

**Arbor Roses Homeowners Association**  
Board of Directors Regular Meeting Minutes  
March 17, 2008

**Call to Order:**

A regular meeting of the Arbor Roses Board of Directors was called to order at 6:25 p.m. on Monday, March 17, 2008, at the Arbor Roses Clubhouse. The Directors in attendance were as follows:

- Amy West, President
- Marlene Thomas, Treasurer
- Theresa Moseler, Secretary
- Rob Mahar, Director

**Opening Remarks & Board Member Introductions:**

Amy West welcomed the community and each board member introduced themselves. Homeowners were reminded to save questions and comments for the open forum to avoid unnecessary delays in the meeting and maintain order.

**Acceptance of 3/17/08 Agenda:**

Theresa Moseler moved to accept the agenda, Marlene Thomas seconded and the motion passed.

**Reading & Approval of Meeting Minutes:**

Amy West moved to accept the meeting minutes as written for the regular HOA BOD meeting held on January 21, 2008. Rob Mahar seconded and the motion passed. Amy West moved to approve the meeting minutes from the HOA BOD Special budget Meeting on February 4, 2008, with the correction of Rob Mahar's name where it was incorrectly listed. The motion was seconded by Marlene Thomas and approved.

**Unfinished Business:**

**1) West Hills response to Water Intrusion Study/ 60 day extension expired:**

A tolling agreement was filed in connection to the Water Intrusion Study to protect the Arbor Roses Homeowners' warranties from expiring during negotiations with West Hills Homes to repair the damages found in the study. Since this tolling agreement supersedes the 60 day extension, Marlene Thomas moved that NWCM contact Kevin Harker (the HOA's Attorney) to draft a letter to West Hills Homes requesting a written plan of action for repairs within the next 30 days. The motion was seconded by Theresa Moseler and passed.

**2) Fibersphere Contract Renewal Details:**

Amy West moved to postpone this item until the April 21, 2008 BOD meeting when more information would be available. The motion was seconded by Marlene Thomas and passed.

**3) Clubhouse Alarm Billing:**

Marlene Thomas moved to have NWCM negotiate some of the charges on the billing statement from Symmetry that the board feels the HOA should not be responsible for since the repair work was not done properly, as stated by Symmetry, the first time. The motion was seconded by Theresa Moseler and passed.

**4) Transfer of 2007 Retained Earnings:**

Marlene Thomas moved to transfer \$40,000 from the Cottages 2007 retained earnings budget to Cottages' reserve account, to transfer \$25,000 from the Chateaus 2007 retained earnings budget to Chateaus' reserve account, and transfer \$10,000 from the Row Homes 2007 retained earnings to Row Homes' reserve account. Further, Marlene moved to contact Tim Moore, NWCM Budget Director, for guidance as to how to investment this money to get higher yields. The motions were seconded by Rob Mahar and passed.

**New Business:**

**1) Lot Foreclosure:**

Marlene Thomas moved to stop collection and write off as "bad debt" the outstanding balance of \$264.60. This property has been in foreclosure since September 2007 and the HOA will not be able to collect these dues. The motion was seconded by Amy West and passed.

**2) Wear and Tear on Doggie Bag Stations:**

Amy West moved to postpone discussion on replacing damaged doggie bag station until the April 21, 2008 meeting to allow the board to research the cost of metal dispensers. The motion was seconded by Rob Mahar and passed.

**3) New Park Benches:**

Amy West moved that we purchase 6 new composite benches, at approximately \$650 per bench, to begin replacing some of the benches that have fallen apart around the community. The motion was seconded by Theresa Moseler and passed.

**4) Online Survey/Voting Packages:**

Amy West moved to postpone this item until the April 21, 2008 BOD meeting in order to gather more specific information about the contracts. The motion was seconded by Rob Mahar and passed.

**5) Overdue Accounts:**

Amy West moved to forward 8 past due accounts to the lawyers for collection purposes. All 8 accounts were at least 6 months past due. The motion was seconded by Theresa Moseler and passed.

**6) Maintenance Calendar:**

Theresa Moseler moved to accept the maintenance schedule provided by NWCM, with the exception of carpet cleaning and window cleaning. Theresa further moved that NWCM verify all services provided by the HOA's contracted janitorial company,

Aspen Ridge, to determine if these services are provided within their contract before adding these items back to the maintenance schedule. The motion was seconded by Marlene Thomas and passed.

**Homeowners Open Forum (10 – 15 minutes):**

An open forum for homeowners to make suggestions and ask questions was held.

- **Jack Lettieri – SE Leander** – Having continued problems with internet connection. Amy West collected contact information to have Ian from Fibersphere troubleshoot.
- **Michele Herman- SE Roundelay-** Pervious board member continues to be called for alarm issues. Amy West to contact Symmetry again to have her removed from the call list.
- **Catherine Schmidt- SE Roundelay-** Concerned about row homes insurance deductible at \$10,000. Amy West to get clarification on deductible, and options for reducing amount if possible.
- **Victoria Keserva-992 Portlandia-** Request that BOD look into the feasibility of a basketball court or play structure in the small park area on Portlandia by the mailboxes for the children who live in that corner of the neighbor because their homes are so far from the existing playground. BOD to look into feasibility of this suggestion and discuss at future board meeting when more information is available.

**3/17/08 Hearing outcomes:**

**1197 SE Tamango – ARC Violation Satellite dish**

The homeowner was not present for the hearing. It is the boards understanding that this home has gone into foreclosure.

Please advise the bank that will be taking ownership of the home or realtor that will be selling it that the new homeowner will be required to take down the satellite dish and remove all wires from the side of the home. The new owner should file an ARC application if they wish to have satellite service to the home.

**927 SE Handle– Cigarette Butts, Animal Feces and other Litter disposed onto common property next to this home**

The homeowner, Tiffany Richardson, was not present for the hearing. This type of vandalism to common property greatly reduces the livability standards of the community and must be corrected swiftly.

Please advise the homeowner that she has 10 days from receipt of notice to clean up the rubbish, and return the area to its original state. Once it is complete, she should contact NWCM immediately so that compliance may be verified. If completed within the 10 day time frame, no financial penalties will be assessed.

If she fails to do so within the 10 day period, the Association will fine the homeowner \$25 per day back dating to the date she received the notice until compliance is verified.

If compliance is not verified by the 20<sup>th</sup> day from date homeowner received the notice, the Association will have Showplace Landscaping clean the area and the homeowner will be billed for the cost of cleanup in addition to the fines incurred. Maximum fine for this occurrence will be \$25/day for 20 days or \$500, plus the cost of cleanup.

Please also advise the homeowner that once this particular matter has been settled, financial penalties will be assessed per occurrence for future violations of this type.

#### **1247 SE Bianca– Noise Complaints from Connected Row Home Neighbor**

The tenant, Justin Fischer, was present for the hearing. Mr. Fischer could not recall any times that he was particularly noisy and offered his apology for any disturbance he caused his neighbors.

Mr. Fischer was advised to contact his neighbors expressing his intentions to quiet down if in the future they are being disturbed. Further asking his neighbors to let him know at specific times when he is being loud so that he can be aware of how his actions affect his connected neighbor. A 60 day review was recommended to see if the neighbors can settle the issue together. If future complaints come in from the neighboring homeowners during that time, another hearing will be scheduled.

Please forward a copy of this finding to the tenant at 1247 SE Bianca as well as the homeowner Megan Davis.

#### **1109 SE Alike- Sheets Covering the Windows**

The homeowner Walter Gager was not present at the hearing, but did contact NWCM in regards to the situation. The homeowner has blinds on order that should be arriving shortly.

Please advise the homeowner that the BOD has issues a 30 day time frame to have the sheets removed.

#### **1322 Roundelay- Repair of Broken Fence**

The homeowner, Catherine Schmitt was in attendance of the hearing. Ms. Schmitt advised the board that she would be in contact with the contractor who she intends to have repair

the fence this week. If her contractor feels the ground is dry enough to re-sink the posts for the fence, the repairs will begin immediately.

The BOD was satisfied with the solution provide by Ms. Schmitt, but provided a 30 day time line to have the work completed. If the weather does not permit the repairs to happen within the 30 days, Ms. Schmitt is to contact NWCM for an extension. If the weather does permit the repairs but they are not completed within the 30 days, the association will have Showplace repair the fence for a cost of \$1,200, which will be billed to Ms. Schmitt.

**992 Portlandia- A Youth Mischievous Behavior and Vandalism**

A youth and his parents Mikhail & Victoria Karasev were in attendance of the hearing. The BOD spent a long time speaking with the Youth and his parents about his behavior around the community in the past and his intentions to start following the rules and stay out of trouble. The BOD informed the family that his younger brother was not old enough to be in or around the workout room without an adult.

Please advise Mr. & Mrs. Karasev that no action will be taken at this time, but future reported incidences of vandalism and disruptive behavior will result in financial penalties assessed on a per occurrence basis.

Amy West moved that all recommended hearing outcome decisions be approved by the board to be sent to the homeowners as stated. Rob Mahar seconded and the motion passed.

**Adjournment:**

At 8:35 PM Amy West moved “that we adjourn the meeting.” The motion was seconded by Theresa Moseler, passed, and the meeting adjourned.