

**Arbor Terrace HOA
Board of Directors Meeting Minutes – Annual Meeting
November 12, 2013**

Annual minutes of the Board of Directors meeting of Arbor Terrace HOA held on November 12, 2013 at the Sherwood fire station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6PM.

Present: Courtney Atwood President
 Richard Messenger Secretary
 Amy Boyle Treasurer
 Amanda McMillian Director
 Vacant Director

By Invitation: John Turner, Turner Property Management
 Melissa Lappin, Turner Property Management

Owners present as indicated on sign-in sheet.

Call To Order:

- The meeting was called to order at 6:02PM by Board Treasurer, Amy Boyle and quorum established as per annual meeting guidelines.

Accept or Amend Agenda:

- The agenda was approved by unanimous decision.

2012 Annual Meeting Minutes:

- 2012 Annual Meeting Minutes have been distributed to all homeowners via email and can be found on the HOA's new website, www.arborterracehoa.org

President's Report:

- Courtney Atwood encouraged all homeowner's to hold on to their questions and comments until the end of the meeting during our Open Forum so as to keep our Board meetings on task and timely.

Treasurer's Report

- Amy Boyle summarized the Association's financial status to date.
- The September financials have been reviewed and returned to Turner Northwest for amendments.
- The Board will be making an extra payment towards the principal on the row house reconstruction loan from homeowner Opt C payoffs. This will decrease the term of the loan however; we are limited to 20% of the loan value annually.
- Ihde & Ihde CPA has been contracted to perform an independent financial review for our fiscal year 2012 financials.

Committee Reports:

Architectural Review Committee

- A walk-through of the single family homes was recently performed and over half were found to be in need of new paint. Amy recommended that a courtesy notice be sent to all affected homeowners, notifying them of the need to repaint as per the Association's CC&R's. Amy will draft the notice and provide to Turner for disbursement.
- Discussion regarding the possibility of a group discount should homeowner's wish to join together was discussed and Amy will follow up with local paint contractors to obtain rough estimates.
- Further follow-up with homeowners will occur in late winter and will outline timelines and requirements.

Landscape Committee

- All neighborhood tree-trimming has been completed.
- The City of Sherwood has yet to replant the bed along SW Century and SW Langer Farms Parkway. Amy will follow up with the City representative to obtain a timeline for replanting.
- Irrigation has been turned-off and Amy recently handed over maintenance of the irrigation system to Grounds Northwest. In the spring, should you have issues with your front yard irrigation, please contact the Board as usual.

Compliance Committee

- Board members will be conducting community walk-throughs the first and third Mondays of every month to monitor compliance of the Association's CC&R's. Violations will be forwarded to Turner Northwest for notification to homeowners.
- The Board is working on obtaining a notice which can also be posted to front doors when a violation occurs. Amy will follow up on this option.
- Please visit the website, www.arborterracehoa.org, to obtain information regarding our CC&R's as well as common compliance violations.

Unfinished Business:

- Rowhouse gutters will be cleaned and moss treated on roofs Monday, November 18th and Tuesday, November 19th by Snugs Pro Wash.
- A solar motion sensor was installed in the alley at the end of Holland Ln and the park bench was removed to guard against further loitering and littering. This has mitigated the problem.

New Business:

- Nothing to report.

Elections:

- The terms of Courtney Atwood and Amy Boyle were expiring and one vacancy remained on the Board for an interim Director to replace the position which was vacated by Director David Wagner at the September Board meeting.
- Ballots were cast and counted.
- Both Courtney Atwood and Amy Boyle were re-elected to the Board.

- Homeowner, Rhonda Diestel, volunteered to serve as interim Director for the vacant position.
- The Board thanked Rhonda for her willingness to serve and welcomed her to the Board.
- Positions of Officers and Directors were reorganized as follows:
 - Amy Boyle – President and Treasurer
 - Rhonda Diestel – Secretary
 - Courtney Atwood – Director
 - Amanda McMillen – Director
 - Richard Messenger - Director

Open Forum:

- The following topics were discussed during the Open Forum:
 - Tenant issues were discussed. Any homeowner having issues with tenants should contact Turner Northwest for assistance.
 - The sentencing of David Kobbeman, former CFO of NW Empire is scheduled for Tuesday, January 21, 2014 at 10:00 am in the U.S. Federal courthouse in Portland. Owners who are interested in attending should contact the Board for further details.

Next Meeting Date:

- The next Board Meeting is scheduled for Tuesday, January 14th 2014 at 6:00 pm.

Adjournment:

- Upon motion by Amanda McMillen and seconded by Courtney Atwood, the Board meeting was adjourned at 6:56pm.