



OAK HILLS HOMEOWNERS ASSOCIATION BOARD NEWSLETTER

November 2010



www.oak-hills.net

CC&R Review Committee Begins Work

The Oak Hills Board of Directors appointed a Committee to review the official documents of Oak Hills at the October Board meeting – more specifically the document known as the Oak Hills CC&R's. This original document took on a different name in 2001 when it was titled the Restated Declaration of Restrictions. Consequently, the Committee is more appropriately called the Restated Declaration of Restrictions [RDR] Review Committee and is chaired by Myra Lee. Everyone is excited to have finally begun this important work!

At the first full committee meeting, in October, 13 of the 16 appointed members were present. There was a very good discussion about the mission and scope of work and about the Ground Rules. Some wanted some minor changes and others wanted to use Robert's Rules of Order. This discussion will be taken up at the next full meeting. The Committee had very good suggestions for the mission statement which will be presented to the Board for ratification at the next monthly Board meeting.

The Subcommittees and their assignments were discussed. The Subcommittees are: Research and Data Collection, Legal Review, Articles I to V and IX to XIII, and Articles VI to VIII. Although the Subcommittees have distinct areas they are responsible for, any member can attend and participate in any discussion of any of the other Subcommittees as they are open meetings. The Chairs of the Subcommittees will schedule meetings over the next couple of weeks. Myra Lee will report out to the Board at their next monthly meeting. Since facilities to meet in Oak Hills are very limited most of these Subcommittee meetings will be held in homes for now. Please notify Myra Lee so she can inform the Subcommittee Chair so they will know how many to expect.

The Research and Data Collection Subcommittee is creating a website as its first effort so that the work is transparent to both the Board and homeowners. It is hoped that homeowners will take an active interest in the review of our community's official documents. On this site anyone can find out who is working on this review and what is being worked on at any given time. Additional detail will be provided over the next month.

The Oak Hills RDR Review Committee is eager to solicit feedback from homeowners in an ongoing manner. The web site will provide an invitation to "Join Our Discussion" on the Oak Hills Neighborhood Discussion Board. You will be able to use this link as one method to let the Committee know your thoughts and opinions.

Also, be sure to watch for future opportunities to express your desires to the Committee through a variety of formats. The Review Committee is very committed to considering a broad spectrum of viewpoints and making recommendations for positive changes that will serve the Oak Hills community well into the future.

RDR Review Committee members

Myra Lee– Chair	Bob Erickson	Duncan Kitchin	James E Poland
Sara E. Bourne	Paige Goganion	Charles Marshal	William "Bill" Pollock
Janet Busby	Dawn Hehman	Gale McArthur	Nancy Smith
Tim "TC" Cairns	David Johnston	Kristin Parks	Tyson White

Notes From the President—Linda Kitchin

The weather has cooled, the nights are closing in and the leaves are falling. Fall has definitely caught up with us and the beauty of Oak Hills can now be seen in the color of the leaves and the lush green grass. A few Halloween decorations also add, dare I say it, “spirit” to our unique neighborhood. I hope you have all got in a good supply of candy and treats in readiness for a night of constant door knocking and excited voices as the younger members of our neighborhood in an assortment of both cute and scary costumes will be out and about on a sugar high!!

This time of the year also marks the Clean Water Supply leaf pick up program. Please rake or blow your leaves out to the curb leaving a gap for water runoff. It is such a useful service and we are so lucky to have it, so please take advantage. If you need help raking your leaves please contact a board member and we will arrange for some help for you.

The dates are for the weeks of: Nov. 8th, Nov. 22nd and Dec. 6th.

I recently went to an HOA Forum in Wilsonville which turned out to be very informative and educational, there is always something new to learn when it comes to Homeowner Associations. However, I also came to realize that we have a really good Association, it is well planned out, well run and in good running and working order. Not that I am blowing the trumpet of the current board, this is mainly due to the boards of previous years who have set so much out for us already. There were so many HOAs who were in dire financial straits because they did not have a Reserve Fund set up and were now facing major structural replacement needs. Associations with assessments in the thousands as they scrambled to cover the costs of repairs that they had not planned for as they had never had a Reserve Study done. It was frightening to hear what some local associations are going through and much credit to our good fortune goes to Dan Smith, our treasurer, who keeps us on the straight and narrow with our budget. Not only that but he has advised us on the amounts we need to put into our Reserve Fund for the future and has also set aside money each year so that we can continue to make improvements as well as continue the day to day running of Oak Hills at the level that we all expect.

This year the board has been discussing spending the Capital Improvement money on making some changes to the Rec Center. It is in dire need of being “spruced up” and although the addition of the new heating system has helped tremendously we need to take the next step. Doug Castagno, our Rec Director and Jim Erzen, in charge of maintenance have been working on some ideas which we will hopefully discuss at our next meeting, putting in a ceiling, insulation, flooring or new lights. We hope that some of the work can be done by volunteers thereby saving money and allowing more to be done. If you are interested in helping at a work party in some capacity please let me know, the more the merrier.

Happy Halloween to you all,

Linda Kitchin 503 466 2149 linda@kitchinonline.com.

Oak Hills Homeowners Association Board Meeting -- October 6, 2010

The Oak Hills Homeowner’s Association Board met on Wednesday, October 6, 2010 at 7:00 pm at the Oak Hills Christian Reformed Church. Present: Linda Kitchin, President; Norm Rose, Vice President; Dan Smith, Treasurer; Michelle Schnoor, Secretary; Brad Buchholz, Director; Peter Rauch, Director; David Busby, Director; Jim Erzen, Director; Absent: Alan Lachman, Director.

By Invitation: Mr. Bob Johnston, Owner as Volunteer Parliamentarian; Mrs. Diane Wood, Community Manager CMCA, AMS, PCAM of COMMUNITY MANAGEMENT, INC AAMC. Owners as listed on the sign-in sheet.

The meeting was called to order at 7:06 pm by President Kitchin. Kitchin introduced the Board of Directors; Diane Wood, CMI; and Bob Johnston, owner who has volunteered to act as a parliamentarian at the meetings.

The first item on the agenda was discussion about the Oak Hills Community Garden. On behalf of the Community Garden Committee, homeowner Jen Lockwood presented a proposal to add 10 more plots, which would avoid an easement. Homeowner Bill Schwartz raised concerns regarding the proposal as it may take usable space from the Maintenance Depart-

ment. Cheryl Poland commented that some of the spots did not receive sun and were not productive.

The Board requested that Jim Erzen review the proposal with Mark Watson to determine if the addition of plots will impact the Maintenance Department.

Homeowner Fran Bates then discussed progress of the “3 NOT 5” committee. Currently, Washington County is sending letters regarding the condemnation of houses along Bethany Boulevard. Bates advocated to Oak Hill homeowners that they register their opinion with the County. The Committee met with the Commissioners and found that their decision to move forward with the expansion is based on a decision made in 1988. Bates stated that the data has changed since then and should be challenged. A focus meeting will be held at Sunset Presbyterian Church and Bates suggested interested parties take this opportunity to express their opinions. In response to a question as to whether or not sound walls are planned for this project, Bates responded that there are no plans for the addition of sound walls as they are added only if it is a federal project.

Homeowner Darla Castagno asked how many paint applications have been approved but the paint project has not yet been done. Director Rose estimated about twenty are pending. President Kitchin reported a Committee had been appointed to make a recommendation to the Board of pre-approved paint color palettes. In the meanwhile, Rose and Kitchin will be approving paint colors.

The Board then approved minutes from previous Board meetings. A motion was made by Rose to approve the minutes of the Board Meeting held on September 1st, 2010. Erzen then seconded the motion, motion carried without objection.

A motion was then made by Smith to approve the minutes of the Board Meeting held on September 20th, 2010. Erzen seconded the motion. Motion carried without objection. Minutes for both meetings were approved.

Treasurer Dan Smith then presented the proposed 2010/11 Budget (see attached). The Board discussed eliminating the security service at \$4,200.00 a year as concerns were expressed that two or three patrols a day in an area as large as the Association is not very effective and may not have enough value to justify

the expense. It was also noted that in the last few years, lighting and cameras had been added in the common areas. Busby reported the Swim Team was very well managed during the past season due to the oversight provided by Doug Castagno.

CMI submitted the Collection Report as prepared by Vial Fotheringham dated October 1st, 2010 to the President and the Treasurer. The Board approved the cancelation of the security service. Wood will send a letter of cancelation to Northwest Merchant Patrol.

The Board then went through committee reports:

Internal Affairs – Brad Buchholz commented that certain violations have been resolved including noise, parking and pets as a nuisance.

Special Events – David Busby- A Holiday Bazaar and Thanksgiving Football event are being planned.

Maintenance Report – Jim Erzen (see article in newsletter)

Communication – Michelle Schnoor Minutes have been posted on the website for review. She also offered to help the 3 Not 5 group write another press release focusing on the impact on livability of the Oak Hills neighborhood if the Bethany Expansion is approved for five lanes.

Architectural Review – Norm Rose submitted a “thank you” card from the “3 NOT 5” Committee for the support the Board gave to the Committee. An owner’s fence, whose property borders Hunters Woods, was damaged due to the lack of tree maintenance on the part of Hunters Woods. Rose will contact Hunter’s Woods and request they maintain their trees.

RV Lot – Peter Rauch Invoices will be distributed in November.

Schnoor distributed the revised copies of the Code to the Board members for signature, if they wish to do so.

The Procedure for CC&R Violations was next on the agenda, but was tabled for discussion at a future Board meeting.

Next for discussion was the CC&R Review Committee. Myra Lee has graciously volunteered to Chair the CC&R Review Committee for the purpose of re-

viewing the restated Declaration of Restrictions (2001 and 2010), Bylaws, Articles of Incorporation and the Policy and Procedures. Lee submitted the names and resumes of sixteen (16) owners who have volunteered to be on the Committee; submitted the "Ground Rules" as a policy for how the Committee will work (see attached); and will prepare their Mission Statement for the Board's review at the next meeting; monthly reports will be provided and the goal is to complete the project by July 1, 2011.

A motion was made by Smith to approve the appointment of the CC&R Review Committee, an Ad Hoc Committee, and to approve their scope as submitted by Myra Lee to review the restated Declaration of Restrictions (2001 and 2010), Bylaws, Articles of Incorporation, and the Policy and Procedures; to make recommendations as far as additions, modifications, or deletions (within the document or by adoption of policy and procedures); to present their Mission Statement at the next Board Meeting; to present monthly reports to the Board and to complete their assignment by July 1, 2011. Motion seconded by Schnoor and unanimously carried.

With the last approval of the Bonneville Remodel design, the time has come to finalize the Written Statement of Action. President Kitchin reviewed draft 5 of the approval statement with Association Attorney, Stark Ackerman as of the date of the meeting. Stark advised that at the end paragraph, page number 7, to add point 4 "and the applicant cooperates with the Board in recording a document with the Board that the trees must be kept as screening". This document will be recorded and the document will go with the house when it is purchased. Erzen recommended a specific height of the arbor vitae to be at least 8 feet tall and to make a change on Page 4, in the second to last paragraph, add "planted to a minimum height of 8 feet" and to make that change throughout the document accordingly to any references of arbor vitae.

Stark recommended on, Page 6, to retain points 1 and 2 only and to remove the additional points.

More discussion was held regarding the approval statement and the edits needed. Erzen motioned to approve the approval document concerning a second application for Approval of an Addition to an Existing House as submitted by Steve Malen, owner of the property at 14825 NW Bonneville Loop with the recommended

changes as noted above. Rauch seconded the motion. All approved, Rose opposed. Kitchin will revise the document as noted and submit the final to all Board members and involved homeowners.

The Board then reviewed the proposals for the 2009/2010 Audit. Smith moved to approve the proposal submitted by Currie & McLain to perform the Audit and tax preparation for the 2009/2010 tax year. Buchholz seconded the motion, motion carried without objection.

Community Management, Inc. has adopted a new vendor application form for the Association to use to ensure that CMI has all the information necessary to pay vendors.

The Board stated a discussion must be held to review staff salaries. Buchholz motioned to move into Executive Session to discuss salaries. Rauch seconded the motion. All agreed.

The Board adjourned into Executive Session at 9:45 pm. A meeting of Executive Session was convened. The Session was called to order at 9:46 pm and adjourned at 10:00 pm.

The Board meeting then adjourned at 10:01 pm.

Maintenance Update

Baseball Field. Installed the brackets for the new bases in concrete. Bases are removed for winter but will be reinstalled in spring.

Swimming Pool. Pool was closed on September 12th. Winter pool covers have been installed.

Other Landscaping. All of the paths in the greens pace have been edged. Bark dust has been spread at the entrance to Oak Hills off of Bethany. Mums have been planted in front of the sign at the Rec Center. Daffodils and tulip bulbs have been planted in front of the sign at the Rec Center and the flower box at the concrete sign at the 143rd entrance. The birch trees in the island of the 153rd entrance were fertilized in October and will receive a second treatment for birch borer disease in November. Continue weekly mowing, garbage removal, etc. Both temporary maintenance workers are done for season.

Soccer fields. Fertilized soccer fields. The fields are mowed and the lines are painted each Friday

153rd Entrance Landscaping - Gayle McArthur an Oak Hills Homeowner and Professional Landscaper has graciously drawn up a more detailed set of landscape plans for the west side of the 153rd entrance. The plans provide exact locations for the various plants and trees. Some of the plantings may start this fall but are dependent on available plants in the nurseries. Working with Ed Fredenburgh, Oak Hills resident to obtain nursery stock.

Drop box/Street Leaf Sweeping – The Oak Hills drop box will be closing for the season on Sunday, October 31st. Homeowners should have received information from Clean Water Services about the schedule of street leaf sweeping.

Rec Center Roof. The roof was cleaned and sprayed with a preservative for the wood shakes that will extend the life of the roof.

2011 Budget Approved

The Board approved the 2010-2011 Budget at the October 6 Board meeting. The budget is balanced with all programs and maintenance continuing as usual. There will be no increases in any fees for any activities. The Board made conservative estimates of revenue and funded programs at a similar level to last year. With reasonable luck on our revenue and continued strong cost controls we should finish the next year in good shape.

The Board continued the recent policy of putting some funds away for reserves. This means that Oak Hills is in good financial condition. We have the money to handle all maintenance for the foreseeable future and we have now built up a cash fund to handle any short term emergencies. This year we will add about \$17,000 to reserves. A part of this will be used push off the date of any future assessment increase.

Oak Hills runs effectively with an extremely low assessment relative to other associations. But with tight budget controls and money in the bank we are in a position to handle any foreseeable problems.

At it's November 3 meeting the Board will consider the maintenance projects that will be scheduled for the rest of this year and next. Money has been set aside to handle

these items but we still need to be careful that we focus on the items that are the highest priority. Among the items for consideration for next year next year are a review of our painting needs, replacement of fences, improvements to irrigation, and an replacement of some equipment.

For a copy of the full 2010-2011 budget, please see the Oak Hills web site at www.oak-hills.net

Please contact Dan Smith 503 690 7597 dan@comsmiths.com if you have any questions

Bethany Update

Meeting continue in preparation for the County's final decision on the Bethany project. It is crucial to stay involved with this issue for the next couple of months until the decision is made.

Please plan on attending the upcoming Bethany Boulevard Focus Group meeting :

Thursday, November 4

5-7 p.m.

Sunset Presbyterian Church

14986 NW Cornell Road, Student Center (East Entrance)

At this meeting, criteria for evaluating alternative designs for Bethany Boulevard will be discussed. For additional information about the design alternatives and the criteria, please visit the project website <http://projects.whpacific.com/bethanyblvd>.

If you are unable to attend, please encourage your neighbor to do so. We'd love to fill the room with as many Oak Hills residents as possible and keep the dialogue about alternative options moving forward.

November Thanks

Our thanks in November go to homeowner David Johnston who has kindly volunteered to be our Parliamentarian at Board meetings. He has a very comprehensive knowledge of Robert's Rules of Order and will advise the Board on the correct procedures to follow.

The Neighborhood Watch program is not an OHHA Board function but we are happy to assist them in getting out this important neighborhood information.

Oak Hills Neighborhood Watch News

By Scott & Norma Wolf

Phone 503-806-9383 or 503-702-6462

Incident Reports for September 15th Through October 28

Thursday Oct. 16th- Overnight on Perimeter Drive, somebody stole an inflatable Halloween decoration that did have some sentimental value in the family and also vandalized their water garden. The previous week our same neighbor also had multiple branches cut off of their trees. Please let us know if you may of seen any unusual activity

Thank you for your involvement in a safer neighborhood. Please continue to report incidents and call the police and then neighborhood watch with any illegal or specious behavior. OHHAnighborhoodwatch@gmail.com

November OAK HILLS EVENTS

Just a few of the Oak Hills Events happening during November

- 3: OHOA Board Meeting, 7:00pm, Oak Hills Church**
- 4: Bethany Boulevard Focus Group, Sunset Presbyterian Church, 5:00-7:00pm**
- 18: HOA Board Work Party Meeting, 7:00pm, Oak Hills Church**
- 25: Oak Hills Turkey Trot, 8:00 am, Oak Hills School**
- 25: Oak Hills Thanksgiving Day Flag Football, 10:00am, Rec Center**

For a listing of all events, please visit www.oak-hills.net.



Oak Hills Homeowners Association Board Members

Linda Kitchin President		2465 NW 145th Ave 503-466-2149	linda@kitchinonline.com
Norm Rose Vice President	External Affairs, Architectural Review	3075 NW 144th Ave 503-645-7562	normanrose@verizon.net
Michelle Schnoor Secretary	Website	15550 NW Oak Hills Dr 503-758-8306	anothermichelle@gmail.com
Dan Smith Treasurer		2845 NW 154th Ave 503-690-7597	dan@comsmiths.com
Brad Buchholz Director	Internal Affairs	15200 NW Perimeter Dr 503-533-5765	buchholz.brad@gmail.com
Dave Busby Director	Recreation	3010 NW 151st Pl 971-244-3288	buzzb08@gmail.com
Jim Erzen Director	Maintenance	15368 NW Wooded Way 503-758-3847	jim.erzen@us.army.mil
Alan Lachman Director		2630 NW 144th Ave 503-645-7562	gr8kahuna@gmail.com
Peter Rauch Director	RV Lot	15055 NW Perimeter Dr 503-430-7422	rrpranch@yahoo.com

Want to know more? Your source for all things Oak Hills related: www.oak-hills.net