

Arbor Terrace Homeowners Association
Board of Directors Meeting
March 23, 2022

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on March 23, 2022, via online video conferencing due to COVID-19 restrictions.

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

By Invitation:	Crystal Drake	Century 21 Northstar
	Caleb VanderMolen	Equip Consulting, LLC.

Call to Order:

- The meeting was called to order at 3:33 p.m. by Board President and Co-Treasurer, Amy Boyle. A quorum was established per meeting guidelines.

Meeting Minutes:

- Meeting minutes can be found on the HOA's website: www.arborterracehoa.org

Officer's Reports:

- President's / Treasurer's Report:
 - The Community's finances were reviewed. All accounts are tracking as per Budget and Reserve Study.
 - There are currently nine (9) SA Opt. C remaining participants.
 - The Reserve Study for the 2022–2023 budget year is currently in process with Equip Consulting.
 - The Board performed a neighborhood walk on January 26, 2022 with Caleb to review capital projects.

Reserve Study Presentation:

- Caleb VanderMolen, of Equip Consulting, presented an overview of the Reserve Study. He was available to explain how the Reserve Study process works and answered questions from those in attendance.
- The Reserve Study and other financial documents can be found online at www.arborterracehoa.org.

Director's Reports:

- Nothing to report.

Committee Reports:

- Architecture Review Committee (ARC):
 - There are no pending ARC requests.
 - As a reminder, any changes to paint schemes for homes within the neighborhood need to be approved by the ARC. ARC request forms are available on the website.
- Compliance:
 - The Board performed an exterior maintenance audit on February 5th, 2022.
 - Out of the 95 single-family homes, 88 homes were determined to be in need of exterior maintenance.
 - Century 21 Northstar sent an email to all owners of Chateaus and Tamaracks on February 19, 2022 to inform that exterior maintenance review had been performed and homes requiring maintenance would receive notices by mail soon thereafter.
 - The Board is currently in the process of adding a list of preferred vendors and contractors to our website.
 - Litter has become a significant issue in our neighborhood. We are asking that all homeowners participate in picking up trash they find, whether they have generated it or not. Your small contribution will help maintain the beauty of our neighborhood and help prevent an increase in dues related to extra cleanup.
 - Regarding parking, if you have a non-working vehicle, please do not store it within the neighborhood. City ordinance 10.08.020 states:
 - A. No person shall park a vehicle on the right-of-way of any highway, or upon any public street or public way within the corporate limits of the city for any of the following purposes:
 - 1. Advertising, selling, or offering merchandise for sale;
 - 2. Displaying such vehicle for sale;
 - 3. Washing, greasing, or repairing such vehicle, except as may be necessitated by emergency;
 - 4. Displaying advertising upon such vehicle;
 - 5. Storage, junk or dead storage for any period of more than forty-eight (48) hours, except that this subsection shall be subject to the limits elsewhere prescribed in the motor vehicle code of the city, or as may be prescribed by the Oregon State Motor Vehicle Code.
 - If you see vehicles within our neighborhood that are in violation of this ordinance, please let the Sherwood Police know by calling their non-emergency number:
(503) 629-0111.
 - As the weather gets nicer, please remember that recreational equipment, toys, grills, etc. need to be put away each evening and stored in either garages or backyards.

- Landscape Committee:
 - Tamarack Project: \$95,000 – This project involves plant removal and replacement.
 - Chateau Project: \$65,000 – This project involves plant removal, replacement, and some targeted repair on front yard turf panels along Massey, Ferguson, and Fallow. All front yard panels on Harvester Ln. will be replaced.
 - Rowhouse – Silo Project: \$34,000 – This project involves plant removal and replacement. The driveway panels will be removed and replaced with river rock.
 - Rowhouse – Holland Projects:
 - \$14,000 – This project involves maple tree pruning. Work will take place from April 6th through the 8th. Work will begin each day at 8 a.m. Parking may be an issue so please be aware.
 - Front yard enhancements will take place in Fall 2022, and costs are not yet estimated.

Old Business:

- Nothing to report.

New Business:

- Rowhouse exterior maintenance projects:
 - Gutters: A full gutter and downspout replacement is planned Spring 2022. Gutter replacement will include larger capacity gutters and downspouts. The project is scheduled to be completed before the end of July.
 - Estimates were requested from three companies:
 - Fisher Roofing
 - Great NW Gutters
 - Oregon Gutter Experts
 - Painting: all Rowhouses will have a full exterior repaint Summer 2022.
 - 2022/2023 Fiscal Year Budget draft proposal:
 - Draft proposal presented to the Board and owners in attendance with no significant changes. Reserve study, contracts and project estimates still being obtained.

Open Forum:

- One homeowner stated “it was a great move to go with DeSantis.” Amy affirmed that besides the 50% price reduction from our last landscape maintenance company, they are very communicative and address issues quickly.
- Another homeowner mentioned that Sherwood is known for its safety and low crime rate. He asked how the crime rate has been in our neighborhood specifically? The response was that no one was aware of any increases in criminal activity at Arbor Terrace. If homeowners are aware of criminal activity, please contact 9-1-1 and secondarily, share with the Board so we can relay safety concerns to owners.

Next Meeting Date:

- The next board meeting will be held on May 25, 2022, at 3:30 p.m.

Adjournment:

- David moved to adjourn the meeting. Amy seconded the motion which passed unanimously. The meeting was adjourned at 4:50 p.m.