

DRAFT
Arbor Terrace Homeowner's Association
Board of Directors Meeting
March 31, 2021

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on March 31, 2021, via online video conferencing due to COVID-19 restrictions.

Present:	Amy Boyle	President and Co-Treasurer
	David Baehler	Secretary
	Matt Elliott	Director and Co-Treasurer
	Jean Payne	Director

Excused:	Amanda McMillian	Director
----------	------------------	----------

By Invitation:	Crystal Drake	Century 21 Northstar Properties
	Brad Crawford	Sherwood Broadband

Call to Order:

- The meeting was called to order at 3 PM by Amy Boyle and a quorum was verified.

Sherwood Broadband:

- Brad Crawford, IT Director of Sherwood Broadband, introduced himself and offered a brief history of Sherwood Broadband and its role within the city of Sherwood.
- It was noted by Brad that there have been equipment issues that have led to intermittent internet outages throughout the neighborhood. It was determined by the equipment manufacturer that a bug in the hardware was causing the issue. Changes have been made to correct the issues.
- Brad also apologized for the delay in getting all homes within our community switched over to their service. Some homes have had specific issues which have prevented them from completing the work in a timely manner.
- The scheduling of installation appointments will continue through the month of April. Brad prefers that homeowners send emails to scheduling@sherwoodbroadband.com to schedule appointments.
- Homeowners seeking technical support should email support@sherwoodbroadband.com.
- There were various questions asked by board members and homeowners regarding technical specifications of the internet service and how to configure WiFi equipment to receive that best signal for optimized speeds.

Officer's Reports:

- Nothing to report.

President's Report:

- Nothing to report.

Treasurer's Report:

- Financials, as of February 28, 2021, 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.
- The reserve study for 2021–2022 is currently in process with Equip Consulting.
 - The initial community walkthrough was done on March 17, 2021.
 - The draft review meeting is scheduled for April 26, 2021.

Committee Reports:

- Architecture Review Committee (ARC)
 - One screen door installation request was received. The screen door met the requirements outlined in the CCR&Rs and the request was approved.
- Compliance
 - Parking Issues on SW Holland Lane
 - The board has received complaints of vehicles blocking driveways, fire hydrants, and sidewalk ramps.
 - The Sherwood police are now monitoring that area more than usual.
 - Sherwood police have recommended that residents report parking violations to their non-emergency number 503-629-0111.
 - Holiday Decorations
 - As a reminder, most holiday decorations may be put up 30 days before a holiday and remain in place up to 30 days after a holiday. Decorations outside of this time frame should be removed.
 - Garbage and Recycling Containers
 - Even though it may not always be convenient, neighborhood residents should properly bag their trash items and stow their garbage and recycling canisters on non-collection days.
 - Pride will now be collecting glass recycling on the same days they collect regular recycling instead of once per month. Pride’s garbage and recycling schedule can be found on their website at pridedisposal.com.
 - General Miscellaneous Items
 - Now is a good time for homeowners to conduct a survey regarding the condition of their homes.
 - Throughout the community, there are homes in need of window screen repair and paint. There are also homes with visible rot on columns and trim. Some homes have broken downspout connections as well as other maintenance items that need to be addressed.
 - Homeowners with homes in disrepair will be receiving letters describing the issues.
- Landscape
 - General Maintenance Service
 - The HOA’s general maintenance service contract with Teufel Landscape began on October 1, 2020. Since their service is significantly more expensive than previous landscape maintenance providers, the board has been evaluating Teufel’s progress in making the neighborhood look better.
 - As part of the budget process, Teufel has been given notice that we are researching other landscape maintenance providers contingent upon their ability to complete outstanding community projects at a high quality and on time.
 - Homeowners were given the opportunity to comment on Teufel’s work so far in the neighborhood.

- One homeowner commented that they did not see a difference between the work Teufel has done compared to previous landscape companies with the exception of digging around the sprinkler heads. Amy noted that previous landscape companies were not providing that level of service and it is a benefit since she no longer has to provide that service to the community for free.
- Another homeowner commented that all the plants and grass on Holland are dead, and the front yards look terrible. Amy replied that improvement on Holland Lane is part of the \$100k community enhancement project and that work is scheduled to be done by Teufel
 - There are two, large outstanding projects which Teufel has yet to complete. The \$100k community enhancement project and the community park overhaul. It will be much easier to assess their work once those two projects are complete.
 - Have worked around the weather better than other companies. Using the right equipment, no ruts. But they could have been doing other things as well as giving us plans for projects
 - Will trees on Holland be removed? At this time, the City is preventing the community from making changes in that area.
 - Waiting on Teufel for tree assessment.
 - The board has recently compared Teufel's contract with a previous bid provided by DeSantis Landscapes and will be exploring the possibility of working with them in the future.
- Community Park Project
 - Teufel is still working on the design of the community park project and will complete the design process from April 1 through April 15.
 - A survey was sent to homeowners regarding the replacement of the gazebo in the community park. Of those that responded, 9 homeowners wanted to replace the gazebo and 41 did not want to replace it.
 - The design will focus on more pathways and play spaces.
- Community Enhancement Project
 - The board has reiterated to Teufel that this enhancement needs to be completed in a way that benefits the community as a whole, as well as giving a tangible improvement to each individual property.
 - The design process for this project will be from April 16 through April 29.
- Irrigation Audit and Repairs
 - The audit and repair projects are still in process.
 - Teufel has not yet been presented with a repair list.

Old Business:

- Sherwood Broadband
 - Details for this item can be found above in the section titled "Sherwood Broadband."
- Gazebo
 - Homeowners were given a survey asking if the gazebo in the community park should be rebuilt as part of the community park project. Of those who replied, 9 homeowners voted "yes" to rebuild the gazebo and 41 voted "no."

New Business:

- Fiscal Year 2021/2022 Budget

- A draft of the proposed budget for the fiscal year 2021/2022 was presented.
- The budgets for landscape and rowhouse maintenance were compared to the previous fiscal year budget.
- An insurance estimate from our broker is still pending. The insurance rate is expected to increase.
- The reserve study is still pending and has not yet been presented to the board for review.

Open Forum:

- There were no further comments or questions.

Adjournment:

- Amy moved for adjournment and the motion was seconded by David. The meeting adjourned at 4:26 PM. The next HOA meeting is scheduled for May 19, 2021, from 3:00 PM to 5:00 PM via Zoom.

Executive Session:

- At 4:27 PM, the board entered into an executive session. The executive session was adjourned at 4:52 PM.