

**Arbor Terrace HOA
Board of Directors Meeting Minutes – Annual Meeting
December 11th, 2012**

Annual minutes of the Board of Directors meeting of Arbor Terrace HOA held on December 11th, 2012 at the Fire Station, 15440 SW Oregon Street, Sherwood, OR 97140 at 6PM.

Present:	Amy Boyle	Treasurer
	Amanda McMillian	Secretary
	David Wagner	Director
	Richard Messenger	Director

Present via Phone Call-In: Courtney Atwood President

By Invitation: John Turner, Turner Property Management

Owners present as indicated on sign-in sheet.

Call To Order:

The meeting was called to order at 6:03PM by Board Treasurer, Amy Boyle and quorum established as per annual meeting guidelines.

Accept or Amend Agenda:

The agenda was approved by unanimous decision.

2011 Annual Meeting Minutes:

2011 Annual Meeting Minutes were read by Richard Messenger and approved by the Board.

Officer's Report:

Treasurer, Amy Boyle summarized the association's financial status to date.

Insurance Claim Update:

Insurance claims regarding the NW Empire embezzlement have been finalized and the Association received it's stolen funds at the end of November and has been made whole.

Committee Reports:

Construction Defect: Insurance money was received in November and project will commence 01/02/2013. Charter to post notices on homeowner's/tenant's doors ASAP.

Landscape: 33 diseased / dangerous pear trees were removed on 12/21/12. Replanting is scheduled for the spring and the new species will include Japanese Snowbells, Fairway Sugar Maples and English Hornbeams.

Introduction of Turner Property Management

Board to sign an “accounting only” contract with Turner Property Management with possibility of adding duties in the coming months.

Row Home Special Assessment:

The board voted to table approving the resolution because final confirmation of total cost of construction would not occur until after Charter reviewed all attics for extent of mold at the Board's request. The attic inspections will take place within the month of January 2013.

Elections:

3 board positions were to be filled. The terms of Amanda McMillen, David Wagner and Richard Messenger were expired. All were re-elected

- Amanda McMillen – Board Member
- David Wagner– Board Member
- Richard Messenger – Secretary

Open Forum:

The following topics were discussed during the Open Forum:

- Painting of iron fences will take place this year.
- “Beatification” of neighborhood to occur this upcoming year.
- Board requested homeowner assistance with committees, and discussed possible “Community” committee to plan community events and community service. No community response at this time.

Next Meeting Date:

The next Board Meeting is scheduled for January 22nd 2013. Location to be determined.

Adjournment: Upon motion made by David Wagner and seconded by Amanda McMillan, the Board Meeting was adjourned at 6:56PM.