



HFVOA Board of Directors Meeting
December 15, 2020 Meeting Minutes

- I. **Opening the Meeting:** The meeting was held via Zoom teleconference due to the Covid Pandemic. President Elyce Wair opened the meeting at 6:31 pm. Quorum was met with the attendance of Board Directors Kathleen Newman, Betty Shannon, Judy Reid, Valerie Appel, and Kay Nakao. Also attending were Elyce Wair, president, and Catherine Gorrell, treasurer, Dave Cameron, perimeter, and Mike Appel, ARC. There were 19 participants from 17 households on the call.
- II. **Agenda:** The meeting's agenda was unanimously approved by the Directors with no changes.
- III. **Minutes:** The November 24, 2020 BOD Meeting Minutes were approved after **Motion** by Kay to approve with correction of Mike Appel's name. Second by Valerie. Unanimous approval.
- IV. **Architectural Review Committee (ARC) Report:** Judy Reid and Mike Appel
 - A. Since the previous board meeting the following applications have been received:
 1. 1 Outbuilding
 2. 1 Question
 - B. A welcome slow-down for members to enjoy the coming holidays and concentrate on review of governing documents and third-party compliance options.
- V. **Community Report:** Kay
 - A. Kay did a review of Christmas lights. It was a spectacular. Shout out of thanks and to encourage others to decorate.
 - B. A note will go in the newsletter thanking and encouraging.
- VI. **Communications Report:** Elyce Wair
 - A. Newsletter will be out earlier this month to get information about PGE and Shute Road projects out to homeowners.
- VII. **Perimeter:**
 - A. Dave – all but one pear tree have been taken down; 9 stumps still need to be ground.
 - B. Kay **motion:** approve payment of \$7,000 to Bjorn Tree Service for the removal of 21 mountain ash and 5 pear trees, conditional upon Dave confirming to the treasurer that the job was completed. Seconded by Judy. Unanimous approval by the board of directors.
- VIII. **Treasurer's Report:** Catherine Gorrell



- A. Financial Status: Because AMS releases the monthly financial reports on or after the 20th of each month, I cannot yet speak to the status of our November financials.
- B. New Full Reserve Study status:
1. In accordance with the Board's approval at the November Board meeting, I have hired the Schwindt & Co (their Reserve Study Services) to conduct a full reserve study and maintenance plan.
 2. I have met with Schwindt rep Jason Wong; he stated that they would be able to:
 - a. qualify the reserve study for the unknowns of the Shute Road project (City of Hillsboro has yet to define key points that could qualify the reserve components);
 - b. could do the study in December.
- C. Issue: obtaining a debit card for HFVOA
1. Backstory: There are 4 vendors (all internet based) who require that payment for their offerings be made using a credit or debit card. Over the years, a Board member paid for their offerings with a personal credit card, then submitted an expense report for reimbursement. Because of Board member turnover, new credit cards are used each year. This has proven to be difficult with the vendors. Our 4 vendors are:
 - a. Zoom - for our monthly Board meetings;
 - b. Siteground - annual renewal of domain hfvoa.org; &
 - c. hosting website hfvoa.org;
 - d. Smartwebs - annual use of their software app & hosting
 - e. Mailchimp - for sending notices to members with emails
 2. The use of an HFVOA bank debit card:
 - a. Lynn Panzica (AMS account manager) has informed me that the Association's bank (Alliance Bank) will issue a debit card to HFVOA.
 - b. This card is to be paid out of a newly created bank account (petty cash account), with a specified Board defined maximum monthly purchase limit; and refillable when depleted with Board authorization.
 - c. The practice of an officer or Board member using their *personal* credit card for *non-routine* expenditures, and being reimbursed for those expenditures, will continue.
 3. The considerations: pros and cons
 - a. Controls:
 - Fraud insurance is covered by the issuing financial institution as part of their card offering.
 - Because the debit charge is tied to a separate 'petty cash' bank account with a maximum balance, the Association's exposure is limited to that amount.



- A separate monthly bank account statement will be sent to AMS for review by their monitoring accountants as well as the Association's Treasurer – or any Board member who reviews the monthly financial statements.
 - Only specifically approved vendors will be given the debit card account number. Proper monitoring will be done to assure only those specific vendors charges in the right amounts are incurred.
 - The physical debit card will be securely held by AMS, thus allowing the use of the same card number for multiple Board terms.
- b. Cons: small potential for fraud; requires monthly careful tracking.
 - c. Pros: ease of use with the vendors; better audit trail for CPA monitoring of expenses; control point by AMS and by the Board.
4. **Motion** by Kathleen: To authorize the Treasurer to set up a petty cash bank account in the amount of \$500 through AMS/Alliance Bank; to set up a debit card tied to that account for use of payment of four specific vendors (Zoom, Siteground, Smartwebs, Mailchimp); to request that AMS hold the physical debit card securely at their office; to set up automatic payments with the four vendors, using the debit card. Furthermore, the refill of the petty cash account's funds, the change to the vendors using the card for payments, and the maximum dollar amount in the petty cash account must be authorized by the Board. Betty Second. Vote. **Unanimously approved.**

IX. Unfinished Business / New Business:

A. Shute Road Multiuse Path

- 1. Member – question as to whether any perimeter landowner has power to veto the project.
- 2. Answer: the City has queried all perimeter lot owners and most (if not all in our community) have approved proceeding with the City's project to create a multi-use path on the West side of Shute Road.

B. PGE new poles and high voltage lines

- 1. Conversation around strategies for stopping high voltage wires from coming down Shute Road through the neighborhood, and along Cornell to Elam Young West. Conversation included information from and proposed conversations with:
 - a. PGE - Gohar
 - b. Intel - Erin
 - c. PUC
 - d. Janine Sollman



- e. Steve Callaway
 - f. And letters to the editor of newspaper.
 2. Information from members suggested that:
 - a. There is another proposed line that would come down Butler on our side from Cornelius Pass Road to Shute
 - b. The high voltage line along Shute will go underground after it crosses north of Butler, ie as it goes by Intel property.
 3. Observation by Catherine that Orenco Station is in an overlay which disallows overhead wires.
 4. Members who would like to help with the stopping the high voltage wires should contact Dave Cameron
- D. Election Process: Val Appel is willing to work with Elyce on the election.
Motion by Kathleen that the HFVOA shall:
1. conduct the 2021 vote for Board Directors by electronic or written ballot in lieu of a membership meeting;
 2. hire Kevin Harker (Harker-Lepore Law Group) to conduct voting for the 2021 Directors and to be the 'teller' to report the results to the Board;
 3. follow the HFVOA voting secrecy resolution.
- Motion seconded by Valerie and passed unanimously with 4 members voting; Betty had left the meeting by this time.

X. **VI. Secretary's Report:** Kathleen Newman

- A. Continue weekday monitoring of phone and email from members and connecting with appropriate committee chairs.
- B. Updating owner's list and comparing with Mailchimp to find those not getting emails. Will be contacting owners with email to get them onto Mailchimp. Will be emailing owners who have MailChimp but have not been opening to check whether emails are being diverted to spam.
- C. 19 new enrollments on MailChimp in the last two months
- D. Hand-delivery of paper notices was made by Newmans and Shannons last week to correct the error on last hand-delivery which stated the 14th instead of Tuesday 15th for this month. Notice stated that meetings will be on the fourth Tuesday of the month at the same Zoom address until further notice.

XI. **Member Comments:**

- A. Member: Does not feel elections are secure with current voting system.
- B. See comments in section X B. 2
- C. Member: Janine Sollman is very responsive; very interested in community.

- XII. **Adjournment** of the meeting by the President was made at 8:22pm. The next routine Board meeting will be held at 6:30 pm on Jan 26, via Zoom conferencing.



Hawthorn Farm Village Owners' Association (HFVOA)

www.hfvoa.org

5500 NE Farmcrest St. Hillsboro, OR 97124

hfvoa.or@gmail.com

(503) 693-8787 (voice message only)
