



Oak Hills Home Owners Association News

The official publication of the Oak Hills Home Owners Association

February 2014

www.oak-hills.net

BOARD PONDERES DUES INCREASE

BY BOB ERICKSON, OHHA TREASURER

Last fall, the OHHA Board passed the 2013-2014 Budget that exceeded our anticipated Association income by \$12,205. The increase in our 2013-2014 budget reflected anticipated cost increases in several areas, such as utilities, professional services and recreation activities. This projected deficit will be covered by the reserve fund created as a result of the last OHHA Homeowner dues increase five years ago. As expected, that reserve fund has been declining since our last increase reflecting our on-going need to use it to fund Association expenses.

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FINE SCHEDULE UPDATED

BY SARA BOURNE, OHHA DIRECTOR

At the January Board meeting the Board of Directors voted to increase the amount of the fines in the existing Schedule of Fines starting Mar. 1, 2014. The existing fines were put in place almost 50 years ago, and are no longer amounts that are punitive.

Fines in Oak Hills are rarely necessary, and always a last resort. We live in a friendly, well-mannered community with reasonable neighbors. Most issues can be resolved quickly and in a neighborly fashion. However, the Association does need a reasonable Schedule of Fines in place in the event we cannot gain compliance with the CC&R's over multiple attempts.

The Board of Directors sought the advice of an attorney and worked with advice from Community Management Inc., our

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CELL TOWER, RECREATION AND STANDARDS

BY DAN SMITH, OHHA PRESIDENT

Several interesting issues were addressed at the last Board meeting. The proposed cell tower issue on the BPA green space property was our first concern and made for the longest discussion. This issue was addressed in our last newsletter. Briefly, it involves a plan by AT&T to build a cell tower near the northern power line tower in the BPA green space area. Planning is well underway but no application has been made to Washington County at this time. This is obviously a bad situation. No, this is not our land but it is an ugly new addition to an area

well within a historic district and in view of many homeowners. Our options are very limited but they do include writing to and seeking help from every possible source including the State Historic Preservation Office, the National Trust for Historic Preservation, and of course AT&T. Later when the plan is filed we will raise objections with Washington County. We will see what happens and keep you informed.

In another article, above on this page, Bob Erickson outlines our current thinking on an assessment increase. Our four-year plan between

increases was stretched to five years, but now we are at the end of the line. This year's budget dipped into reserves and I suppose we could continue to do that in future years, but this will cut into Oak Hills hard-earned savings. I don't think that is prudent. Having a sizable reserve ensures that Oak Hills is prepared for anything that might happen - from unexpected cost increases to surprise revenue shortfalls to earthquake repairs. Nothing is final yet but some kind of proposal will be decided at the February Board Meeting.

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VOLUNTEER FOCUS: THANK YOU ANDY BEDFORD

BY SHEILA BREWER, OHHA DIRECTOR

What a neighborhood we have! I am grateful every day I live here and am happy to serve you all. And to all of you who volunteer, thank you. We could not do this without you.

I would like to tell you about another one of our neighbors and express my appreciation for all that he does. Andy Bedford is one of those people who immediately comes to mind when you need something done. I have worked with him on too many projects and events to count, both here in the neighborhood and at school. He simply always shows up, doesn't need fanfare, or attention or a pat on the back. He doesn't need things to go his way, or to be right. He just does anything he can to help. Andy is a true team player and I want you to know who he is at the events - he is the guy in the cowboy hat. So stop him the next time you see him and say thank you.

I asked him last month to tell me why he volunteers so much, and in true Andy style he wanted to know why I do

- again taking the focus off of himself! I had to repeat the question in order to get an answer, and this is what he told me:

"If you wonder what motivates me, it's probably a common saying that I learned from my dad: 'Many hands make light work.' And generally, it's satisfying to volunteer."

A little about Andy and his family. Andy, his wife Elizabeth, and their daughter Savannah moved to Oak Hills in October 1999. Anne, their younger daughter, was born about a year-and-a-half later. Andy and his brother Steve, who also lives in Oak Hills and is a great volunteer, grew up in Oak Hills from 1966 to 1976 when their parents owned a house on 153rd Ave. In the intervening 23 years Andy didn't think he would end up living here. However, when he married Elizabeth she already had a career started at St. Vincent's Hospital, and lucky for us, Oak Hills was close by.

Again, thank you Andy for all you do for our community!

NEIGHBORHOOD WATCH

BY MIKE & CHRISTINA MATOUSEK, OAK HILLS NEIGHBORHOOD WATCH

INCIDENT REPORT FOR DEC. 15 - JAN. 15

Jan. 15: A flatbed trailer was stolen from in front of a homeowner's home. It has been reported to the police. Please remember to always put a lock on your hitch, preferably one that cannot easily be cut with a bolt cutter.

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 suspicious behavior.

OHHAneighborhoodwatch@gmail.com -- 503-372-9600



SAVE THE DATE FOR CEILI

BY SHEILA BREWER, OHHA DIRECTOR

Be sure to note Sat., Mar. 15 from 5:30 - 8:30 p.m. on your calendar for our St. Patrick's Day celebration, Céilí in the Park!

Peter Beyer has stepped forward to organize the event this year, and he is doing a fabulous job preparing the fun. He has found a wonderful band, the Stomptoners, for live music, and has even lined up dancers who will teach us a step or two.

Do not miss this wonderful event. Look for more information in next month's newsletter.

OAK HILLS CHURCH SHREDDING DAY

Community Shredding Day
Saturday, February 9 from 9 a.m. - noon
Oak Hills Church parking lot

REC STAFF

NEXT SUMMER

BY SHEILA BREWER, OHHA DIRECTOR

As was mentioned in last month's newsletter, we are in the process of looking for an important addition to the team of people that runs and facilitates the recreation programs for our neighborhood.

This key role of Activities Coordinator will be a part-time, year-round position assisting the Board member in charge of Recreation, as well as other Board members, in many aspects of recreation and events. I have placed ads in a number of publications and online to cast a net wide in order to be confident knowing we will find the right person for the job. I have personally reviewed dozens of resumes and I am returning emails and phone calls daily. I and other Board members are beginning to interview candidates, and my goal is to have a person in place the middle of February. Applications are being accepted until Fri., Feb. 7. If you or someone you know is interested, please email me at oakhillsrec@gmail.com.

Additional key staff members are also in the final stages of consideration. They include the Aquatics Manager, Tennis Manager and Swim Team Head Coach. My goal is to have all of these key positions in place by Mar. 1, and it looks like that we will reach that goal.

After last summer, which I consider to have been a learning and observation year, we will be making some changes to formalize and streamline a few Recreation systems and policies. Most of it is behind the scenes, including improved accounting systems, clarity in job delineation and organization which will help us to better serve you while accounting for and responsibly using our resources. We will also continue to improve our use of technology while keeping the Oak Hills Family feel.

Tower, Rec & Standards, Con't from Pg. 1

A very important issue was discussed regarding recreation. We are looking for an Activities Coordinator, who will take over some responsibilities currently handled by Board members. Recreation has turned into a small business at Oak Hills with multiple activities including 4th of July planning, swim team management, Rec Center reservations, lifeguard management, concert bookings, Easter egg hunts and much more. It isn't really possible for these to be run by a volunteer Board any more than Oak Hills maintenance could be done by volunteers. It is not feasible for volunteers to devote the time and ensure the continuity necessary to make it all work. Sheila Brewer did an unbelievable job last year in keeping everything going while she learned about all the pieces that go into recreation activities in the neighborhood. Now she is ready to put a plan in place and hopefully we will have a new recreation structure up and running in February.

And then there is the neighborhood standards issue. I have written about this topic in almost every newsletter since last May. My personal view is that we are at a crucial stage in our development as a homeowners association. Some associations spend little or no time enforcing their CC&R's and you can tell that when your drive through them. Oak Hills has done better, but there several problems that need to be cleaned up before we can say we are where we need to be. We are finding that striking the right balance between tough enforcement of obvious violations and burdening homeowners with tiny regulations is a very tough task. There is a bit of a new culture change that has to be developed and extraordinary care is being taken to move slowly but surely in the right direction while keeping the support of homeowners. We did move forward on a new fine schedule at our last meeting (as described in Sara Bourne's article on Page 1), but that is a very small move since very few homeowners have ever found themselves in a place where a fine would even be a possibility. And I expect most people don't even know someone who has been threatened with a fine. Nevertheless, we need something in place to help us get the attention of problems cases. The best-case scenario is that a fine will never have to actually be threatened or paid.

The key to the new standards enforcement is the new committee, which has yet to be formed. Many people have come forward to volunteer, so our problem now is choosing who gets on the committee. This is proving to be a very difficult process, but at least the committee was given a name at our last meeting - the Internal Affairs Compliance Committee. Good to get that done but I am hoping that this time next month we will be able to actually announce the names of the committee members.

Finally, mark your calendars for the 3rd Annual Oak Hills Céilí in the Park on Mar. 15 from 5:30 - 8:30 p.m. This is our St. Patrick's Day celebration, and if you have never been to one (or even if you have) you will want to give it a try. This year's band is the Stomptoners - a dynamic group featuring traditional Irish instrumentation, voice and foot percussion. Expect to hear an exciting blend of foot stomping jigs, reels and hornpipes interlaced with melodic, soulful Celtic songs, feisty sea shanties and a few good pub songs. It needs to be experienced. Hope to see you there.

AROUND TOWN: SCHOOL AND COUNTY NEWS

COMPILED BY ELIZABETH CHAPIN, OHHA DIRECTOR

BSD 2014-15 Calendar Survey

The community is invited to assist with the selection of the 2014-2015 District Calendar. The survey will be open through Feb. 14, 2014. A final recommendation will be made to the School Board on Feb. 24, 2014. The key differences are outlined below.

Option 1: Thanksgiving break is Thursday and Friday; Seniors' last day is June 4; Students' last day is June 11.

Option 2: Thanksgiving break is Wednesday through Friday; Seniors' last day is June 5; Students' last day is June 12.

Option 3: Thanksgiving break is Tuesday through Friday with Monday being a grading day; Seniors' last day is June 5; Students' last day is June 16.

Survey location: www.beaverton.k12.or.us

\$4.4 Million Donation to Sunset High School

An anonymous donor has donated \$4.4 million to install synthetic turf creating multi-functional athletic fields at Sunset High School. The project includes the varsity baseball field, repositioning the existing varsity softball field and adding lighting. The synthetic turf will

dramatically increase the amount of use the fields can accommodate especially during the fall season. The improvements will provide a year-round surface for Sunset High School's P.E. classes, practice fields for soccer and football teams, softball and baseball teams, marching band, District make-up games, and community recreation programs. Construction on the fields is expected to begin in late spring and will take three months to complete.

Washington County Transportation Plan Update

Washington County is updating the current long term transportation system plan to better meet the long-term needs of the County's residents, businesses, and visitors.

Washington County's Transportation System Plan Update is being developed in two phases. The first phase resulted in the development of goals, objectives and strategies for the transportation system.

The second phase (now underway) includes designating the functional classification and number of lanes planned for county roadways. It also makes plans for public transit, bicycles, pedestrians, and freight travel in the county. You can provide your comments at <http://www.surveymonkey.com/s/MTGTZFJ>.

Schedule of Fines Updated, *continued from Page 1*

property management company. These new fines are still less than advised, and less than most of the homeowners associations in the area.

Our hope is that we never need to use them, but if we do, this new set of rates might have a better chance of causing compliance with the CC&R's.

To the right are the current Schedule of Fines (top) and the updated Schedule of Fines (bottom), which becomes effective Mar. 1, 2014.

Notice	Timeline	Old Fine/Consequence
First Notice	14 days to correct	None
Second/Subsequent Notices	14 days to correct	\$25
Final Notice	14 days to correct	\$50 each notice
Hearing	7 days to begin work	\$5 per day beginning 7 days after hearing

Notice	Timeline	Updated Fine/Consequence
First Notice	14 days to correct	None
Second/Subsequent Notices	14 days to correct	\$75
Final Notice	14 days to correct	\$150 each notice
Hearing	7 days to begin work	\$15 per day beginning 7 days after hearing

DRAFT BOARD MEETING MINUTES -- Jan. 8, 2014

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOME OWNERS ASSOCIATION HELD ON JANUARY 8, 2014 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, MEETING ROOM, 2815 NW FOREST AVENUE, BEAVERTON, OREGON AT 7:00 PM.

PRESENT: Dan Smith, President
Amy Barton, Vice-President
Robert Erickson, Treasurer
Sara Bourne, Director
Elizabeth Chapin, Director
Sheila Brewer, Director
Brad Buchholz, Director
Jim Erzen, Director

ABSENT: Linda Marshall, Secretary

BY INVITATION:

Jed Spera, Community Manager CMCA, CAMP, AMS
COMMUNITY MANAGEMENT, INC. AAMC

Owners as listed on the sign-in sheet.

I. CALL TO ORDER

The meeting was called to order at 7:00 PM.

II. HOMEOWNERS COMMENTS/ISSUES

A homeowner requested to discuss the extension of the 4th of July parade that would honor the historic designation. The homeowner will give the information to Amy Barton for further review.

A homeowner wanted to discuss the cell tower installation. A contractor for AT&T has proposed an application be made to Washington County to install a cell tower in the green space area. The homeowner asked that OHHA open a dialogue with the County Commission about zoning concessions that would limit installations of this nature in the public right-of-way.

A homeowner introduced the Director of the Washington County Museum. The homeowner explained that as part of the historic designation there is a requirement that records be kept and that it would be beneficial for Oak Hills to have its own historian. The Washington County Museum has volunteered to store the historical documents for Oak Hills. The Museum director offered to assist with the effort to protest the installation of the cell phone tower in the green space.

III. APPROVAL OF MINUTES

The minutes from the meeting of December 4, 2013 were reviewed.

AGREED: Robert Erickson moved to approve the minutes of the December 4, 2013 meeting as submitted. The motion was seconded by Jim Erzen and approved without objection, with Elizabeth Chapin and Sara Bourne abstaining.

IV. TREASURER'S REPORT

November Financial Statement: Robert Erickson provided the Treasurer's report for November 2013. Erickson noted that there is approximately \$12,000 in accounts receivable, with twelve homeowners with unpaid assessments.

Robert Erickson is reviewing the Association's future financial needs which could result in a proposal to increase the annual assessment. If approved by the Board, the assessment increase would have to be approved at the next Annual Homeowner's Meeting. Erickson noted that it has been five years since the last increase in assessments. Erickson reported that he has researched the fees charged by other associations in the area, noting that the results show that the Oak Hills fees are reasonable in light of the services provided by the Association.

Erickson stated that approximately 97% of the budget is for fixed or necessary costs that the association is obligated to pay. That leaves very little money for expenses associated with optional or non-essential services. Additional expenses will be incurred in the future as the Bethany Boulevard project is completed and maintenance items are passed on the Association. New expenses will also be associated the historic district designation. Robert Erickson went through some options for approaching an increase, either the traditional \$50 increase, or moving to an annual increase tied to a set percentage.

Sheila Brewer suggested that when the budget is presented to homeowners, a comparison should be included showing the high level of services that are provided to Oak Hills in comparison with comparable associations researched by Erickson..

Dan Smith recommended that the Board determine the amount of the annual increase at the next meeting.

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Draft Minutes -- January 8, 2014 *continued from Page 5*

V. URBAN LIASON AND RV LOT

Cell Phone Tower: Elizabeth Chapin reported that she had attended the meeting regarding the cell phone tower installation by a contractor for AT&T. She noted that the attendance at the meeting was low. Chapin explained that once the permit is filed, there is no requirement that community comments be taken in a meeting format. The purpose of this meeting was for homeowner comments addressed to the applicant in a public forum be addressed in the application to Washington County. Chapin reported that the tower would also have a 10' x 20' concrete pad surrounded by a fence topped with barbed wire. Chapin drafted a letter to both the Land Use and Transportation Planning and Development Services and AT&T, asking that the cell phone tower permit not be approved in its current placement. Further discussion continued regarding the approval process for the tower. Discussion continued, and Sara Bourne suggested that a picture of the area with the potential tower be included.

AGREED: Elizabeth Chapin moved that a letter be sent to SHPO, the National Historic Trust, AT&T and Washington County, once a case file is assigned, requesting that the placement of the cell phone tower be reconsidered, noting that the Association is a National Historic District. Sara Bourne seconded the motion which passed without opposition.

RV Lot Fees: Chapin stated that the deadline for the RV Lot fees was December 15. The locks will be changed on February 1. In addition to the original contract sent by mail to all RV lot users, two reminder emails have been sent out - one before the December 15 deadline and one after the deadline to those who had not yet paid. A third reminder will be sent to those still delinquent before the February 1 lock change.

VI. RECREATION

Westview Cross County Invitational: Sheila Brewer presented a proposal from the Westview High School Cross Country team, asking permission to hold their Invitational Meet in the greenspace at Oak Hills. Representatives from Westview High School spoke to the Board. The event would likely take place in September. The Board discussed concerns regarding the logistics of the meet.

AGREED: The Board agreed to work with Westview High School to explore the logistics concerns and to refine the proposal prior to coming back to the Board for final approval.

Activities Coordinator Position and Job Description:

Sheila Brewer will send a copy of the draft recreation job descriptions to the Board. The Activities Coordinator would be a supervisory position to the Aquatics, Tennis and (possible Future) Athletic Program Managers. This position would be in charge of payroll, the activities calendar, administration and other higher level tasks, as well as management. This position would also oversee all special activities. The position would be a year-round position.

Discussion followed regarding the costs for this position to take on the coordination of the majority of the special events, with the exception of the Fourth of July. Additional discussion followed regarding who will coordinate the events in 2014. This was all discussed in terms of the funding available through the 2013-2104 budget and the use of general operating funds to assist in paying for this position or a combination of two positions. The Board requested that Brewer come back to the Board in February with a detail of what would be needed for the ideal position to cover the activities planning aspect.

Dan Smith asked if a Director agreed to take over these tasks, would the position still be needed?

VII. ARCHITECTURAL REVIEW

Architectural Review Board: Sara Bourne reported that the only application received came in on the day of the meeting, and so it has not yet been reviewed. Discussion ensued regarding increasing the fine schedule. Sara Bourne recommended that the current fine schedule for violations should be doubled. Robert Erickson stated that he thought the fines should be tripled.

AGREED: Robert Erickson moved that the current schedule of fines for violations be tripled, with the new fines effective March 1, 2014. Amy Barton seconded the motion. Directors Smith, Barton, Erickson, Bourne, Chapin, Brewer, and Erzen voted in favor of the motion. Director Buchholz abstained. The motion passed.

Bathroom Remodel: Work will continue in January on the bathroom remodel.

Fir Trees Along Cornell: A homeowner sustained some damage from fir trees that were dropping branches. A estimate has been obtained for \$1,200 to prune the trees.

AGREED: The Board agreed by consensus that the trees should be pruned as proposed.

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Draft Minutes -- January 8, 2014 *continued from Page 6*

Solar Panels: There was discussion about the installation of solar panels was brought up. It was noted that solar panels are allowed under federal regulations. Further discussion will occur in future meetings.

Entrance to 153rd: The entrance at 153rd is landscaped only on the east side. The goal is to make both sides look the same once the blackberry bushes are removed. Darla Castagno has spoken with Washington County and they will clear it in the Spring.

VIII. INTERNAL AFFAIRS

Compliance and Safety: Brad Buchholz provided an update on compliance and safety activity in Oak Hills. A new name was chosen for the previously named Standards Committee, which will now be known as the Internal Affairs Compliance Committee. This is an advisory committee that reports to the Internal Affairs Director. The committee will incrementally gain additional responsibilities. The Board reviewed last month's discussion regarding the Committee. It was noted that the agreed upon approach will allow the Committee to start working on compliance issues immediately without having to wait for policy development. Bob Erickson noted that it will be helpful for the Committee and the Board to have each compliance issue tracked separately. This will allow the Board to maintain a historical perspective for each compliance issue, and that precedent is set in case an issue should end up in court. Dan Smith confirmed that the gradual approach to compliance is the direction that

the Board would like the committee to take. There are nine candidates for the committee. Linda Marshall is heading the selection process. The process of interviewing and final selection will begin next week.

Brad Buchholz presented a mission statement for the Committee. The Board will take it under advisement.

IX. NEW BUSINESS

Fourth of July: Amy Barton will present new business regarding the Fourth of July at the next meeting. Darla Castagno presented her ideas for the parade. Darla Castagno suggested that the theme of the parade be Historic Oak Hills on Parade, celebrating the Historic District designation. She hopes to have four of the five original developers participate in the parade. Castagno asked the Board to consider having the parade documented.

Website: Dan Smith reported that Linda Marshall will now be in charge of updating the website.

Newsletter: Following an inquiry into the cost of the newsletter, it was reported that the cost of the most recent newsletter was \$306.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:27 PM.

Dues Increase, *continued from Page 1*

Currently, the fixed costs for the services provided by the Association as reflected in employee wages, utilities, maintenance, insurance, professional services represent about 97% of our annual budget. This provides us with little discretionary spending for expanded or new services. As we plan ahead for future Association expenses, the Board will be considering several factors, including the following:

- There has been low inflation for the last several years but that may not continue;
- There have been no wage increases for our employees for the past several years;
- Our current budget has allowed us to maintain the status quo without making additional improvements in our recreation programs or maintenance or other services to homeowners;
- As a result of Washington County policy, we need to plan to take over the maintenance of trees, and other plantings on the exterior wall along Bethany Blvd in about two years.

The current annual OHHA Dues of \$475, less than \$40 per month, is considered by many to be low considering the services provided to homeowners. We are also continuing to look at other Homeowner Associations in the Portland area to compare their amenities and services and their Association fees.

We welcome your comments as we continue to discuss this issue and ultimately make a recommendation at our Annual Meeting.

OAK HILLS SCHOOL PTO PRESENTS "THE GRUNCH"

BY JENNIFER YAMASHIRO, OAK HILLS SCHOOL PTO

The Oak Hills PTO will present "The Grunch," a children's musical, on Fri., Feb. 21 and Sat., Feb. 22 at 5:30 p.m. and 7:30 p.m. in the Oak Hills School Gym.

Inspired by the Dr. Seuss classic "The Grinch Who Stole Christmas," "The Grunch" tells the story of Rudy Grunch, a grumpy sixth grader who always feels like an outsider. When the

entire school gets excited about the annual school musical, she comes up with a perfect plan to ruin it for everyone; she'll steal the sets, costumes and lights the night before it opens. But will the spirit of theatre prevail?

Tickets go on sale Sat., Feb. 1 at 10 a.m. Watch the Oak Hills PTO website (www.oakhillspto.org) for the link to our online ticketing service. Tickets are \$4 per person, plus a ticket and service charge. Children five and under are free. ALL proceeds go to pay for the costs of the production. Any additional funds will be used to make arts-related purchases for Oak Hills Elementary School.

Contact Jennifer Yamashiro with any questions at vice-president@oakhillspto.org. Directed by Jennifer Yamashiro. Musical Direction by Laura Blattner.

DATES TO REMEMBER

BOARD MEETING

Wednesday, February 5
7 p.m. @ Oak Church

BOARD MEETING

Wednesday, March 5
7 p.m. @ Oak Church

CEILI IN THE PARK

Saturday, March 15
5:30 - 8:30 p.m. @ Oak Hills Rec

ARCHITECTURAL REVIEW BOARD

Sara Bourne

503-789-2048 • saraebourne@gmail.com

Bob Erickson

503-645-4024 • robertkerickson@gmail.com

Rebecca Leibowitz

503-367-2042 • rebecca@moonleib.org

OAK HILLS HOME OWNERS ASSOCIATION BOARD OF DIRECTORS

Dan Smith President		2845 NW 154th Avenue 503-690-7597	dan@comsmiths.com
Amy Barton Vice President		503-893-5516	amy.barton.oak.hills@gmail.com
Bob Erickson Treasurer		15715 NW Oak Hills Drive 503-645-4024	robertkerickson@gmail.com
Linda Marshall Secretary		15135 NW Perimeter Drive 503-645-2366	linda@cmarshallfamily.com
Sara Elizalde Bourne Director	Architectural Review & Communications	15435 NW Perimeter Drive 503-789-2048	saraebourne@gmail.com
Sheila Brewer Director	Recreation	15129 NW Oakmont Loop 503-690-0677	oakhillsrec@gmail.com
Brad Buchholz Director	Internal Affairs	15200 NW Perimeter Drive 503-533-5765	buchholz.brad@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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