

**Arbor Terrace HOA
Board of Directors Special Meeting Minutes
September 11th, 2013**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on September 11th, 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 6:02 pm. Quorum was established as per standard meeting guidelines.

Accept or Amend Agenda:

- Amended agenda to include New Business.

Guest Speaker: Deb Schumacher, insurance representative with American Benefits

- Deb presented our row house insurance renewal package detailing our expanded coverage with CAU – Community Association Underwriters. Deb provided side-by-side comparisons between CAU and other similar policies and obtained quotes from a total of 6 carriers. The renewal includes provisions for \$13,900,000 earthquake coverage with corresponding limits. Many carriers are dropping earthquake insurance all together.
- A secondary crime policy with CNA was also discussed. This policy includes employee dishonesty, forgery and alteration, theft, disappearance, destruction and computer fraud protection.
- Deb recommended row house owners contact CAU, and she will review private policies to determine duplicate coverage.
- Amy Boyle motioned to approve the CAU renewal policy and new CNA crime policy. Courtney Atwood seconded. Insurance Policies were unanimously approved.

President's Report:

- Nothing to report.

Treasurer's Report:

- Amy provided updated status of Association finances.
- The July financials have been reviewed and returned to Turner Northwest for updates.

- Our 2012 tax extension has been filed and taxes paid – finalized returns are due by March 2014.
- Board is obtaining estimates for our audit/review.

Committee Reports:

Architectural Review Committee:

No news to report.

Compliance Committee:

- Garbage can compliance was discussed. Homeowners were reminded that they are responsible for removing cans from the street by Sunday. The Board is closely monitoring compliance and is actively fining as per Resolution 4.
- Nuisance issues were also addressed such as barking dogs and “drumming.”
- Homeowners were urged to resolve disputes with neighbors or call the police as circumstances arise.
- Loitering and littering at the end of Holland Street was discussed. The Board agreed to the following to help remedy the situation:
 - Remove bench from the pathway.
 - Install battery operated motion sensors
 - Speak with the neighboring apartment regarding installation of a garbage can at their playground.
 - Contacting Sherwood Police.

Landscape Committee:

- Our new service contract with Grounds NW (GNW) is working well.
- Amy Boyle is meeting with owner of GNW on 9/17 to discuss the following:
 - Transfer all irrigation maintenance and repairs to GNW by October 1st.
 - Additional pruning added to maintenance contract.
 - Discuss future planning of landscape needs.
- Tree trimming along SW Harvester, SW Massey, SW Ferguson and SW Fallow was recently postponed due to extreme heat and will be rescheduled this fall.
- The Board also addressed the strip of land on SW Century Drive and SW Langer Parkway, which was purchased by the City of Sherwood in 2010. The City has replanted ground cover however; trees and shrubs need to be replaced. The City plans to mow and replant by November 2013.

Community Activities Committee:

- Tabled until a future meeting.

Rowhouse Construction:

- Completed. PGE should be by to pick up remaining electrical boxes.

Management Contract:

- The Board reviewed and discussed the full service contract from Turner Northwest Community Management.

- The Board will retain all vendor contracts and will pursue maintenance scheduling directly.
- Turner will continue to have limited access to our bank accounts and will NOT have any check signing abilities.
- Amy has constructed a Management Company Resource Manual as well as New Homeowner's Packet to ease the transition from Board management to Turner Northwest.
- Amy motioned to approve a full service contract with Turner beginning 10/1/13. Amanda seconded. The Board unanimously approved the motion.

NW Empire/David Kobbeman Update:

- David Kobbeman, the CFO of NW Empire, plead guilty to embezzlement and wire fraud. His sentencing is set for January 21, 2014 though it is assumed his attorney will ask for an extension. The maximum sentence is 60 months in federal prison. However, it is likely that his term of incarceration will be less with the provision that he make restitution of the \$2.5 million he embezzled to the offended parties. The Board will be present to provide both written and verbal testimony at his sentencing.

New Business

- A reminder to all homeowners that it's their responsibility to update current mailing / email addresses and send them to the Board.
- Board director David Wagner has resigned his position effective today. His term is until November 2014. A search for a temporary board member is underway. The board would like someone with an IT background

Open Forum

- Discussion regarding homes in foreclosure requiring cleanup of phone books, advertisements and notices on doors.
- The new Wal-Mart and the potential economic impact on neighboring home values was discussed.
- Community work party was suggested for Saturday, 10/19 from 9a-11a and will focus efforts on the Community Park fence.

Next Meeting Date

- The Arbor Terrace HOA Annual Board Meeting is scheduled for Tuesday, 11/12 at the Sherwood Fire Station. Notices/mailings for the meeting will go out in mid-October.

Adjournment

- Upon motion made by Amanda McMillen and seconded by Courtney Atwood, the Board meeting was adjourned at 7:39pm.

Executive Session

- Executive session was called to order at 7:45pm. Collection accounts were discussed. Executive session was adjourned at 8:10pm.