

**Arbor Roses Homeowners Association**  
**Board of Directors Regular Meeting Minutes**  
**February 20, 2007**

**Call to Order:**

A regular meeting of the Arbor Roses Board of Directors was called to order at 6:35 p.m., on Tuesday, February 20, 2007, at the Arbor Roses Clubhouse. The Board of Directors in attendance were as follows:

- Doug Balzer, President
- Michele Herman, Secretary
- Jim Maguire, Treasurer
- Amy West
- Anwar Parra

**Reading & Approval of 1/23/07 Meeting Minutes:**

Anwar Parra moved “that we accept the meeting minutes as written.” The motion was seconded by Jim Maguire and adopted without debate.

**Acceptance of 2/20/07 Agenda:**

Doug Balzer moved “that we accept the amended agenda.” The motion was seconded by Jim Maguire and adopted without debate.

Amendments to the agenda included the addition of the following items under the “Old Business” category: Clubhouse Checklist, 969 Sacha Place – Water Leak, and Emergency Resolution. Additionally, amendments included the addition of the following item under the “New Business” category: Waterfall & Pond Malfunction.

**Old Business:**

**a. Key Fob Proposal:**

Doug Balzer moved “that we accept the key fob proposal.” The motion was seconded by Jim Maguire and adopted without debate.

Further details of the key fob proposal can be reviewed in the 1/23/07 Approved Meeting Minutes.

**b. Resident Lost Key Fob Replacement Costs:**

Northwest Community Management has notified the Board of Directors that they will begin charging residents who request a replacement key fob for both the actual cost of the key fob (\$30) as well as the labor cost associated with programming that key fob (\$80).

Doug Balzer moved “that we table the key fob fee discussion.” This motion was seconded by Amy West and approved.

**c. Gym Hours Change Request:**

A resident of Arbor Roses had requested that the Board consider changing the gym hours so that the gym opens at 3:30 a.m. and closes at 11:00 p.m. Currently, the gym is open from 5:00 a.m. to 10:00 p.m. Since the gym is partitioned to its own sect on the alarm system, changing the gym hours will not affect alarm activation for the rest of the clubhouse.

Jim Maguire moved “that for a 6-month trial we open the gym from 4:00 a.m. to 10:00 p.m.” The motion was seconded by Amy West and approved.

**d. In-Home Child Care Facilities:**

Amy West presented a proposal on in-home child care facilities. Based on the discussion that occurred once the proposal was read, Doug Balzer requested that Amy make modifications to the proposal as requested by the Board and distribute the proposal for Board Member review.

According to Oregon State Statutes (ORS 657a.440), in home child care is considered a residential use of property.

Doug Balzer moved “that we postpone discussion of the in-home child care proposal to the March 20, 2007 Board Meeting.” The motion was seconded by Anwar Parra and approved.

**e. Clubhouse Checklist:**

Amy West created an Arbor Roses Clubhouse Checklist and presented it to the Board for use prior to returning the deposit made for the clubhouse reservation. If put into effect, the checklist would be provided to the clubhouse renter at the time that they receive a packet from Northwest Community Management with information regarding the rental of the clubhouse. Once the rental period has commenced, one of the Board Members would be responsible for inspecting the clubhouse to ensure that all items included on the checklist were completed, no damage had been done to the clubhouse facility, and all property of the clubhouse remained intact. If any item on the checklist was not completed, or if there are any items damaged or missing, the renter’s deposit would not be returned.

Upon approval of the motion, the use of the clubhouse checklist would be put into effect.

Anwar Parra moved “that we approve the clubhouse checklist with the option of updating the rules as amended.” The motion was seconded by Amy West and approved.

**f. Water Leak – 969 Sacha Place:**

The Homeowners Association is responsible for making the necessary repairs to the “water body” of the townhome, which consists of the external portions of the townhome up to the studs, insulation, and drywall, which are the responsibility of the homeowner.

Doug Balzer moved “that we request Symmetry to address the repairs at 969 Sacha Place for the water leak, not to exceed \$2000 without written approval from the President or the Treasurer.” The motion was seconded by Anwar Parra and approved.

**g. Emergency Resolution:**

Doug Balzer brought up the idea that the Board should create an emergency resolution so

that it is able to act quickly to handle emergency issues rather than waiting for an upcoming Board Meeting to address such issues. After discussion, it was determined that the creation of an emergency resolution is not required due to Section 4.9b, which provides information regarding the procedure for handling emergency meetings of the Board. Board Members may only conduct business at the Emergency Board Meeting directly related to the emergency situation. Any other business must be conducted at a Board Meeting that is open to all homeowners to attend.

**New Business:**

**a. Park Bench Replacement:**

There are a total of 27 park benches in the Arbor Roses Community. Of which, 24 are damaged and need to be replaced. Doug Balzer suggested that we incrementally begin replacing the 24 damaged park benches over a period of time, with priority focus on the two park areas.

Amy West moved "that we replace five of the benches with the Dumore, Inc. benches in the main park at \$590 each." The motion was seconded by Jim Maguire and approved.

**b. Financial Penalties Resolution Creation:**

The existing Financial Penalties Resolution allows for a fine of \$15 per day/\$100 per occurrence. Under new court rulings, the fines associated with the Financial Penalties Resolution can be significantly increased. Doug Balzer proposed that the Board increase the fine schedule to \$25 per day/\$500 per occurrence.

Michele Herman moved "that we postpone discussion and vote on fine resolution creation until after the open forum so we have a chance to hear from homeowners on this issue." This motion was seconded by Amy West and approved.

**c. Open Forum Responses:**

The Board went through the list of action items associated with the Homeowners Open Forum sessions held at the 1/16/07 and 1/23/07 Board Meetings and assigned action item owners to each item.

**d. Arbor Roses Newsletter:**

Amy West is in charge of the Arbor Roses Community Newsletter. Amy will be responsible for creating the newsletter on a quarterly basis and getting it sent to Northwest Community Management for inclusion in the billing envelopes that are sent to each homeowner.

**e. Board Meeting Signs:**

During the initial meeting of the Board, the purchase or creation of a sandwich board-style sign was discussed. The sign would be used to communicate Board Meetings to residents who are driving through the community. Michele Herman volunteered to investigate options and report the options back to the Board for consideration.

**f. Crane-fly Infestation Proposal:**

Showplace Landscape Services has been treating the issue of crane-fly infestation within the Arbor Roses Community on a complimentary basis. The Arbor Roses Community has gone

past the point where Showplace Landscape Services is able to "spot" treat the problem and will only be able to eliminate the crane flies by taking more severe measures. The cost to treat the entire community is \$2050. This would include the treatment of front yards and common areas.

Amy West moved "that we approve the treatment of the crane fly infestation by Showplace Landscaping for \$2050." The motion was seconded by Michele Herman and approved.

**g. Alarm Monitoring & Patrol Service:**

Joyce Zimmerman had been the contact person working on the Arbor Roses account at American Homes Security. Joyce is no longer employed by American Home Security, but would like to remain Arbor Roses account representative on an independent basis. Even though she is no longer employed by American Homes Security, Joyce has retained keys to the Arbor Roses clubhouse facility and alarm access codes. Northwest Community Management does not recommend continuing to work with her.

Jim Maguire moved "that we demand American Home Security to return all items that grant access to Arbor Roses facilities from Joyce Zimmerman to Northwest Community Management or they will be held responsible to replace all of the locks to the clubhouse at American Home Security's expense by February 28." The motion was seconded by Michele Herman and adopted.

**h. Waterfall & Pond Malfunction**

John Shewchuck from Showplace Landscape Services advised that there is a malfunction with the pipes and sump pump for the water feature at the entrance to the Arbor Roses Community. Since the water feature is no longer under warranty, John has proposed that Showplace Landscape Services be contracted to repair the pipes and sump pump.

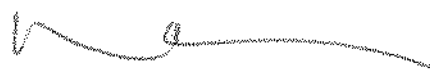
Doug Balzer moved "that we ask Showplace to look at the waterfall repair at a maximum of \$500." This motion was seconded by Michele Herman and approved.

**Homeowners Open Forum:**

An open forum for homeowners to voice concerns and ask questions was held.

**Adjournment:**

Doug Balzer moved "that we adjourn tonight's meeting." The motion was seconded by Amy West and approved.

 3/29/09  
Michele Herman