



Oak Hills Home Owners Association News

The official publication of the Oak Hills Home Owners Association

November 2016

www.oak-hills.net

OHHA ROADMAP HALFTIME UPDATE

BY JIM MEYER, OHHA PRESIDENT

November is the mid-point between our annual meetings, and this November also marks the mid-point of my three-year term. So, this seems like a reasonable time to provide a “half-time” update for the Oak Hills Roadmap (posted in current documents at www.oak-hills.net).

The Roadmap is a “living” document - it is an attempt to outline the intended direction the board believes best serves the interests of the Oak Hills community. Roadmap course correction over the years will be discerned from homeowner feedback through the Report Card annual survey.

Most Roadmap items show areas of progress, though of course, much work remains to be done.

The first Roadmap item is the big one - Rec Center Renovation, which has taken the lion's share of OHHA board priority and bandwidth for the past two years. By the time you read this, the Community Room interior will have been insulated and covered, concealing the plumbing, electrical, and low voltage work already completed. The Gym ceiling beams and posts are in place, and framing should be completed soon to make the structure weather-tight for finishing over the winter months. The pool house and pool storage building will come

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ANNUAL ASSESSMENT & REC CENTER FOB Q&A

BY JIM MEYER, OHHA PRESIDENT

Oak Hills homeowners recently received their annual assessment letters in the mail. The letter details payment options for the annual assessment and special serial assessment, and provides information regarding Rec Center fobs. Hopefully, the letter and your statement provide straightforward information to help you understand the options and make appropriate decisions.

With additional space available with the newsletter format, here are a few questions with answers to further clarify information from the assessment letter.

Q: Why were no pre-addressed envelopes included for mailing payments and fob registration?

A: Experience from last year shows many homeowners opting for electronic fund transfers instead of mailing checks and statement stubs. Spending OHHA funds on envelopes that will mostly be recycled would be wasteful (pre-paid postage would be much more wasteful).

Q: What is the deadline for paying the annual assessment and special serial assessment?

A: The deadline for both assessments is Dec. 8, 2016.

Q: Am I required to pay extra for fobs or for the fob mailing fee?

A: No - the mailing fee and any additional fobs are optional, and offered only for your convenience. The primary fob for each Oak Hills lot is “free,” though registration is required.

Q: Is there a deadline for requesting additional fobs or registering my fob(s)?

A: No - fobs will continue to be available as needed. However, we do need an idea of initial demand, to enable access for as many residents as possible after the Grand Opening. The lowest fob price for OHHA is in packages of 700: thus, one package could provide the primary “free” fob for each lot, but not much else.

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REC CENTER PROJECT UPDATE

BY OHHA BUILDING COMMITTEE

The Rec Center project continues to progress. The Community Room is completing final work on low voltage prewire and electrical and then insulation and cover will be added. The Gymnasium should have roof installation begun by press time of this article. Framing of the office, storage and meeting room in the Gym are complete. The Main Pool should have concrete work begun by press time of this article. Vaults and Wading Pool should be excavated in next week or two. The mechanical room (basement under pool storage room) has had its slab poured. The pool locker room will be the last major structure, at the moment it has not begun. While the rainy weather poses some concerns, schedule is still showing a February grand opening.

This month, we received a change order of added costs of the project.

The full explanation of these changes gets very lengthy to explain, so we are offering a round table discussion to any homeowner that would like to hear a more in depth explanation of the process and subsequent additional charges. In order to avoid full depletion of contingency, we moved the \$35,000 of FFE charges outside of the Rec Center project, at least for now. The 2016-2017 operating budget does have an expense line where we anticipated FFE charges could fall, so removing FFE expenses from the project budget does not necessarily mean we will not have FFE for the project grand opening or shortly after.

The change order addressed two areas. First, we were charged for items where TEAM's contract did not align with specs or drawings that were submitted to Washington County. There were a number of

items that did not align and we took a few months to sift through all of these items to see which items were necessary, which were preferred and which ones could be deleted or changed. The result was to approve \$105,725.27 out of contingency to reconcile the differences in the contract and drawings. Please see chart for a brief description of these items.

The second area of charges for the change order are more traditional charges that would be charged to contingency. A brief explanation of these items are included in chart and total \$53,394.97.

After moving the FFE budget out of the project and then accepting this change order, we have depleted our contingency to about \$5,000. There exists a strong likelihood that we will encounter further expenses that will go over our allotted contingency. The board and building committee have identified a few areas of the 2016-2017 budget that can be adjusted if needed to help absorb any unanticipated expenses. The budget alignment process is not an ordinary event and expenses will not continue on with this same pace, but other normal events that would usually use contingency will continue to come up. We are tracking these events on a weekly basis to ensure we do not have another expense of this magnitude. While there appears that the Rec Center project will end up depleting the contingency, there does not appear to be any financial need that will disrupt the completion of the project.

CHANGE ORDER:	
Part 1: Budget Alignment with Specs and Drawings	
Steel requirements for the project based on permit drawings (Minus Credit for Wood replacement)	\$40,130.00
Siding Material	\$19,501.00
Sun Screen Assembly	\$13,289.00
Increased window costs	\$12,758.00
Drywall Assembly	\$11,943.00
Interior Plywood Finish	\$11,468.00
Overhead, Profit and Insurance	\$ 3,742.27
Part 2: Contingency Items	
General Conditions increase of project time by 2 weeks	\$12,758.00
Concrete Keyway requirements (footings of retaining walls)	\$ 6,893.00
Handrail Needed South and West of Community Room	\$ 7,225.00
Plumbing updates including Grease Interceptor and Sump Pump	\$18,629.00
Community Room Dry Heads required for Fire Sprinkler	\$ 6,000.00
Overhead, Profit and Insurance	\$ 1,889.97
Total	\$159,120.24

REC CENTER ROUND-TABLE PLANNED ON NOV. 1

BY OHHA BUILDING COMMITTEE

The Rec Center project is still far from complete, but we are able to start to envision the end of the project to come soon. There have been a number of questions surrounding financial issues related to the project that are often asked. Before the project is completed, the building committee would like to offer a round table discussion for those that have questions related to the entire construction process on Tues., Nov. 1 at 8 p.m. in the Oak Hills Church.

The design of the meeting is to answer questions that are brought up, but we will provide a brief overview of the entire process to date. Some possible questions and answers include:

Q: Why did the funding of the Replacement Reserve Fund change this year?

A: With the Rec Center project replacing so many items in the Reserves this year we had a surplus of funds. With this surplus, we had a choice where we could continue to keep the funds in the Reserves to get a large head start on replacing the new items or choose to reduce the contribution for this year so we can have more freedom to address any unforeseen problems with the Rec Center project. If we were to use Reserve Funds to address any overages in the project, we would be required to refund the Reserves within one year. This freedom to use the funds without the timeline of one year to repay seemed prudent to some, while others wanted to get as much of a head start on the future Reserve funding. A choice can even be made to fund the Reserves later in the year when the project is complete.

The Replacement Reserve fund has been called a “buffer account” in a recent editorial in the Oak Hills Oracle. It is not legally considered a buffer account; it is a very calculated schedule of projected replacement values of capital items. The intent is to not use it as a buffer account, instead the intent is to properly predict what items need to be repaired or replaced and to perform those repairs or replacement on a timely manner.

We can offer a careful study of Reserve Fund expenses to anyone that would like to discuss at the round table meeting. Barring an abundance of items that need to be replaced ahead of a reasonable schedule, the Reserve Fund is in great health. It is currently at a historic high and we are replacing so many items that will not have to be fully funded for 15 to 30 years. We do have \$100,000 earmarked for landscaping (mostly hardscaping) to be replaced near the Rec Center, but even if that expense is fully used we will return to our normal range of funds for the Reserve Account. We do have about \$40,000 tied up in bonds associated with the Rec Center project, but they get repaid within a year.

Q: Have you adopted a deficit budget?

A: The current fiscal year of 2016-2017 is balanced, which means we are projecting income to equal expenses. In a recent editorial in the Oak Hills Oracle, the author did not have a “recent memory” of a deficit budget, but in the recent years of 2012-2013 and 2013-2014 our association did operate with a deficit budget of -\$2,997 and -\$20,155 respectively. We were able to operate those years because of our General Operating Reserve account (which is different from the Replacement Reserve account). This account is better known as our savings account. Our savings account is at a historic high. Eight years ago it was only a little over \$5,000, but this year it will end with around \$240,000. When our income exceeds our expenses, we store it in our savings account. When our expenses exceed our income we can pull from our savings account. When we start to project continued years of expenses exceeding income, we would consider raising annual dues before the savings account is depleted. While we have not projected a deficit this year, there remains a lot of uncertainty with the new Rec Center and having a sizable savings account is a great comfort.

Q: What will happen if you continue to see expenses grow for the Rec Center project now that contingency is essentially depleted?

A: To begin, we should have most unseen expenses identified by December as the construction process will start to wind down in that month. The current operating budget has over \$130,000 of funds that are designed for items that are seen as non-essential to obtaining occupancy of the buildings. In a bad case scenario, we can forego these items to handle any further unanticipated expenses. In a worst case scenario, we can access our savings account or borrow from our Reserve account. It would be realistic to expect some true contingency expenses in the \$10,000 range. A few of these could add up, but not to the level of worst case.

Q: What would be cut if you had to use some of the \$130,000 in the operating budget?

A: The choices of what to cut vary; some of it is furniture, some of it is for pool toys, some of it is to replace the corner sign at 153rd and Oak Hills Drive. Most of these items would not be ordered until December, so it will be much clearer after the bulk of the construction is completed. It might not be necessary to cut any of these items, depending on how the project progresses.

RV LOT EXPANSION ON HOLD FOR NOW

BY DAVID BOYD, OHHA DIRECTOR

RV Lot contracts will be mailed in mid-November with payments due Dec. 15, 2016. There has been a slight change in RV Lot dues for spaces that are wider than 10 feet. Those spaces will be charged \$8 per linear foot instead of \$6 per linear foot (a 30-foot RV would increase in cost from \$180 to \$240 per year). This affects a very few spaces, mostly the largest RV's stored in the lot that are stored in spaces about 12 feet in width. If the lot is expanded, there would be an addition of several spaces with 12 foot width.

The RV Lot expansion plan has been postponed. It has not been approved by the board yet. With some uncertainty of costs of the Rec Center project it also seems prudent to pause the project until more is known of the final costs. The expansion of the RV Lot is now targeted for February.

The RV Lot has had one incident. On or about Oct. 6, the maintenance staff noticed the stair used for the yard debris box had been moved over to the RV Lot fence, indicating that someone used it to gain access into the lot. Two homeowners have noticed their covers had been removed from their campers, both similar style campers. A police report was filed. If you know of any other incidents related to this event, please be in touch.

COMPLIANCE CORNER: A FEW SCARY REMINDERS OF OUR COMMUNITY RULES

BY TERRI DANOWSKI, OHHA DIRECTOR

Political signs:

- must not be larger than 18" x 24" in size;
- placement of the sign must not interfere with sight patterns;
- no more than one sign per candidate or issue per property;
- signs must be removed within two days following the election.

Garbage cans should be stored out of view or screened from the street.

PODs are allowed for short term storage during a move or remodel only. Please get approved by ARB or Compliance prior to the POD arrival on your driveway.

Thank you to all the homeowners who trimmed their landscaping to make our sidewalks more accessible and our intersections more safe.

Have a safe and fun
October... Happy Halloween
and Harvest Festival!



Clean Water Services will pick up leaves from our streets during the following weeks; pick up is scheduled for Mondays, but this could be delayed a day or two depending on conditions.

November 7 • November 21 • December 5

In the meantime (and in between pick-up dates), please keep leaves out of the street to avoid clogging storm drains and minimize hazardous conditions. Prior to pick-up days, please ensure leaves are raked at least 18" away from the curb, and minimize on-street parking.

RECREATION ROUND-UP

BY SHEILA BREWER, OHHA DIRECTOR

HOLIDAY BAZAAR DEC. 2-3

The time is fast approaching for the annual Oak Hills Holiday Bazaar. Due to the ongoing construction of the Rec Center, the event will once again be held at the Sunset Presbyterian Church. Dates are Friday and Saturday, Dec. 2 and 3 from 9 a.m. to 4 p.m. each day.

Once again we will have a really wonderful variety of handmade treasures and great gifts. If you've never attended the Oak Hills Holiday Bazaar, this would be a great opportunity to give us a try and get your holiday shopping *done!*

We continue to look for artists and crafters to join us for the bazaar. Tables are still available, so if you or someone you know

would be interested, please contact Ruth McArthur at 503-645-3022. We'd love to have you join us.

REC CENTER RENTALS

The new Oak Hills Recreation Center is set to open soon for the ongoing enjoyment of Oak Hills residents and their guests. There will be three indoor spaces available for private or scheduled events:

1. Mid-sized meeting space with sink available for parties and meetings;
2. Gym for larger events, practices or group classes;
3. Community room with kitchen will be available for private events on a very limited basis.

We expect the spaces to all be in high demand and we are working

to ensure they are each regularly available for residents to enjoy without reservation. We are in the process of drafting policies, schedules and pricing for each of the three spaces. We are looking at breaking the days into segments of time and limiting the number of segments available for private events so we can all enjoy spontaneously stopping off at the Rec Center for a game of cards, a few hoops, a cup of coffee or football game with family and friends.

Please look for guidelines in the next few months and we hope to begin taking reservations in early February for 2017. We do expect these guidelines to evolve after opening, once we consider demands for both open and reserved time.

Roadmap Halftime Update, *continued from Page 1*

next, followed by landscaping, including playground drainage and storm water management. David Boyd's monthly updates have documented many of the challenges faced, yet we are confident the Building Committee, Team, and Opsis will work together to drive the project to successful completion for our Grand Opening celebration early in 2017!

The second Roadmap item is safety. To improve sidewalk safety, a concrete scarifier/planer was rented in September to grind 87 sidewalk tripping hazards across common areas. Other sidewalk hazards will be resolved in coordination with the Recreation Center project. Compliance Director Terri Danowski recently initiated the "Sidewalkability" project - many intruding plants and branches around the 2.0-mile "loop" have been addressed. Efforts continue on the inner and outer

loops, along with visibility improvements at several intersections. Hazardous tree removals in common areas included the huge poplars near Belle Place and the red oak at 153rd and Albion - one poplar and the oak had large hollow and rotten cores. We are fortunate these were removed prior to recent windstorms.

Third on the Roadmap list is strategic budgeting. In September, Linda Marshall hosted a Budget Workshop, in part to develop the 2016/17 budget, while also looking forward at least 2-3 years to ensure any Rec Center project surprises do not create a risk to OHHA financial health. There were many ideas floated during the Workshop, which was intended to help flush out ideas and proposals to force comprehensive prioritization. Contrary to concerns of "wasteful extravagance," the

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Roadmap Halftime Update, *continued from Page 5*

board decided most projects would remain on hold, at least until after the dust settles on the Rec Center project. However, we do need to consider the future for Oak Hills, and what may be needed and appropriate in the coming years - e.g., replacements for aging trees in common areas, and low cost/high benefit improvements such as placing concrete pads under park benches and picnic tables, etc. Following Rec Center project completion, we will pursue a Level One Reserve Study, to fully comprehend future maintenance items, costs, and timelines, to determine appropriate funding for replacement reserves over the next few decades. The annual budgeting process should include an effort to look ahead at least five years. Increasing costs over time are almost inevitable, but we should do our best to avoid surprises.

Fourth is updating and documenting OHHA policies. The most recent policies and guidelines booklet was printed in 2001, and most homeowners arriving since 2010 did not receive one. Limited policy information is available at www.oak-hills.net. Extensive work towards this effort was done in 2012 and 2013, and a soft copy of the text was located over the summer. The intention is to use the 2013 work-in-progress as a re-starting point to develop updated guidelines and policy proposals. Then, homeowner preview and discussion, followed by adjustment, ratification, posting, and enforcement. Ongoing policy tuning will use Report Card survey feedback to refine directions. Goals include "effective and compassionate" Compliance systems, along with clear ARB workflows, policies and guidelines, with more effective homeowner engagement and enforcement. Updates to the Employee Handbook are currently under review. The winter months will be used to develop Recreation policies and guidelines ahead of the Grand Opening. This work includes field and facility rental policies, pool and tennis fees, reviews of release form legal language, and much more.

Improvements to OHHA business processes comes fifth on the Roadmap. Fob registration for access control should provide contact information for opportunities for more timely electronic communication, along with secure online voting systems (though we need to avoid "spam" through appropriate opt-in policies). Changing our payroll cycle to biweekly from semi-monthly to reduce non-standard check processing expenses remains in progress, gated by completion of the updated Employee Handbook.

Sixth on the list is reducing maintenance costs and improving labor efficiency. The soccer field irrigation

project is now planned for installation this November (a \$10,000 donation from Oak Hills Soccer Club made this decision much easier!). The irrigation project will eliminate the labor of moving hoses multiple times per day, and reduce water expenses by irrigating early in the morning - which will also improve turf quality and the appearance of our sports fields! Several unused maintenance tools and items have been sold to open up an extra RV lot space, declutter the maintenance building, and return funds to operations. Due to reduced maintenance costs, we are considering green space weed control for next spring - fewer yellow flowers during the dry months should mean less mowing to prevent weeds from going to seed.

Seventh on the Roadmap (though by far not the least) is improving Oak Hills neighborliness. Recent monthly board meetings have seen more reasonable duration and improved decorum (the most contentious Rec Center decisions are now behind us). We all look forward to the Rec Center Grand Opening - this will provide many opportunities for homeowner engagement, awareness of volunteer projects, and once again enable parties, events and activities for all ages. The newsletter, web site, and Facebook page provide at least some limited homeowner engagement and awareness, but a Community Room bulletin board plus face-to-face conversations should provide huge improvement. We'll start baking a few batches of cookies before our monthly board meetings, once we transition to the Community Room (and then, perhaps, sigh, move over to the Gym meeting room).

Last on the current Roadmap are efforts towards long range planning for Oak Hills. One priority is to develop a master landscaping plan - for strategic tree planting, and more. A sanctioned committee would be very helpful here (the ornamental plums won't last forever!) - any volunteers? Chronic greenspace drainage and water problems are being actively worked or are under consideration. The Forestel storm sewer line replacement was recently completed, to the delight/relief of affected homeowners. Experience proved that a "quick fix" would have been temporary at best, and at worst could have exposed OHHA to liability for property damage. Prevention of standing water along the sidewalk west of Oak Hills School is in the works - the topography was mapped to determine landscape adjustments needed to ensure the sidewalk stays dry, and any overflow stays out of adjacent neighbor crawl spaces. We are still working with the the Beaverton School District to work out issues from the greatly

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Roadmap Halftime Update, *continued from Page 6*

increased non-resident traffic over our common areas to and from the Bethany entrance due to reduced bus service. For External Affairs, I attend CPO7 meetings, and provided initial input to Metro Planners for the West Side Trail project. We also anticipate the sale and development of the Dinihanian property in the near future, which could have significant impact for Oak Hills, especially Arcadia neighbors. Improvements for OHHA self-management need more thought and consideration: how can we best improve OHHA and Board function and effectiveness? HOA experts - and our personal experiences - confirm that policy enforcement by one group of homeowners (i.e., Directors) on other homeowners is at best awkward and uncomfortable, and can easily lead to long-term sensitivities. We need to develop clear and consistent policies, build “buy-in” across the neighborhood, and find the most effective and compassionate enforcement systems possible. Murrayhill employs a part-time administrator, whose duties include

driving around the neighborhood for compliance enforcement, based on objective, documented criteria. Everyone knows what is expected, and since the administrator lives outside the neighborhood, neighbor-to-neighbor friction is minimized. There are some homeowners in Oak Hills who feel the board does not enforce Compliance and ARB strictly enough, while others believe we are overreaching and unnecessarily restrictive - it would be impossible to please everyone simultaneously. I believe the best interests of the community will be served through policy development efforts previously discussed, along with annual homeowner feedback for fine-tuning through the Report Card survey.

If you have questions, comments, or input regarding the Oak Hills Roadmap, proposals for Report Card survey topics, or have an interest in volunteering toward any OHHA effort, please contact Jim Meyer at oakhillshoapresident@gmail.com. Thank You!

Rec Center Fob Q&A, *continued from Page 1*

We will need at least a second package, and possibly a third or fourth, to support initial demand, plus maintain a supply for future needs. To request access to the Rec Center, please register for the “free” fob (one per lot). To request additional fobs for use by other members of your household, please include the appropriate funds with your assessment payment (\$50 for one additional, \$100 for two additional, \$150 for three additional, plus \$5 if you wish to have your fobs mailed). Additional fobs need to be registered, as well.

Q: Why must fobs be registered?

A: Every time a fob comes in close contact with the door reader, it will transmit its unique serial number. The access system then verifies whether the serial number is approved for access, and, if so, unlocks the door. Fob registration is required to ensure fobs are provided only to “residents of Oak

Hills in good standing,” and to enable follow-up after any problem or incident. The access system can provide a list of recent fob access requests, to enable prompt follow-up with residents. Access tracking and security cameras are intended to provide a strong deterrence to mischief. We have no interest in playing “Big Brother,” but we all want to enjoy facilities that are respected and well-maintained.

Q: How do I register for my fob(s)?

A: The preferred method is to register online - look for the link at www.oak-hills.net. If you do not have access to a computer, the alternate method is to fill out the paper form included with the assessment letter, then mail to:

Oak Hills Homeowner Assn.
c/o CMI
2105 SE 9th Ave
Portland, OR 97214

The information from the paper form will be transcribed manually to the online system for processing and record keeping.

Q: Can I request additional fobs for use by non-residents?

A: No - Article IV of our CCRs restricts access to Association property to “residents in good standing,” which can be either homeowners or tenants of a particular lot, but not both at the same time. Guests must be accompanied by a resident when using the facilities. Also, registered owners will be held responsible for incidents traced to use of their fob - including use by other family members, or by lost or stolen fobs if not promptly reported.

If you have questions that are not answered by the assessment letter or this article, please send a note to Jim Meyer at oakhillshoapresident@gmail.com.

DRAFT BOARD MEETING MINUTES -- Oct. 5, 2016

MINUTES OF THE BOARD OF DIRECTORS' MEETING OF THE OAK HILLS HOMEOWNERS ASSOCIATION HELD ON OCTOBER 5, 2016 AT 7:00 PM IN THE MEETING ROOM OF THE OAK HILLS CHRISTIAN REFORMED CHURCH, 2800 NW 153RD AVENUE, BEAVERTON, OREGON.

PRESENT: Jim Meyer, President
Sara Bourne, Vice-President, Building Committee
Linda Marshall, Treasurer
Sarah Gauntt, Secretary, Communication
David Boyd, Director, RV Lot, Rec Center Construction
Terri Danowski, Director, Compliance
Todd Cooper, Director, Maintenance
Tony Davis, Director, ARB

ABSENT: Sheila Brewer, Director, Recreation

BY INVITATION:

Tom La Voie, Community Manager CMCA, CAMP
COMMUNITY MANAGEMENT, INC. AAMC

OWNERS AS LISTED ON THE ORIGINAL SIGN-IN SHEET

I. CALL TO ORDER

The meeting was called to order at 7:05 PM by President Jim Meyer, and a quorum of the Board was certified. Meyer reviewed the agenda.

II. COMMUNITY ANNOUNCEMENTS

Thank you to Micki Sparr for researching Dinihanian property status - it is "for sale", and not "sold".

III. APPROVAL OF PREVIOUS MEETING MINUTES

AGREED: Sara Bourne moved to approve the minutes of the September 7, 2016 meeting as previously circulated and published, and Terri Danowski seconded the motion. Jim Meyer introduced a request for correction regarding the Dinihanian property sale status. Minutes with this amendment passed without opposition.

IV. HOMEOWNER COMMENTS

Bob Erickson discussed the bylaws requirement for a minimum contribution to the reserve fund. Erickson is worried that if the Board approves a reserve contribution of less than \$39,000, that it may undermine the bylaws. The reserve fund will be discussed more fully during Hot Topics.

Myra Lee asked about the house rules and CCRs Article III (a). No noxious or offensive activity allowed, as pertaining to short term rentals, such as AirBnB..

Darla Castagno announced that the Rummer Tour was a success, and Oak Hills should be proud of their involvement in the tour. Oak Hills should also be proud of the Historic District designation and work to preserve the historic nature of the community.

V. HOT TOPICS

Short Term Rental: Discussion followed relevant to short-term rentals of homes in the association. Short-term rentals could be considered against house rules already in place that do not allow in-home commercial activities. One suggestion is to add an amendment to the house rules limiting rentals to a minimum of 30 days.

AGREED: Sara will consult with Jason Grosz for legal opinions, and return next month with an update.

Building Committee: David Boyd gave an update on the Rec Center and Pool project. Next week work will start on the gym roof, foundation pouring for the pool utility building, and the pouring of the pool vault. The project is still on track for a February opening. The project budget was reviewed, and there are some items in the budget that need to change. Team Construction submitted a change order, totaling \$153,000.00, for items that need to be added to the budget. The change order is for items including structural steel in footings, handrails, plumbing items, a dry fire system required by the county, siding material change, a sun screen, mulled windows, drywall, and plywood finishes.

AGREED: David Boyd moved to approve the change order issued by Team Construction as presented at \$153,000.00.

The motion is solely to approve the change order and not to move money. Terri Danowski seconded the motion, which passed without opposition.

VI. BOARD UPDATES

TREASURER: Linda Marshall reported on the budget. The expenses year to date are under income by \$83,000.00.

Reserve Fund: Discussion followed relevant to the reserve fund for the 2017 fiscal year. The starting balance for the reserve fund has been set at \$231,000.00. The bylaws call for a minimum contribution to the reserve fund of \$60.00 per lot, totaling \$39,000. Both the Reserve Study Professional and the Association's attorney have advised that due to the current situation, it would be acceptable to use reserve funds previously accrued to fund replacement of the roofs and other components that were demolished as part of the new Rec facilities project. When the new facilities are completed, a new Level 1 reserve study will be commissioned for the facilities, and it may result in an increase in the amount that the Association must contribute.

AGREED: Boyd moved to direct over-allocated funds from 2016 into the replacement reserves. Todd Cooper seconded the motion, which passed by a vote of 6-2. Voting in favor of the motion were Directors Meyer, Danowski, Cooper, Boyd, Bourne, and Sarah Gauntt voting against were Marshall and Davis.

RECREATION

Jim Meyer gave a brief report as Sheila Brewer was absent.

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New policies for the new facilities are being worked on and are anticipated to be completed before the new Rec Center opens. The employee handbook is also under revision, with changes for both full-time and seasonal employees.

ARCHITECTURAL REVIEW BOARD

Tony Davis reported that for August there were eleven ARB approvals including applications for painting, fences, roof, windows, concrete work, a garage door replacement, and tree removal. Two submissions are still in process.

For September, there were fifteen ARB approvals for paint, fences, roof, windows, and concrete work. Three submissions are still in process.

COMPLIANCE COMMITTEE

Terri Danowski reported for the Compliance Committee, which has twelve active issues, and fourteen that were resolved this month. Sidewalk walkability was not included in this tabulation of issues. There have been many improvements, and positive responses to the sidewalk work. For safe drivability, where landscaping needs to be cut back to improve driver visibility, owners have been receptive. There were eight unlicensed cars and four of them have been resolved. The "white house" that has fallen into disrepair has a sale pending, Tony Davis reported that he has met with the new buyers regarding the ARB process. He stated that it seems that they intend to flip the property.

RV LOT

David Boyd gave a report on the RV Lot. Boyd proposed delaying the lot expansion project until January or February in order to allow him more time with the Rec Center project.

Boyd proposed increasing the fees for the RV lot for the larger spaces. He suggested increasing the assessment from \$6.00 per linear foot to \$8.00 per linear foot for spaces over 10 feet in width.

AGREED: Boyd moved to increase the RV Lot fees to \$8.00 per linear foot for parking spaces over 10 feet in width. Cooper seconded the motion, which passed without objection.

Owners on the waiting list that have requested a second space will have to wait until owners requesting their first space are placed in the lot.

MAINTENANCE

Todd Cooper gave a report on the maintenance. The new Toro is working out great. Thanks to Jim Meyer and Jason Janson for all their work grinding down the sidewalk trip hazards. Meyer stated that there is more work to be done, but that they have eliminated the most dangerous trip hazards.

Irrigation: Four bids have been received for installing irrigation on the soccer and baseball fields. The lowest bid is for \$30,500.00. Oak Hills Soccer has agreed to contribute \$10,000.00 to the project. The installation will start in November.

Forestel Drain: The drain pipe replacement has been installed and the project is almost complete.

Peak Landscaping: Janson will discuss with Peak some of the deficiencies that have come to light and hold them to their contracted duties. Improvements have been made, but continued improvement is necessary. Cooper stated that he may need to look for new bids in early spring.

COMMUNICATION

Sarah Gauntt gave the Communication report. A ring has been found on the property, and a notice will be put on the Facebook page.

A survey will go out on Oak Hills Facebook regarding the placement of four more benches that were removed from the Rec Center. Pending volunteer labor, the cost would be \$200.00 per bench for installing cement pads. The benches that were placed last summer have been well received.

Oak Hills has a few seniors that could use help to catch up on landscaping - weeding, bark mulch, tree and shrub trimming. Volunteers should contact Todd Cooper or Jim Meyer for details.

PRESIDENTS REPORT

Employee Handbook: Jim Meyer stated that he has updated the employee handbook, which is circulating for inputs from Todd Cooper and Sheila Brewer. Brewer will include employee handbook details for seasonal employees. Board ratification enables transition to a bi-monthly time card system.

Annual Assessment Letter: The assessment letter is being drafted and will include information on paying the annual assessment, the special serial assessment, and fob registration and payment for additional fobs and mailing. For the fob sign up, owners in good standing can get one fob at no cost. Additional fobs will cost \$50.00, and there will be a limit of 4 active fobs per lot. Contact information will be required on the fob registration form. Pre-wiring for a portion of the security system has been included in the Rec Center budget already. The final proposal for security cameras and an entry system is still being finalized.

AGREED: David Boyd moved to provide one free fob for each lot, with additional fobs at \$50.00 each. There will be a limit of four fobs per lot. Sara Bourne seconded the motion, which passed without opposition.

VII. ADJOURNMENT

Sarah Gauntt moved to adjourn the meeting at 9:29 pm. Linda Marshall seconded the motion, to which there was no opposition.

STANDING COMMITTEES

ARCHITECTURAL REVIEW

Tony Davis
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Bob Erickson
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Kate Weinert
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BUILDING

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Sara Bourne
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Sheila Brewer
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Linda Marshall
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Jon Cole
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DATES TO REMEMBER

REC CENTER ROUND-TABLE

Tuesday, November 1
8 p.m. @ Oak Hills Church

BOARD MEETING

Wednesday, November 2
7 p.m. @ Oak Hills Church

CLEAN WATER SERVICES LEAF-SWEEPS

Week of November 7
Week of November 21
Week of December 5

OAK HILLS HOLIDAY BAZAAR

Friday & Saturday, December 2 & 3
9 a.m. - 4 p.m.
Sunset Presbyterian Church

OAK HILLS HOME OWNERS ASSOCIATION BOARD OF DIRECTORS

Jim Meyer President	President	14900 NW Northumbria Lane 503-828-4582	oakhillshoapresident@gmail.com
Sara Elizalde Bourne Vice President	Vice President	15435 NW Perimeter Drive 503-789-2048	saraebourne@gmail.com
Linda Marshall Treasurer	Treasurer	15135 NW Perimeter Drive 503-645-2366	linda@cmarshallfamily.com
Sarah Gaunt Secretary	Communications	14645 NW Forestel Loop 971-777-5805	ohhoasarahg@gmail.com
David Boyd Director	RV Lot & Rec Center Renovation	14330 NW Belle Place 503-307-4583	hdcanboyd@juno.com
Sheila Brewer Director	Recreation	15129 NW Oakmont Loop 971-235-9324	sheilaohha@gmail.com
Todd Cooper Director	Maintenance	15595 NW Oak Hills Drive 971-255-3362	coopert@gmail.com
Terri Danowski Director	Compliance	14680 NW Forestel Loop 503-531-0421	tdanohha@gmail.com
Tony Davis Director	Architectural Review	14635 NW Oak Hills Drive 503-964-5193	tonydavisohha@gmail.com

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