

**Arbor Terrace HOA
Board of Directors Annual Board Meeting
November 11, 2020**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on November 11, 2020, via online video conferencing due to COVID-19 restrictions.

Present:	Amy Boyle	President and Treasurer
	David Baehler	Secretary
	Jean Payne	Director
	Jessica Elliott	Interim Director
Excused:	Amanda McMillian	Director
By Invitation:	Crystal Drake	Century 21 Northstar Properties
	John Turner	Century 21 Northstar Properties

Call to Order

- The annual meeting was called to order at 3:04 PM by board treasurer and president, Amy Boyle. A quorum was established after it was determined the number of participants and proxies met the 20% requirement of 32 homeowners.

Meeting Minutes

- David Baehler moved to accept the 2019 annual meeting minutes. Jessica Elliott seconded the motion.
- Meeting minutes can be found on the HOA's website: www.arborterracehoa.org.

Introduction of Directors and Officers

- The board of directors each gave a brief summary of who they are and what positions they hold.

Nominations of Directors

- It was announced that the three director positions held by Jean Payne, David Baehler, and Jessica Elliott were open for election.
- The floor was open to nominations.
- There was one nomination for Matthew Elliott to serve in the position occupied by Jessica Elliott. Jessica was not interested in serving another term at this time.
- Both David and Jean agreed to remain in their positions if there were no other nominations.

- A vote was cast and there were no objections to David and Jean remaining in their current board positions or to Matthew Elliott serving in the position previously occupied by Jessica Eliot. The vote passed with unanimous consent.

Assignment of Directors

- After a brief discussion with no objections, the assignment for each board member is:
 - Amy Boyle - President and co-treasurer
 - Matthew Elliott - Co-treasurer
 - David Baehler - Secretary
 - Jean Payne - Director
 - Amanda McMillian - Director

Election of Tax Ruling 70-604

- This ruling determines how excess funds outside the previous year's budget are managed in the current year. Typically, these funds are rolled into the current year's budget.
- The floor was opened for discussion.
- David moved to roll any excess funds outside of the previous year's budget into the current year's budget.
- Jean seconded the motion.
- There were no objections and the motion passed with unanimous consent.

Treasurer's Report

- Financials, as of Sept 30, 2020, were reviewed. All accounts are healthy and tracking as per budget and reserve studies.
- There are currently 10 homeowners participating in the Option C payment program.
- Tax returns for fiscal year-end (FYE) 2020
 - The tax return extension has been processed, and estimated payments have been made to both the Federal IRS and the state of Oregon.
 - On November 2, 2020, the board received a draft of the FYE 2018 financials from our accounting firm, Foster & Associates, and is currently in process with our FYE 2019 financials.
 - The board has not yet received an engagement letter for the FYE 2020 financials.

Old Business - Summary of current events at Arbor Terrace

- Teufel Landscape began work as our new landscaping company the week of October 1, 2020.
 - The board is monitoring their work and providing the site manager with monthly feedback reports.

- o Projects
 - Gazebo – due to vandalism and some rot, the gazebo must be torn down. Teufel is currently working with the City of Sherwood to obtain the appropriate permits to begin the demolition and excavation process.
 - Some prep and safety measures are beginning today, but demolition is not yet scheduled. The gazebo/park re-design draft concepts are expected to be presented to the board within the week.
 - The project has a \$70,000 budget, which is allocated from the All Lots reserve account.
 - Additionally, Teufel has been assigned a community-wide landscape project which will be paid from a \$100,000 landscape enhancement project budget. Preliminary concepts of this community enhancement are expected to be presented to the board within the next two weeks.
- Internet:
 - o In 2018, our local internet service provider, Fibersphere, was acquired by Gigamonster, a national internet service provider based in Marietta, Georgia. Our service agreement with Fibersphere ended in June 2020.
 - o Gigamonster contacted the board requesting that a new, seven-year contract be signed.
 - o Gigamonster's proposal contained the following:
 - 1 Gbps service (One gigabit per second or 1000 megabits per second. Eight megabits are equal to one megabyte.)
 - 2 Gbps backhaul (The backhaul links our community's network to the service provider's core network.)
 - A fixed-cost of \$30 per month, per home for years one through three. Then, an escalating cost beginning in year four and continuing through year seven.
 - o Additionally, the board requested a proposal from our local internet service provider, Sherwood Broadband. Their proposal contained the following:
 - 1 Gbps service
 - 20 Gbps backhaul
 - A fixed cost of \$30 per month throughout the duration of a seven-year contract.
 - o The ownership and maintenance of the community's in-ground fiber belong to Arbor Terrace HOA. Therefore, any needed repairs or upgrades of that infrastructure will be at the HOA's expense.
 - o David moved to accept Sherwood Broadband's proposal. Jean seconded the motion. The motion passed with unanimous consent.

- o Sherwood Broadband is to commence work as soon as possible, “turning-up” homes throughout the neighborhood. Arbor Terrace HOA will continue to pay Fibersphere for their services through December. Beginning in January 2021, payments will be turned over to Sherwood Broadband.
- Rowhome gutter cleaning and moss treatment:
 - o The gutter cleaning and moss treatment services are scheduled for the week of December 14, 2020, depending on the weather
 - o The cost for these services is roughly \$16,500
 - o Rowhome owners were reminded to provide feedback within 30-days after cleaning if there are continued concerns, as there is a 30-day warranty on the service
- Holland Lane resident disputes:
 - o The board has received numerous complaints from residents residing on SW Holland Ln. The complaints are regarding safety concerns of children playing in the streets and the associated possibility of damage to nearby vehicles and other property
 - o The board has communicated to residents through Century 21 Northstar to all parties who have been presumed to be involved, based on the numerous emails that have been exchanged.
 - o It was noted that the primary responsibility of the community’s volunteer board of directors is to enforce the CCR&Rs
 - o Any issues relating to property damage, vandalism, noise concerns, and illegal activity should be directed to the proper authorities (i.e. Sherwood Police Department, City of Sherwood code enforcement, utility companies, etc.)
 - o Basketball hoops:
 - The board received notice through Century 21 Northstar of the installation of basketball hoops on the driveway entering Sunfield Lakes apartments.
 - An email was sent through Century 21 Northstar to all homeowners on SW Holland Ln. regarding the need to remove the basketball hoops within a defined timeline to maintain traffic safety.
 - It was noted that renters do not receive communication via email or postal service from the board or Century 21 Northstar. Instead, communication is directed to the individual homeowner.
 - Due to a lack of response from the homeowner regarding the basketball hoops, printed copies of the email notices were posted on the door of every home on SW Holland Ln. This method was the only way to provide fair and equitable notification to all nearby parties that their property needed to be

- claimed before its eventual disposal.
- The board received numerous aggressive emails from owners on SW Holland Ln. regarding their discontent with the letters on their doors which informed them of their shared responsibility to remove the basketball hoops.
 - The board maintains that assigning a shared responsibility for the removal of a safety hazard to the homeowners in the immediate area of concern, is the only fair and equitable way of managing costs when the offending residents do not take ownership of their personal belongings and/or actions.

New Business

- Front yard maintenance:
 - The floor was opened for discussion regarding changes to CCR&Rs regarding front yard landscape ownership and maintenance responsibilities.
 - As landscape costs increase, turning over front yard maintenance to homeowners might be one way lower costs and preventing HOA dues from increasing.
- Comments and questions from members:
 - **Question:** *If front yard maintenance becomes the responsibility of individual homeowners in the future, would there be a standard of quality that would need to be maintained?*
Answer: Yes. Homeowners would either need to personally keep their yards up to a minimum defined standard or hire someone else to keep their yards maintained.
 - **Question:** *What percentage of HOA dues are for front yard landscape maintenance?*
Answer: Budget breakdowns can be found on the community's website www.arborterracehoa.org under the "documents/budget" section. Currently, \$50 per home per month of HOA dues is assigned to individual front yards as well as the community park trees and green space maintenance.
 - **Question:** *What is being done regarding moss removal from the roofs of the rowhomes?*
Answer: The next moss treatment and gutter maintenance for rowhomes is scheduled for December 14, 2020. Moss treatments are performed every other year. Due to potential damage to the roof, moss treatment does not involve the mechanical removal of the moss. Instead, it is expected that the dead moss will fall off naturally by way of wind or rain. There are some rowhomes in our community that are both northward facing and heavily shaded by trees. The roofs in these areas may experience additional moss accumulation. Concerns regarding moss

accumulation have been noted. Additionally, scheduled rowhome roof replacement is scheduled to begin in 2023.

- o **Question:** *What is the point of moss treatment every other year if the moss is just going to come back?*
Answer: Routine moss treatment prevents an accumulation of moss year after year.
- o **Question:** *If front yard maintenance is turned over to homeowners, would that also include management of the trees in their front yards?*
Answer: Yes. Tree maintenance would also become the responsibility of each homeowner. However, this change would help to clarify the ownership and responsibility of each tree as far as the City of Sherwood is concerned. Previously, it has been difficult to get various permits from the City of Sherwood concerning trees in our community because land ownership and tree ownership are sometimes split among individual homeowners and the HOA. Assigning ownership of trees found on the homeowner's property to the homeowners would clarify the permit process as far as the city is concerned.
- o **Question:** *Why is it that some email responses from the board seem to take longer than other responses. For example, in situations regarding the basketball hoop versus children playing in the street and damaging property.*
Answer: All correspondence with the board follows the same process. In an effort to maintain records and for the sake of consistency, the board prefers that all HOA-related communication is documented through Century 21 Northstar. Since we communicate with homeowners directly and not necessarily to those who occupy the property, there is sometimes an additional delay in resolving compliance issues. In the case of the basketball hoop, communication was also posted on-site to help expedite the process. Any delay in taking action regarding a safety hazard involving an adjacent property could put our community at risk of litigation. Additionally, the board's primary responsibility is to enforce the CCR&Rs. Issues that are clearly actionable will be handled more quickly than issues that are more ambiguous or fall outside of the board's authority, such as matters of civil dispute.
- o **Question:** *Are those who are clearly breaking CCR&Rs being fined for their actions?*
Answer: Yes. There is a process. When an infraction against the CCR&Rs is discovered, a notice is sent to the homeowner with instructions to remedy the situation by a certain date. If no response occurs or the issue is not resolved by the due date, a second notice is sent to the homeowner and a fine is immediately issued.

Adjournment

- Amy moved to end the meeting at 4:49 PM. Jean seconded the motion and it was passed with unanimous consent.