



OAK HILLS HOMEOWNERS ASSOCIATION BOARD NEWSLETTER

www.oak-hills.net

April 2011

OHHA Annual Meeting May 10, 2011

The Oak Hills Homeowners Annual Meeting will be held on Tuesday May 10th, 7pm at Oak Hills Church and the Board encourages all homeowners to attend. Come and meet the Board, your fellow neighbors and be a part of the decision making in Oak Hills.

The Board will present reports on the past year and what is so far planned for the upcoming year. There will be a presentation by the RDR Review committee who having been working hard on reviewing our CC&Rs: what they have accomplished so far and what the process will be as they move forward. The meeting is a good opportunity to return your completed survey or to answer one during the meeting.

As always there is the election of Directors to the Board. This year we have four vacancies and you will be able to read the biographies of the nominees that have so far come forward in this newsletter. We are hoping that this will give homeowners a chance to get to know the candidates prior to the meeting. They will also be making short statements at the meeting along with any nominees that come forward on the night.

By now all homeowners should have received a copy of the agenda for the Annual meeting and will see that the Board is looking to the homeowners to decide on whether Oak Hills should move forward with a nomination to be placed on the National Register of Historic Places. There will be a presentation by the State Historic Preservation Office in Salem followed by a question and answer session where we hope that homeowner's questions and concerns will be answered. Finally a vote of homeowners will be taken to decide our course of action.

The Board also plans time to hear homeowners' comments and issues. There will a chance to sign up to speak and we ask that each person takes two minutes, so that we can hear and answer the concerns of as many people as possible. Board members will also be around before the meeting to talk with homeowners, it is a great opportunity for us to meet our fellow neighbors and hear what you have to say.

So you can see it is important to attend the meeting and have your say. However, if you are unable to attend you can still be a part of the decision making. You can return your proxy to CMI appointing a named homeowner to vote on your behalf or designating that a current Board member vote on your behalf. We are asking homeowners to please send proxies to CMI by Friday May 6th to allow for processing.

We look forward to seeing you there.

Survey Prize Drawing!

Please review the flyer delivered with this newsletter. In an effort to ensure full participation in the Oak Hills survey, everyone who submits a survey will be eligible to win a unique Oak Hills prize. See the article on page 6 for more details and read the flyer delivered with this newsletter for a list of prizes.

Complete your survey today!

Oak Hills Homeowners Association Board Meeting -- March 17, 2011

The Oak Hills Homeowner's Association Board met on Thursday, March 17, 2011 at 7:00 pm at the Oak Hills Christian Reformed Church. Present: Linda Kitchin, President; Dan Smith, Treasurer; Michelle Schnoor, Secretary; Brad Buchholz, Director; Jim Erzen, Director; Peter Rauch, Director, Absent: : David Busby, Director; Alan Lachman, Director; Norm Rose, Vice President

Owners as listed on the sign-in sheet.

I. CALL TO ORDER

President Kitchin called the meeting to order at 7:05pm.

II. HOMEOWNER COMMENTS.

Dan Smith requested for Micki Sparr to turn off, or reposition, her video camera; Sparr refused do either. Smith requested the Board determine rules for videotaping of Board meetings moving forward. Smith also requested the Board to record the meeting on behalf of the Board, as he does not feel comfortable having the only recording being the one done by Sparr, and he will not attend meetings without a Board recording being done at the same time.

A Homeowner questioned why a house on Oak Hills Drive has the east side yellow and the rest of the house is tan; is it in the process of being painted? Rose was not in attendance to answer the question, so Erzen speculated they are replacing the siding with hardi plank.

Homeowner Sara Bourne was curious if there was an update on the care facility on Oak Hills Drive, regarding the number of cars being parked on the street in front of the house. Kitchin reported she has spoken with them twice and the only change is there will be two periods of the car where all staff are there during an overlap in their shift.

Homeowner Amy Barton inquired about signage for the cul-de-sac that is on the way to Bethany Blvd. Commuters are pulling into this cul-de-sac mistaking it for the exit to Bethany and she believes it would be

appropriate to have a sign there indicating it is not a turn-around point.

III. PURPOSE OF WORK PARTY.

Kitchin reported the purpose of the "work party" meeting has shifted and moving forward the second meeting of the month will only focus on topics requiring discussion, research, or a question and answer period as was the original intent of adding a second monthly Board meeting. For this meeting, the two topics are the annual meeting and the drop box; hence, the reason why there is no agenda provided.

IV. APPROVAL OF MINUTES.

Buchholz moved to approve the minutes from the meeting held on March 2nd, 2001. Motion seconded by Smith and carried with all in favor

V. ANNUAL MEETING.

Discussion was then held about the upcoming annual meeting; specifically: homeowner mailing, agenda, Historic District, deadlines, CC&R Committee, etc. The following decisions were made regarding items to fall on the agenda:

- 1.) Board Report: All Board members, except Smith, to provide committee reports to Kitchin, by May 1st, who will then compile into one summary presentation. Erzen will not be in attendance at the Annual meeting.
- 2.) Historic District: A short presentation will be done by SHIPO with an additional ballot presented for homeowners to vote on moving forward with the nomination of Oak Hills as a Historic District.
- 3.) CC&R Review committee: Kitchin to contact Myra to find out the goal and time frame for their presentation. Bourne reported their hopes are to use the annual meeting as a place where homeowners can return or take the survey regarding the CC&R's.
- 4.) Election of Board members: Each candidate will be given 2-3 minutes to speak, depending on the number of candidates. Kitchin will work with Diane on finalizing the agenda and the order of events for the evening.

The following decisions were made regarding OHHA Board candidate deadlines:

For those intending to run for the OHHA Board, the deadline for nominations to be on the ballot is April 6th. Candidates can send their letter of intent to Michelle Schnoor (anothermichelle@gmail.com) or CMI. Schnoor will respond to all candidates with information and will also send them a Code of Conduct to sign prior to the Annual Board Meeting. If candidates would like for their biography to be included in the OHHA Board newsletter, the deadline is April 20th. Biographies should be no longer than 250 words and a photo is optional.

Biographies should be sent to Michelle Schnoor (anothermichelle@gmail.com). Candidate information will be listed in the Board newsletter in alphabetical order. The Board hopes to have a finished letter, meeting agenda, instructions + proxy mailed out to the homeowners no later than April 10th.

The following decision was made regarding collection of proxies:

If a homeowner would like to assign their proxy to another homeowner in the neighborhood, then the Board would like to recommend CMI receives the proxy by the Wednesday prior to the Annual meeting. This will administratively help out CMI and the flow of the evening greatly. However, a homeowner is still able to show up with their proxy at the Annual Meeting if the need arises.

VI. HISTORIC PRESERVATION

Homeowner Amy Barton reported that 97 homeowners had taken the survey regarding Oak Hills becoming a Historic District. The Board decided the Wednesday, April 6th Board meeting will be dedicated to the discussion about the Historic District, with an invitation to all Homeowners who have an opinion to attend the meeting.

Final Board discussion will take place at this meeting and a Board vote will be taken. Homeowner Castagno

will ask if SHIPO representatives can come and attend the Board meeting to field questions and answers. Kitchin will create a big sign for the main entrance board.

VII. EMAIL COLLECTION

Schnoor shared her desire to create an email list in order to improve upon communication within the community for surveys, meeting reminders, etc, and to also potentially eliminate the need for a hard copy of the OHHA Board newsletter being delivered to every home. Of course, noting not all homeowners have email and of course for those we'd still deliver physical copies of the newsletter, meeting reminders, etc. Discussion ensued about how to best collect emails.

The Board decided to put a link in upcoming newsletters, on the home page of oak-hills.net, summer sign-up's in May, and have a computer available at the Annual meeting to collect emails for future Board communication. Schnoor with the help of Homeowner Bourne and Homeowner Hehman will also look into collecting emails from block captains, friends, etc. Bourne has offered to help Schnoor assess which email communication platform to use. Schnoor will first write a disclaimer and pass on to the Board for review before any email communication is to take place.

VIII. OAK HILLS DROP BOX.

Much discussion was held whether or not to charge or not to charge for use of the debris drop box. Currently, the debris box costs close to \$8,000 a summer to offer it to homeowners. Since the debris box costs were not budgeted to be covered by dues this year, the cost will remain the same as last year at \$10.00/per sticker, covering use for the duration of the summer. The debris drop box is set to open on Saturday, April 30th.

The Board agreed the need to staff the maintenance center the first several weekends to sell the stickers. Rec Center Director Castagno will also sell at the rec center during office hours as well as during summer sign-up's.

Board members will also have some available at home.

VI. ADJOURNMENT.

Kitchin motioned to adjourn the meeting, Rauch seconded. All agreed. There being no more further business the meeting adjourned at 8:26 pm.

Oak Hills Homeowners Association Board Meeting -- April 6, 2011

The Oak Hills Homeowner's Association Board met on Wednesday, April 6, 2011 at 7:00 pm at the Oak Hills Christian Reformed Church. Present: Linda Kitchin, President; Dan Smith, Treasurer; Michelle Schnoor, Secretary; Brad Buchholz, Director; David Busby, Director; Peter Rauch, Director; Jim Erzen, Director;

BY INVITATION: Ms. Cara L. Kaser, Architectural Historian **NATIONAL REGISTER PROGRAM , STATE HISTORIC PRESERVATION OFFICE ("SHIPO")**, Mr. Samuel Shogren, Executive Director , **Director of Washington County Museum** Mr. David Johnston, Owner **VOLUNTEER PARLIAMENTARIAN** 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 7:02 pm by President Kitchin.

II. HISTORIC PRESERVATION QUESTION AND ANSWER SESSION

Guest, Samuel Shogren spoke of his position at Washington County and reported he is available to work with associations who wish to gain historical preservation status.

Cara L. Kaser was present and responded to questions as follows:

Washington County does have an inventory of sites that are on the historic overlay and Oak Hills can opt into it if they wish. Each owner would be required to consent to be a part of the overlay.

A benefit of being on the list (created in 1966) is that if the Association has an opportunity or purpose in qualifying for Federal funding, additional consideration will

be given. Another benefit is one of reputation. Tax incentives are available as property taxes could be frozen for 10 to 20 years if you apply under the Special Assessment provision.

The Association members would not be regulated in any way other than they currently are required to under the governance of the CC&Rs.

In order to be considered, a survey of the neighborhood will be performed by SHIPO and an application must be submitted. Some associations hire a consultant to process the application and the cost could be approximately \$10,000. Darla Castagno reported the Historic Preservation Committee has about 15 volunteers and hope to collect approximately \$10,000 in donations from a home tour planned for the community.

III. APPROVAL OF PREVIOUS MINUTES AGREED

Motion made by Rauch to approve the minutes from the Board Meeting held on March 17, 2011. Motion seconded by Smith and carried with Buchholz abstaining.

IV. DIRECTOR RESIGNATIONS - ROSE AND LACHMAN

Kitchin reported Rose and Lachman had recently submitted their resignations.

AGREED

The Board agreed to not fill the positions by Board appointment but instead will fill the positions by way of election by the owners at the upcoming Annual Meeting scheduled for May 10, 2011.

V. BOARD OFFICE - VICE PRESIDENT

With the above noted resignations, Kitchen noted the office of Vice President was open and invited a motion to fill the office. Kitchin volunteered to administer the ARC Review department until the Annual Meeting.

AGREED

Motion made by Buchholz to appoint Dan Smith to the position of Vice-President. Motion seconded by Schnoor and approved without objection.

VI. CHECK SIGNATURE CARD

CMI Wood requested the check signature card be signed based on the change of officers.

AGREED

The officers signed the check signature card as requested.

VII. FINANCIAL REPORT

Treasurer Smith reported the budget is on target however, a number of accounts are in receivables status which is fairly typical at this point of the fiscal period. Smith has reviewed the status of the accounts that have reserve monies over the FDIC limit and will invest approximately \$100,000 in three CD's with laddered maturity dates. Smith reported the auditor from Currie and McClain, PS will attend the June 1st Board Meeting to present the 2009/2010 Audit.

CMI Wood submitted the Collection Report as prepared by Vial Fotheringham dated April 1, 2011 to the President and the Treasurer.

VIII. COMMITTEE REPORTS

A. Communication - Michelle Schnoor

Minutes have been posted on the website.

A campaign is in process to gather emails of all homeowners to better distribute information.

B. Recreation - David Busby

The 2011 Recreation Book will be finalized in April and includes a number of new activities.

The fields will be used in April for baseball and lacrosse.

C. RV Lot - Peter Rauch

Upkeep of the Lot and the records will be completed before the Annual Meeting.

D. Maintenance - Jim Erzen

New part-time employee was hired.

E. Special Events - Linda Kitchin

4th of July planning and scheduling is underway and on target.

Volunteers will be called for at the Annual Meeting.

F. Internal Affairs - Brad Buchholz

An owner will be requested to trim/prune a corner hedge as it is causing a blind spot for drivers.

Recommended that owners are advised to clean their yards in preparation for the Rummer Open House Event.

G. RDR Committee - Myra Lee

IX. ANNUAL MEETING

CMI Wood presented a draft of the Annual Meeting notice with the Board and noted it will be mailed on about April 11, 2011.

AGREED

The Board approved the format as presented. Kitchin will provide CMI with the summary of the proposal for the Association to apply to SHIPO as a historical designee. It was agreed the Director positions will be voted by ballot and counted at the meeting. However, the SHIPO issue will be voted at the meeting but may not be counted due to timing.

X. PAINT COLORS

Kitchin volunteered to finalize the selection of the paint colors.

XI. BETHANY BOULEVARD

With the absence of Norm Rose, Kitchin reported an update of the Bethany Boulevard issue was not available. Homeowner Sparr reported the Washington County Commissioners have made a decision and the "3 not 5" INC has dissolved since they have no appeal rights.

AGREED

Kitchin will ask Rose if he wishes to continue to be the Oak Hills representative to the Focus Group that had been established for the Bethany Boulevard issue.

XII. BEHAVIOR POLICY FOR RECREATION - DAVE BUSBY

Busby reported that he will send a final draft of the policy to the Board and CMI.

XIII. DROP BOX

Kitchin reported the 2011 Drop Box stickers are available.

AGREED

It was agreed the forms (rules are included) will be printed by single copy and given to the user. A master list will be held by the Board.

XIV. IMPROVEMENT FUND

Jim Erzen reported a bid had been received to replace two (2) basketball backboards for a total of \$1,000. Discussion followed regarding the use of the funds for this item or whether or not it had been earmarked for the traffic calming devices.

AGREED

The Board agreed to table discussion of this item until the next meeting.

XV. "3 NOT 5" INC

Owner Darla Castagno asked if the "3 NOT 5" INC will refund monies to those who donated to their organization. The Board stated the Association has no connection to the "3 NOT 5" INC and cannot respond on their behalf.

XVI. SWIM TEAM BENCHES

An owner requested benches be purchased for the Swim Team.

XVII. ADJOURNMENT

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

Maintenance Update

Mark has ordered the four new tennis nets out of the reserve budget. Reserve item \$820 budgeted. Cost is \$832.

Completed the 153rd Entrance Landscaping. Four Akebono Flowering cherry, one Scarlet Oak and seven Blue Weeping Alaska Cedar trees were planted in March. The rest of the rhododendrons and other plants were planted in April

Clean Water checked the storm drain lines in the RV lot using a camera. They cleared debris/roots so lines would drain better.

Met with John of General Tree Service to discuss spraying and fertilizing the trees at the Rec Center. The spray is a combination insecticide/fungicide for needle cast, gall, red band, aphids, etc. It was recommended to keep the program for the pines and add the six maple trees planted last year. The program includes a deep root fertilization in the fall. Five smaller pine trees will need to be removed at the Rec Center.

New commercial lawnmower was purchased out of reserve budget. Ordered new garbage can to be placed at north side of tennis courts

Ordered and received a new sign from Fast Signs for the drop box (40" X 48") with rules, e.g. no garbage, sod, plastic, ashes, food waste, tree branches must be less than 4" in diameter and 3 feet in length, etc.

Baseball field has been marked to restore it to little league dimensions. We will allow the grass to grow on the outer area of the infield. The little league infield will be sprayed for weeds, roto-tilled and raked once the rains stop.

Community garden. Six new garden boxes have been built at the community garden. Two of the older boxes we moved to sunnier location. The soil and woodchips have been delivered. Each gardener paid \$30 this year which paid for the materials and soil.

Started mowing areas along 153rd and Rec Center. Tree pruning. Blowing sidewalks and Rec Center areas. Spread moss killer along sidewalk at 153rd and Abion. Spread bark dust in selected areas. Performed maintenance on larger mowers - change oil, spark plugs, etc.

Restated Declaration of Restrictions Review Update

The RDR review process has raised many questions for which the Review Committee is researching and gathering information that will assist the Subcommittees in the development of recommendations for amendments to the governing documents. The full committee is now at a point that requires substantial feedback from the community. The RDR Review Committee has focused extensively on seeking input from homeowners throughout OHHA.

A survey was delivered to all homes in Oak Hills at the beginning of April. To date, 20% of homeowners have returned the surveys by either filling them out online or completing the paper survey. While the response is statistically significant, the goal is to obtain responses from a majority of homeowners throughout the community to ensure there is a clear understanding of the issues that people want to be resolved during this re-

view process. In that regard, the Committee has identified some incentives that it is hoped will induce even more responses to the survey.

Everyone who has already submitted their survey and everyone else that does so by May 15th will be entered into a drawing for the prizes listed in the flyer in the OHHA Board Newsletter.

While prizes are all great enticements, what is really important is that you voice your concerns and offer suggestions for improving the manner in which the OHHA operates. The more homeowners that submit completed surveys the better the Committee and the Board can respond to issues that can affect the entire community.

Your feedback is critical to this decision-making process. Don't forget - the survey is available online. Go to www.OakHillsBusiness.net to complete the survey online. Or, complete the paper survey that was delivered with the last Pioneer.

If you need another copy, email :

NancySittigSmith@gmail.com, or call 503.645.9745 to have a replacement delivered to your home.

One entry per lot number. Your privacy is preserved. We separate your lot number from your responses once we ensure that only one survey for the lot has been submitted.

Notes from the President

Linda Kitchin

At the most recent Focus Group Meeting regarding the continuing plans for Bethany blvd. Board secretary, Michelle Schnoor, approached the County regarding traffic calming signs for Oak Hills. Michelle has been a long time campaigner for traffic calming devices in the neighborhood and has spearheaded a number of traffic speed studies. Unfortunately, to date, the studies have shown that although very close, Oak hills does not quite reach the level to require the County to act. However, during construction of Bethany Blvd we are all aware that traffic will cut through Oak Hills to avoid delays. At the meeting, Michelle questioned if the County had considered providing, or even subsidizing, any speed calming devices during, or after, the construction and the initial response was "no".

However, immediately after the meeting, discussions took place with Russ Knoebel, the Principal Engineer for the County, and Matthew Costigan, the Senior Project Manager, who offered to pay for speed calming signs for Oak Hills. At this point, the County has determined the cost to control cut thru traffic in Oak Hills, during the construction project on Bethany, would be as much as the cost to go out and install a more permanent traffic calming solution for the neighborhood. Because of that, Russ offered to move forward with the County purchasing and installing speed display signs as a project cost. Installation on a more permanent basis does mean these signs will be owned by and be the responsibility of the Oak Hills homeowners association to maintain and move as we see best. Maintenance may include, new batteries or repair of any vandalism.

There are two main types of speed display sign installations and the Board has determined the solar powered units will best fit the needs of our neighborhood. Michelle will work with the County and the Board to identify three locations to install fixed bases and purchase one speed display sign. This sign can be quickly and easily disconnected and moved between those three locations. If you'd like to see an example of the type of sign we are looking to move forward with, you can see one at NW 119th Ave and Lovejoy.

It has not yet been decided where the posts will be situated. Traffic studies will be used to assess the areas most in need, as well as consideration of homeowner's wishes.

This act from the County is definitely appreciated and does not go unrecognized. These signs costs thousands of dollars and the Board is pleased to be able to use the funds originally allocated to traffic calming on other necessary projects that will serve to improve the community as a whole. We are also grateful to Michelle for her persistence and positive approach dealing with the County on this issue.

Once locations are decided upon, additional information regarding sign locations and timing will be shared with the community via the Board newsletter. Until then, if you have any questions, concerns or input, please feel free to contact Michelle directly: another-michelle@gmail.com.

Neighborhood Clean up

The OHHOA board wants to encourage all of our homeowners to spruce up in honor of the Historic Preservation League of Oregon Rummer Tour that will occur on Saturday, May 21, 10 AM - 4 PM.

In order to have our neighborhood look our best, please be considerate and make sure all of your garbage/recycling receptacles are removed from street by early morning that Saturday. If you are going to be out of town, ask a neighbor to help out.

Also it would be great if we have our yards in as good of shape as possible. This is an opportunity to shine as a neighborhood for the up to 500 people who may visit that day. For more information about the tour, go to the following web site:

www.historicpreservationleague.org/Event.php

The main Recreation Program registration day will be Saturday, May 7, from 10 a.m. - 3 p.m. at the Rec Center. After that date, registrations will be taken during off-season office hours (Mondays 8-9 p.m. and Tuesdays 3-4 p.m.) and during all open swim hours once the pool opens.

All activities are on a first-come, first-served basis and limited to capacity. Please contact the OHHA Recreation Director Doug Castagno with questions either by email at oakhillsrec@aol.com or phone 503-645-4303.

May Thanks

Our thanks this month go to Peter Rauch, Norman Rose and Alan Lachman for their service to Oak Hills as Board members. They have volunteered many hours as Directors of; the RV Lot, Architectural Review and Internal Affairs.

Oak Hills Homeowners Association Board Members

Linda Kitchin President	Architectural Review	2465 NW 145th Ave 503-466-2149	linda@kitchinonline.com
Michelle Schnoor Secretary	Website	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
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