

**Arbor Terrace HOA
Board of Directors Meeting Minutes
September 25, 2019**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on September 25th, 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:	Amanda McMillian	Director

Owners present as indicated on sign-in sheet.

Call to Order:

- The meeting was called to order at 6:30 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 / Treasurer's Report:

- Account balances as of 8/31/2019 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 2 delinquent accounts less than 30 days. The Board is actively pursuing all delinquencies via the HOA's collections procedures.
- Taxes – C21 in conversation with CPA.
- Delinquent Accounts – tracking with progress in collections.
- Collections – Communications with attorney

Committee Reports:

Architecture Review Committee (ARC)

- Nothing to report

Compliance Committee

- Smoking policy discussion - Board reviewed responses from previous smoking survey. Additionally, Board heard homeowner comments regarding cigarette smoke, BBQ smoke and backyard fireplaces. Board agreed to look at county policies regarding smoking and distances from doors, windows and air intakes. Board also agreed to look into creating regulations regarding backyard fireplace fuel as well as BBQ/smoker hours of operation and distance from all residential openings.
- Exterior maintenance – Board has noted issues throughout the HOA in regard to gutters and downspouts. Rainwater runoff is destroying landscaping as well as flooding sidewalks and streets. Homeowners will soon be receiving compliance notices regarding mandatory exterior maintenance. Additionally, many homeowners may receive notices regarding the need to repair and paint their home's exterior by the end of next summer, 2020

**Arbor Terrace HOA
Board of Directors Meeting Minutes
September 25, 2019**

- Parking concerns – Homeowners frequently reach out to the Board in regard to parking concerns within the neighborhood. All street parking, aside from the alleyways, is public parking. Laws which pertain to public streets such as parking distance from stop signs as well as access to hydrants, mailboxes and sidewalks, are governed by our police department and any violations should be directed to the non-emergency police line. The Board also heard complaints regarding semi-truck parking on SW Baler Way in front of the Community Park. Board member Jean Payne advised she would reach out to the City to discuss parking restrictions in the area to address these concerns.

Landscape Committee

- Board reviewed recent and on-going landscape project in the Harvester section of the neighborhood.
- Board answered homeowner questions regarding flagged shrubbery within the neighborhood.

Old Business:

- Summer HOA maintenance reviewed – sidewalk shaving, mailbox cleaning, landscape and irrigation improvements.

New Business:

- Fall Maintenance Items
 - Rowhouses
 - Gutter repair as needed – Board directed C21 to reach out to a few contractors in regard to possible re-hanging of rowhouse gutters to solve slope issues.
 - Inspect, clean, caulk and paint touch up pillars on rowhouses – attempts at scheduling contractors this summer were unsuccessful. Board directed C21 to reach out for estimates in preparation for next summer.
- Board vacancy
 - Board member Rhonda Diestel resigned mid-term. Motion by David Baehler to elect Jessica Elliott as an interim Board member to fill Rhonda's vacancy through October 2020. Seconded by Jean Payne and unanimously approved.

Open Forum:

- Homeowner with specific question regarding compliance violation – deferred for private hearing after Board meeting adjourned.

Next Meeting Date:

- November 7, 2019 – 6:30 pm at Sherwood Fire Station

Adjournment:

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