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Oak Hills Home Owners Association NEWS

June 2011

OHHA Annual Report by Linda Kitchin, OHHA President

It has been a good year at Oak Hills. We have had our share of controversies and we have had "interesting" and ongoing fight with Washington County over the future of Bethany. But Oak Hills is in great shape. We are doing well financially, we have outstanding recreation programs, a beautiful green space, and a friendly community filled with volunteers who want to make the neighborhood better. I would like to go over some of the things that have happened in The Oak Hills Homeowners Association during the last year

In financial news, the association is doing fine. Dan Smith is an outstanding treasurer and we have a lot to thank him for. Since our last assessment increase we have been doing a good job of staying within budget and making sure we use your money prudently. Our last two budgets have come in under budget and we are right on track to do the same this year too.

The 2009 assessment increase was important as it allowed us to continue important programs, keep up with increasing costs and put away money into our reserve accounts for ongoing maintenance and future emergencies.

After our last assessment increase we started putting money aside. We

cut it too close in the past and we need to have some money in reserve- something to get us through a bad year. Since our last assessment we have put around \$50,000 into a reserve fund. This should be untouchable except for an emergency. This can either be left aside to earn interest, used to put off the day we need another assessment increase, or used for some other important purpose.

It has also helped that Oak Hills has weathered the financial environment and continues with a very high rate of assessment. Many associations are suffering from lack of payment but we are at a 98% collection level. Currently we have about \$12,000 total outstanding. Much of this is from prior years and is a collection process and over time we end up collecting it.

We continue to receive a good part of our income from programs. Many of our summer rec programs pay for themselves and some actually make money.

We have begun the process of trying to squeeze some more income out of our bank accounts. We have a very conservative investment strategy and no Oak Hills money is put at risk. Over the past year we have opened a brokerage account to allow us to go into the open market for insured

CD's. We are buying multiple insured CD's with varying maturities. We are still not getting that much but even a few tenths of a percentage point difference can get Oak Hills an additional \$1,000 in income.

We will continue to keep homeowners informed about our financial status. Budget results are posted on the website and open budget meetings will again be held in September.

Michelle Schnoor has been our secretary and is keeper of the minutes of our meetings. She works hard with homeowner Amy Cole to keep the Oak Hills website updated. I would like to thank Amy for continuing to do this for us. Michelle's many skills have come into play over the last year with her press releases and communications with the County, the press and homeowners regarding Bethany Blvd. She has also worked hard on putting together a Code of Conduct for the board which we have all signed. Her plan for the rest of the year is to put together an Oak Hills Homeowners email list to further aid in communications. We plan to have homeowners register to be put on the list and you will be able to choose what you would like emails about; be it the meeting minutes, upcoming events, or

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neighborhood watch news. So look out for more information on that.

Pete Rauch was the board member for the RV Lot. He did not run for reelection and I would like to thank him for all that he has done in the last 3 years. At this time all the tenants have paid for their spaces and we plan to keep fees the same. This year the turnover rate for the RV Lot has been quite high with 15 new tenants. This is partly due to time spent evicting some of the more dilapidated and unused vehicles from the lot to make room for homeowners who will actively use it. The spaces occupied by the larger motor homes on the south side of the lot were widened by a foot to alleviate parking problems and vehicles have been moved around to make best use of the space available.

Work continues on having the unsightly tents and covers removed or repaired especially as one was blown over the fence during the windstorms. Pete has also spent many hours on clearing the lot of not just leaves and yard debris but also the junk that has accumulated such as mattresses and old TVs. We will continue to work with the maintenance crew to finish the clean up.

Jim Erzen is in charge of maintenance and works closely with Mark Watson and the maintenance crew to keep Oak Hills looking great. I would like to thank him and let you all know how much hard work he has put in over the last year on our behalf. He put in the irrigation system on the West side of the front entrance which involved many hours of hard labor. He has followed that up with the planting of the trees and shrubs over the last few weeks. Thanks to

him, Gayle McArthur, Ed Fredenburgh, his wife Katie and the homeowners who helped him with the planting, the front entrance has been transformed. Jim has also been responsible for planting bulbs at the 143rd entrance and by the notice board. Now that the front entrance is completed, he is looking to plan his next area of landscape improvement and the goal is to put together volunteer work groups and take on a new area each year.

The maintenance crew is always kept very busy with routine landscaping and they are currently trying hard to cut the grass on our swampy green space. They have also been hard at work on the baseball field. It has been roto-tilled and then sandy loam soil and a drying agent were added. A new home plate and bases have been installed and it is ready to be used this season by SunCreek Little League as a practice field. The goal now is to keep it well maintained throughout the year for all of us to use. Other maintenance items have seen the rec center roof cleaned and a minor leak repaired, the soccer fields have been fertilized, the flags replaced at the rec center, and we have had some concrete repairs to paths. The crew is also getting the pool and deck area prepared for the pool opening later this month.

Brad Buchholz has one of the more difficult roles on the board in charge of internal affairs and enforcing the CC&Rs or as they should be called the RDRs (Restated Declaration of Restrictions). Over the past year he has dealt with dog off leash issues, noise complaints, abandoned vehicles, RVs parked longer than allowed, house appearance issues,

yard upkeep problems, improper pets and improperly parked vehicles. It is a difficult job chasing down some homeowners on these issues and Brad always works really hard to establish communication between parties, to treat each case and homeowner individually and find out the cause of the problem and come up with the best possible solution for all parties involved. This is done by spending a lot of time talking and listening to homeowners, with visits to neighbors, finding volunteers to help out neighbors and sometimes with fine letters as needed.

Dave Busby is in charge of recreation along with our Rec manager, Doug Castagno. It was a busy summer last year with swim team, a number of lessons in swimming, tennis and scuba diving to name a few. We had our summer concert series, the star gazing campout, a luau and the summer games series. In the winter months we have had movie nights and the ever successful bazaars. You should all have received this year's summer rec book and will see there are lots more in store for this summer. Interviews have taken place for lifeguards, swim team coaches and swim instructors, equipment has been checked or replaced and the pool is almost ready for opening day on Memorial weekend. Plans are already underway for July 4th where American music is our theme. Everything is in place for another fantastic day but as usual we desperately need volunteers, especially to collect donations in the evening. Last year we collected almost \$12,000 which paid for the fireworks and also allowed us to make a profit. We cannot do this without volunteers so please please let me know if you can help.

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Plans are under discussion to replace the wooden fence at the pool and we continue to look into how we can make improvements to the Rec Center.

Finally Norm Rose has been in charge of Architectural Review this last year until I took over a few weeks ago. We now have a binder of approved house paint colors that is also available at Sherwin Williams and Miller paint so if you would like to paint your house you receive immediate approval if you pick a color from the binder. I would like to thank Darla Castagno and Mary Kvanvig for their hard work putting the binder together. The main architectural review incident this year has been the approval of a house remodel in the neighborhood. It was a difficult time for all involved and led the board to realize that it was time to review the restated articles of restrictions and see if changes needed to be made to maybe make such decisions easier. Hence the RDR review committee was appointed and you will hear more about that shortly.

The other headline making news for the neighborhood this year has

been the Bethany Blvd expansion plans and the subsequent decision made by the County Commissioners. Various board members have been involved throughout the process but mainly Norm Rose who represented Oak Hills on the Focus Group and was an active member of 3not5. It was not the decision that we were hoping for and we remain in close contact with the County as the plans are finalized.

Bethany did however bring the neighborhood together with our this place matters rally and has led to the vote tonight on whether Oak Hills should apply to be put on the National Register of Historic Places, thanks to Darla Castagno for all her hard work on this. Again there is more to come on that. It has also led to Oak Hills finally getting some traffic calming devices. Michelle Schnoor has spent years talking with the County, setting up traffic studies to make our neighborhood safer. She approached the county with our concerns on the increase in traffic during construction of Bethany and those talks have led to the County buying traffic calming

signs for Oak Hills. Those should be put in place very soon, good job Michelle.

I would like to thank Michelle and Dan Smith for all the hard work they put in on the Board newsletter. I hope you all make the time to read what your board has been doing each month. We print the minutes of meetings as well as varying officer and committee reports. It is a great way to keep informed. And of course homeowners are always welcome to come to the board meetings.

Lastly, I would like to thank all the volunteers that make Oak Hills what it is, we certainly couldn't pay for all the help we receive through you all volunteering. From the swim team, to the July 4th festivities, the RDR committee to the community garden, block watch coordinators and so many more that I haven't mentioned, thank you to you all.

I think that is more than enough, suffice to say we have a great group of volunteers who all go above and beyond for Oak Hills. Your efforts are very much appreciated.

New Board Positions Announced

by Sara Bourne, OHHA Secretary

At its May 19 meeting, the Board assigned positions for the year. Linda Kitchin was elected President for another year. Dan Smith was voted Vice President and Treasurer, and Sara Bourne was named Secretary.

Brad Buchholz will continue on in Internal Affairs, Jim Erzen will remain in charge of Maintenance, and Dave Busby will continue to be responsible for Recreation.

Joe Welsh will be taking over Architectural Review and Elizabeth Chapin was named Urban Liaison. In this new role Elizabeth will be in charge of monitoring local government issues and representing Oak Hills as necessary. Elizabeth will also be in charge of the RV Lot.

Michelle Schnoor will be taking on a new area called Community Relations. In her new role she will take an active interest in

communicating and helping coordinate the well being of Oak Hills. Her duties will incorporate management of the neighborhood email lists and the Association newsletter. She will work closely with the Oak Hills Secretary to ensure that everyone has access to all community information.

All Board contact information is contained on OHHA Page 8 of this newsletter.

Traffic Calming Signs Coming to Oak Hills

by Michelle Schnoor, OHHA Director

As shared in a previous edition of the Board newsletter, the County will be purchasing and installing speed display signs as a project cost of the Bethany improvement project. Michelle Schnoor has been working with the County to determine the location of these three signs and the timeline of when these signs will be installed.

The type of sign decided upon will be quickly and easily disconnected and moved between the three locations listed below. The pole, with the solar panel, and the posted speed limit will be permanently installed; the display board showing

the speed of the driver will move between the three pole 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.

At this time, the three locations are:

1. Oak Hills Drive (between Norwich and the Oak Hills Drive cul-de-sac) facing east for drivers coming from Bethany towards 153rd Ave.
2. The green space (between Bonneville and Oakmont Loops) facing west for drivers coming from 143rd towards 153rd Ave.
3. 151st and Perimeter facing west.

Many factors went into the process of determining the three locations, including data from the traffic studies, impact on pedestrians, curves within the road, utility placement, landscape barriers and so forth. Much thought and discussion with the County went into the process to assess the areas most in need, as well as consideration of homeowner's wishes.

If you have any questions, concerns or input, please feel free to contact Michelle directly: anothermichelle@gmail.com or 503-758-8306.

Notes from the RDR Review Committee

by Myra Lee, RDR Review Committee Chair

The Review Committee offers many thanks to all those that contributed survey responses and comments. There were an extraordinary number of responses. Of the 650 households 34% of these provided responses to the questions and valuable insights into the concerns of homeowners through candid comments. Although we would have liked to hear from every household, the number of responses is well over what is generally accepted as statistically significant.

The survey results are presently being analyzed and will be used by the other subcommittees to expand on the work in which they have been engaged. The addresses and lot numbers will have been stripped from the data prior to providing the results to the Subcommittees. Efforts are targeted not only at bringing the CC&R's/RDR's up-to-date, but also looking at the future in order to anticipate, to the

extent possible, the needs and potential changes in the community into the decades ahead.

When all entries have been validated the names of winners will be drawn and announced at the June 1st Board meeting. Prizes include the following: front row seats to the fireworks show, starting the fireworks show, Grand Marshall of the parade, special treatment at the Luau, and more.

A summary of the responses will be shared with homeowners after the analysis has been completed and reviewed by the RDR Review Committee. The next steps towards making changes to the governing documents include:

- 1) a review by the Legal Review Subcommittee to ensure legal questions have been addressed and proposed changes are consistent with local, State and Federal laws;

- 2) sharing the proposed changes to governing documents, and a proposed policy and procedures manual, with homeowners through publication in community newsletters, the website, and Town Hall meetings to discuss questions homeowners may have;
- 3) a final review by the full committee and development of a recommended ballot that will include existing language and proposed changes to be put to a vote;
- 4) a legal review of all of the above by the OHHA attorney;
- 5) preparation of final documents;
- 6) presentation at a "Special Meeting" at which homeowners will vote.

The support of Committee efforts is greatly appreciated and the Committee is working hard to meet the expectations of the Community.

Approved Minutes:

Oak Hills Home Owners Association Meeting -- April 21, 2011

MINUTES OF THE BOARD OF DIRECTORS OF THE OAK HILLS HOMEOWNERS ASSOCIATION WORK PARTY MEETING HELD ON THURSDAY, April 21st, 2011 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, 2815 NW FOREST AVENUE, BEAVERTON, OREGON

PRESENT: Linda Kitchin, President
Dan Smith, Treasurer
Michelle Schnoor, Secretary
Peter Rauch, Director
Jim Erzen, Director

ABSENT: David Busby, Director
Bradley Buchholz, Director

Owners as listed on the sign-in sheet.

I. CALL TO ORDER

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

II. SPEED DISPLAY SIGNS.

Michelle Schnoor shared with the Board that at the last focus meeting, she questioned if the County had considered providing, or even subsidizing, any speed calming devices during, or after, the construction; after the meeting, discussions took place with Russ Knoebel, the Principal Engineer for the County, and Matthew Costigan, the Senior Project Manager, who kindly offered to pay for speed calming signs for Oak Hills. 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. Schnoor will work with the County and the Board to identify three locations to install fixed bases and purchase one speed display sign. 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. Schnoor will meet with Mike Mills to make recommendations for location of the speed display signs and will then come back to present to the Board at the next Board meeting.

III. APPROVAL OF MINUTES.

Smith moved to approve the minutes from the meeting held on April 6th. Motion seconded by Rauch and unanimously carried.

IV. ARCHITECTURAL REVIEW.

The Board reviewed all existing architectural review applications. Applications will need to be reprinted soon, so the Board will incorporate edits and a rework of the form before a reprint is done.

V. DROP BOX.

The Board is prepared and ready to sell drop box stickers at program sign-up's at summer program sign up. And after the 30th, each Board Member will have 30 passes to sell at their personal residence and Doug Castagno will also have stickers at the Rec Center office. Forms will no longer be used, homeowners name and address will be recorded and \$10.00 will be collected.

VI. ANNUAL MEETING.

Kitchin will meet with CMI to finalize the agenda and assign time allotments to each agenda item. A sign up sheet will be provided for homeowners who want to make a comment. For the vote on the Historic District, the Board determined a specific ballot will be provided with a "yes" to move forward with the nomination" or a "no" vote, only. All Board members will provide Kitchin with an annual report specific to their position by May 1st to be included in her annual report.

VII. BOARD POSITIONS.

Much discussion was held as to what positions will exist after the next election. Descriptions from Board members describing their existing positions and responsibilities will be sent to Schnoor by May 1st.

VIII. CC&R SURVEY.

To date, 119 surveys have been submitted and the committee's goal is 400 returned surveys. Discussion was held regarding different incentives that could be offered to encourage participation in the survey. Smith will coordinate with CC&R committee.

IX. EXECUTIVE SESSION.

Kitchin motioned to move into Executive Session to discuss contracts.

X. MEETING ADJOURNED.

There being no further business, the meeting was adjourned at 8:35 pm.

Approved Minutes:

Oak Hills Home Owners Association Meeting -- May 4, 2011

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON MAY 4th, 2011 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, FIRESIDE ROOM, 2815 NW FOREST AVENUE, BEAVERTON, OREGON AT 7:00 PM.

PRESENT: Mrs. Linda Kitchin, President
Mr. Dan Smith, Vice President/Treasurer
Mrs. Michelle Schnoor, Secretary
Mr. Peter Rauch, Director
Mr. Brad Buchholz, Director
Mr. David Busby, Director

ABSENT: Mr. Jim Erzen, Director

BY INVITATION: 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 7:03 pm by President Kitchin.

II. COMMENTS/ISSUES FROM HOMEOWNERS

Homeowner Micki Sparr noted a correction to the meeting minutes for April 6th, 2011.

Homeowner Bruce Quervach introduced himself as new to the neighborhood.

III. APPROVAL OF PREVIOUS MINUTES AGREED

Motion made by Smith to correct the minutes from the Board Meeting held on April 6th, 2011 as follows:

“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...”

Motion seconded by Buchholz and carried without objection.

Rauch moved to approve the meeting minutes from April 21st, 2011. Smith seconded the motion. The motion was carried without objection.

IV. FINANCIAL REPORT

Treasurer Smith reported twelve (12) accounts are past due noting the accounts receivable status is consistent with prior years. The 2009/10 Audit as preformed by Currie & McLain, PS will be presented by the Auditor at the June 1st Board Meeting.

CMI Wood will present the collection report from Vial Fotheringham at the May 10th annual meeting to the President and Treasurer.

V. COMMITTEE REPORTS

A. RV Lot – Peter Rauch

- The RV Lot has been restriped and cleaned.
- Spaces are available.

B. Internal Affairs – Brad Buchholz

- The owner with the corner hedge that impedes visual clearance for motorists agreed to trim it in the spring.
- A letter will be sent to an owner who is raising chickens.
- A few trailers are reported sitting in driveways. One of those owners was recently evicted from the RV lot. Both Rauch and Buchholz will speak with her, the board of directors giving her (60) sixty days to move the RV.

C. Communication – Michelle Schnoor

- The website is up to date.

D. Architectural Information– Linda Kitchin

- Received applications for painting and the installation of a roof.

E. Special Events – Linda Kitchin

- 4th of July planning is on track.
- Insurance will be purchased for this event.
- The contract with Western Fireworks is the same as last year.

F. Recreation – David Busby

- Summer sign up for swim, swim team and other activities is May 7th, 2011.
- The pool officially opens May 28th, 2011.
- The vortex cover will be purchased for the big pool.
- A drain (Virginia Graham) will be installed in the big pool (small pool was done last year).

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- Recreation areas are being cleaned – picnic area, pool area, tennis courts, etc.
- The baseball field has been tilled and raked. It will be maintained throughout the year so that a major clean up is not necessary in the spring.
- Requested the reader board be designated for Association activities only and that it be covered and locked. The lock will be reinstalled but it will not be locked unless a need arises.
- Interviews are being held with coaches and lifeguards.
- Smith requested printing services be shopped for the best price and all the printing then be done at one location.

VI. RDR COMMITTEE – MYRA LEE (SEE ATTACHED)

Myra Lee requested an extension from July 1st to September 1st for the Committee to submit their final report to the Board. The Committee will distribute surveys at the Annual Meeting and the Summer Sign-Ups. Lee will make a presentation at the Annual Meeting on behalf of the Committee and owner input will be requested.

AGREED

Motion made by Rauch to approve the extension request. Motion seconded by Buchholz and carried without objection.

VII. HISTORIC PRESERVATION

President Kitchin reported a representative from the National Historic Register Program in the State Historic Preservation Office (“SHIPO”) will be present at the Annual Meeting to review the process and benefits of gaining the designation as a historic property on the National Historic Register. The owners will then vote on whether or not they are in favor of the Oak Hills being placed on the register. CMI Wood provided the Board with a draft ballot to review.

AGREED

The Board approved a ballot to be distributed at the Annual Meeting.

VIII. DROP BOX STICKERS

Castagno will be selling drop box stickers at the Summer Sign-Ups.

IX. ANNUAL MEETING

The Board of Directors reviewed the Annual Meeting

procedure scheduled for May 10th, 2011. CMI Wood reviewed the nominee slate received in the offices of CMI. The Board stated they will note of the nominees have signed the recently established Code of Conduct.

X. CAPITAL IMPROVEMENTS

Busby requested approval to purchase tables, pool furniture, chairs and umbrellas for the Recreation Center at approximately \$800.00.

AGREED

The Board requested a list of the recommended replacements be emailed to the Board for review.

XI. SPEED SIGNS

Schnoor reported Washington County Traffic Department had agreed to provide three (3) speed signs to the Association without charge (estimated cost \$12,000.00). The Board reviewed the possible locations of the three speed signs.

AGREED

Schnoor will work with Mike Mills, Washington County on the final placement of the speed signs.

CMI Wood noted that Schnoor should be commended for obtaining Washington County’s cooperation in this matter as the County had previously denied the Association’s request for assistance in traffic calming.

XII. PAINT COLORS

Kitchin noted that if a paint color from the binder is selected, it is an automatic approval. If the color is not in the binder, it must be submitted to the ARC Committee for review and approval.

XIII. POOL FENCE REPLACEMENT

Discussion followed regarding the replacement of the remainder of the pool fence. It was noted that portions of the fence had been replaced with black wrought iron fencing. Further discussion followed regarding the use of wrought iron as the metal becomes hot in the sun and can be uncomfortable upon contact. A variety of options were discussed to remediate this concern such as installing an awning above the fence area, table umbrellas, etc.

AGREED

This item was postponed for discussion and further review until the next meeting.

XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:46 pm.

Annual Meeting Results

by Linda Kitchin, OHHA President

There were about 130 homeowners at the Annual meeting and it was nice to meet some new neighbors and catch up with some longer term homeowners. There were two decision making agenda items for the night; the vote for new board members and the vote on whether to nominate Oak Hills for the National Register of Historic Places.

There were four board positions open and we had five nominees who had come forward to volunteer. After a brief presentation by each candidate the votes were taken and

Brad Buchholz was reelected to the board to a one year term. Elizabeth Chapin, Joe Welsh and Sara Borne were elected to three year terms. We welcome them all to the board and thank them for volunteering their time to serve Oak Hills. Thanks also to Ryan Hoxie for coming forward as a nominee.

The election of board members was followed by a brief presentation from Cara Kaser from the State Historic Preservation Office in Salem about the pros and cons of Oak Hills moving forward with a nomination to be placed on the

National Register of Historic Places. Cara also answered a number of homeowner questions before the vote was taken. The result was 127 – 18 homeowners in favor of Oak Hills being on the National Register of Historic Places. Thanks to Cara for once again answering all our questions and to Darla Castagno for bringing the idea to our attention and for spearheading the nomination.

Lastly, I would like to thank all the homeowners who took time out of a rare sunny evening and came to the Annual Meeting.

June Thanks

by Dan Smith, OHHA Vice President/Treasurer

This month I have a very special thanks. Effective with this month's issue, Kristin Parks has volunteered to take over the setup and design of the OHHA Association newsletter.

I have been plodding away at this since we started the newsletter one year ago and it has been a difficult and time consuming task for a non-design person like me. I am pleased

(to say the least) to have someone as capable as Kristin offer to help. I think everyone will find it a better and easier to read publication. Thank you so much Kristin!

Oak Hills Home Owners Association Board of Directors

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

Want to know more? Your source for all things Oak Hills related: www.oak-hills.net