

Arbor Terrace Homeowners Association
Board of Directors Meeting
May 25, 2022

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on May 25, 2022, 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

Absent:	Jean Payne	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 5:12 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

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. Reserve studies are designed to give members an insight into when shared elements within the community will need to be replaced and develop a plan for funding.
- The reserve study and other financial documents can be found online at www.arborterracehoa.org.

Officer's Reports:

- President's / Treasurer's Report:
 - The Community's finances were reviewed as of April 31, 2022. All accounts are tracking as per Budget and Reserve Study.
 - There are currently eight (8) SA Opt. C remaining participants.
- Secretary's Report:
 - Nothing to report.

Director's Reports:

- Nothing to report

Old Business and Committee Reports:

- Architecture Review Committee (ARC):
 - There are several homeowners working on projects.
 - There has been one request for the approval of the installation of a metal roof. Research and discussion on is ongoing.
- Compliance:
 - Homeowners who will be ordering dumpsters or portable restrooms for ongoing projects should let the management company, Century 21 Northstar, know so they can communicate with the Board and other homeowners who may have questions about timelines.
 - Parking is limited in our community. If you observe vehicles that are not in use, please contact the Sherwood Police so that appropriate steps can be made to have them removed. Their non-emergency number is 503-629-1111.
 - As community members become more active outdoors during the summer months, please remember to put away any recreational equipment, toys, or lawn furniture each evening rather than leaving it out at overnight.
- Landscape Committee:
 - The Tamarack yard enhancement project is nearly complete. We are waiting on a few backordered plants to be delivered and for the final mulch to be installed.
 - The Chateau yard enhancement project is now in progress. Many plants and large sections of grass have been removed.
 - The Silo yard enhancement project will begin soon.
 - Once painting is complete on the rowhouses, fall enhancements will begin in the Holland section of the community.
 - Gutter and downspout replacement for rowhomes has been completed.
 - Tamarack fence painting is scheduled for June 2022. An email will be sent to homeowners informing them of the proposed painting schedule.

New Business:

- The City of Sherwood performs street cleaning nearly every Wednesday morning in our community. If you notice that areas where you park are particularly dirty, coordinate with your neighbors to move your vehicles the night before so those areas can be cleaned.
- 2022–2023 Budget:
 - Amy gave an overview of the proposed 2022-2023 annual budget. Please note that some budget categories have been changed from previous years due to expense account name changes with Century 21 Northstar. The annual budget goes into effect July 1 of each year.
 - The Budget, along with explanations, can be found on the HOA's website, www.arborterracehoa.org. This information can be found by selecting "Documents" and then "Budget & Reserve Study" from the menu bar of the homepage.
 - David moved to accept the 2022-2023 annual budget as presented. The motion was seconded by Matt and passed unanimously.

Open Forum:

- **Question:** In the last storm, many of the junipers between garages of the rowhouses are leaning. Will anything be done for them?
Answer: The ones that are in bad shape will likely be removed during Silo landscape project. Some may be able to be staked and pruned to repair the damage. It will depend on their condition and whether the homeowners want to keep them.
- **Question:** Regarding the painting in August, will decorations and other items in the backyard need to be moved away from the homes?
Answer: Yes. When a timeline is provided by the contractor, homeowners and tenants will be notified.
- **Question:** Will homeowners be given a choice of the plants that will be installed in their front yards?
Answer: The plants will be standardized throughout the community.
- **Question:** Are any of the board members part of the Nextdoor online community?
Answer: Yes, David is the current community lead for the Arbor Terrace neighborhood on Nextdoor.

Adjournment:

- David moved to adjourn the meeting. Amy seconded the motion which passed unanimously. The meeting was adjourned at 6:31 p.m.