

Directors Meeting of the Oak Hills Homeowners Association
December 7, 2022 at 7:00 PM.
Meeting conducted in-person at the David Boyd Community Room.

PRESENT: Jim Phelps, President
Melody Chen, Director – Neighborhood Communications
John Jellum, Director - Maintenance
Martha Soria Sears – RV Lot
Keith Gregory, Director – Architectural Review Board (ARB)
Maura Wick, CFO
Deanna Middleton, Director – Rec

- I. **CALL TO ORDER.** President Jim Phelps called the meeting to order at 7:02 pm. The Washington County Land Acknowledgement was read.
- II. **APPROVAL OF MINUTES.** The minutes of the previous meeting held on November 2, 2022, were approved by a unanimous vote with no corrections or additions.
- III. **TREASURER'S REPORT.** Seventy homeowners have not paid monthly special assessment dues and a few homeowners have not paid annual dues. We have a list of those accounts. Maura will get an updated total from BMCM on December 15th and then if we still have a large number delinquent, we need to put something in our newsletter. Maura is working with BMCM on tracking the delinquent accounts. We may decide to contact these homeowners directly. AMS has sent BMCM all the funds and BMCM is waiting for final bank statements to show that the old accounts are zeroed out. The financials that are in TownSq are representative for October. Board members will see the full financials including delinquencies and homeowners will see the short version of financials. There is a balance of \$498,000 in the Operating Account. The July 4th account has a total of \$28,600. We had 500 participants in the Turkey Trot and raised over \$2,200. A thank you donation will be made to the Sunset High School Cross Country team, which sent 20 volunteers to set up and tear down the finish area etc. We thank Christina, Maura, and Tim Tank for organizing this event and thank the many volunteers, and we also thank the Cub Scouts who collected food. The amortization schedule for homeowners who want to pay off their balance for 2023/2024 needs some adjustment and we will work to get the correct numbers on the website. The Board does not have visibility to assessment payoffs; we need to work with BMCM to get the correct assessment payoff information.

- IV. **ARB.** Keith reports that four applications were received and all were approved: one was for garage doors, two for fences, and one for siding/painting. We have an opening on the ARB. We are looking for someone with architecture or design experience. The sign update is work has begun on the monument sign; the lumber has been removed. Contractors have spent a couple of days cleaning the surface corrosion of the steel frame. PGE is coming to see if the meter and electrical box need to be replaced. The sign is still on track to finish in 6 weeks. The new lettering for the sign to match the existing would cost \$4135. As for the lanterns, there is too much corrosion and too much cracking. We would spend more money refurbishing the old lanterns than building new lanterns. Keith's recommendation is to allow new fabrication using LED lights and a hinged door, which would cost \$4200 for the 2 lanterns. The sign cost is now about \$74,437, which is where we thought we would be. We will also need funds to reinstall the sprinkler system around the sign and for landscaping. The Board had agreed to replicate the sign, and thus John moved to accept Keith's recommendation and contract for letters and lanterns. This was seconded by Keith. Six Board members voted yes and one abstained for the lighting and the Board unanimously voted yes for the lanterns.
- V. **REC.** Deanna reports the Turkey Trot was well attended. The Winter solstice party will be held Wednesday, December 21st from 4pm to 7pm at the Rec Center. Christina will provide tomato soup and Board members are asked to attend and/or provide cookies. Deanna will have a sign-up to help. The July 4th plans include a verbal agreement for the fireworks' price; it has increased to \$22,000 from \$20,000 last year. A Board member needs to sign the contract in January (Jim or Stephanie.) Maura asked about changing the language of the contract so that if we can't do the fireworks on the 4th, then we can have them anytime during the year, as compared to the current language that states the window is 30 days if we can't have the fireworks on July 4th. Deanna moved that we sign the contract for Western Fireworks with the change in the language, which allows us to reschedule through the end of the year or sell the rights to another organization. Maura seconded the motion, which passed unanimously.

- VI **NEIGHBORHOOD COMMUNICATIONS.** Melody reports that Stephanie (who was absent) reports that the November 20, clinic provided 120 COVID and flu vaccines. Also, we have a few people who are interested in serving on the Board. Melody is planning a Lunar New Year Happy Hour event on Sunday, January 22, at the Rec from 4:00-6:00pm. Homeowners will be asked to bring a family favorite appetizer. There was discussion around the six Board seats that will come open. We need a minimum of 5 new seats filled. If we don't have enough volunteers to serve, then we may need to have BMCM take on the HOA management. If BMCM takes on the Oak Hills HOA management, homeowner dues would increase.
- VII **RV LOT.** In 2022, we improved the security of the RV Lot with a FOB system and with added security cameras. This year we also experienced increased contractor fees for maintenance and repairs, which are continuing to increase. It is for these reasons that we need to increase the annual fee to \$8.40/ft. of unit length (\$11.10/ft. of unit length if space is wider than 10 feet.) Our goal is to offer the RV Lot as a special benefit to Oak Hills homeowners. Even with the fee increases for 2023, our RV Lot fees are almost half of the fees for RV spaces in other Beaverton HOA's.
- VIII **MAINTENANCE.** We are in process of re-keying to better control the keys for various sites. The new playground will require a drainage system, so we will need to assess and address that in the future. We will be purchasing batteries for the speed signs. Two trees have been removed and the wood is available to pick-up. The gate by the community garden has been welded shut
- IX **PRESIDENT/NEW BUSINESS.** Jim reports we are working to recruit people to volunteer for the Board. Stephanie has developed drafts of the "Who does What" document and a Policy & Procedures Manual, which will be discussed at a work session in January. Melody suggested that Board members stay on for two months after May to help with the transition to a new Board. This suggestion was not accepted. Melody further suggested that ARB assume compliance for cases of non-compliance with ARB rules, which was also rejected.
- X **ADJOURN.** Meeting was adjourned at 8:13pm.

