

## HFVOA Board of Directors Board Meeting Minutes April 25, 2017

### I. Opening the Meeting

The meeting was held at the Metro West Ambulance conference room. President Kenny Hettrich opened the meeting at 6:36 pm. In attendance were all the Directors (Kenny Hettrich, Marcus Speros, Catherine Gorrell, Elyce Wair and Sue Woodson); quorum was met. Also in attendance were 3 non-board Association members.

II. Adoption of the meeting's agenda was unanimously given by the Directors.

III. The Board's meeting minutes of March 28, 2017 was unanimously approved, unchanged.

### IV. Member Comments

A. Question: is it all right to have bare dirt space in the front or side yards (that are seen from public view)?

Answer: No, all yards must be covered by plantings, turf, gravel, bark dust/chips, or similar materials. Refer to the ARC rules. The ARC team will be inspecting all lots this next year for non-compliance issues and chat with the lot owners about specific ways to come into compliance. One of the top goals of the Board is to improve property value of the whole community, by improving its appearance.

B. Question: how much money has been spent on TMG's accounting services to date? The 2017 budget only allocates \$10,601 for this service, yet at the rate of \$900/month (as stated in the TMG contract), the budget amount is not enough for the rest of the year? Where will the extra money come from to pay them?

Answer: The answer has 2 parts. First, the amount paid to TMG to date includes a 'set up' charge of \$1500; a fee to print and mail to our 329 lot owners the HFVOA/TMG info letter, HFVOA's updated Collection Resolution, and the 2017 HFVOA Assessment; these costs were paid from funds remaining in the bank as of January 2017 -- they are not paid out of 2017 Assessment funds. Also, the fee for Above All Accounting for their HFVOA January and half of February work was paid with last year's money. Second, the fee for monthly accounting services of March and half of February (TMG's service began 2-15-2017) are paid with 2017 budgeted funds. *Bottomline:* We have the right amount in the 2017 budget for TMG's 10.5 months of service plus a bit extra if needed for a special request.

C. Question: Now that the "sidewalk project" is over, can't the annual assessment amount be reduced back to \$70/year, as it had been for years?

Answer: No, there are many additional cost components that must be included. The last two Boards have concluded that continuing to ignore them meant not doing their fiduciary responsibility.

These cost components include: an allocation for reserve funds (mandated by Oregon law), paying for a better landscaping service provider, paying for proper insurance coverage, paying for a more accurate and capable accounting service, paying for a CPA review of financial statements (mandated by Oregon law), paying for copying and mailing updated governing documents (the foundation of improving our Association), paying a bit more for creating community events, proper collection of unpaid fines and assessments, and so on. No more deferring landscaping maintenance nor shortcutting our responsibilities in our work and conduct of business. The fundamental mission of every Association Board is to improve our property values, improve our community's safety and security, and improve the bonding and enjoyment of living in our neighborhood. We believe we all benefit financially. In fact, many owners have personally expressed their support, and even gratitude, for the actions that higher annual assessments represent.

By the way, the sidewalk project is not yet over because the final piece (planting ground cover on Cornell between the sidewalk and the street) won't be done for another 4-6 weeks - read the Perimeter Landscape report below.

#### V. ARC Report - Sue Woodson, Chair

The Architectural Review Committee (ARC) team is taking a more proactive approach this year. With the goal of an objective, consistent, and clear implementation of the ARC Rules, the team is improving their operations (with new tools and coordinated workflow) and more attention to owners' lots that are not in compliance. Enforcement with fines will occur if a lot owner, after clear communication, continues to be non-compliant. The top 3 issues to be addressed are matters pertaining to parked cars, failing fences, and yard weeds.

#### VI. Communications Committee - Elyce Wair, Chair

The goal this term is to select and implement a better platform system for our website. The benefits will include easier updating and user-friendlier navigation. Elyce presented a step-by-step report of the phases of work that the team has/is/will be doing for this project. The target date for implementation is in June. Between now and then, some of our members will be asked to help with feedback on website use and to test a beta site. Any ideas, wishes, or comments should be emailed to our [hfvoa.or@gmail.com](mailto:hfvoa.or@gmail.com) attention: communication team.

#### VII. Perimeter Land Management (common areas) Report - Paul Pfeifer, chair

First, the planting of the ground-cover on Cornell Road (the last step of the "sidewalk project") has been further delayed by the contractor by an additional 4 to 6 weeks; reason: bad, wet year and plants are not available from growers.

Second, the contractor has advised that a light bark dust covering be put down on Cornell in advance of the ground-cover planting to improve the plants' sustained growth. Paul will get 2 bids for this.

Third, Paul recommends that the Board approve a contract to water the new trees during the summer months. The contractor who planted them will 'guarantee' their survival only if they are watered during the first year. Paul will get a bid for this.

Fourth, yearly perimeter tree maintenance has never been done; yet HFVOA is responsible for all perimeter/common area maintenance. The numerous broken tree limbs and dead trees (6 recently had to be removed) are proof that this deferred maintenance work should be addressed. Paul is getting bids from NW Trees and J&F Tree Service.

Fifth, Paul will ask the City of Hillsboro to recap the city rules for mandatory or optional replacement of dead trees along city streets.

Sixth, Catherine reported that 3 of the 4 new HFV entry signs have been installed. The fourth one will be installed after the Washington County team finishes their traffic signal control box work on Cornell. It is important to note that the City of Hillsboro authorized the installation of each sign on 2 metal posts set in concrete. BUT, because the city has not finalized their revised code for residential community signs, we may subsequently *be required to construct a monument structure around each*. The prior Board approved a design and obtained City approval too, should they mandate sign monuments. There is enough money in the Entry Sign Reserve Account to pay for them (cost \$7296) - no special assessment needed to comply with City code.

#### VIII. Treasurer's Report - Marcus Speros

Each Board member was emailed the financial report prepared by TMG covering the period of March 1-31. Part of the review of this report resulted in Marcus putting forth the motion to move to an 'Executive Session' to discuss collection and legal issues.

**Motion** by Marcus to go into an executive board session was seconded by Kenny; approved by all.

**Motion** by Kenny to leave the executive session was seconded by Elyce; approved by all.

**Motion** by Catherine, seconded by Sue: Kenny to get a date to have a training session with TMG regarding their financial reports. There will be no fee for this. Unanimously approved.

IX. Unfinished Business - Kenny Hettrich

A review of the TMG website (set up for HFVOA owners/members to easily check on their own account information) showed that there were 2 forms we wish to have removed: a HFVOA volunteer form and a HFVOA records request form. Both of these forms will be on the HFVOA website. We do not want TMG to charge an administrative fee to monitor and then relay member submission of these forms to us. This was told to TMG and the 2 forms have been removed.

X. New Business - Kenny Hettrich

HFVOA is a business that is to be properly, effectively, and efficiently operated. Our vision and mission is to achieve 3 overarching purposes: to improve lot owner property values, to improve community safety and security, and to bring enjoyment to living in the Hawthorn Farm Village neighborhood. Within this framework, all project work this term must flow directly from one, two or all three of these purposes. The specific project lists of the Board members were shared with each other. More discussion on this is to follow.

Sue and Kenny will be meeting with the City of Hillsboro Police representative in the first week of May. The purpose is to discuss ways to improve the safety of our community. Additional ideas for this discussion are requested.

XI. Review of Key Board Practices - Catherine Gorrell, Secretary

In process are two new resolutions for the Board to consider; they will be presented at the next meeting:

1. Insurance deductible resolution
2. Records request resolution

The HFVOA Google Gmail password is being changed for this term's use. The new one was given to each Director.

Other matters: Elyce Wair will take on the responsibility of checking the voice mail for the next month.

XII. Adjournment by the President was at 10:30pm. The next Board meeting is scheduled for the fourth Tuesday in May (May 23<sup>rd</sup>).