

Arbor Terrace Homeowners Association
Board of Directors Meeting
November 15, 2022
DRAFT

Minutes of the Board of Directors Annual Meeting of the Arbor Terrace HOA via online video conferencing due to COVID-19 restrictions.

Board Members Present

Amy Boyle	President and Co-Treasurer
David Baehler	Secretary
Matt Elliott	Director and Co-Treasurer
Katie Kearn	Director

Board Members Excused

Jean Payne	Director
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Call to Order

- The Annual Meeting was called to order at 3:31 PM by Board President and Co-Treasurer, Amy Boyle. A quorum of 20% homeowners was not established by either attendance or proxies; therefore, the meeting was adjourned. As per ORS 100.408 and meeting notice, the meeting was again called to order at 3:45 PM, at which time the 10% quorum requirement was met, and the meeting was called to order.

Approval of the Previous Annual Meeting Minutes

- David Baehler noted that there was a numerical error on the 2021 Draft Annual Meeting Minutes. A percentage of “50%” was changed to the correct value of “10%.”
- Katie Kern moved to approve the minutes as amended. David Baehler seconded the motion which passed unanimously.
- Meeting minutes can be found on the HOA’s website: www.arborterracehoa.org.

Introduction of Board of Directors

- The Board of Directors gave a summary of who they are and what positions they hold.

Nominations and Election for Board of Directors

- The Board seats belonging to David Baehler, Matt Elliott, and Jean Payne had expired and the floor was open for nominations.
- After some discussion, Matt Elliot, David Baehler, and Jeff Pfeifer were nominated to fill the open positions.

- Amy Boyle moved to approve the appointments of Matt Elliot, David Baehler, and Jeff Pfeifer to the open board director positions. Katie Kearn seconded the motion. After some discussion, votes were cast, and the motion passed unanimously.

Election of Tax Ruling 70-604

- This ruling determines how excess funds from the previous year's budget are managed in the current year. Typically, these funds are rolled into the current year's budget.
- Amy Boyle moved to implement Tax Ruling 70-604 for excess funds from the 2022 budget.
- David Baehler seconded the motion.
- The floor was opened for discussion.
- There were no objections and the motion passed with unanimous consent.

Assignment of Directors Positions

- After a brief discussion, it was determined the assignment for each director is as follows:
 - Amy Boyle, President, and Co-treasurer
 - Matthew Elliot, Co-treasurer
 - Katie Kearn, Secretary
 - David Baehler, Director
 - Jeff Pfeifer, Director

Financial Report

- An overview of our account balances, as of October 31, 2022, were reviewed. All accounts are healthy and tracking as per budget and reserve studies.
- There are currently 7 participants remaining in the SA Option C. payment plan.
- Regarding the tax return filing status, it was indicated that items have been received, signed, and returned.

Old Business - Summary of Current and Upcoming Events

Over the course of the past year, various projects were completed.

- All metal railing fences were painted around the Community Park and Tamaracks
- All Rowhouses were painted, and gutters and downspouts were replaced.
- Landscaping projects are still ongoing, but the bulk of the work has been completed. Chip drop application is also ongoing throughout the neighborhood. Front yard designs on Holland Ln. are scheduled to begin in early December.
- A homeowner asked about upcoming designs along Holland Ln. Amy gave a brief overview of the design and the type of plants that would be included. The goal is to provide a cleaner look that is less dense with more texture and a modern feel.
- Rowhouse gutter cleaning is scheduled for December.

- Earlier this year, homeowners were notified of exterior maintenance issues concerning their homes and were given a deadline to complete the necessary repairs. On October 29, 2022, a compliance walkthrough was completed. Homes that did not complete the work on time or didn't otherwise make alternate arrangements with the board, will be issued fines.

New Business

- As roof replacement is approaching throughout the community, and to ensure that our neighborhood maintains a cohesive design, Amy called for a discussion to determine what roofing materials and styles are available to single-family homeowners. The board is to explore options and request material samples so that recommendations can be given for future approval requests.

Open Forum - Comments and Questions from Homeowners

Question: Does a budget get sent out to homeowners?

Answer: Yes. The budget is sent out every year around the end of May. Association documents can also be found by visiting our website at www.arborterracehoa.org and navigating to the menu item titled "Documents" and selecting "Budget & Reserve Study."

Question: Will the new landscape project along Holland Ln. impact the irrigation budget?

Answer: No. The irrigation is very limited on that street. However, as irrigation heads break over the years, we will save money by not having to replace them.

Question: Why are the front yards mostly covered with clover?

Answer: The clover and the other various types of ground cover is intentional. This mix of seed is compliant with our goal of installing eco-compliant ground cover that uses less water and is easier and less expensive to maintain. The clover is more prominent in winter as the grasses are dormant. In the summer, the clover will become dormant while the other grasses will become more prominent. For information regarding eco-lawns please visit www.ptlawnseed.com

Question: When will the next roofing project for the rowhouses take place?

Answer: This particular project is projected to be completed 2027-28. To get a general idea of when community projects take place, please consult the reserve study found on our website at www.arborterracehoa.com. Navigate to the menu item titled "Document" and then select "Budget & Reserve Study." The executive summary section under "Rowhouses" gives a general idea of when the various projects will be completed.

Next Meeting Date

- The next board meeting will be held in March 2023. The date and time are yet to be determined.

Adjournment

- Pending no further discussion, Amy Boyle motioned to adjourn the meeting. David Baehler seconded the motion. Hearing no objections, the meeting was adjourned at 4:47 PM.