

Directors Meeting of the Oak Hills Homeowners Association
Held on April 7, 2021 at 7:00 PM. Virtual Meeting held using Zoom.

PRESENT: Dan Badders, President – Compliance
Jim Phelps, Vice President – Architectural Review Board (ARB)
Stephanie Siegel, Secretary
Gerry Reeve, Treasurer
Late Sheila Brewer, Director – Recreation
Jana Carlson, Director – RV Lot
John Jellum, Director – Maintenance
Wes Reilly, Director – Community Affairs
Christina Matousek – General Manager

I. **CALL TO ORDER.** President Dan Badders called the virtual meeting to order at 7:00 pm. Welcome to all attending.

II. **APPROVAL OF MINUTES.** Stephanie Siegel moved and Dan Badders seconded approval of the minutes of the previous meeting held March 3, 2021. Approved without opposition.

III. **DEPARTMENT UPDATES.**

Maintenance. John Jellum reported that many people have said they want the yard debris drop box. He is looking into costs associated with this and suggested it may return based on demand and peoples' willingness to pay. Christina Matousek clarified that the Drop Box costs \$5,000 annually and brings in \$3,000 in revenue so the annual cost is \$2,000. John Jellum reported that the maintenance employee has given notice and his duties will need to be fulfilled or eliminated, or assigned to volunteers. John thanked neighbors who assisted with replanting near Bonneville Loop.

ARB. Jim Phelps reported many applications for painting, garage door replacement, fences, and other requests. Jim said it usually takes a couple of days turn around for an ARB application.

Community Affairs. Wes Reilly reported the planting of the community garden is being overseen by garden leadership. He gave a shout out to Dean Keith for work he did to improve access for a box owner with impaired mobility. The deadline for paying the community garden fee is April 15. The neighborhood youth working to create a bike park have been investigating three locations: The oak tree near the tennis courts, adjacent to the volleyball court and the horseshoe pit area. They asked adjacent homeowners how they felt about the proposal. The response was supportive of the idea, but not at locations next to their properties

so the horseshoe pit area is the likely spot. Their next step is to develop cost estimates. The flagpole lighting project is focused on identifying the location of the power connection. Neighborhood watch has reported three mailbox break-ins, which have been reported to the Sheriff. National Night Out is being scheduled for August. The Oregon Department of Agriculture will continue spraying for beetles this year. Wes completed his report noting the he and his grandson will stripe the RV lot.

RV Lot. Jana Carlson said she will cover her report later in the Agenda.

Finance. Gerry Reeve reported the loan will be re-amortized. The fiscal year will end in September. AMS estimates show that we look to be in good shape with summer revenues.

Recreation. Sheila Brewer reported that swim staff is currently being hired. Pool preparation is underway and the summer calendar is nearly completed. The tennis key will be switched out May 1. Pool passes are \$75. Guest passes will be limited to four per household at \$15/pass. If the pool gets too full given Covid protocols, homeowner households will be prioritized over guests. Sheila reported that field and pool contracts are in place for \$20,000 in rental income with two additional contracts being finalized for an estimated total of \$22,000. Field maintenance is still in discussion with the soccer program and the contract has not been finalized. Field and pool rental revenue exceeds budget estimates with the majority of it contributing to the 2021, budget and a smaller amount to 2022. Sheila said we are suggesting, but not requiring all recreation staff to be vaccinated. Masks will be required and Covid guidelines followed. She said the top priority is having qualified guards. Classes for guards have been cancelled throughout the metro area so there is a shortage of guards. In response to the shortage of trained guards, Christina Matousek has negotiated with a Red Cross guard trainer for a class in our pool for initial training and recertification. A 40-hour Red Cross class is scheduled for May 13th and May 22. The minimum age is 14, to take the class. Anyone who takes this training will be in demand.

President. Dan Badders gave a compliance update reporting 5 to 10 letters issued over 30 days. The ride-along with AMS staff has been postponed to April 22. Dan asked all Board members to assist the compliance effort by taking photos of violations and sending them with property addresses to Dan to be forwarded to AMS. When the violations are sent, they are stored in AMS's system by lot number. Homeowners can access photos and violation information.

Secretary. Stephanie Siegel provided an update on the status of the upcoming election and voting. Homeowners have received the newsletter, a postcard, and an email blast with information on the election and instructions on how to vote online and also how to request a paper ballot. Voting has begun. Some people have had to create new accounts to vote. The last day to vote is May 1. There are four candidates for 4 positions to vote on and two routine issues. Dan Badders noted that the last election had over 80% participation. Gerry Reeve asked about if there can be more candidates, but there can be no write-ins because of Dan's pre-election candidate requirements.

IV. **HOMEOWNER COMMENTS.**

By OHHA policy, homeowners making comments at meetings are not identified in the minutes.

A homeowner said she has a graduating senior and that 2021, graduates have become the forgotten class. She asked the Board to approve a policy to allow households to put a sign in front of their house for their graduate. Sheila Brewer noted that last year this was allowed for graduates and signs were removed quickly after the approved period. Stephanie Siegel said she did not want to encourage homeowners to violate the sign policy by posting signs and waiting for a violation letter, so the grad sign issue should be presented to the Board and voted on.

V. **AGENDA ITEMS.**

1. RV Lot Project. Jana Carlson reported that the maintenance project was completed in a single day. Homeowners did an excellent job of clearing the lot. Sonny's Landscaping staff were able to weed, spray, remove tree branches, and spread gravel in an efficient manner. The final bill was about \$2500, under the estimated \$3,000. Jana reported that many people are getting bigger trailers and switching spaces so availability has been fluid and she has been able to reduce the wait list. Jana recommended a move out every other year for weed treatment and lot striping. She noted that it was very good to work with Sonny's and the project went well. Dan Badders observed that teamwork had been outstanding. Wes Reilly thought it was terrific from his viewpoint as a client. Dan noted the investment was reasonable and more than offset by RV lot revenues. Jana noted the RV lot has a budget of \$1,000 a year. Last year this was used on the lock and this year it may be used to replace fence material limiting visibility into the lot.

2. Vaccine Clinic Project. Stephanie Siegel reported she is working with the Covid-19 coordinator from the Albertsons/Safeway pharmacy to set up a vaccination clinic at the Recreation Center. The first clinic is May 1 and the second May 22. The appointments are fluid with people making and cancelling appointments online. Appointments have been made available to Sonny's crew and pool staff. Stephanie said that she hopes a wait list will not be needed but if it is, she will maintain it. Stephanie noted that this is a good community building process with the Oak Hills community volunteers.
3. July 4th Project & Recreation Transition Program. Sheila Brewer completed her initial update noting that lap swimming is picking up and the pool opens for weekend hours on Memorial Day and full time the third week of June. Classes will be provided at all levels with registration opening on May 1. Swim team registration is currently open. Sheila said the spring celebration was great and the bunny made an appearance. Sheila outlined the Recreation transition program. She will be resigning and has agreed to stay through the summer for the transition. She said she has begun working with Deanna Middleton who is running for Board. She noted that she knows Deanna to be a fantastic service-oriented person with skills and experience. Sheila said top priorities for the Recreation Director are risk management and hiring staff. She emphasized the importance of having a solid understanding of programs, policies, and protocols to keep people safe. Sheila said she will also remain to work with Deanna to complete contracts. Sheila has been talking to homeowner and iconic musician and performer Michael Allen Harrison about the Fourth of July Project, and he has agreed to perform on the Fourth of July. Sheila said they are looking at a music concert in the field, and discussed cost for the show with a stage, sound system, lights, mainline bands, kids' performances, and food carts. Sheila said an option to help with costs is to ask for donations and sponsorships. Dan Badders observed there is a consensus to go forward. Sheila noted that money will not have to be moved around as it is budgeted.
4. Financial Targets and Measurements. Gerry Reeve reported we're in relatively good shape. He reviewed targets beginning with the target of homeowner assessments funding at least 95% of costs. He explained we have other sources to offset assessments, last year 70% of our costs were funded by assessments and we ran short. He said this was not a feasible approach. This year we will be

at 87% of our costs will be funded with the assessment increase but this is a revenue peak and the funding will decrease thereafter. Gerry said we need to target \$20,000 to \$30,000 for Maintenance Fund expenditures. The Operating Fund is targeted for \$200,000. Last year in September we were at \$97,000 and if restrained, we will be at \$120,000. We are way under what we need in the maintenance and replacement fund. Gerry explained we need to keep the fund building every year. He noted that administrative expenditures are targeted to be a quarter of total expenditure and we are at 24% so we're in pretty good shape on this metric. The pool is self-funding through tags and rentals and we will hit this target comfortably this year. Dan Badders observed we cannot maintain the Association by simply cutting expenses. Homeowners need to be educated that we need an allowance of an annual 3% increase for fees. The HOA fees are comparatively inexpensive compared to other similar communities. Dan explained we have improved management of expenses. Sheila Brewer said she would prefer monthly assessment payments rather than a single annual assessment right before the winter holidays. Gerry said we could look at a zero-based budget where we consider expenses each year. He agreed with Dan that we can't get there simply cutting expenses. Dan Badders noted that Gerry has greatly improved access to financial information.

5. Five Year Maintenance Safety Plan. Dan Badders said during his tenure there has been a 3 to 5 year maintenance plan. He suggested safety be given a high priority in projects the Board chooses to do going forward. Safety needs to be a priority over aesthetics in project prioritization.
6. Discussion to Increase ARB Committee from 4 to 5. Jim Phelps said that some ARB members have been serving since the ARB was formed. By adding a member, ARB would be an odd number so that the Board liaison can be separated from the ARB decision. Jim said that given current demand for processing applications there is a need for an additional member. He noted they also need follow up to see if people are doing what has been approved. Jim said defining the length of a term of service and rotation should be considered. Jim explained that quite a bit of work is involved. He is not asking for a vote today. Jim said he will discuss adding 1 – 2 members with the ARB and bring this back in May. Sheila Brewer said that in the past, ARB has sought individuals who have architectural or engineering background and that it's helpful to have long term homeowners who understand history of

neighborhood. Jim Phelps noted that part of the document the ARB is working on is to support that continuity.

7. Graduation Signs. Dan Badders said allowing graduation signs may cause us a problem from a compliance point of view. Dan said he did not think the Board should change what the CC&R's say. Stephanie Siegel explained that the CC&Rs explicitly give the Board authority to make such a policy. She said the Board can approve the posting of signs supporting the students with guidelines including, size, number, and a specified time period. John Jellum said "feel good" signs like this should be allowed. He said last year was his 50th wedding anniversary and he thinks signs are appropriate for homeowners with good things happen. Jim Phelps said this could be something for the ARB in the future and noted that the Board has the right to set policy. Dan Badders recommended that a motion be worked out and voted on at the next meeting. Jana said people could go ahead and order their signs. Jim Phelps recommended getting this worked out for the graduates so it could be approved through unanimous consent. Stephanie Siegel agreed to provide a draft for the Board.

- VI. **ADJOURNMENT** President Dan Badders moved to adjourn the meeting and go into Executive Session. John Jellum seconded. The motion was approved without objection. The meeting was adjourned at 9:15 pm. Executive Session was held from 9:15pm-9:45pm to discuss the lawsuit with CMI. At 9:49pm the Board went back into the Board meeting and Jana Carlson moved to adjourn, with a second by Gerry Reeves. The Board meeting ended at 9:49pm.