



Oak Hills Home Owners Association News

November 2012

www.oak-hills.net

OCTOBER BEGINS A NEW FISCAL YEAR

by Joe Welsh, OHHA Treasurer

Another October is upon us and that means that not only has our beloved pool closed for the season, but we are beginning a new fiscal year.

I wanted to provide a quick update on fiscal year 2011-2012. I inherited this role as treasurer from Dan Smith and as I have mentioned before, he and the Board that existed before I took over ensured that we are on firm financial footing. They ensured we were fully funding our reserve account, which is the money we set aside for planned replacement and/or improvement of our major buildings and systems as they deteriorate over time. They ensured that we made the hard decision to increase our dues three years ago to cover the inflation that had caused our expenses to rise while we had held assessments flat. They ensured an open budgeting process that allowed for homeowner feedback on how we spend the community's resources. This solid financial position was reaffirmed when our CPA firm presented the results of our annual audit. She indicated that the financial health of our HOA is among the best of the organizations with which she works.

There were a number of things we were able to accomplish this year with the financial resources we all dedicate to the community. While an exhaustive list would take more space than I have for this communication,

many of the more significant projects included the new lawn mower for the maintenance department, the new gym floor and baskets and the resurfacing and painting of the pool area.

The principles that were in place when I took over as treasurer are the same the Board has applied in developing the 2012-2013 budget. In addition to regular reviews of spending throughout the year, we conducted a review of a draft budget proposal from the finance committee at the September Work Party meeting. We discussed in detail line items for both income and expenses and approved the final budget at the Board meeting on September 27.

We have no doubt seen increases in some of the expenses to manage the community. We are embarking on a CC&R/RDR Review that will represent some expenses we didn't have last year. Fuel prices are up, water and sewer rates have also increased. We are blessed that we have grounds and facilities that the

Board is putting to use in generating income. When this income is combined with our dues and fees the total is sufficient to cover our steady run rate expenses and these increases.

One of the areas that we'll be soliciting your feedback in the coming months is how we should apply our "Improvements" budget. We have carved out a small amount of money in this year's budget, as we did last year, for improvements to the grounds and facilities that are above and beyond what would normally be addressed in our landscaping or maintenance budget. Some additional examples that we approved out of last year's budget and are planning to implement over the fall include improved signage at 153rd Ave. and Oak Hills Dr., painting the bathrooms at the pool and new signs to replace the signs that have been damaged or vandalized. We'll be asking for ideas on how to apply our 2012-2013 Improvement budget, so start

thinking about what things you think would be good investments for the community!

In summary, we find ourselves on firm financial footing. It's not without hard decisions and discipline, and it's not to say that we don't have specific areas we need to focus on improving and ensuring we are getting the most value for our HOA dollars, but we're on the right track.

CAST YOUR VOTE ON CC&R CHANGES!

Download PDF of Proposed Changes to the
CC&R's/ByLaws and Vote Online:
www.vf-law.com/oakhills

Call Myra Lee 503-439-6140 with questions or to request a
printed copy of Proposed Changes and Mail-In Ballot.

**Ballots must be submitted online or postmarked
by November 9.**

DRAFT MINUTES -- SEPTEMBER 20, 2012

MINUTES OF THE BOARD OF DIRECTORS OF THE OAK HILLS HOMEOWNERS ASSOCIATION WORK PARTY MEETING HELD ON THURSDAY, September 21st, 2012 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, 2815 NW FOREST AVENUE, BEAVERTON, OREGON

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

ABSENT: Jim Erzen, Director

GUESTS: Robert Spurlock, Metro
Mary Ann Cassin, Metro
Kathryn Harrington, Metro Councilor

OWNERS PRESENT: Myra Lee, Charlotte Awe, Darla Castagno, Kristin Parks, Mary Jayne Wykowski, Marion Baartz, Donald Baartz, Joyce Bergstrom, Joe Wykowski, Walt Carter, Clay Carnahan, Rebecca Moon Leibowitz, Micki Sparr, Doug Castagno, and Terri Danowski.

I. CALL TO ORDER

President Kitchin called the meeting to order at 7:06 pm.

II. WESTSIDE BIKE TRAIL

Robert Spurlock, from Metro, presented on the Westside Bike Trail. Discussed the history behind the trail, timeline of the plan, Master Plan map, and potential alternative routes with technical analysis. Future Open House: Monday, October 29th at Stoller Middle School, 6-8 pm and then the alignment plan will be finalized. Discussion followed amongst Spurlock, Cassin, Harrington, Board Members and Homeowners. Additional homeowner questions will be sent to Board Members to address with Spurlock and Cassin.

III. HOMEOWNER COMMENTS

Homeowner Sparr inquired as to the date for the Halloween Party. Kitchin responded we don't have a date as no one has volunteered for the party; until someone volunteers, unfortunately, there will no longer be OHHA hosted community events. There is a need for volunteers for the Halloween, Christmas and Easter parties moving forward.

IV. BUDGET

Treasurer Welsh provided an update on the current financial statement as well as proposed changes for the 2012/2013 Budget Recommendation. Discussion was held regarding each line item where changes were proposed. Welsh will come back to the Board with answers to several questions and then present a final recommendation for a vote at the next Board meeting.

V. HISTORIC DESIGNATION

Homeowner Castagno provided the Board with a memorandum from Kirk Ranzetta, the Senior Architectural Historian working on the Oak Hills PUD National Register Historic District Survey.

VI. POOL

President Kitchin will meet with the pool contractor on Tuesday, October 1st.

VII. REC UPDATE

Treasurer Welsh gave an update on the financial committee meeting discussing the Recreation Center. Welsh recommended putting the Rec Center program on hold as Rec Director Doug Castagno's hours have been . The committee will meet again to discuss further.

VIII. CC&R UPDATE

Director Bourne requested a second Work Party meeting be held Thursday Sept 27th for the purpose of discussing and approving the final draft of CC&R changes and Impact Statement. Kevin Harker of Vial Fotheringham will be in attendance to answer questions. Upon approval, the Impact Statement will be mailed to all Owners along with a letter providing notice of the Special Meeting Oct 16th. The Final draft of CC&R Changes will be turned into a ballot. Ballot will be placed online for voting, or printed copies will be available upon request.

VIII. SCHNOOR RESIGNATION

Secretary Schnoor resigned from her position as Secretary due to family needs.

X. EXECUTIVE SESSION

Welsh motioned to move into Executive Session at 9:05 pm. Smith seconded. Purpose was to discuss employee concerns.

XI. ADJOURNED

There being no further business the meeting was adjourned at 9:55 pm.

DRAFT MINUTES -- SEPTEMBER 27, 2012

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS' ASSOCIATION HELD ON SEPTEMBER 27th, 2012 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, FIRESIDE ROOM, 2815 NW FOREST AVENUE, BEAVERTON, OREGON AT 7:00 PM.

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

ABSENT: Mrs. Elizabeth Chapin, Director

BY INVITATION: Mr. Kevin Harker, Vial
Fotheringham, LLP

Owners as listed on the sign-in sheet.

I. CALL TO ORDER

The meeting was called to order at 7:03 pm by President Kitchin.

II. CC&R REVISE

Kevin Harker of Vial Fotheringham presented the letter to owners and the full Draft of Proposed Changes containing his recommended modifications to the draft. The Board discussed and made slight modifications to the letter to owners. The Board discussed the revisions that Mr. Harker had added to the Draft of Proposed Changes and made some further revisions.

DECISIONS

The full Draft of Proposed Changes will be available for download from the oak-hills.net website. The voting website will contain a link to a PDF of the Draft of Proposed Changes, and a simple ballot with yes or no approval options for each article subsection. Kevin Harker will implement modifications and send a revised draft for review.

III. 2012/2013 BUDGET

Maintenance budget is consistent with actual usage over the last four years. Every year a unique problem arises that requires about \$1500-\$2000. Increase from \$8000 to \$10,000 reflects this expectation. Landscape budget increase reflects additional cost of turf management for the baseball diamond and more maintenance of large branches hanging over pathways. Maintenance Payroll includes 2.2% increase in healthcare contribution benefits. Seasonal Maintenance hourly rate increase consistent with minimum wage.

Maintenance Budget increase shall be drawn from the Capital Improvement Fund. The matching amount will be drawn from the remaining Contingency Fund established with the dues increase in 2008. This will allow the Capital Improvement Fund to can remain funded to \$15,000.

Lifeguard hourly wage increases .15 cents per hour consistent with minimum wage increase. \$3000 will be added to the Recreation Budget to cover lifeguard hourly wage increase and allocating more hours for additional training sessions. Additional \$3000 was funded from within existing budgets.

MOTION:

Director Welsh moved to accept the 2012/1013 proposed budget with one modification of transferring \$3000 from the Contingency Fund to fully fund the Capital Improvement budget of \$15,000. Seconded by Bucholz. Motion passes unanimous consent.

IV. MEETING MINUTES

Director Kitchin moves to approve Minutes of September 5th. Motion passes with unanimous consent.

V. RECREATION

Dave Busby will fill in to cover Recreation management duties in October that can not fit within the budgeted 8 hours for Recreation Director.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:08pm.

DRAFT MINUTES -- OCTOBER 3, 2012

The meeting of the Board of Directors of the Oak Hills Home Owners Association scheduled for 7 p.m.,

October 3, 2012 at the Oak Hills Christian Church was not convened due to lack of quorum.

DROP BOX CLOSES & CURBSIDE LEAF PICK-UP BEGINS

by Jim Erzen, OHHA Director

Reminder: the Oak Hills Drop Box will be closing on Sunday, October 28.

The free curbside leaf pickup by Clean Water Services will be during the weeks of November 5 and 19, and December 3. Homeowners are reminded to pile leaves approximately 18 inches from the curb to allow water to reach the storm drains.

In addition, the 20th annual high school leaf drop off and food drive will be held on Saturday, November 17 and Saturday, December 8 at the Home Depot on Science Park Drive.

Additional information can be found at www.CleanWaterServices.org or by calling the Leaf Line at 503-547-8116.

MORE POOL REPAIRS NEEDED

by Jim Erzen, OHHA Director

Last spring work was completed on the Oak Hills pool which included new underwater lights, replacing the return valve covers and installing a coating on the deck surface known as Miracote. Unfortunately, a few months after work was completed, the Miracote deck surface started showing numerous hairline cracks on the surface.

Custom Pools, Inc., the company that did the work, has a one-year warranty. They have started the repairs, which include grinding down the cracks, placing a fiberglass type fabric down and then resurfacing the area with the Miracote product. Once the repairs are made the pool should be ready to open next Memorial Day weekend.

-- REMINDER --

Your annual OHHA assessment is due December 1, 2012

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

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