



OAK HILLS HOMEOWNERS ASSOCIATION BOARD NEWSLETTER

January 2011



www.oak-hills.net

RDR Review Committee Updates

The CC&R/RDR Review Committee continues to make progress. Since the committee took nearly a month longer to get appointed and underway than was originally anticipated it is just beginning its third month of activity. During that time several Subcommittee meetings have been held with much of that time concentrating on research and familiarization with existing restrictions as well as reviewing those from other HOA's. The committee members are diverse in their interests and experience and bring a rich mix to the process, resulting in lively discussions. There is a strong commitment among the members to approach this task in a manner that looks to the future of the community as a whole in recognition that whatever is adopted by homeowners is not likely to change significantly for the foreseeable future.

Most homeowners go about their busy lives with little thought as to how the Association is managed or who is responsible for maintaining the look and feel of the community as well as maintaining the common areas and the recreational facilities. However, it is essential that homeowners participate in ensuring that the community where we have chosen to live retains an environment in which we can take pride and also retains or enhances the value of our investment. In that regard, The Review Committee is requesting that you take some time and give thought to the issues that will be identified and open for discussion over the next few weeks.

Emphasis is being placed on establishing the OHHA Review Committee website as a primary means of both accessing information and contributing suggestions and feedback. For those who infrequently or do not ordinarily access the internet the telephone numbers of all Review Committee members has been and is again being provided to those that wish to express their concerns and identify issues that they feel need to be addressed. Please see the article on page 2 for instructions on how to use the web site.

Upcoming action items and assignments:

- To provide the R&DC Subcommittee with questions for which they need /want public feedback in order to develop recommendations for modifications.
- To continue to provide the Legal Subcommittee with questions for which they need /want answers.
- To identify terms that the Articles 1-5 & 9-13 need to include in the Definitions Section
- To communicate issues which other Subcommittees may need to address.
- Presentations to the full Committee for discussion.

Beginning with the January meeting one Subcommittee per month will present an overview of its work to date for consideration by the full Review Committee. Each monthly meeting will be devoted to an in-depth discussion of a single Subcommittee's area of responsibility in order that all members are involved in these deliberative discussions. Homeowners are certainly invited to **sit in on these meetings to hear the** discussion. Generally speaking this will not be a time for homeowner input, however, the Research and Data Collection Subcommittee will be scheduling sessions at which homeowners may provide their concerns and suggestions.

NEXT SCHEDULED MEETING

January 18th, 2010 at the Oak Hills Church – 6 to 8 pm – Fireside room

February 15th, 2010 at the Oak Hills Church – 6 to 8 pm – Fireside room

RDR Review Committee Web Site

In order to access the site, you will need to set up a gmail or google account.

1. Email Dawn Hehman at dawnhehman@gmail.com.
2. Provide the following information:
 - gmail or google username, or an existing email address you would like to use for a google account
 - home address,
 - Lot number,
 - and status as a homeowner or resident.
3. You will receive an email inviting you to join the site.
4. If you don't see the email, you might check your junk folder.
5. You'll need to follow the link in the email to access the site.

A.If you provided a gmail or google account, you should sign in with that account.

B.If you provided a non-gmail or non-google account, you should choose "Sign up for Sites" using the email address you provided. Follow those directions to create your google account with the email address you provided. After you have finished those steps, return to your original email and use the link to access the site.

Please contact Dawn Hehman if you need assistance dawnhehman@gmail.com 503.645.9745

Notes From the President—Linda Kitchin

December is a very busy month for all of Oak Hills and this is especially true for the Homeowners Association and all that it entails.

The December 1st board meeting began with a presentation from our American Family insurance agent, Larry Thompson who went through the details of our policy and then answered questions from the board and the homeowners present. Not only did he clarify our coverage but he also went away with the task of looking into earthquake insurance for our buildings and we will be

reviewing those details in January.

The main business discussed by the board was the decision over the delivery of the OHHA newsletter. It is important to get this letter out to all homeowners as it is our main form of communication and includes the official minutes of the board meetings. Proposals had gone out to the Oracle and the Pioneer and after discussion the board voted to accept the proposal from the Pioneer. More information about this is included in the next section of the newsletter.

There was also much discussion about a number of dog issues that have occurred in the neighborhood recently. It is more a case of dog owner issues as we are all responsible for our pets. All we ask is that homeowners walking their dogs in Oak Hills act responsibly and keep your dog under control. If your dog is off leash then please put them back on leash if you see someone walking either with or without a dog. We do not know how different people react to dogs or what may trigger a normally docile dog to take off running at the sight of another dog. Let's be respectful of our neighbors and their pets and act as responsible dog owners so that we may all use the green space together. Lastly, please pick up after your dog, there are still too many dog owners not doing this and although it isn't the best chore it is easier than cleaning shoes!!

The Historic Preservation Register for Oak Hills is being worked on by Darla Castagno who continues to research and investigate on our behalf. At the very first presentation it was outlined that this could not go ahead without the support of the community so Darla has set up another information evening on Tuesday January 11th, 7pm at Oak Hills Church. Please come along and listen to what it will mean to all of us to be part of the National Historic Register and have your questions answered.

Many of you may have read or seen on the local news that the owner and some employees from the security Merchant Patrol had been charged with theft. We had already terminated our contract with Merchant Patrol and have not been affected in any way by any actions taken by them.

Lastly, December saw a very successful Holiday Bazaar, who knew that there were so many talented people, from aged 12 to one amazing lady in her 90s, living in Oak Hills! It was a great 2 days and thanks go to Myra

Lee, Ruth McArthur and Annie Uyematsu, the committee who did a wonderful job organizing it all.

We also had the Holiday Party in the newly cleaned and painted Rec center. It looks so much better and we've definitely won't be waiting another 40 years before it is cleaned again. Thank you to all those that helped at the party, especially Tina Johnston who helped pull it altogether and to CJ Martin for being the man in red.

As we head into 2011 the board will continue to work hard for Oak Hills as will many others serving on a number of committees. Please continue to read, find out and be proactive about what is going in our amazing neighborhood.

Best Wishes for 2011,

Linda Kitchin.

Pioneer to Assist with Newsletter delivery

This July, the OHHA Board created a separate newsletter, the *Oak Hills Homeowners Association Board Newsletter*, due to many homeowners expressing surprise by Board actions or feeling that they have not been provided with all the pertinent facts when relying on the Oracle as their sole source of information.

According to Micki Sparr, Editor, in the December issue of the Oracle, "The reasons they (the Board) gave for the decision remain vague." The reason behind the decision was not unclear to those in attendance at the June Board Meeting. With the creation of the newsletter the Board is now able to provide far more information at less cost as well as providing only facts without filtering through an editorial prism.

To date, Board members, family members, and other homeowner volunteers have delivered the Board newsletter, with no cost incurred to Oak Hills. After a couple of months of this arrangement, the Board contacted the Pioneer, another neighborhood newsletter operated by volunteers, to see if a delivery co-op could be created. The Pioneer agreed and Board members began delivering to half the neighborhood and Pioneer volunteers delivered to the other half. This partnership resulted in less work for all involved, and most importantly, still no cost to Oak Hills to pay for the delivery of the Board newsletter.

Sparr objected to the delivery arrangement of the Board Newsletter and the Pioneer, so the Board asked both for a bid to help deliver the Newsletter moving forward. The Pioneer's bid was to continue with the same co-op delivery arrangement at no cost. The Oracle offered to deliver the Newsletter at a cost ranging from \$120 to \$160 per month. The Board accepted the Pioneer bid due to the obvious cost savings.

According to Sparr, in the December Oracle, "Now board members want us to believe that they are making a "sound financial " decision by allying themselves with the Pioneer." Although stated as if this is a dubious proposition, it is true. The obvious cost savings to the Oak Hills HOA is the reason the Board has decided to continue to partner with the Pioneer for delivery of the Board newsletter.

There has been a long-standing relationship between the Board and the Oracle, and the Oracle editor is very dissatisfied with the decision for the Board newsletter to be delivered with the Pioneer; however, the majority of the Board believes this is the right decision. The goal of the Board Newsletter is for the latest meeting minutes, events, and program updates delivered to homeowners at the lowest possible cost.

Oak Hills Homeowners Association Board Meeting -- November 18, 2010

PRESENT: Mrs. Linda Kitchin, President; Mr. Dan Smith, Treasurer; Mrs. Michelle Schnoor, Secretary; Mr. Peter Rauch, Director; Mr. David Busby, Director; Mr. Brad Buchholz, Director; Mr. Alan Lachman, Director; Mr. Norm Rose, Vice President.

ABSENT: Mr. Jim Erzen, Director.

BY INVITATION: Mr. Larry Thompson, Insurance Agent AMERICAN FAMILY INSURANCE Mr. David Johnston, Owner, VOLUNTEER PARLIAMENTARIAN. Mrs. Diane Wood, Community Manager CMCA, AMS, PCAM COMMUNITY MANAGEMENT, INC. AAMC

I. CALL TO ORDER

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

II. INSURANCE REVIEW- AMERICAN FAMILY: LARRY THOMPSON

CMI Wood introduced Larry Thompson with American Family Insurance, the insurance agent for Oak Hills Homeowners Association to review the Association's policy for the Board. The Board requested Thompson provide a proposal for Earthquake coverage. Thompson recommended the Association receive a certificate of insurance from users of the facility with coverage extended to the Oak Hills. In addition, he recommended each owner have loss assessment coverage included in their personal policy and invited owners to have their agent contact his office if there any questions.

AGREED

Thompson agreed to prepare an article for publication in OHHA's newsletter regarding insurance coverage; he will provide the Board with a proposal for earthquake coverage; and the addition of a clause to the Recreation Room User form that requires the user to provide a certificate of insurance that names the Association as additionally insured.

III. COMMENTS/ISSUES FROM HOMEOWNERS

* Homeowner Hal Smith requested that notices of meetings be promptly posted. He also asked why the parliamentarian did not ensure the Board adhered to the agenda. Johnston responded that he does not have the authority to make decisions, only to make recommendations to the President.

* Homeowner Dawn Hehman read a statement (see web site).

* Homeowner Micki Sparr read a statement (see web site)

IV. APPROVAL OF PREVIOUS MINUTES

AGREED

Rose moved to approve the minutes from the meeting held on November 18th, 2010 as submitted. Buchholz seconded the motion, motion passed with Rauch and Lachman abstaining.

V. FINANCIAL REPORT – TREASURER, DAN SMITH

As it is the beginning of the fiscal year, Treasurer Smith reported the financial activity thus far has been routine and within budget.

CMI submitted the Collection Report as prepared by Vial Fotheringham dated December 1st, 2010 to the President and the Treasurer.

VI. COMMITTEE REPORTS

A. Recreation – David Busby

Movies are scheduled for the third Saturdays in January, February and March.

The football game on Thanksgiving morning was enjoyed by all participants.

The Annual Holiday Bazaar is scheduled for December 2nd, 2010.

The Christmas Party is scheduled for December 18th, 2010.

B. RV Lot – Peter Rauch

RV Lot invoices have been mailed to the users.

Two non-compliance issues have been resolved.

C. Communication – Michelle Schnoor

Minutes have been posted on the website.

D. Maintenance Report – Jim Erzen (see attached)

E. Internal Affairs – Brad Buchholz

Currently working on the resolution of a pet and parking issue.

Myra Lee will include the review of the fine process with the CC&R review and policies.

F. Architectural Review – Norm Rose

The Architectural notebook has been delivered to Sherwin Williams and Home Depot to obtain paint chips.

G. CC&R Committee – Myra Lee (see attached)

H. Historic Preservation – Darla Castagno

It was found the application for historical status through Washington County was very complicated and the Association would be more likely to obtain approval if they dealt directly with SHIPO.

VII. CAPITAL IMPROVEMENT FUND

The Board reported the projects to be reviewed for inclusion in the budgetary amount of \$7,500.00 allocated to capital improvements are the painting of the interior

of the gym (in progress); improvement of lighting in gym; and the purchase of speed signs. It was noted the renovation of the gym floor will not be done as it was too costly.

VIII. NEWSLETTER DELIVERY DECISION

Smith noted a conflict of interest did not exist relative to the solicitation of proposals from the Oracle and the Pioneer to assist in the distribution of the newsletter. Both were given the same request and at the November 18th Board Meeting, the Board made the decision to work with the Pioneer for the month. At the November 18th Board Meeting, the Board agreed they would review whether or not they would continue the arrangement with the Pioneer.

AGREED

Smith motioned to accept the proposal from the Pioneer, motion seconded by Buchholz. Motion carried with Rose and Lachman opposing and Rauch abstaining.

IX. "3 NOT 5 COMMITTEE" – FRAN BATES & NORM ROSE

Homeowner Fran Bates reported the County's goal continues to be a five lane expansion and in fact, an owner on Barton has been contacted by the County to purchase their home. Discussion followed whether or not a lot in a subdivision governed by an Association can be removed from the Association. Rose reported he would investigate the issue with the County. Bates stated traffic noise will be an issue for the homes that back up to Bethany and there has been some discussion about the installation of sound walls or concrete walls.

X. CODE OF CONDUCT

Rose reported his advisor is reviewing the Code of Conduct and Lachman reported he had not received a copy.

XI. BOARD MEETINGS

Kitchin reported the mid-December Board Meeting has been cancelled and will post a notice accordingly. All meetings of the Board will be identified as Board Meetings in the future and the term "Work Party" will not be used.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 pm.

Maintenance Update

Too much water in the yard? The first part of December started off quite rainy with over four inches of rain when the average is closer to two inches. We also had several strong down pours which added to the water problems.

While the maintenance crew cleans out drains from leaves and debris each fall, when it rains hard over a short period of time drainage systems cannot keep up. After a hard rain, the green space becomes saturated with a small lakes appearing in the flat areas. While walking my dog I noticed that the picnic tables at the Rec Center had several inches of water around them with the wood chips floating away and the tennis courts had several inches which slowly drained over the next day. According to our Oak Hills insurance agent flooding is considered an "act of nature" and each homeowner is responsible for water on their property. Many homeowner's insurance policy does not cover "overland flooding" so homeowners should check with their insurance agent on their coverage. Another option is to install a French drain system on the property.

We want to encourage those who are storing items in the RV lot to check on their property. The recent winds have caused some damage.

Please contact Jim Erzen if you have any questions

OHHA financial audit begins

This year we will be conducting an audit of the balance sheet and the related financial statements of the Oak Hills Homeowners Association as of September 30, 2010 .

This in not unusual. We conduct a basic review of our financial statements every year and every fifth year we perform a full audit which is much more extensive. This is the year the audit is due.

The audit will be performed by the accounting firm of

Currie & McLain.

The accountants among you will recognize what we are going to do. The objective of our audit is the expression of an opinion about whether our financial statements are fairly presented in conformity with generally accepted accounting principles. The audit will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions.

The audit includes examining evidence supporting the amounts and disclosures in the financial statements; In addition, the auditors will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

We will be making all financial records and related information available to the auditors including board meeting minutes.

The auditors will inform us of any material errors that come to their attention including any fraudulent financial reporting, or misappropriation of assets, or violations of laws or governmental regulations.

The Homeowners Association is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements.

The Homeowners Association is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing the auditors about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. We are also responsible for informing the auditors if we have any knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former em-

ployees, or others. In addition, we are also responsible for identifying and ensuring that the Association complies with applicable laws and regulations.

The audit will not necessarily review all of OHHA's internal management procedures. But these procedures are monitored by Community Management Inc our management firm and they have been made as transparent as possible to homeowners.

Over the past couple of years many changes have been made in our management systems to insure accountability. All expenditures require two signatures before being delivered to the Treasurer for review and then to CMI for final review. A formal investment policy has been put into effect and a set of reserve accounts have been set up for emergencies. Our reliance on petty cash accounts has been reduced to the absolute minimum. All financial statements are monitored and copies are delivered to and reviewed by the Board each month. In addition results are made available on the Oak Hills web site with more detailed information available to any homeowner who requests it.

The audit will determine whether our controls are adequate. If any problems are uncovered they will be corrected immediately. A report to homeowners will be sent to homeowners when the audit is complete.

Please contact Dan Smith if you have any questions

Budget Update– Assessments

It is very early in the budget year which begins on October 1 and it is much too soon to have any budget projections. We incur very few expenses this time of year but this will pick up rapidly in the spring as maintenance needs increase and program activity picks up.

The principal issue this time of year is our assessment collection. This is the primary source of revenue for Oak Hills and it is crucial that we collect this. We are at exactly the point in our collections this year as we were last year. Any assessments that have not already been paid have already incurred a penalty. It is very important for anyone who has not yet paid to contact the Homeowners Association. Unpaid assessment will soon be sent to collection and we want to avoid that if at all possible. Please contact CMI or Dan Smith if you have any questions about your annual assessment

Neighborhood Watch

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 Nov. 15th through Dec. 15th

Weekend of 11/13- A neighbor on Perimeter Dr. unfortunately had their home egged.

Weekend of 11/13- A neighbor on Oakmont Loop had packing material thrown all over their lawn. They were small pieces and quite hard to pick up.

Thursday 11/25- At 4:30 am neighbors on Oakmont Loop woke to a rock being thrown through their front window. The police were called and searched the neighborhood. A report was filed with the Sheriff's Dept.

Friday 11/26- Multiple cars in the Oak Hills neighborhood were dusted with baking flour. Sheriff's dept. was notified and a report was filed.

Friday 12/3- A neighbor on Oak Hills Dr. near the Rec. center, had both their garbage and recycling cans

stolen. The incident happened between the hours of 7-10 am. A report was filed with the Sheriff's dept.

Saturday 12/11- A neighbor on Oak Hills Dr heard their front doorknob trying to be turned. The door was locked and the intruder left. The Sheriff's dept. was called and searched the area but no one was found.

We have experienced an unusual amount of incidents this month. Please be mindful of any unusual activity you might see and pay attention to your neighbor's homes as well. If you become suspicious of anything or anyone please notify the Sheriff's dept. It is up to all of us to help keep crime down and keep our neighborhood safe. We hope that everyone has a safe and happy holiday

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 behav-

January Thanks

Our thanks this month go to Darla Castagno for her tireless work. On finishing a binder of house paint colors she plunged head first into finding out the facts on being part of the National Historic Register and all that it may mean to Oak Hills and what we are required to do. Thank you for all your hard work and determination.



January OAK HILLS EVENTS

Just a few of the Oak Hills Events happening during January

5: HOA Board Meeting, 7:00 pm, Oak Hills Church

6: Oak Hills RDR Review Committee Meeting, Legal Review, 7:00 pm, Duncan Kitchin's home

11: Historical District Information Session, 7:00 pm, Oak Hills Church

15: Oak Hills Movie Night, 7:00 pm, Rec Center Movie: 'Despicable Me'

18: Oak Hills RDR Review Committee Meeting, Oak Hills Church, 6:00 – 8:00 pm

20: HOA Board Meeting, 7:00 pm, Oak Hills Church

20: Oak Hills RDR Review Committee Meeting, Legal Review, 7:00 pm, Duncan Kitchin's home

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