



Oak Hills Home Owners Association News

October 2012

www.oak-hills.net

Special Meeting for CC&R Changes Oct. 16

by Sara Bourne, OHHA Director

On Oct. 16, 2012 from 7-9 p.m. the Oak Hills Home Owners Association will hold a Special Meeting at the Oak Hills Church. The purpose of this meeting is to present, discuss and vote on proposed changes to the governing documents of Oak Hills.

In the coming week you will receive a letter providing official notice of the meeting as well as an outline of the proposed changes and the resulting impact. The full Draft of proposed changes will be posted on the www.oak-hills.net website on the "Documents" page. The full Draft is over 30 pages and needs to be printed in color to view the additions and omissions. The cost to print and mail copies to 650 homes is extremely prohibitive. Therefore, we

request that you download the Draft and bring it to the Special Meeting on Oct. 16. The official voting ballot will contain all proposed changes. Copies of the ballot will be provided free of charge and can be picked up at the Special Meeting, or requested by calling Myra Lee at 503-439-6140. Two additional Q&A Open Houses will be scheduled before voting ends. Check the notice board and website for dates.

Voting will take place online via a secure website hosted by law firm Vial Fotheringham. The online voting tool will be demonstrated at the Special Meeting and voting will be open after the meeting for a period of two weeks. **Mailed ballots must be postmarked by**

NOVEMBER 9, 2012. Online voting will close at midnight.

The proposed changes are the result of almost two years of work by the RDR Review Committee, the Oak Hills Board of Directors and our legal counsel. Proposed changes aim to either clarify documents, keep them consistent with modern legal practices, or reflect the perceived desire of the neighborhood as based on survey results and an extensive RDR Committee review process. Please read all proposed changes carefully and attend the Oct. 16 meeting with any questions or concerns. As a reminder, the CC&R's require 75% approval of votes cast and the Bylaws require 51% approval of votes cast to pass.

DOWNLOAD DRAFT CHANGES: http://www.oak-hills.net/Oak_Hills/Documents.html

REQUEST BALLOT or QUESTIONS: Call Myra Lee at 503-439-6140

MAIL-IN BALLOT TO: OHHA, c/o Community Management Inc., 2105 SE 9th Ave., Portland, OR 97214

VOTE ONLINE: Oct. 16 - Nov. 9, 2012 www.vf-law.com/oakhills

Michelle Schnoor Resigns from Board

by Linda Kitchin, OHHA President

As you will read on Page 2, Michelle Schnoor regrettably has resigned from her Board position. On behalf of the Board I would like to thank Michelle for being such a huge asset to Oak Hills and a valued team member of the Board.

Each time we drive by a speed display sign we will be reminded of

all the hard work she put into helping Oak Hills and making it such a great and safe place to live. Michelle also worked very hard on improving communications between the Board and homeowners, setting up the newsletter, email lists, getting us on Facebook and on the website too. Communications outside of

Oak Hills were also stepped up with Michelle's media contact list and press releases. There is so much more that she has done for Oak Hills and Michelle will be sorely missed.

It now falls to the Board to replace the Secretary position until the

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Thank You, Oak Hills, for Your Support

by Michelle Schnoor, OHHA Director

Much has changed since I decided to run to serve as a Board member for the Oak Hills HOA. The biggest change was that of my five-year-old son, Keagan's, Type 1 diabetes diagnosis when he was four, the second being his enrollment at Oak Hills Elementary as a Kindergartener with others now being responsible for the majority of his daily care. Due to these two things, I've come to the difficult decision that it is in the best interest of both of my boys to be more involved at Oak Hills Elementary. As it's impossible to serve both the school and on the OHHA Board; my priorities have to lie with my boys, so the time has come for me to resign from my position as OHHA

Secretary. I am disappointed to resign short of my three year term coming to an end, but the last two and a half years have been a definite learning experience with the opportunity to meet so many of my neighbors and work with many of you. For that I am grateful.

I appreciate having had the opportunity to serve Oak Hills and I appreciate all who supported me in doing so. Our current Board was a joy to work with and all of them give countless hours, energy and emotion towards Oak Hills. I value their contribution and appreciate all they have done. If you happen to see Linda, Dan, Joe, Sara, Elizabeth, Jim, Brad or Dave on the street, please take a moment to thank them.

It wasn't until being a part of the Board that I truly came to realize all the time and energy it entails. These eight people have nothing but Oaks Hills best interest at heart and our community is what it is due to them. Thank you.

I know I'll see many of you in the halls and on the playground of Oak Hills Elementary -- and for the rest of you, I hope to cross paths at the pool, on the street, and at neighborhood events. I love our community and am grateful for the time I spent on the HOA Board. I look forward to being able to continue to serve through the Oak Hills PTO.

Thanks for all your support these last two and a half years!

Second Annual Garage Sale a Success

by Dan Smith, OHHA Vice President

The Community Garage sale was a great event with over 60 homes participating. I want to recognize Ginny Hanson for her efforts in making it happen. Ginny organized

the event, collected the names, coordinated the maps, and ensured that signs were placed around the neighborhood. She was also responsible for the ads in the

newspapers. Thank you, Ginny, for your hard work and dedication in making the garage sale a success.

Thank You, RDR Review Committee

by Linda Kitchin, OHHA President

At the Board meeting on Sept. 5, the Board decided to disband the RDR Review Committee. The Review Committee has completed its mission and purpose as set forth by the Board, and on behalf of the Board I would like to thank the committee members for all their hard work. The committee was established in October 2010 and they have spent many, many hours reviewing our CC&Rs, the Bylaws, Articles of Incorporation and the OHHA Policies and Procedures. There have been numerous subcommittee meetings, full committee meetings, meetings with

the Board and attorneys, as well as a survey to all homeowners and open house meetings with the homeowners. It has taken two years and we are almost ready to present the changes and additions to homeowners to update our documents, which have not been addressed for 40 years.

Huge thanks go to Myra Lee the Chair of the RDR Review Committee, who, with some of the other members, will continue to work on our Policies and Procedures Manual. Our thanks also go to all the members of the Committee:

Myra Lee, Chair
Sara Bourne
Janet Busby
Tim Cairns
Bob Erickson
Paige Gogonian
Dawn Hehman
David Johnston
Duncan Kitchin
Charles Marshall
Gale McArthur
Kristin Parks
Jim Poland
Bill Pollock
Nancy Smith
Tyson White

Draft Minutes:

Oak Hills Home Owners Association Meeting -- September 5, 2012

**MINUTES OF THE BOARD OF DIRECTORS'
MEETING OF THE OAK HILLS HOMEOWNERS'
ASSOCIATION HELD ON SEPTEMBER 5TH, 2012
AT THE OAK HILLS CHRISTIAN REFORMED
CHURCH, MEETING ROOM, 2815 NW FOREST
AVENUE, BEAVERTON, OREGON AT 7:00 PM.**

PRESENT: Mrs. Linda Kitchin, President
Mr. Dan Smith, Vice President
Mrs. Sara Bourne, Secretary
Mr. Joe Welsh, Treasurer
Mrs. Elizabeth Chapin, Director
Mr. Brad Buchholz, Director
Mr. David Busby, Director
Mr. Jim Erzen, Director
Mrs. Michelle Schnoor, Director

BY INVITATION: Mr. Larry Thompson, Insurance
Agent, **AMERICAN FAMILY INSURANCE**
Mrs. Nancy Hedrick, Tax and Financial Manager
CURRIE & MCLAIN, P.S.
Mrs. Diane Wood, Community Manager CMCA,
AMS, PCAM, CAMP
COMMUNITY MANAGEMENT, INC.
AAMC

Owners as listed on the sign-in sheet.

I. CALL TO ORDER

The meeting was called to order at 7:05 pm by President Kitchin.

II. INSURANCE RENEWAL - AMERICAN FAMILY INSURANCE, LARRY THOMPSON (SEE ATTACHED)

Larry Thompson reviewed the renewal of the insurance policy with American Family Insurance at an annual premium of \$5,496.00. The Board of Directors expressed interest in obtaining more details for worker's compensation coverage for Board members and a quote that will be comparable to the current policy with Liberty Insurance.

AGREED

Thompson will obtain a comparable bid for workmen's compensation coverage and will rebid the Fidelity Bond quote based on a final estimate of funds received from CMI Wood.

III. 2010/2011 ANNUAL REVIEW – CURRIE AND MCLAIN, LLP – NANCY HEDRICK

Nancy Hedrick, Auditor for Currie and McLain, PS. reviewed the process they follow to perform a review and reported there were no deficiencies found in the year end review of September 30th, 2011.

Nancy Hedrick provided a proposal for 2012/2013 audit/review to the Oak Hills Board of Directors.

IV. HOMEOWNERS COMMENTS/ISSUES

Myra Lee notified the sheriff's department that someone was driving through the neighborhood aiming a laptop out of their window, possibly searching for Wi-Fi service. No specific information has been received thus far regarding the incident, however Neighborhood Watch will be notified.

Darla Castagno inquired about an update on the pool vandalism. Vice President Dan Smith stated that they have indentified the person who vandalized the pool. The party will be given an opportunity to pay for damages and apologize; or be prosecuted. The damages incurred were approximately \$500.00. Smith will consult with the Board to determine which course of action they may take for retribution.

Dawn Hehman reported that a person of interest was seen loitering at the Oak Hills playground. As this person was a resident, Kitchin and Buchholz will meet with the family of the resident.

V. APPROVAL OF MINUTES

AGREED

Schnoor moved to approve the minutes from the Board Meeting held on August 16th, 2012. Motion seconded by Kitchin and carried with Welsh and Bourne abstaining vote.

VI. FINANCIAL REPORT (SEE ATTACHED)

Treasurer Welsh presented the Financial Report. A Budget Meeting of the Finance Committee will be held on held September 18th, 2012.

CMI Wood presented the Vial Fotheringham Collection Report to Linda Kitchin and Joe Welsh.

VII. COMMITTEE REPORTS

A. West Side Bike Trail – Elizabeth Chapin

An Oregonian article had misinterpreted the Association's position on the Bike Trail stating that Oak Hills was opposed to it rather than reporting that a survey had been taken that did not result in a clear

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September 5, 2012 Draft Minutes *continued from Page 3*

direction of support from the community. Schnoor and Chapin had met with Metro representatives Robert Spurlock and his supervisor, Mary Ann Cassin to introduce them to the layout of the community, to give context to neighborhood concerns regarding the proposed trail, and to inform them of the pending application as a designated Historic District. Chapin recommended that Darla Castagno meet with Spurlock and Cassin to speak with them regarding the Historic District designation. Castagno reported she is meeting with SHIPO soon and will invite Spurlock to attend. Robert Spurlock is attending the Board Meeting scheduled for September 20th, 2012 to further review the project plans.

B. RDR Committee – Sara Bourne

Association Attorney, Kevin Harker, Vial Fotheringham will have a draft of the revised CC&Rs for the Board's review in September. In order to be prepared for the tentatively scheduled Special Owners' meeting of October 16th, the Board must review and approve the final document so that it can be submitted to the owners for vote. Discussion followed regarding a possible third Board Meeting in September.

AGREED

The Board will review the draft prepared by Attorney Harker and schedule additional Board Meetings as needed as well as the Special Owners' Meeting.

C. Secretary - Michelle Schnoor

Sixty (60) homes are participating in the Community Garage Sale scheduled for September 8th and 9th, 2012.

D. Appointment of New RDR Committee Members - Myra Lee

The task of the current RDR Committee members has been fulfilled and Lee would like to appoint new committee members for the next stage of the project.

AGREED

The Board approved the request and instructed Lee to present a list of recommended committee members.

E. Architectural Review – Sara Bourne

The beautiful poplar trees at the entrance of Oak Hills will be removed by the owner as they have died.

E. Internal Affairs – Brad Buchholz

- Reports of a nuisance in a yard with a basketball hoop.
- Kitchin and Buchholz will have a meeting with a resident that is banned from the green space.

F. Maintenance – Jim Erzen

- The last weekend for the drop boxes will be on October 28th, 2012.
- Two temporary workers in the Maintenance Department will complete their assignment as of September 7th.

- Custom Pools was notified via registered letter that certain items were not completed to the satisfaction of the Association and that they must be corrected within thirty days or the matter will be referred to the Contractor's Board for resolution. The contractor agreed to resolve the outstanding issues after the closing of the pool. Vice President Smith stated that if the corrections are not made to the satisfaction of the Association within thirty (30) days, the Contractor's Board will be notified. Erzen reported Custom Pools will be advised accordingly.

VIII. HISTORIC DESIGNATION

The consultant, URS will tour the Oak Hills neighborhood on September 11, 2012 in preparation of their nomination submittal for the Historic Designation.

IX. RECREATION DEPARTMENT

The Board reviewed various issues, concerns, suggestions and recommendations from homeowners and staff regarding the action items at the Recreation Center. President Kitchin recommended a sub-committee of Board Members focus on the issues raised and make a recommendation to the Board.

AGREED

It was agreed Recreation Director Dave Busby will work with the Finance Committee Members (Elizabeth Chapin, Dan Smith and Joe Welsh) to review the procedures of the Recreation Department. They are to prepare a consolidated list of items and recommendations for the Board's review prior to the next meeting.

X. 2012/2013 BUDGET

Discussion followed regarding the need for a wi-fi and computer at the Pool and/or the Maintenance Department.

AGREED

It was agreed an article will be placed in the next newsletter asking if any homeowners have a laptop or computer that they would be willing to donate to the Association. The purchase of a computer and wi-fi will be considered in the budgeting process for 2012/2013.

XI. NEWSLETTER

It was noted the deadline for submittal of articles for the newsletter is September 24, 2012. Director Schnoor will send out a communication regarding newsletter topics to the Board.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:15 PM.

Review of Recreation Programs Planned

by Joe Welsh, OHHA Treasurer

Though still very much in the planning stages, a review of the Oak Hills recreational programs is going to be worked on through a joint effort of Dave Busby, OHHA Board Recreation Director, and the three member OHHA Finance Committee

of Dan Smith, Joe Welsh, and Elizabeth Chapin.

If you have feedback on any of the recreational programs, including special events and pool activities, please direct it to any of the Board members, and in particular to Dave

Busby or Dan Smith, Board Vice President.

In the meantime, due to budget constraints, recreation programs run by Doug Castagno, Pool/Rec Center, have been temporarily suspended and will be handled by Dave Busby.

Internal Affairs Reminder: Political Signs & Drop Box

by Brad Buchholz, OHHA Director

Political signs are allowed only if:

1. signs must not be larger than 18 inches by 24 inches in size;
2. the placement of the sign may not interfere with sight patterns;

3. no more than one sign per candidate or issue per property may be displayed;
4. signs must be removed within two days following the election.

The last day for the Yard Debris Drop Box will be Sunday, Oct. 28, from 9 a.m. - 5 p.m., so please take the opportunity to trim any overgrown or over-sized bushes.

RV Lot and Westside Trail Updates

by Elizabeth Chapin, OHHA Director

RV Lot Renewals

Renewal letters for 2013 will be coming to current RV lot members during the month of October. There may be modest changes to this year's contracts, so please review them carefully. If you will not be renewing, please contact me at chapin.99@gmail.com.

There is currently limited space in the RV lot for a variety of sized vehicles up to about 20-25 feet in length. If you have a vehicle longer

than that, you can be put on the waiting list. The cost for the RV Lot is \$6/linear foot of the entire vehicle/per year, so a 20 foot vehicle costs \$120/year.

Westside Trail Open House

The next Westside Trail Open House is scheduled for Monday, Oct. 29 from 6-8 p.m. at Stoller Middle School, 14141 NW Laidlaw Road. There will be a short informational presentation at 6:15 p.m.

Robert Spurlock, Assistant Trails Planner for Metro, gave a presentation at the Board Meeting on Sept. 20 and answered questions from homeowners regarding various aspects of the trail planning process.

The Open House is an opportunity to present specific concerns regarding the trail and to gain a more in-depth overview of the project. He can also be reached by phone at 503- 813-7560 or via email at robert.spurlock@oregonmetro.gov.

Summer Fun Zone Closes for the Season

by Dave Busby, OHHA Director

Once again a safe and successful summer season came to a close in early September. It wouldn't have been possible without the tireless dedication of Doug Castagno, our Recreation Director, the diligence of our lifeguard staff, and the enthusiastic coaching from Pete, the head swim team coach.

Swimming and tennis lessons, swim team, water polo, scuba, and Pilates, all bring revenue to Oak

Hills as well as create fun for children and families.

The annual Hawaiian Luau, Star Gazing, and concerts bring our community together as well as raise revenue. The chili cook-off spices up a concert crowd, and this year's first brew-off was enjoyed by many. The Oaks Club entertained a hearty group of walkers throughout the summer with long sunset walks and some post workout treats!

Needing to reserve the gym for an event? Reservations are required and it is booking fast. Call the Rec office today at 503-645-4303, or email us at oakhillsrec@aol.com!

If you are a neighbor who missed out on these "something for everyone" events...there is more to come! The Holiday Bazaar is just around the corner and we will re-open next summer for more fun!

OHHA SPECIAL MEETING

Purpose: to present, discuss and begin online voting on changes to OHHA governing documents
 Tuesday, October 16, 2012 -- 7-9 p.m.
 Oak Hills Christian Reformed Church, 2815 NW Forest Avenue
Please see Page 1 for complete information.

Resignation, *continued from Page 1*

Annual Meeting in May, when the Board position will come before a homeowners vote. Currently the Secretary is responsible for the taking of the minutes for the “work party” Board meetings. The preparation of the minutes from the “regular” Board meetings are done by CMI. The Secretary oversees the

updating of the website and communications to homeowners such as the newsletter, emails and Facebook postings as well as any communications required outside of Oak Hills on behalf of the Association.

The Board meets on the 1st Wednesday and 3rd Thursday of

each month, as well as additional meetings when required. The Secretary may also be involved in any subcommittee of the Board.

If you are interested in joining the Board, or if you have any questions about the position then please contact me: 503-466-2149 or linda@kitchinonline.com.

Volunteers Needed for Halloween Party

by Linda Kitchin, OHHA President

At this time I am sad to report that no one has come forward to organize the Halloween Party for the neighborhood. It would be a great shame if we no longer had the children’s parties that have been a long running part of the history and sense of community of Oak Hills.

There is still time. The party should take place on either Saturday, Oct. 27 or Sunday, Oct. 28 and we have most of the supplies needed to make it a great deal of fun for the children of Oak Hills.

If you or you and some friends can find a few hours to set this up then

please let me know:
linda@kitchinonline.com.

If you are able to help with the decorating for the party or help on the day then also let me know so that we can have some help in place for when a volunteer comes forward.

Oak Hills Home Owners Association Board of Directors

Linda Kitchin President	President	2465 NW 145th Avenue 503-466-2149	linda@kitchinonline.com
Dan Smith Vice President	Operations	2845 NW 154th Avenue 503-690-7597	dan@comsmiths.com
Joe Welsh Treasurer	Treasurer	503-729-8622	joseph.t.welsh@gmail.com
open Secretary	Communications		
Sara Elizalde Bourne Director	Architectural Review	15435 NW Perimeter Drive 503-789-2048	saraebourne@gmail.com
Brad Buchholz Director	Internal Affairs	15200 NW Perimeter Drive 503-533-5765	buchholz.brad@gmail.com
Dave Busby Director	Recreation	3010 NW 151st Place 971-244-3288	buzzb1955@gmail.com
Elizabeth Chapin Director	Urban Liaison & RV Lot	503-533-5403	chapin99@gmail.com
Jim Erzen Director	Maintenance	15368 NW Wooded Way 503-758-3847	jim.erzen@us.army.mil

Your source for all things Oak Hills related: www.oak-hills.net or [Facebook.com/OakHillsHOA](https://www.facebook.com/OakHillsHOA)