and landscape designer.
- Holistic approach to current issues discussed to include concepts such as:
 - Water conservation and retention projects.
 - Xeriscape and biome specific plant selection.
 - Elimination of pesticides, herbicides and inorganic fertilizers.
- Board discussed need to reach out to the City of Sherwood for partnership as well as apply for grants with agencies such as Tualatin Soil and Water Conservation District.

Old Business:

- Parking stripes – no update, David still opening up discussion with the City of Sherwood. Neighborhood has seen a growth in the total number of cars.

New Business:

- Maintenance Items
 - Sidewalk shaving – Amy to schedule contractor and review project scope.
 - Mailbox cleaning – Board members to clean in respective areas of neighborhood.
 - Fence cleaning and repair (vinyl fences) – Amy to purchase repair items and install as needed.
 - Irrigation repairs – Amy to work on during the month of May.
 - Rowhouses
 - Wasp removal as needed.
 - Gutter repair as needed – Great Northwest Gutters
 - Inspect, clean, caulk and paint touch up pillars on rowhouses – Amy to reach out to contractor for estimate and scheduling.
- 2019-2020 Budget
 - Board reviewed Draft Budget
 - Increase in expenses for the following items, to reflect 2018-2019 expenses
 - Water/Sewer
 - Legal
 - Accounting and Tax Prep
 - Landscape Miscellaneous
 - Added an “Operating Revenue” section to offset expenses based on 1) historical revenue sources and 2) operating surplus from previous years.
 - Budget explanation document, which will be mailed with the budget, will outline specific information
 - No change in Reserve Study allocations for 2019-2020 and no change in dues.
 - No change in monthly dues within Association.
 - David Baehler motion to approve budget, Jean Payne seconded, budget passed unanimously.

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Open Forum:

- Homeowner with questions regarding possible upcoming Board positions.
- Homeowner with questions regarding past discussion on rental cap. Board advised there is no policy in place currently, and no active discussions.

Next Meeting Date:

- TBD – Late September

Adjournment:

- The Board meeting was adjourned at 7:30 pm.