



Oak Hills Home Owners Association News

June 2012

www.oak-hills.net

Board Seeks Input about Westside Trail

by Michelle Schnoor, OHHA Director

The OHHA Board would like to ensure representation of the majority of the neighborhood in regards to the Westside Bike Trail. In order to do this, part of the Work Party Board meeting on Thursday, June 21st will be

spent discussing homeowners positions on the project, followed by a Board vote on a positioning statement for external communication moving forward. If you would like to share your opinion with the Board, please be

present at the Thursday, June 21st Work Party meeting at the Oak Hills Church. If you are not able to attend, please send an email with your stated opinion, questions and/or concerns to V.P. Dan Smith, dan@comsmiths.com.

Volunteers for July 4th Festivities Sought

by Linda Kitchin, OHHA President

Many thanks to all of you who have signed up over the last few weeks to help on July 4th.

However, we are still in need of some volunteers to help with collecting donation at the entrances in the evening. This is a crucial part of the day as the donations collected pay for not only the fireworks but also some of

the events we have during the day. This means that we do not have to use any HOA funds to pay for any part of the celebration that day.

All four entrances are looking for volunteers but we especially need help with the 153rd entrance at the four-way stop and the entrance at 143rd.

We are only looking for 45

minutes to an hour of your time and we make sure that everyone gets to the fireworks on time. All volunteers are able to sit in reserved front row seating for the show.

If you are able to spare an hour of your time away from BBQ's and friends and family, or bring them with you, please call me: 503-466-2149.

45-Year Resident Donates to Playground

by Sara Bourne, OHHA Director

"After all the joy I've gotten from this neighborhood over all these years, well this is just a drop in the bucket." A few months ago, 45-year resident Charlotte Awe approached a Board member and indicated that she would like to make a financial donation to improve the playground at the Rec Center. The reason, you ask? Charlotte raised four children on that playground, and wanted to give something back so future generations can enjoy it as much as she and her children did. Let us pause, and reflect on that sentiment.

The Board is humbled, both by the fond appreciation that Charlotte holds

for Oak Hills, and for the generous and thoughtful donation to a space that impacted her life.

Charlotte could have picked whatever she wanted for the space. We explored many options, and in the end she selected a picnic table to be placed inside the playground so parents can relax and chat while kids play nearby. She also suggested adding a smaller kids picnic table next to the adult table, so that families and groups can share the space. When Charlotte saw the cost of the tables she even offered to double her contribution so both tables could be purchased! The Board happily agreed to pitch in for shipping.

The tables will soon display a plaque that reads: *"Donated to the community of Oak Hills for 45 years of fond memories."* Thank you, Charlotte, for reminding us that these spaces serve to create memories that resonate through life.

Also, we welcome anyone who is compelled to contribute in this manner, whether it's \$5 or \$5000. If there's something that you want to see improved, or just want to give to the general fund, we will always welcome such contribution. Not only for the money, although that is helpful, but to encourage residents to leave their mark on a community that has left a mark on them.

Treasurer's Report:

Have You Seen the Price of Gas?

by Joe Welsh, OHHA Treasurer

First, I suppose I should introduce myself in my new role. After my first year on the board serving the community as the Architectural Review Director, I have agreed to assist the community in our ongoing financial management as Treasurer.

When I was writing this article, I considered starting with "we are lucky to be in a good financial position..." Then I realized that attributing our position to "luck" would be disrespectful of the work that Dan Smith, the Board and our staff has done over the last three years to be good stewards of the community's resources.

If you were able to come to the annual meeting last month, you heard Dan's "state of the union" as it related to the OHHA finances. Through disciplined management by the Board as well as our dedicated staff (Doug in Rec and Mark in Maintenance) we are on budget as we head into our busiest and most expensive time of year – the summer. That being said, **have you seen the price of gas?!?!?!?** Our neighborhood "cheap gas station" across Cornell Boulevard is asking \$4.159 for a gallon of regular unleaded. Fuel costs are only one example of areas we expect to see increases in the costs of operating the community. Water costs are trending to exceed budget and the process of having our CC&Rs reviewed by legal counsel might also exceed initial estimates.

Despite the concerns about potential inflation and its effect on our budgets we, as a Board, are committed to delivering the same quality services Oak Hills has come to expect. So in the face of increasing costs, we have three options to consider as we move forward.

1. We could increase the annual assessment or the pay-per-use fees we collect (i.e. swim passes, tennis keys, etc). As you are now aware, we did not bring a potential assessment increase in front of the members of the community at the Annual Meeting. We are committed to meeting the promise we made when the assessment was last increased – that we would be financially prudent and avoid any increases in dues or fees for four years.
2. We could dip into reserves. We have done a good job over the last few years of building a small reserve that, should we have an emergency or unexpected increases in expenses, we could tap into as a means of covering any shortfall.
3. We could tighten our collective belts. This is the path we have chosen to head down.

At the last Board Meeting, the Finance Committee made a set of recommendations to the Board to codify some policies and procedures as it relates to our finances. All three recommendations were unanimously approved by the Board, and we believe they will help us control our expenditures for the next 18 months while we determine what our revenue needs to look like as compared to our expected expenses for the 2013-2014 fiscal year.

Recommendation #1: All expenditures of personal monies expected to be reimbursed by the HOA should be approved, or at a minimum communicated to the Treasurer in advance. This will insure that we are not surprised by expenses that are incurred by Board members, staff or volunteers and that we have a very good idea of our spending "real time."

Recommendation #2: All expenses/ contracts over \$500 (with the exception of Maintenance, for which we are developing a different policy) will be put out to multiple bids. These bids will be presented to the Board with a recommendation from the Director in charge of that discipline. If the recommendation is to accept something other than the lowest bid – for which many times there is a good reason – the Board member would explain that rationale. This policy is adopted to insure that we are consistently focused on understanding the "best value" available to the community, as well as instill a mindset of coming in "under budget" as opposed to spending money simply because it was budgeted.

Recommendation #3: All line item budgets granted in the annual budget cycle (September for the start of the fiscal year in October) will be treated as a firm "not to exceed" number. If our forecasted expenses are likely to exceed the budgeted line item, the owner of the activity/event/line item will need to present to the Board what's driving the increase and then we can discuss if the money is available from another budget or if the line item needs to be re-scoped to fit into the granted budget. We do not want to create an environment where increased costs are simply passed on to the homeowners by way of increased pay-per-use fees.

We believe that in addition to the work we do on a regular basis of reviewing finances and striving to be thrifty with the HOA resources, these policies will help us control expenses with higher levels of discipline over the next 12-18 months. We also believe that its simply sound financial policy to have guidelines like these in place.

Oak Hills Swimming Pool Improvements

by Jim Erzen, OHHA Director

This summer Oak Hills residents will see a number of improvements to the swimming pool. The replacement of the green fence with a new, black metal fence has been completed to include the addition of towel hooks and hangers for flower baskets. Pool repairs this spring include replacing the underwater lights and wiring that no longer meets electrical codes. In addition, the water return pipes that flow water back into the pool once it

has been cleaned by the sand filters will be checked and balanced so they have an even flow for the entire pool. A large number of the red coping stones at the edge of the pool needed to be removed and reset since they were coming loose over time. One of the biggest changes will be the resurfacing of the pool deck with a Miracote protective coating. The coating will reduce the amount of cracking on the deck surface due to

freeze/thaw and is designed to be cool on the feet during the warm summer days. Finally, the drainage in the pool bathrooms will be improved so it doesn't puddle on the floor.

Unfortunately all of this work takes time and the swimming pool was not able to open on Memorial Day Weekend. The improvements should make it worth the wait for the rest of the summer.

Rec Update from Your Fun Zone Staff

by Dave Busby, OHHA Director

Unfortunately, Oak Hills summer season didn't kick off with the traditional Memorial Day opening, but the Rec Center was still bustling with laughter and energy with water balloon fights, an awesome slip n' slide and field games. Work continues on the pool improvements with the goal of an early June opening date.

If you've yet to sign up for your swimming lessons, tennis or pool pass, purchase luau tickets, or register for any of the other Rec offerings, you can still do so during off-season office hours (Mondays 8-9 p.m. and Tuesdays 3-4 p.m.) and

during all hours of open swim. For a full listing of all lessons, classes, events and concerts, and open swim hours, please refer to the Rec Book delivered to your home. You can also view the full program guide here: <http://oak-hills.net>. Or pick up another book at the Rec Center.

A few new programs have been added this year. Starting in June is the Oaks Club initiation potluck on June 1st. We'll be scheduling fun group activities such as a hike, picnic, wine country tour, casino day and more for adults only. Sign up at the Rec Center for more information.

Swimming, tennis, swim team, golf league, table tennis, horseshoes, pinball, foosball, basketball, volleyball, dodgeball – something for everyone is offered at the Oak Hills Recreation Center. We hope to see you there during the first month of summer, there will be more coming in July.

Questions? Concerns? Unable to make it to the Rec Center during off-season hours? Reach the Rec Director, Doug Castagno, at 503-645-4303 or oakhillsrec@aol.com; OHHA Director of Recreation, Dave Busby, at 503-690-6674 or buzzb1955@gmail.com.

Internal Affairs Reminder: Look Before You Leap

by Brad Buchholz, OHHA Director

It is important that if you are considering modifying the exterior of your home or contemplating utilizing your home in a manner that could impact your neighbors, you should review the CC&R's first for any compliance issues. The CC&R's and guidelines are on the OHHA website at <http://oak-hills.net>.

If you have a question about something you or your neighbor are

planning and its compliance, it is best to contact a Board member early in the process to determine if the modification or activity will be allowed. Early consultation can also save money and effort in the event the action needs to be reversed.

Examples that have arisen in recent months include erecting structures, modifying a home in a way that it may no longer be considered a single

family residence, or operating a part-time business that generates excessive noise or traffic in a home.

On a different subject, everything is growing quickly now, so please mow your lawn at least once a week and edge and weed your planting beds as needed. Don't forget those weeds growing between the curb and the street. Thanks for keeping our neighborhood beautiful.

Architectural Review Reminders

by Sara Bourne, OHHA Director

We changed around some jobs at the Annual Meeting in May. Joe Welsh is moving on to Treasurer, and I will be taking over Architectural Review. Many thanks to Joe for all the time and effort invested last year!

The sun is shining and weather improving, so, naturally, this is the time of year that people think about making improvements to their home and property. Therefore, I thought a reminder about which types of projects need to be approved by Architectural Review (AR) could be helpful.

Basically, any modifications to the exterior of the home will need an application submitted to the Architectural Review Director. This includes house paint color, trim paint color, window and siding replacement, or any other modification that changes the exterior appearance of your home. This applies *even if* you are replacing existing paint, siding or fences with the same product.

For your property, any fence, hedge, wall, protective screen, shed or structure of any kind will require an application to the Architectural Review Director. This also applies to fences or screens to hide trash and recycle cans. Feel free to call or email me to ask if you need to submit an application before going through the steps to apply.

Structural changes to roofs or homes require a comprehensive application and approval before work can begin. A structural application requires that a complete set of plans, drawing, elevations and material samples be presented with the application. Working with professionals to obtain these materials can be costly. I welcome you to engage me in the process as early as possible. Tell me your ideas, sketch them out on paper; we will discuss the impact of your improvement and evaluate other similar homes that have been improved. The project cannot be officially approved or denied without a formal application, but I can provide insight about expectations that could help inform a successful application.

As with any rule, there must be a plan for enforcement. In the event that an application is *not* received for a project that is subject to the provisions in the Oak Hills CC&R's and Guidelines, or in the event that a project is not executed in the manner it was approved, the homeowner will be asked to submit an application for the project even though it has already been started, or even completed. If that application is denied by the Architectural Review Director, the applicant may appeal that decision to the full Oak Hills Board. If that appeal is denied by the Board, then the owner will be liable to fix and/or

remove the improved space and return it to its original appearance. The cost to bring the project within compliance or return the property to original state will be the responsibility of the homeowner.

This was just a summary of the restrictions and requirements. Please read the "2001 Declaration of Restrictions for Oak Hills HOA and Guidelines To The Declaration of Restrictions." This contains the CC&R's combined with more detailed Guidelines that explain the implications of the rules for owners. While we had the CC&R's "restated" in 2010, the Guidelines listed in the 2001 handbook still stand as active policies of the Association and apply to each resident. If you were given a photocopied version of this at closing, or if you need another printed book, please stop by or call and I will get one to you. The photocopied document is also available on the Oak Hills website.

In the one month since taking over Architectural Review, I have had the opportunity to work with several homeowners on a range of projects. I appreciate the open communication and collaborative spirit shared by all members. I look forward to the opportunity to help you improve on these already wonderful properties. Contact me, Sara Bourne, at 503-789-2048 or saraebourne@gmail.com.

Gym Improvements Complete

by Jim Erzen, OHHA Director

Improvements to the Oak Hills gym over the past few years have included new heaters, lights and painting of the interior walls. This spring the capital improvement funds were used to clean, sand and paint the floors with a special epoxy coating designed for gym floors. The floor includes the basketball "keys" and mid-court line along with the Oak Hills logo at center court. The lighter beige color makes a big difference compared to the dark

grey of the original unpainted concrete floors.

In addition to the floors, the basketball backboards were replaced with high-end, clear acrylic. Doug Castagno and Jim Erzen spent the good part of a week installing the new backboards. The old backboards were installed with a mishmash of two-by-four boards and it was discovered that one of the backboards attached to the

large wooden beam was only held up by two large screws posing a potential safety hazard.

The Oak Hills gym has many uses from birthday parties, dance lessons, scout events and basketball. During the winter months it is booked five to six nights a week and is often double booked on some evenings. With the recent improvements, the use of the gym will likely increase.

Approved Minutes:

Oak Hills Home Owners Association Meeting -- April 19, 2012

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS' ASSOCIATION HELD ON APRIL 19TH, 2012 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, MEETING ROOM, 2815 NW FOREST AVENUE, BEAVERTON, OREGON AT 7:00 PM.

PRESENT: Mrs. Linda Kitchin, President
Mr. Dan Smith, Vice President/Treasurer
Mrs. Sara Bourne, Secretary
Mrs. Elizabeth Chapin, Director
Mr. Brad Buchholz, Director
Mr. Jim Erzen, Director
Mr. Joe Welsh, Director
Mr. David Busby, Director

ABSENT: Mrs. Michelle Schnoor, Director

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. POOL WHEELCHAIR LIFT

New ADA requirements for pool access do not apply to Oak Hills, because Oak Hills is a private Home Owners Association.

III. APPROVAL OF PREVIOUS MINUTES AGREED

Bourne moved to approve the minutes from the meeting held on April 4th, 2012. Motion seconded and carried with Director Busby abstaining. The Board of Directors will send a final copy to CMI for archiving.

IV. RDR REVIEW FINAL DECISIONS

Completed review of remaining RDR Review Recommendations. Seven months of review and collaboration come to a close! Thanks to Myra Lee and full RDR Review Committee for the months of hard work.

V. SELECT LEGAL COUNCEL

Committee will revise document and present to Kevin Harker and Stark Ackerman for re-bid.

VI. ROSE BUSHES

Director Erzen is working with the Boy Scouts to plant a rose garden at the main entrance. \$300 cost of bushes will come from the maintenance budget.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:20pm

Draft Minutes:

Oak Hills Home Owners Association Meeting -- May 2, 2012

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS' ASSOCIATION HELD ON MAY 2nd, 2012 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, MEETING ROOM, 2815 NW FOREST AVENUE, BEAVERTON, OREGON AT 7:00 PM.

PRESENT: Mrs. Linda Kitchin, President
Mr. Dan Smith, Vice President/Treasurer
Mrs. Sara Bourne, Secretary
Mrs. Elizabeth Chapin, Director
Mrs. Michelle Schnoor, Director
Mr. Brad Buchholz, Director
Mr. David Busby, Director
Mr. Jim Erzen, Director

ABSENT: Mr. Joe Welsh, Director

BY INVITATION: Mrs. Diane Wood, Community Manager CMCA, AMS, PCAM, CAMP
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. HOMEOWNER COMMENTS/ISSUES

Homeowner Mary Lou Shields expressed opposition to garages enclosures being constructed in front yards.

III. APPROVAL OF MEETING MINUTES AGREED

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Bourne moved to approve the minutes from the meeting held on April 19th, 2012. Motion seconded by Smith and approved with Schnoor abstaining.

IV. FINANCIAL REPORT

Treasurer Smith reported on the current financial status:

- The amount of the past due assessments is approximately \$10,000.00 with the previous amount at the same time in previous years being approximately \$13,000.00 therefore, there is a slight improvement.
- A final analysis will be performed of actual spending this year from the Improvement Fund.
- The Association's reserves are invested in CD's that have 30 day maturity terms. If the market improves, it is recommended another review of investment strategy be done at that time.
- The Finance Committee will draft a policy that addresses the solicitation of bids to include amount limit and process. Currently, if any bid exceeds \$500, two additional bids must be solicited.

CMI Wood presented the Vial Fotheringham collection report to Dan Smith and Linda Kitchin.

V. COMMITTEE REPORTS

A. Internal Affairs – Brad Buchholz

- The first step taken to achieve compliance has been to make direct contact with the parties to discuss the problem.
- A review of the Community Rules will be made to determine if amendments are required to address the parking of unlicensed vehicles in driveways and the vehicles on lawns.

B. Architectural Review – Sara Bourne

- Architectural paint colors will be placed on site for availability to owners.
- Application for the installation of a shed was approved.

C. RDR Committee – Myra Lee

Recommends electronic voting be incorporated for the RDR balloting. Bourne reported the Association Attorney had stated the electronic voting process must be approved by the membership at a meeting of the members.

D. Secretary – Sara Bourne

Website has been updated.

E. RV Lot – Elizabeth Chapin

- The RV lot spaces have been reorganized to utilize the highest efficiency for parking.
- The RV contract will be revised for distribution next October.

F. Urban Affairs – Elizabeth Chapin

- A status report of the West Side Trail project will be presented at the Annual meeting.

- Volunteers will be invited at the Annual Meeting to oversee this project.

G. Recreation – David Busby

- Swim registration is open on Saturday as pool opens on the 26th.
- The Oaks Club will have an event at the end of the month.

H. Maintenance – Jim Erzen (see attached report)

- Swimming pool and kiddie pool will be acid washed and the bathroom floors will be re-sloped so that they drain properly by Custom Pools.
- Bourne requested the changing rooms be painted and presented a bid for \$500.00.

AGREED

The Board agreed that the Maintenance Manager will do the painting, Bourne will select the colors and the Board will tape the walls.

I. Communication – Michelle Schnoor

Schnoor has requested Washington County provide two additional anchors @ \$100.00 each.

J. Special Events – Linda Kitchin

- Vial Fotheringham is holding a conference forum on Saturday May 19th, 2012. Board members will be reimbursed for the expense if they wish to attend.
- Arrangements have been made with the Fire Marshall for the 4th of July event and a meeting for volunteers will be on May 15th, 2012.
- The Board Members were reminded to provide their annual reports to the President in preparation of the upcoming Annual Meeting.

VI. YARD CLEAN-UP

An owner reported a yard is in need of maintenance and requested that the Board initiate action that will result in being cleaned up.

AGREED

Director Buchholz stated a volunteer group will do a clean-up of the yard.

VII. FINANCE COMMITTEE

Treasurer Smith reported the Committee will draft a policy regarding the solicitation of bids.

VIII. MITIGATION

Kitchin reported the results of the meeting recently held with Washington County and SHIPO was disappointing. They have offered approximately \$30,000.00 which includes funding for a new entry sign, street signs, application fees for the historic designation and the

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planting of trees. Discussion followed regarding the negotiations. President Kitchin and Darla Castagno will continue to work with the County to come to an agreement.

IX. RDR LEGAL REVIEW

President Kitchin reported two bids (Stark Ackerman, Black Helterline LLP and Kevin Harker, Vial Fotheringham) will be solicited for the legal review of the RDR document.

X. IMPROVEMENT FUND

- Chapin requested approval of \$2,150.00 to install RV lot lights, to consider the possibility of installing cameras and to receive direction from the Board on whether to work with Jarmer Electric or Garner Electric on this project (Garner was the lowest cost).
- Bourne requested approval to install new swings @ \$316.00.

AGREED

The Board authorized Chapin to work with Garner Electric to get final bids. No improvement requests will be

approved until the expenses that have been incurred thus far are reviewed.

XI. ANNUAL MEETING

President Kitchin reported the Annual Meeting is scheduled for May 8th, 2012. In addition to the standing agenda the President will present the Committee reports, Myra Lee will present the RDR Review and Elizabeth Chapin will provide an overview of the West Side Trail project.

XII. WORK PARTY MEETING

The agenda items for the next Board Meeting – Work Party will be the review of the purchase of swings, signs and parking restrictions.

XIII.

XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at _____.

Draft Minutes:

Oak Hills Home Owners Association Annual Meeting -- May 8, 2012

MINUTES OF THE ANNUAL MEETING OF THE OAK HILLS HOMEOWNERS' ASSOCIATION HELD ON MAY 8, 2012 AT THE OAK HILLS CHRISTIAN REFORMED CHURCH, 2815 NW FOREST AVENUE, BEAVERTON, OREGON AT 7:00 P.M.

PRESENT: Mrs. Linda Kitchin, President
Mr. Dan Smith, Vice President/Treasurer
Mrs. Sara Bourne, Secretary
Mrs. Elizabeth Chapin, Director
Mrs. Michelle Schnoor, Director
Mr. Brad Buchholz, Director
Mr. Joe Welsh, Director

ABSENT: Mr. Jim Erzen, Director
Mr. David Busby, Director

BY INVITATION:

Mrs. Diane Wood, Community Manager,
CMCA, AMS, PCAM
Mrs. Cheryl Brendle, Senior Vice President,
CMCA, PCAM
Mr. Jed Spera, Community Manager
Mr. Christopher Boccuzzo, Community Manager
Mrs. Kendra Johnson, Community Administrator

Ms. Carra Pewsey, Community Administrator
Ms. Jennifer Martin, Community Administrator
Ms. Laura Segall, Community Administrator
Ms. Carolyn Abercrombie, Community Administrator
COMMUNITY MANAGEMENT, INC. AAMC

OWNERS PRESENT:

Owners as listed on the sign in sheet attached to the original set of minutes.

I. CALL TO ORDER

President Kitchin called the meeting to order at 7:03 p.m. Kitchin introduced the Board Members and explained that the purpose of the Annual Meeting is to elect Directors to the vacant positions and to report on the events of the previous year. President Kitchin explained the process for the election of Directors noting that each nominee would be invited to present their interest in serving on the Board.

II. PROOF OF NOTICE OF MEETING

Community Manager Diane Wood certified that a notice of the meeting as well as a proxy and nomination form were mailed to all owners of record of Oak Hills Homeowners Association from CMI's office on or about April 18, 2012.

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III. READING OF MINUTES OF PRECEDING MEETING

The minutes of the Annual Meeting held on May 10, 2011 were read by Secretary Sara Bourne.

AGREED

Upon motion made by Dan Smith, seconded by Michelle Schnoor and unanimously carried, the minutes of the May 10th, 2011 were approved.

IV. REPORT OF OFFICERS – LINDA KITCHIN, PRESIDENT (SEE ATTACHED)

President Kitchin presented the Annual Report as attached.

V. RDR COMMITTEE REVIEW – MYRA LEE, COMMITTEE CHAIR

Chairman Lee reported the committee was established in 2010 to review the existing CC&R's. Four (4) subcommittees have been assigned certain portions of the CC&Rs. The draft has been reviewed by the Board and a legal review will next be performed. Thereafter, it is anticipated that the revised documents will be submitted to the owners for vote in November.

President Kitchin thanked the members of the RDR committee for their hard work on the RDR project.

VI. SELECTION OF ELECTION INSPECTOR

Six (6) homeowners volunteered to assist in the counting of ballots: Chris Boatsman, Chris Biggs, Lucas Franks, Darla Castagno, Charlotte Awe and Mary Lou Shields.

AGREED

President Kitchin appointed the volunteers as noted above to assist in the counting of the ballots.

VII. ELECTION OF DIRECTORS

President Kitchin stated the terms of three directors expire at the meeting. Three Directors will be elected to serve three-year terms. The terms of Brad Buchholz, Dan Smith and Jim Erzen will expire as of the Annual Meeting. All three have agreed to run for re-election. The floor was opened for additional nominations.

AGREED

President Kitchin moved to close the nominations. The motion was seconded and carried. Motion was made by Director Schnoor to approve the slate by acclamation. Motion seconded and carried without objection. Brad Buchholz, Dan Smith and Jim Erzen will continue to serve on the Board of Directors.

VIII. WEST SIDE TRAIL PROJECT

Director Chapin provided an overview of proposed West Side Trail project. Since it will have an impact on the residents of Oak Hills, Chapin recommended a Committee be formed to specifically monitor this issue. Chapin added the project recently received funds to move forward with a bike/walking path that would connect Tigard to Gresham

on a 40 mile trail that will course through the BPA Corridor in Oak Hills. Homeowner Robert Lyman volunteered to chair the Committee. Sign-up sheets were available in the lobby of the church.

IX. TAX RESOLUTION

Treasurer Dan Smith presented tax resolution 70-604.

AGREED

The Tax Resolution was unanimously approved as submitted.

X. ADJOURNMENT

There being no further business to be conducted; a motion was made, seconded and unanimously carried to adjourn the meeting at 8:25 pm.

ATTACHED REPORT OF OFFICERS

The Board has kindly sent me their annual committee reports and I will now go through what has been happening over the last year and what our plans are for the rest of the year. If you have any questions or concerns we will have time whilst the votes are being counted or please talk to a board member regarding their area of responsibility after the meeting.

So let's begin with financial news. Dan is our outstanding Treasurer and has once again spent the year working hard to ensure that not only do we come in under budget each year but we also have secure funds for our financial future.

This year we paid 46,000 or 15% of the amount of assessments received into a fund, the reserve fund, to pay for long term repairs and maintenance. This fund, which now totals about \$290,000, can only be used to pay for repairs to facilities- new roofs, fences, swim repairs and other big items. This year we will be having all of our property reviewed so that we can ensure that the fund is sufficient to pay for all repairs into the distant future. And we will continue to build the fund based on study recommendations to ensure that Oak Hills homeowners will never have to worry about us having the money to repair or replace both big ticket and routine maintenance.

Also, since the time of the last assessment we have been putting a small amount each year into a short term contingency fund. We have put aside \$2500 in each of the last 3 years with a goal of reaching 10,000 in the next budget year. This fund is to ensure that Oak Hills will never face a short term funding crisis. If gas prices or utilities were to spike or there are some unexpected expenses or revenue shortfall in a given year, we can draw on this reserve to meet our funding needs without having to cut existing maintenance or programs.

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Finally, over the past few years we have put additional funds into a longer term reserve. This money can be used to meet an extraordinary emergency such as a natural disaster or to draw down in case of budget shortfall if homeowners decide to forgo an assessment increase in the future. Starting next budget year it is likely we will have to draw down some of this money.

Budgets have remained fairly constant over the past few years. We have not added new programs and have tried to hold costs down in the ones we have. All budgets over the past 3 years have come in under budget. One item we did add to the budget was a small improvement fund. This fund has ranged from about 3,000 to 8000 per year and is dedicated to making small but necessary improvements to our facilities. In the last year we have removed 45 years of dust in the Rec Center and installed new lights and painted the gym. A couple of weeks ago the gym floor was repainted and looks great especially with the Oak hills logo in the center. We have made improvements to the playground by replacing the sand around the swings with bark dust and we are currently preparing to bring electricity to the RV Lot gate to enable the installation of lights and a time, with the long term goal of automating the gate and adding security cameras for both the RV lot and the maintenance area and drop box. So, by making small improvements each year we can add to all of our property values while slowly but steadily improving our neighborhood.

To further bolster the financial security of the neighborhood we have added earthquake coverage for all of our facilities. In addition we have established an investment policy that requires that all of our money be kept in insured instruments. There will never be a loss of principal for any of our money.

At the time of the last assessment increase we committed to at least a four-year period before there would be another increase and we will keep that commitment. We are now finishing up our third year. Over the course of the next year we will need to look at our revenue requirement. After the next budget cycle in October we will determine whether or not to ask the homeowners for an increase. Frankly, homeowners will probably have a tough decision. We have secured ourselves financially. We are in an elite financial position among homeowners associations. In the future as the budget tightens we can draw down our reserve funds to forgo an assessment increase or we can keep healthy financial position and make a small increase in the assessment to fund each budget and leave our reserve stockpile. There will be much more talk over the coming year. The books are open to any homeowner and we welcome your thoughts on this issue.

In summary, Dan has done a marvelous job of navigating Oak Hills through the recession. We have continued to collect our revenue though assessment and program fees, balanced our budgets, and actually improved our financial position. Credit goes to all of our homeowners who have

continued to support the association financially and pitched in to make our programs work.

Sara Bourne is our Secretary and although CMI takes on much of the role of secretary Sara has worked tirelessly this past year. She takes the minutes at our work party meetings, facilitates revisions and approvals of minutes and makes sure that the Oak Hills website is kept up to date. A huge undertaking for Sara has been as part of the CC&R review committee which she was on before becoming a board member and over the last year has become the board liaison not only working with the committee, advising the board, but also working with Vial Fotheringham, the attorneys who have been advising us. This has involved many hours of work as we have gone over and over the recommendations, making changes and asking questions, which she has then researched for us. We are very grateful for all your hard work on this.

Sara also spearheaded the sand removal challenge, heading up a volunteer work party to remove the sand under the swings and she continues to work on projects to improve Oak Hills as well as helping out with Architectural review. She also plans an upgrade of the website to make it more user friendly and is setting her organizational skills on the mountain of Association documents and files that we have – we wish you well with that!!

Elizabeth Chapin is the board member in charge of the RV lot and has spent many hours down there improving the circulation. She would like to thank the RV lot users that have accommodated her while she has been rearranging the spaces. Their input was also valuable when Elizabeth took on the challenge of revising the pricing system, going from a flat per space fee to one based on length of the vehicle. This has proven beneficial as the spaces can now be adjusted to accommodate the size of the vehicles with less concern about maintaining the number of billable spaces and it has also seen revenue go up slightly. Thank you to the Cub Scouts for spending time down there clearing up the leaves.

Elizabeth is also in charge of Urban Liaison, keeping us up to date with what is going outside of Oak Hills that might impact us. Her hard work saw the Minor Betterments project have a change of plan over putting in a sidewalk by the main entrance on 153rd. She is currently keeping us informed of the details regarding the West Side Bike Trail and has a sign up sheet for anyone interested in joining a focus group on that.

Thank you Elizabeth for all your hard work.

Jim Erzen is in charge of maintenance and works closely with Mark Watson and the maintenance crew to continue to keep Oak Hills looking great. The crew are always kept busy with the routine maintenance of our grounds, mowing when

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weather permits, weeding, pruning, blowing leaves and will begin to edge the paths on the green space. Mowing this year has become easier with the purchase of a new Toro mower a replacement for the old mower, this was funded from the reserve account. Improvements to the baseball field continue with added grass to resize it to a little league size field. Additional sand was added and roto-tilled followed by a drying agent. Westview little league is renting the field this year for spring practice and it is great to see it being used once again. Last year's reserve fund item was the replacement of the fence along the swimming pool. This is now completed and looks fantastic especially with the hanging baskets. The hooks on the inside for hanging towels are a plus and it will all be finished off with new flags for the summer. You will also see a new national flag and Oregon flag are now flying.

Many thanks go to Jim for all the hard work he does for Oak Hills not only with maintenance keeping everything on track and within budget but all the projects he does for us in his own time. He has dug a French drain and installed a pump along the tennis courts to try and prevent them from flooding, plants bulbs by the signs and just this last weekend he worked with the Boy Scouts creating a rose bed under the Oak Hills sign at the main entrance. So although we know you love to play with the power tools we are very grateful for all you hard work.

Brad Buchholz has one of the more difficult roles on the board being in charge of internal affairs and enforcing the CC&R's. He has dealt with homeowner complaints regarding violations and writes reminders regarding areas of concern for the board newsletter. Over the past year he has dealt with and addressed dog off leash issues, noise complaints, abandoned vehicles, house appearance issues, yard upkeep and hedge problems and trailers and vehicles parked improperly. Enforcement activities include telephone calls, visits to homeowners and neighbors and fine letters when needed. It is a difficult task chasing down and dealing with some homeowners on these issues but 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 so he can come up with the best possible solution for all parties involved. For that we are very grateful.

Michelle Schnoor took on a new role on the board this year focusing on communications within the neighborhood as well as externally. To try and widen and diversify the channels of communication within Oak Hills and to try and keep neighbors informed of meetings, external community events, neighbors in need she has set up the Oak Hills HOA community on Facebook, please search for it and get the regularly updated news and event reminders. We are also trying to increase email communication and if you would like to receive email reminders on events and neighborhood news

please sign up on the list being passed around tonight. Michelle also writes and sends out any press releases we have.

Michele along with Dan Smith and homeowner Kristin Parks puts together the Board newsletter each month, she coordinates content and delivery and keeps us on schedule with our articles. She was also in charge of last year's Oak Hills garage sale and plans are underway for one again in September.

A lot of Michelle's time this year was spent working with Mike Mills and Russ Knoebel from Washington county to secure four anchors and 2 speed display signs for Oak Hills. After years of dialogue Michelle was able to get the county to purchase and install the signs which I'm sure you all will have seen. She is currently working on trying to secure two more anchors for Forest Avenue and 153rd coming into Oak Hills. We are able to download the data from the signs giving us date, time and speed information to find out if we have any patterns of speeding. If so we can then contact the Sheriff's dept. who will come and patrol at those times.

We are so very grateful to Michelle for all the hours she has put into this and for the difference it will make in Oak Hills.

Dave Busby is in charge of recreation which is just beginning to get ramped up for the summer season. Last year was another busy summer and we hope for the same this year with all the usual activities at the pool. This summer sees the introduction of some new activities, we have the Oaks Club, for mature adults, where activities such as hikes, a wine country tour, and a casino day are planned, a pilates mat class and a labor day tennis tournament have also been added. You should all have received your summer Rec guides so plan your activities and get signed up to join in the fun.

This year we have increased the number of guard hours at the pool so that our Rec Director, Doug Castagno has more time available for the work he needs to do, the more activities that are planned the more time he needs. This past year has also seen Doug receive his Red Cross certification as a Lifeguard and both Doug and Dave have received Red Cross certification as Life guard managers.

Plans are underway for July 4th which this year has an Olympics theme. There will be a meeting on May 15th, 7pm at the Rec Center for volunteers and anyone who might be interested in volunteering, all we need is an hour of your time to make a fantastic day.

A big reserve fund project this year is the resurfacing of the pool deck. It is currently underway and fingers crossed for good weather will be completed before the pool opens on memorial weekend. As with all Oak Hills projects there is so much more to it than just resurfacing the deck, the board felt that it would make sense to repair the pool lights and starting

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block anchors as well as some plumbing issues that need the cement surface to be cut into to be done at the same time. There will also be some drainage problems in the shower rooms resolved as well. With the updates and improvements to the gym and the pool resurfacing I think we have gone a long way in improving our recreational facilities, giving them a new lease on life and making them better for us all to use.

Lastly, Joe Welsh is our Board member in charge of Architectural review, working with homeowners on everything from simple landscaping changes and fence replacements to more complex projects like remodels and additions.

As homeowners in a neighborhood like Oak Hills, we accept the responsibility of living in a community. And that community includes following a set of guidelines when it comes to making changes to our homes and grounds. We accept that our home values and the ability for us to enjoy our homes is, to some extent, impacted by our neighbors and that by living in Oak Hills we have agreed to work with each other in the framework of our governing documents when it comes to improvements and modifications.

As the RDR/CC&R committees have worked to address the gray area of things like 'inharmonious' and tried to make things like 'fitting in' more concrete, we have been blessed with relatively straightforward applications and approvals for projects. We have had homes painted, we have had fences erected and we have had garden sheds built; all with open and direct communication between the homeowners and the board.

That being said, Joe has uncovered an occasional project in process that proceeded in advance of, or without express approval. Fortunately, these projects have been within the bounds of our CC&Rs, but serve as a reminder that we have all agreed, when moving into Oak Hills to adhere to both the process and the guidelines that govern our community. We strive to make the best use of technology (the web and email) as well as working diligently to provide backup coverage for board members who are not immediately available such that our current Architectural Review Process does not create an extended wait period for approvals.

Going forward, we will all see some changes to the Architectural Review Process. Based on feedback from the homeowners through the surveys and town halls focused on the RDRs/CC&Rs, we're considering changes that you'll be asked to consider and vote on in a special meeting later this year. You'll hear more about the updating of the RDR/CC&Rs this evening, but we're responding to requests from the community to increase the involvement of homeowners in the decision making process, as well as making the entire process more clear. One thing that we are very sensitive to, as we consider changes, is making sure that we don't create a bureaucratic labyrinth that is either confusing or time consuming and Joe has been instrumental in that.

I have been working with Darla Castagno and Gary Cooper in mitigation with the County over the Bethany Blvd expansion and the adverse effect it will have to Oak Hills and its possible Historic designation. We have been meeting with County representatives to come up with a list of actions and items that the county might provide to compensate the whole of Oak Hills. This is an ongoing discussion and we will keep you updated but I would like to thank Darla and Gary for their help with this. Part of the discussion has been with regards to the nomination process for the Historic preservation and whether the County will cover this cost. At the moment everything is prepared to go forward with the nomination and we hope to continue once the mitigation is over. Darla Castagno is still looking for any archive materials that homeowners might have about the origins of Oak Hills, papers, photos or even verbal histories and memories. We thank her for all her hard work on this, without her we would not even be in mitigation talks with the county.

That pretty much covers what we have been up to in the last year and some of what is planned for the rest for the year.

I would like to thank my fellow board members for all their hard work not only in their individual roles but also for the extra work they take on and as a board as a whole. They are a great team of people who volunteer their time for the neighborhood that they love. It isn't always easy and we don't always agree but as a team we listen to what each other has to say and we stand by the decision that is made. I am very grateful for all their support this last year.

Now over to Myra Lee for a report on the RDR review committee.

I would just like to thank Myra for all of her incredibly hard work on the RDR reviews. It has been a long process and isn't over yet and I dread to think of the hours she has spent on this.

Thanks also to, Sara Bourne, Janet Busby, Tim Cairns, Bob Erickson, Paige Gogonian, Dawn Heman, Duncan Kichin, Charles Marshal, Gale MacArthur, Kristin Parks, Jim Poland, Bill Pollock, Nancy Smith and Tyson White, the RDR review committee members.

I would also like to thank Darla Castagno for her work on the Historic Designation, Amy Cole for maintaining the website, Kristin parks for the newsletter layout.

Thank also to the many many homeowners who volunteer their time for Oak Hills. From the swim team, community garden, block watch coordinators, star gazing party, St Patricks day, Halloween and Christmas and over 100 people who made last years July 4th so great. It is that kind of spirit that makes Oak Hills so great.

Drop Box Procedures Changed

by Dan Smith, OHHA Vice President

For the past few years we have been trying to set up a drop box procedure that makes it reasonably easy to use while ensuring that it is cost effective for the Association. The drop box is very costly and without some rules and regulations it would be prohibitively expensive. We continue to believe that it is important to provide a place for the debris that is produced by the well landscaped homes in Oak Hills. But it is also a service that is very open to abuse.

Three years ago OHHA started a paid sticker program to collect a small portion of the cost of the dumpsters and to identify those who were eligible to use it. The drop box hours were also changed to weekends only. The \$10 cost is fairly trivial and would usually be recovered by a homeowner with a single load during the season. Nevertheless, last year the drop box usage increased and the type of debris deposited abused the simple rules that

have been set up. The drop box was set up for routine maintenance debris. It was not intended that whole drop boxes would be filled by huge tree limbs, chairs and garbage. This abuse lead to the closure of the drop boxes on several weekends as the boxes would be filled during the day on Saturday with prohibited debris. It isn't known if the drop boxes were filled by homeowners or individuals from outside the neighborhood. We had no way of monitoring without staffing the area for nine hours per day on Saturday and Sunday.

The changes this year are simple. A drop box sticker is still required and must be displayed on the vehicle. The cost remains at \$10. It is important to note that the purpose of the sticker is for display. There is no point in the sticker if it is left in the glove compartment or at your home.

In addition, a light cable chain has been placed across the entrance and

secured with a lock. The combination is provided at the time of sticker purchase. Drop box users can let themselves in and close up after they are done. This should ensure that the drop box is accessed only by Oak Hills residents who have contributed.

Stickers are very easy to obtain. You can call or visit any OHHA Board member. A directory is provided in this Newsletter. Or you can stop by the recreation office during regular business hours.

The drop box is a great deal. It helps keep our neighborhood in good shape by providing a simple solution to landscape disposal. But we have to work together to make it successful. Please contact me if you have any questions or need a drop box sticker. I have also heard several good ideas for improving the service. Please contact me with your ideas at 503-690-7597 or dan@comsmiths.com.

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