

Arbor Roses Homeowners Association
Board of Directors Regular Meeting Notes
October 16, 2007

Call to Order:

A regular meeting of the Arbor Roses Board of Directors was called to order at 6:33 p.m. on Tuesday, October 16, 2007, at the Arbor Roses Clubhouse. The Directors in attendance were as follows:

- Anwar Parra, President
- Michele Herman, Secretary
- Pat Zotti, Treasurer

Acceptance of 10/16/07 Agenda:

The meeting agenda was accepted without a motion.

Reading & Approval of 9/18/07 Meeting Minutes:

Anwar Parra moved “that we approve the meeting minutes.” The motion was seconded by Pat Zotti and approved.

Financial Update:

The Arbor Roses Homeowner’s Association financials are currently in good standing.

There is currently one outstanding invoice from Symmetry Construction Services that needs approval for payment. The invoice is for \$614.51 with a work description of “installed outside pool lights at Arbor Roses.”

[ACTION ITEM: Michele Herman to request financial summaries for the general association, cottages, chateaus, terraces, and rowhomes to be posted on the www.arborroseshoa.org website within the October website updates.](http://www.arborroseshoa.org)

[ACTION ITEM: Bev Boyd to obtain further information from Symmetry Construction Services regarding invoice E07-1176 for \\$614.51 and provide additional information regarding the invoice to the Board.](#)

Unfinished Business:

a. Roundelay Street Fir Trees:

The fir trees behind several homes on the South side of Roundelay Street are turning brown and dying. An arborist looked at the trees and determined that there is too much soil covering the roots (the trunks of the trees were buried too deep during construction), which is leading to a lack of water. Homeowners with affected trees need to remove some of the soil and trim away dead branches. If an arborist is hired to perform the necessary maintenance, the associated costs may be higher than expected. Based on the estimated costs, the arborist advised that it would probably cost less to remove the trees in their

entirety rather than perform the necessary maintenance.

ACTION ITEM: Bev Boyd to contact the City of Hillsboro to find out what rights the homeowners and/or Arbor Roses HOA has regarding the removal/care of the fir trees. Make a recommendation of what maintenance items the homeowners are able to perform on their own versus what maintenance is required to be performed by the HOA. Determine if any of the necessary maintenance is the responsibility of the Fir Grove HOA.

ACTION ITEM: Board of Directors to draft a letter to send to all homeowners on the South side of Roundelay Street regarding the fir tree maintenance that is required and address the issue regarding who's responsibility it is to perform the necessary maintenance as well as what homeowners can do without seeking pre-approval from the Board.

b. Project Light Bulb – Financial Penalties vs. Individual Assessments:

There have been several recent incidents of graffiti, two of which occurred in an area behind townhomes with non-working alley lights. It was reported by the Arbor Roses Neighborhood Watch Program (AR-NWP) that the Hillsboro Police Department is now voicing their concerns regarding the number of non-working alley lights within the Arbor Roses Community.

A hearing is required prior to the assessment of financial penalties; however, an individual assessment can be charged for maintenance related items if the homeowner is given advance notice regarding the required repair. In the case of non-working alley light bulbs, Eric Gordon at NWCM has advised that an individual assessment is appropriate for those light bulbs that are changed by the AR-NWP, ARC, and/or Board of Directors. The individual assessment may cover the cost of parts and labor.

Pat Zotti moved that “we charge a \$50 individual assessment to each home that requires light bulb replacement by the Board of Directors, ARC, or Arbor Roses Neighborhood Watch Program.” The motion was seconded by Anwar Parra and approved.

ACTION ITEM: Michele Herman to update the Project Light Bulb letter to homeowners and submit to Bev Boyd at NWCM to be mailed to all homeowners with alley access.

ACTION ITEM: AR-NWP, ARC, and Board of Directors to begin changing light bulbs for residents with non-working alley light bulbs at least 30 days following the date of the Project Light Bulb letter. Address information for light bulbs changed by the AR-NWP, ARC, and Board can be supplied to Michele Herman for consolidation and submission to NWCM for individual assessment processing.

ACTION ITEM: Board of Directors to purchase a supply of replacement light bulbs for use with “Project Light Bulb.”

c. In-Home Childcare Resolution & Applications:

Based on a discussion with Eric Gordon at NWCM, the In-Home Childcare Resolution should be updated to reflect changes related to section V regarding waivers. Instead of requiring the parent of each child in care to sign a waiver releasing Arbor Roses from liability, the waiver should be signed by the childcare business owner.

During a meeting with NWCM, it was brought up that the implementation of this resolution could potentially take several contracted property management hours in order to enforce. An idea was brought forward that an application fee should be assessed at the time that an application is processed for an in-home childcare operator.

Michele Herman moved “that in-home childcare applications are reviewed during regular board meetings rather than private meetings with the childcare provider.” The motion was seconded by Pat Zotti and approved.

ACTION ITEM: Eric Gordon to update section V of the In-Home Childcare Resolution regarding the waiver requirement and provide an updated copy of the resolution to the Board for signature.

ACTION ITEM: Board of Directors to determine whether or not to instate an application fee for each in-home childcare provider to be paid to the HOA at the time that the application is submitted for processing.

d. Community Bulletin Board Proposal:

Diana Fundak, an Arbor Roses homeowner, provided information to the Board of Directors regarding purchasing options for an indoor community bulletin board. The bulletin board placement location offered by Diana would be inside of the clubhouse entrance near the fitness center. Another possible option would be inside the front doors (lobby area) of the clubhouse.

ACTION ITEM: Board of Directors to look into options for purchasing a community bulletin board to post in the common area outside of the clubhouse.

ACTION ITEM: Board of Directors to revisit community bulletin board purchase at an upcoming Board of Directors Meeting.

New Business:

a. Committee Updates:

Architectural Review Committee (ARC):

A detailed list of information regarding previous hearings held by the ARC, as well as upcoming hearings to be held by the ARC was provided to the Board of Directors for review. The information included recommendations, for the Board’s approval, regarding financial penalties to be assessed for non-compliance.

Michele Herman moved “that we approve the recommendations for financial penalty assessments provided for review by the ARC.” The motion was seconded by Anwar Parra and approved.

ACTION ITEM: Michele Herman to provide approved ARC hearing information to Bev Boyd at NWCM for reference.

Neighborhood Watch Committee:

Pegi Adams, chair of the Arbor Roses Neighborhood Watch Program (AR-NWP), reported that the AR-NWP was waiting for the letters regarding “Project Light Bulb” to be issued to homeowners with alley access. Other than that, there was nothing new to report.

ACTION ITEM: Bev Boyd to provide Board of Directors and Pegi Adams (paa2koi1day@aol.com) with confirmation once “Project Light Bulb” letters are mailed to homeowners. The letter date is required so that the Board, ARC, and AR-NWP can provide homeowners with 30 days before replacing light bulbs at a fee of \$50 per home.

Pool Committee:

Bob Volk, chair of the Pool Committee, reported that the pool supervisors made a positive impact on the pool season. It was recommended that wasp catchers were installed for the 2008 pool season. The issue of kids climbing over the fence to access the pool area without the use of a key fob continues. Additionally, on Friday and Saturday nights, after the pool supervisor leaves for the day, there has been some partying in the pool area (beer bottles have been left in the pool area and cigarette butts have been found floating in the spa). The installation of surveillance cameras was recommended.

ACTION ITEM: Michele Herman to ensure wasp catchers are purchased and installed for the 2008 pool season.

ACTION ITEM: Board of Directors to look into the purchase and installation of surveillance equipment for use at the pool area after the contracted hours of the pool supervisor.

ACTION ITEM: Board of Directors to ensure money is budgeted and hire pool supervisors for the 2008 pool season.

ACTION ITEM: Michele Herman to ensure that the pool shower is placed in the storage shed and that the water has been turned off to the shower for the winter.

Social Committee:

The Social Committee was not represented at the 10/16/07 Board Meeting.

Landscape Committee:

Showplace Landscape Services reviewed the entire community and provided a bid for the

replacement of all plants that have been removed. Further discussion on the bid will take place when the 2008 Showplace Landscape Services budget proposal is reviewed by the Board.

b. Clubhouse Updates & Action Items:

The purchase of one lamp shade has been required since June of 2007, when the lamp shade was destroyed during a clubhouse rental. The homeowner was charged for the broken lamp shade, but to date, the replacement lamp shade has not been purchased.

Discussion occurred surrounding the need for cabinet locks for the AV system within the clubhouse as well as the kitchen cabinets that are used to store HOA supplies (e.g. paper towels, paper plates, napkins, plastic utensils, etc.).

The doors opening to the pool area from the lobby area of the clubhouse are not locking properly. Either they are not being pulled shut all the way after rentals or they are coming open on their own.

A “health check” of the clubhouse alarm system was performed by Symmetry, and the alarm system appears to be in good working condition.

Anwar has worked with the AV system so that the speakers now work.

ACTION ITEM: Amy West to purchase two matching lamp shades that are similar in style to the lamp shade that was broken and submit for reimbursement by the HOA.

ACTION ITEM: Amy West to purchase cabinet locks for the kitchen cabinets and electronics equipment cabinet and submit for reimbursement by the HOA. Amy to install the locks or request assistance from another Board Member.

ACTION ITEM: Bev Boyd to hire a contractor to adjust the doors that open from the clubhouse to the pool area so that they close all the way after being used.

ACTION ITEM: Anwar Parra to install the thermostat lock boxes in the clubhouse.

c. Clubhouse Rental Deposit Refunds:

It was determined that there was no need to present clubhouse rental deposit refund retention information for approval at the Board Meetings if the financial penalty checklist for clubhouse rentals was followed. However, when portions of clubhouse rentals are withheld, an email should be distributed to all Board Members for their awareness.

It was noticed that there are two large water spots on the dining room table in the clubhouse from the last rental.

ACTION ITEM: Amy West to determine the cost of the repair to the dining room table (two large water spots) and charge the last renter for the repair.

d. Clubhouse Cleaning Service:

The cleaning service that is currently contracted to clean the clubhouse is not meeting the Board's expectations. The bathrooms are frequently insufficiently stocked with paper towels for extended periods of time.

ACTION ITEM: Bev Boyd to acquire bids from cleaning companies for the cleaning of the clubhouse and provide them to the Board for review and approval.

e. Showplace Landscape Services – Invoices:

Outstanding invoices for additional services provided by Showplace Landscape Services and requiring the Board's approval for payment were reviewed.

Michele Herman moved "that we approve the payment of the invoices to showplace landscape services and recoup the \$60 charge for sprinkler evaluation at 1074 Westerland from the homeowner because it is directly related to an ARC hearing." The motion was seconded by Anwar Parra and approved.

ACTION ITEM: Michele Herman to make a copy of the invoice containing the \$60 charge for sprinkler evaluation at 1074 Westerland and notify the homeowner that they are required to pay the fee. Notification to take place at the homeowner's 10/22/07 ARC Hearing.

f. Showplace Landscape Services – Winter Annuals:

Anwar Parra advised that Showplace Landscape Services is already in the process of planting winter annuals at the entrance pond, the 11th Avenue park area, and clubhouse.

g. Showplace Landscape Services – 2008 Budget Proposal:

Anwar Parra moved "that we approve the budget for next year." The motion was seconded by Pat Zotti and approved.

h. Townhome Maintenance – Gutter Cleaning:

It is time to perform annual gutter cleaning on the townhomes.

ACTION ITEM: Bev Boyd to obtain at least two quotes for townhome gutter cleaning and submit to the Board for review and approval.

i. Graffiti Removal:

Five new locations of graffiti have been reported to the Board of Directors. Anwar Parra approved the costs associated with the removal of this graffiti outside of the regular Board Meeting since the cost was less than \$500. The graffiti should be removed within the week.

Since graffiti is going to be an on-going problem, a bid has been submitted by Off the Wall, a graffiti removal service, for incorporation into the 2008 budget.

Anwar Parra moved “that we create a budget for graffiti removal for one visit per month from Off the Wall.” The motion was seconded by Pat Zotti and approved.

ACTION ITEM: Michele Herman to submit the signed bid from Off the Wall to Bev Boyd for signature and budgeting.

Closing of Business:

Pat Zotti moved “that we close today’s business.” The motion was seconded by Anwar Parra and removed.

Homeowner’s Open Forum:

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

- **Arden Bryce – 1122 Roundelay Street – Homeowner** – Arden wanted to know what process she needed to follow in order to install a storm/screen door. Arden was advised that she should submit an ARC application and receive approval prior to installing a storm/screen door.
- **Sioban Beddow – 1094 11th Avenue – Homeowner** – Sioban submitted an ARC application and was wondering when she would receive a response. Sioban was advised that the ARC would meet on 10/22/07 at would review her ARC application at the meeting. Following the meeting, the ARC’s response would be provided to NWCM for processing.
- **Theresa Mahar – 1065 Portlandia Street – Homeowner** – Theresa wondered if the installation of lattice to heighten a backyard fence required ARC approval. Theresa hadn’t installed lattice but advised that a neighbor did and she was just curious. Theresa was advised that the lattice fence extension did require ARC approval and that the home in question would be notified.
- **Catherine Schmitt – 1328 Roundelay Street – Homeowner** – Catherine requested a status update regarding the water intrusion study. Catherine was advised that the research has been completed and that Western Architectural is in the process of generating the report. Once the report is complete, it will be provided to the Board for review. The Board will present the findings at the regularly scheduled Board Meeting, following the provision of the report.
- **Diana Lubarsky – 1102 Tamora Avenue – Homeowner** – Diana advised that backyard/sideyard fences are starting to fade and wear. Diana recommended that the ARC look into establishing a single color and/or single vendor for homeowners to use if they would like to stain their fence.

ACTION ITEM: ARC to look into determining a single stain color and/or vendor for homeowners to use if they would like to stain their fence.

- **Konya Smethers – 1120 Alike Avenue – Homeowner** – Konya advised that in the last HOA she lived in, the Board provided a list of approved colors, vendors, and paint

numbers to homeowners in order to make it easier for them to know what would be accepted when submitting ARC applications.

- **Bob Volk – 1078 11th Avenue – Homeowner** – Bob wanted to know how many ARC applications were currently in progress. Michele advised that there were currently three ARC applications in progress.
- **Gary Hammer – 1052 Roundelay Street – Homeowner** – Gary requested an update regarding the status of the Board checking with the City of Hillsboro regarding the painting of curbs within no parking zones. Gary was advised that Amy West has performed a walk through of the community and has drawn up a list. The next step will be to have the Board review the list and then submit the list to the City for approval and action.

The Board of Directors announced that the Arbor Roses Annual Meeting will take place on November 1, at the Hillsboro Senior Center. In order to hold the meeting, quorum must be met either via in person attendance or proxy. At the Annual Meeting, two Board positions will be open for election.

Adjournment:

The meeting was adjourned at 8:14 p.m.