

**Arbor Terrace Homeowner's Association
Board of Directors Meeting Minutes
September 10, 2014**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on September 10, 2014 at Sherwood fire station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:00pm.

Present:	Amy Boyle Rhonda Diestel Richard Messenger	President & Treasurer Secretary Director
By Invitation:	Melissa Lappin	Turner Property Management
Absent:	Courtney Atwood Amanda McMillian	Director Director

Owners present as indicated on sign-in sheet.

Call To Order:

- Board President and Treasurer, Amy Boyle, called the meeting to order at 6:05pm.
- 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:

- Fiscal year 2013-2014 Financial Recap: Overall, the HOA brought in more money than we anticipated. The excess income was comprised of compliance violation fees, donation for picnic, late fees, legal fees reimbursed through collections process and other miscellaneous income. Total expenses were less than budgeted. Our healthy financial status helped to remove the contingency portion of budget this year.
- Fiscal year 2013-2014 Tax Filing Status: An extension was filed to complete taxes by March. Tax estimates were paid. The financial review for 2012-2013 is still not complete. Looking to file a breach of contract with CPA as he has not been responding to contact from the HOA and it is a new fiscal year. Once prior contract is terminated, our tax accountant's firm will complete the review however; will be more expensive than previously budgeted.
- Amy summarized the balances of all financial accounts, current delinquencies and collections accounts as of August 31st.
- The reserve study is being updated to reflect amount already included in this year's budget. The Board will request the review of reserve study in March in order to

have it complete by the time we finalize the budget in May. Major repairs such as sidewalk replacement will be coming around 20 years and the reserve study ensures we have the money to pay for projects when needed.

- Collection Procedures: *Resolution Number Six – Collection of Delinquent Assessments* was reviewed (updated from Resolution Number Two in 2011) which covers collections and set the late fees at \$35. Homeowners can review the CC&Rs at the Arbor Terrace Website: **www.arborterracehoa.org**

Committee Reports:

Architecture Review Committee (ARC)

- Board serves as the ARC for lots. No changes can be made to the exterior of the lots without the written approval of the Board as documented by the CC&Rs (4.2 – 4.4). Not following this is a compliance violation. Front and garage doors, windows, screens and sliding glass doors are not repaired or replaced on the Rowhouses by the HOA.

Compliance Committee

- Compliance walks will continue. Tracking compliance violations has been a work in progress. October – Amy; November – Rhonda; December - Dick
- Compliance violations will result for homes that have received first and second paint notice but have not been in contact with the Board. For owners who have not made arrangements to paint as of September 30th, we will send a written notice of the violation and include the \$35 fine.
- Tenants are encouraged to call the police if they witness any illegal or potentially hazardous activity on property. The Washington County non-emergency phone number will be posted to the website and is as follows: **Non-Emergent line - 503-629-0111**
- Compliance violations procedures were reviewed in *Resolution Number Four – Compliance Violation: Remedies and Formal Enforcement Procedures, Sanctions, Fees and Administrative Charges*. Compliance violation notices result in \$35 charge for the second notice, \$25 daily fine after third notice, and several options for action for additional notices including the probability of shutting off of internet service. Repeat violators are subject to fining immediately. For all tenant disagreements, a notice of appeal in writing must be sent to Melissa.

Landscape Committee

- The landscaping projects that need to be done were reviewed. Projects in the works include the tree trimming along SW Century, solving the drainage issues in the park by aeration of the large turf panels, the replacement of the rest of the irrigation controllers, other irrigation issues associated with tree roots and the bark installation for one-third of neighborhood. Some work may have to be put off for next year depending on budget allowances.

- Tenants should be aware that roots are breaking pipes in the neighborhood and should contact the Board with problems.

New Business:

- The annual meeting is coming up where three positions are up for election on the Board. Each position is for a two-year term.
 - Director - Richard Messenger
 - Director - Amanda McMillen
 - Interim Director & Secretary - Rhonda Diestel
- Proxy notices will be sent October 1st.
- Generic maintenance issues were discussed.
 - Rowhouse gutter cleaning to happen in November. Notices will be put on doors.
 - Vinyl fence cleaning on Community Park. Volunteers will be needed. Board determined this will take place **Sunday, October 19th - 2-4pm.**
 - Wood fence staining and repairs need to be done on portions visible to street.
 - Elevated sidewalks in the neighborhood need to be repaired.

Open Forum:

- Discussed concerns expressed to the Board by tenants and reiterated the need for tenants to also let the police know of issues observed in the neighborhood.

Next Meeting Date:

- Annual Board Meeting will be held November 19, 2014 at 6:00pm at the Sherwood Fire Station.
- Future Board Meeting are set for the same time and location on the following dates:
 - Wednesday, January 14, 2014
 - Tuesday, March 10, 2014
 - Wednesday, May 20, 2014

Adjournment:

- The Board meeting was adjourned at 7:17pm.

Executive Session

- Board President and Treasurer, Amy Boyle, called the executive session to order at 7:20pm.
- Accounts in arrears and compliance issues in the neighborhood were discussed.
- Successful collections were discussed.
- Executive session adjourned at 8:10pm.