

**Arbor Terrace Homeowner's Association
Board of Directors Meeting Minutes
November 19, 2014**

Minutes of the Board of Directors meeting of Arbor Terrace HOA held on November 19, 2014 at Sherwood fire station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6PM.

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 6:06 pm.
- Quorum by proxy was established per meeting guidelines.
- Proof of notice is posted on the website.

President's Report:

- *Reserve study:*
 - Completed by Morrison Hershfield for the 2015-2016 fiscal year.
 - Contributions towards reserves will increase.
 - Budget analysis of expenditures to be done to find offsets to the increase within the budget.
 - Full reserve study is posted on the website. www.arborterracehoa.org
- July and August discrepancies on financial statements were resolved and the financials were updated.
- Fiscal year end documents were also finalized.
- *Financial Statement Review:*
 - Termination of Contract with Ihde CPA signed. The firm was not able to complete the financial statement review for the 2012-2013 fiscal year due to complications surrounding embezzlement. Negotiated settlement 25% of original contract.
 - Signed contract for completion of the review with Prior & Hart CPA. This is the firm that has been doing our tax returns.
 - Review should be completed by December 5, 2014.

- The following were renewed and are all current:
 - Business License with Secretary of State
 - Domain hosting through Go Daddy
 - Website hosting through Square Space
- Community maintenance:
 - Safe Sidewalk repaired and replaced sections of sidewalks along Harvester.
 - Fence repaired along Bronner Ln.
 - All HOA maintained exterior wood fences will be pressure washed and stained next year.
 - Community Clean Up:
 - Fence cleaned at Community Park, SW Baler and SW Century
 - Graffiti cleanup on SW Holland
 - Snugs Pro Wash completed gutter cleaning and repairs on row homes
- Homeowner Questions:
 - Row home garage floor cracking is responsibility of owner. See interior maintenance CC&R 4.6 & 4.22
 - Row home gutter leaking – repaired during gutter cleaning, clogged gutter. If you notice a problem, please let the board know.
 - Water damage to bark dusk from sprinkler on Baler Way issue not clear.
 - Roof vent leak on SW Holland. Charter Construction inspected problem and found damage was due to lack of vent cleaning by owner/tenant. No actual leak or defect identified.

Treasurer's Report:

- Paid down an additional 20% towards construction loan and re-amortized in October 2014. Paying down an additional 20% in January 2015 will decrease loan term from 163 remaining months to 120 remaining months
- Accounts in arrears – total 29 accounts (Processing 11 accounts through the attorneys & 8 are being sold or are in foreclosure)
- REMINDER TO ALL:
 - Late fee applied if **Payment In Full** not received by the **10th of each month.**
 - 10-Day Demand Letter from Turner on **day 31**
 - Internet shut-off at **day 45**
 - Follow-Up with Board at **day 60** for attorney review
- Point of clarification: the Reserve cover capital expenses not operating.
 - For example, the Tamaracks have metal fencing that is covered by the reserve contribution specifically for the Tamaracks

Committee Reports:

Architecture Review Committee

- Nothing to report

Compliance Committee

- Compliance walks will continue. Tracking compliance violations has been a work in progress. Major issue with garbage cans being left in driveway.
- A motion was made and seconded to have Rhonda be the chair of the compliance committee. Board will purchase and utilize triplicate forms on door for new compliance issues.
- Melissa to send out an email to all homeowners reminding of compliance basics such as putting garbage and recycle bins away.
- CC&R 4.17 – Holiday lighting/decorations are allowed 30 days pre and post holiday.
- Compliance walks will include citing exterior maintenance – such as:
 - Garage door inserts broken or missing
 - Items in windows such as towels and tin foil
 - Signs in yards for campaigns that are over
 - Screens needing to be repaired due to birds.
- Board will work to provide information for repairs for compliance issues.
- Paint notices – currently 23 homes not in compliance – daily fining since past two months. Review again in spring the potential repainting of some homes with the cash that has been collected with the homeowner being billed for reimbursement.

Landscape Committee

- Completed projects:
 - Cherry tree trimming along SW Century
 - Crane fly treatment
 - Large turf panel aeration to resolve drainage issues in park
 - Hazardous Cypress tree on SW Harvester and SW Langer Farms was removed
- Upcoming projects:
 - Hazardous tree removal – SW Baler and SW Century and will need to be removed next year
 - Pest treatment – Spring 2015 for aphids & lacewing
 - Moss treatment – Spring 2015
 - Neighborhood wide mulch – Summer 2015
 - Expect many irrigation repairs next year.
 - Aphids and lacewings delayed until spring
- Landscapers monthly maintenance is limited during winter months, will only be on property 1-2 times per month through winter.

New Business:

- Members of the board shall be prepared to share a report of what they have done in support of the board since the prior meeting.
- Tree trimming along walkway and backyards of SW Silo row homes. Board to reach out to apartment manager to clear them. Rhonda will begin communication. Please contact board for concerns.
- *Arborist is available for individual homeowners as well.*
- Refuse bags still being refilled.

Annual Meeting Election:

- Three seated:
 - Richard Messenger (Director)
 - Rhonda Diestel (Secretary)
 - David Baehler (Director)

Open Forum:

- Discussed thank you to Amy for doing an awesome job and to the board for all the work it does.
- Payments online? Some known downsides but will look into examining options available now and safeguards.
- Services with the bank need to be reviewed and updated, if necessary.

Next Meeting Date:

- The next Board Meeting will be held at the Sherwood Fire Station on
 - Wednesday, Jan 14, 2015 at 6:30pm
- Additional Board Meeting Dates are set for 6:30pm on:
 - Tuesday, March 10, 2015
 - Wednesday, May 20, 2015

Adjournment:

- The Board meeting was adjourned at 6:48 pm.