



# Oak Hills Home Owners Association News

January 2012

[www.oak-hills.net](http://www.oak-hills.net)

## Notes from the President

by Linda Kitchin, OHHA President

Happy New Year and best wishes to you all for 2012.

As we begin a new year the Board is finishing its review of the recommended changes and updates to the CC&Rs. We are currently reviewing the Bylaws and, to speed up the process, we will attempt to discuss the recommendations at all of our meetings once the usual monthly business has been dealt with. Some reviews have already been sent back to the Committee for revision and once we have completed our review we will meet with the RDR Review Committee to finalize the changes and updates before they are sent to an attorney for the final revision. Then we will be ready to begin presenting the proposed changes to homeowners before a final vote is taken. It is proving to be a lengthy process but one that needs to be done with

thought and care and through many discussions we are getting there.

There has been a lot of feedback regarding the decision by the board to ban the use of visual media at board meetings and to introduce a Schedule of Fines to allow us to enforce this ruling. Most of the feedback has been positive but I would like to clarify some of the issues. Audio recording is still allowed at Board meetings, it has always been our goal to ensure that homeowners know what is going on within the Association. The Board always encourages homeowners to come to the meetings not only to hear about what is going on but to also voice your questions, concerns and ideas.

It is always hard to enforce the rules and policies within a homeowners' association, and the new Schedule of

Fines was adopted to make enforcement, when necessary, easier. The fine for disruption of a meeting was approved so that the Board could implement a penalty to a homeowner if their disruption was of a nature to cause a Board meeting to be adjourned without fully attending to the business of the Association. Multiple warnings can be given in advance of the fine being implemented, and it is not something that the Board could do lightly. We do not take pleasure in any of this, but we are obligated to continue with the business of the Association. As always, we encourage homeowners to attend the meetings. We understand that some of our neighbors' concerns can be very emotional and can lead to outbursts. As long as our meetings are able to continue with civility then we will all be able to work together.

## Input Sought for Use of Improvement Fund

by Dan Smith, OHHA Vice President and Treasurer

For the past couple of years we have been setting aside some funds to make small improvements to Oak Hills facilities. These are projects that are above and beyond regular maintenance and are intended to improve the functionality of our facilities or enhance their appearance. Recently we have rebuilt the baseball field to restore it for normal use by resizing it and adding new soil.

Last year we added new lights to the Rec Center.

This year the Board is looking at several possible projects. Ideas include resurfacing the Rec Center floor, improving the playground area and playground equipment, and fixing the shower area of the pool. We are also reviewing some improvements to the RV Lot.

Do you see some areas in our neighborhood that could benefit from improvement? If so, we would like to hear your ideas. Please contact any Board member or attend a Board meeting to present your suggestion. We would like to make a decision on this year's improvements in the near future so get your ideas in. You can contact me, Dan Smith, at 503-690-7597 or [dan@comsmiths.com](mailto:dan@comsmiths.com).

# Approved Minutes:

## Oak Hills Home Owners Association Meeting -- November 17, 2011

### MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS' ASSOCIATION HELD ON NOVEMBER 17<sup>TH</sup>, 2011 AT THE OAK HILLS RECREATION BUILDING, 2085 NW 153<sup>RD</sup>, BEAVERTON, OREGON, 97006 AT 7:00 PM.

**PRESENT:** Mrs. Linda Kitchin, President  
Mr. Dan Smith, Vice President/Treasurer  
Mrs. Sara Bourne, Secretary  
Mr. Brad Buchholz, Director (arrived  
about 7:25 pm)  
Mr. David Busby, Director  
Mrs. Elizabeth Chapin, Director  
Mr. Jim Erzen, Director  
Mrs. Michelle Schnoor, Director  
Mr. Joe Welsh, Director

**BY INVITATION:** Mr. Ryan Harris, Association  
Attorney

#### VIAL FOTHERINGHAM LLP

Mr. Adam Marengo, Vice President

Mr. Ed Kelly, Officer

#### PACIFIC PATROL SERVICES

Mrs. Diane Wood, Community Manager  
CMCA, AMS, PCAM, 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. COMMENT FROM HOMEOWNERS

- Homeowner Micki Sparr read a letter to the Board (see attached).
- Homeowner Darla Castagno suggested a moratorium on the approval of architectural changes.

### III. APPROVAL OF PREVIOUS MINUTES

#### AGREED

- Bourne moved to approve the minutes from the Annual Meeting held on May 10, 2011. Motion seconded by Chapin and approved. Erzen abstained.
- Bourne moved to approve minutes from the Board Meeting held on October 7<sup>th</sup>, Welsh seconded the motion. Motion carried with Busby and Schnoor abstaining from the vote.

- Bourne moved to approve minutes from the Board Meeting held on October 11<sup>th</sup> with the following correction:

**ABSENT:** Mrs. Michelle Schnoor, Director

Motion seconded by Welsh and carried with Schnoor abstaining from the vote.

- Motion made by Bourne to approve the minutes from the Board Meeting held on October 27<sup>th</sup> with the following correction:

**ABSENT:** Mrs. Michelle Schnoor, Director

Motion seconded by Welch and carried with Schnoor abstaining from the vote.

- Motion made by Welsh to approve the minutes from the Board Meeting held on November 2, 2011 with the following corrections:

#### “II. VIDEO TAPE AGREEMENT

Kitchin asked homeowner, Micki Sparr, who had placed a video camera in the meeting room, if she had signed the Video Tape Agreement. Sparr responded that she had not and would not do so.

*Kitchin asked Micki Sparr to turn the video camera off. Sparr Declined....*

#### ...AGREED

Buchholz moved that Micki Sparr be excluded from Board Meetings until such time that she signs the Video Taping Agreement, *turns the camera off and as well as* abides by the Rules of Order including legitimate rulings from the President and the Board...”

Motion seconded by Smith and unanimously carried.

### IV. FINANCIAL REPORT

Treasurer Smith reported the 2010/2011 budget for year-end of September 30, 2011 was under budget at \$5,000.00.

### V. COMMITTEE REPORTS

#### A. Communication – Michelle Schnoor

Coordinated the installation of the second speed sign. It has already been effective in slowing traffic. In addition to the two signs and four anchors donated to the Oak Hills by Washington County, a computer program was provided that will track the number of vehicles, dates, speeds, etc. A press release will be prepared for release relative to the traffic calming devices. The batteries are replaced

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by the Association. A volunteer will be solicited for the donation of a computer for the program.

**B. Maintenance – Jim Erzen (see attached report)**

**C. RV Lot – Elizabeth Chapin**

RV Lot renewal contracts with the new pricing system were mailed and proof of ownership was requested as qualification for use.

**D. Website – Sara Bourne**

Posting have been made to the website as received.

**E. Architectural Review – Joseph Welsh**

Numbers of requests have been low due to the time of the year.

**F. Internal Affairs – Brad Buchholz**

A few yards have been noted to be in non-compliance.

**G. Recreation – Dave Busby**

- Christmas Bazaar has been planned.
- Soccer season has ended.

**H. Special Events**

- The Halloween party was a great success.
- The upcoming Christmas Party is scheduled for December 17<sup>th</sup>, 2011.

**I. RDR Committee – Myra Lee**

Kitchin reported the next action is for the Board to review the proposals for the legal review and suggested a Board Meeting be held on December 15<sup>th</sup>, 2011.

**AGREED**

The Board agreed to meet on December 15<sup>th</sup> to review the proposals for the legal review.

**J. Historic Preservation – Darla Castagno**

Washington County and SHIPPO met at the Oak Hills to further review the possibility of the approval of the historic designation.

**VI. VIDEO AGREEMENT (SEE ATTACHED)**

The Board reviewed the amended Videotape Agreement as submitted by Welsh. Ryan Harris of Vial Fotheringham, LLP recommended the time frame be changed from 48 hours to 5 days. Erzen stated he would like all videos, audio and cameras removed from the meetings and noted that the current agreement is not working. Ryan reported violations can be enforced by the assessment of fines; incorporating a liquidated clause in the agreement; suing for injunction; filing in court; etc.

**AGREED**

- Motion made by Welsh to approve the Videotape Agreement as amended. Bourne seconded. Motion failed with Kitchin, Smith, Erzen, Chapin, Schnoor, Busby and Buchholz opposed.
- Motion made by Erzen to ban the recording of visual

media. Buchholz seconded the motion and it was carried without objection. It was noted, that this motion automatically precedes the previously adopted policy.

**VII. ENFORCEMENT OF VIOLATIONS – SCHEDULE OF FINES (SEE ATTACHED)**

Ryan Harris had prepared resolution to adopt a schedule of fines to enforce a violation of the Video Agreement policy.

**AGREED**

Motion made by Erzen to adopt the resolution with the following changes:

- “...1. Unauthorized recording image or video capture at of a Board Meeting.
2. Failure to comply with the chair’s request to leave a board meeting, repeatedly speaking during a board meeting *more than once* without recognition by the chair...”

Motion seconded by Smith and unanimously carried. To comply with the notice requirements of statute, the resolution will be delivered to each lot in the next newsletter.

**VIII. IMPROVEMENT FUND**

It was discussed that the fence in the pool area will be completed and indoor tables need to be replaced.

**AGREED**

Welsh moved that seven (7) tables (Plastic Life Style – 6 foot) be purchased prior to the Christmas Bazaar (funded by reserves). Motion seconded by Smith and carried without objection.

**IX. COLLECTION REPORTS**

CMI Wood reported the October Collection Report prepared by Vial Fotheringham had been presented to the President and Treasurer at the November 2<sup>nd</sup> Board Meeting.

**X. RESERVES/IMPROVEMENTS**

Discussion followed regarding various repairs or improvements that should be considered in the future.

**XI. CLEAN WATER SERVICES**

Chapin reported that Clean Water Services are scheduled to do maintenance services in the area of the RV Lot and certain RVs may need to be moved.

**XII. ADJOURNMENT**

The meeting was adjourned at 8:50 pm.

# Vandals Strike at the Rec

by Jim Erzen, OHHA Director

There were several incidents of vandalism in Oak Hills the evening of Thursday, Dec. 15 and possibly Friday, Dec. 16.

The door to the tennis courts was jarred open and the self-closing mechanism was broken. The small storage shed next to the tennis courts was damaged when one of the sides was ripped off. Fortunately, none of the tennis balls was stolen. In the meantime, the maintenance crew has placed a chain and lock on the door to the tennis court. The

damage to the shed has been repaired by our maintenance crew, but the closing mechanism may cost up to \$400 to replace if it is damaged beyond repair.

Lastly, someone climbed over the fence at the swimming pool, climbed through the small opening in the storage area and stole the board used to transfer possible spinal cord or other injured swimmers from the swimming pool. The straps, pads and head immobilizer were removed by the vandals and

recovered, but the board itself is still missing. It costs several hundred dollars and must be replaced before the pool can open in spring.

The stolen spinal board is six feet in length, Keifer brand, white plastic with hand-holds around the perimeter, and has "Oak Hills" written on it in felt pen. Please contact any Oak Hills board member, or Doug at 503-645-4303 or [oakhillsrec@aol.com](mailto:oakhillsrec@aol.com) if you hear anything about the perpetrators or the spinal board.

## Oak Hills Home Owners Association Board of Directors

Linda Kitchin President		2465 NW 145th Avenue 503-466-2149	<a href="mailto:linda@kitchinonline.com">linda@kitchinonline.com</a>
Dan Smith Vice President/Treasurer		2845 NW 154th Avenue 503-690-7597	<a href="mailto:dan@comsmiths.com">dan@comsmiths.com</a>
Sara Elizalde Bourne Secretary	Website	503-789-2048	<a href="mailto:saraebourne@gmail.com">saraebourne@gmail.com</a>
Brad Buchholz Director	Internal Affairs	15200 NW Perimeter Drive 503-533-5765	<a href="mailto:buchholz.brad@gmail.com">buchholz.brad@gmail.com</a>
Dave Busby Director	Recreation	3010 NW 151st Place 971-244-3288	<a href="mailto:buzzb1955@gmail.com">buzzb1955@gmail.com</a>
Elizabeth Chapin Director	Urban Liaison & RV Lot	503-533-5403	<a href="mailto:chapin99@gmail.com">chapin99@gmail.com</a>
Jim Erzen Director	Maintenance	15368 NW Wooded Way 503-758-3847	<a href="mailto:jim.erzen@us.army.mil">jim.erzen@us.army.mil</a>
Michelle Schnoor Director	Community Relations	503-758-8306	<a href="mailto:anothermichelle@gmail.com">anothermichelle@gmail.com</a>
Joe Welsh Director	Architectural Review	503-729-8622	<a href="mailto:joseph.t.welsh@gmail.com">joseph.t.welsh@gmail.com</a>

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