

**Arbor Terrace Homeowner's Association
Board of Directors Meeting Minutes
September 23, 2015**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on Wednesday, September 23, 2015 at the Sherwood fire station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6:30pm.

Present:	Amy Boyle	President & Treasurer
	Rhonda Diestel	Secretary
	Richard Messenger	Director
Absent:	Amanda McMillan	Director
By Invitation:	John Turner	Turner Property Management

Owners present as indicated on sign-in sheet.

Call To Order:

- Board President and Treasurer, Amy Boyle, called the meeting to order at 6:37pm.
- Quorum was established per meeting guidelines.

Management's Report:

- Compliance violations are updated on google docs.
- Financials – discrepancy between reserves and money that came in for reserve payments. Off on transfers by \$10 and another account \$35 – as of June 30th financials. Need to also fix July and August.
- Presentation of changes from Prior & Hart's 2012/13 review and recommended journal entry adjustments caused the financials to become wacky. The financials as presented did not include adjusted journal entries for fiscal years 2013/14 and 2014/15 therefore statements are incorrect. Additionally, the review report from Mike Rebar does not provide the transparency expected by the Board. John recommended a firm that does financials in the manner we are accustomed to.

President's Report:

- After identifying many questions from the financial statements, Amy suggested The Board put Mike Rebar on hold until we decide how we are going to move forward. Rhonda and Amy will meet to review financials at Century 21 with John Turner.
- Tax return extensions have been filed for both federal and state.

Treasurer's Report:

- Financial reports are as of August 31st, 2015 (numbers are pulled from bank statement balances). Special assessments are being paid off by people selling homes. Plan is to keep the special assessments account high until then we can pay off the loan. Need to fix statements to write off bad debt for accounts that have been settled.
- All accounts have healthy balances.

Directors Reports:

- Dick
 - Proposal for reserve study review that is about \$1500. We have a new representative at Morrison Hershfield, Justin Barnhart. HOA recognizes the benefit of staying with this firm since they have the background knowledge of the rowhouses and other aspects of our association and is content to accept the proposal given to the board. Deadline for the study is March 2016.
- Rhonda
 - Neighbors had issues with yellow jackets and wasps. They continue to be a problem around Sherwood. There was also a problem with Paper wasps moving a large nest all over the neighborhood. Will discuss the possibility of being able to have a second treatment from Bugaboo next year.

Committee Reports:

Architecture Review Committee (ARC)

- There was no new requests and no more contact from someone wanting a weather vain.

Compliance Committee

- Reminder: Standard real estate for sale signs are allowed but **NOT** rental signs. Political signs are allowed at one per lot. See CC&R 4.12.
- Reminder: Holiday decorations are allowed 30 days before until 30 days after the holiday. See CC&R 4.17.
- Reminder: Garbage and recycling containers must be stored “out of public view” either in the garage or in the backyard by Sunday evening following pick up on Fridays. See CC&R 4.13.
- Paint compliance issues have mostly been resolved. Three homes are still receiving daily fines for not painting of the 34 on the original list.
- The board would like the homeowners to remember they can access the CC&Rs on the website: <http://www.arborterracehoa.org/>

Landscape Committee

- Arbor Vitae trimming posed an issue with many homeowners this summer. Admittedly, the trimming was excessive and not the best. Good thing is the plants will grow back.
- Bark mulch was applied to the entire neighborhood.
- Park Gazebo was repainted.
- Watering was on budget for the summer and will be shut off for the fall. In some areas, there will be problems down the road with some of the heads getting pinched. Eventually, some lines will be capped. The heads were put in before the landscaping and this is the resulting problem. It is expensive to move the heads so consideration will have to be made how to handle long term.
- Trees were taken down around the neighborhood and plantings are being planned.

Old Business

- Need to start getting proposals for new wood fences and form a committee to see the project through. Should consider putting in gates in the back for maintenance access. Need several concepts and proposals from fencing companies/ contractors. Present to board in March.
- Getting toppers for street signs to unify neighborhood is still a work in progress. Amy went to the city and found out that since there is no policy currently in place, the Board can help by creating a plan for a policy with a design concept to take to the city council, which is the next step.
- ACH payments were not so successful. The word nightmare was used. There were ten people who signed up for it in July and August. \$10/month was earned and the cost was about \$40/month. There was a problem with the data transfer on NW Bank's end. Will run one more month to see if transfers will work and are timely.
- Moss removal and gutter cleaning estimate by Snugs was lowest. Wanted one from Action Northwest and are still waiting. The plan is for this to happen at the end of November or beginning of December. Amy recommends we take Snugs proposal unless a lower one comes in. The caveat is that it is scheduled on a day and that crews meet with Board Member when they come on site.

New Business:

- Renters make up about 60% of the association. Amy discussed developing a Master Association and then a Sub Association that would represent rowhouses only to improve homeownership and accountability in the neighborhood. Proposed within this structure is the removal of services such as front yard landscaping and irrigation, which would provide 2 benefits; 1) decrease in HOA dues therefore improving real estate marketability of homes and 2) deter future investor purchases for rental properties therefore increasing the number of homes occupied by owners within the neighborhood. The CC&Rs would still be in place but the cost of compliance with the CC&Rs would be left to the homeowners. Future problems with watering of private lots could also be eliminated if the board no longer funded the cost per homeowner. Note: this would not apply to the Rowhouses. The Board discussed other Associations that have the Master - Sub Association structure. Necessary to make changes to the CC&Rs for future of HOA as it has become.

Upcoming Meetings:

- The next Board Meeting is set for 6:30pm in the same location on the following date:
 - Wednesday, November 11, 2015.
 - Elections will be held – seats occupied by Amy Boyle and Amanda McMillan expiring.

Adjournment:

- The Board meeting was adjourned at 8:13pm.

Executive Session:

- Executive session was held until 8:40pm.