



HFVOA Board of Directors Meeting
February 23, 2021 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 6:34 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 24 participants from 22 households on the call in total.
- II. **Agenda:** The meeting's agenda was unanimously approved by the Directors with no changes.

February 23, 2021 Meeting Agenda

Call to Order and Roll Call – President

Adoption of meeting's Agenda – President

Approval of Minutes from prior Board Meeting – President

Election Results – Secretary Results presented by our appointed "Teller"
Kevin Harker of Harker-Lepore, LLC

Architectural Review Committee (ARC) Report – ARC Chair

Perimeter Land Management – Manager

Treasurer's Report – Treasurer

Communications Report/Update – Chair

Unfinished Business/New Business – President

Secretary's report – Secretary

Member Comments (limited to 15 minutes, total)

Adjournment – President

- III. **Minutes:** The January 26, 2021 BOD Meeting Minutes were approved after a **Motion** by Kay; second by Kathleen.

Yes Vote: Judy, Kay, Valerie, Kathleen

No Vote: Betty

IV. **Election Report:**

- A. Kathleen (acting as the election manager) confirmed that all counted ballots were verified by a match of address, name, and email address. Some ballots were individually verified with lot owners.
- B. Results presented by our Election Teller Kevin Harker of Harker-Lepore, LLC.
1. Quorum was achieved with over 20% of lot owners submitting their votes.
 2. The winners, presented in no particular order: Latha RaghuChilkunda, Elyce Wair, Kay Nakao, Judy Reid.
 3. Elyce Wair received the highest number of votes and will serve in the two-year term director position.



- C. **Motion** by Kathleen to accept the results of the 2021 election as presented by the Election Teller, Kevin Harker of Harker Lapore, LLC. Seconded by Valerie. Vote: unanimous to accept the Election Teller's Report.

V. **Architectural Review Committee (ARC) Report:** Judy Reid

- A. Many applications or questions have been submitted by lot owners:

- 2 Exterior paint
- 1 New fence
- 3 Driveways & sidewalks
- 1 Roof
- 1 Siding
- 5 Questions regarding the application process
- 2 Questions/concerns regarding neighbors

- B. Proposal to outsource ARC non-compliance responsibility to a third-party HOA management firm per Chapter 5 Aesthetics Review Points of the Principles and Rules.

1. Benefits:

- a. Consistency of function as board and ARC members change
- b. Uniform State-mandated record-keeping done for us
- c. Objectivity in application of the standards
- d. Compliance with current rules, regulations, laws
- e. Relieves Hawthorn Farm Village members of the onerous task of policing one another
- f. Note that most other HOAs outsource this ARC work.

2. Contract facts:

- a. Greater efficiency if use AMS, current keeper of our books;
- b. Can end the agreement with 30 days' notice
- c. Cost estimated to be less than \$10/lot/year.
- d. Fee depends on number of violations but is expected to be less than \$300/month, which is just \$175/month more than now pay Smartwebs for subscription to their ARC software.
- e. *[Added after the meeting for the benefit of clearer communications: the correct expression of the estimated cost for upgrading to the AMS program is an additional \$6.38 per year per lot]*

3. Discussion: even after 3 months of articles in newsletter, more community education on issues and more clarification on details of the program are needed.

4. Rules Clarification: in accordance with ORS94.630 (r) and CCRs 4.2, 4.18, the Board outsourcing ARC work is not subject to a member vote.

5. **Motion** by Judy that the Board of Directors authorize Association Management Services NW (AMS) to establish a Neighborhood Enhancement Program (NEP) for HFVOA for non-compliance site inspections, maintaining records of violations/non-compliance, attending



hearings, and levying fines in accordance with the HFVOA's fine and enforcement policy. Seconded by Kathleen

Yes Vote: Judy, Kay, Valerie, Kathleen

No Vote: Betty

6. **Motion** by Judy to authorize a 30-day written notice of termination to be sent to SmartWebs (licensor of ARC software) and approve the expense of \$299 for the purchase of the data download of all HFVOA history.

Seconded by Kay.

Yes Vote: Judy, Kay, Valerie, Kathleen

No Vote: Betty

VI. **Perimeter Land Management:** Dave Cameron

- A. Status: 26 trees removed; 32 new trees planted on the Airport/Butler perimeter areas. Three additional (failing) trees need to be removed; City of Hillsboro has approved that new trees do not need to be planted to replace these three.
- B. Dave submitted resignation as perimeter manager (steps back after intense year of work)
- C. **Motion:** by Kay to appoint Don Shannon to become the perimeter manager. Seconded by Judy. Vote: Unanimously approved.

VII. **Treasurer's Report:** Catherine Gorrell

- A. Financial Status as of January 31st.
1. Monthly expenses are in alignment with the 2020-2021 budget.
 2. Good account balances in both Operating Fund and Reserve Fund.
- B. New 'Full' Reserve Study status: per ORS 94.595
1. Schwindt & Co (Reserve Study Services) has conducted a full reserve study and maintenance plan.
 2. **Motion** by Kathleen to accept the Reserve Study prepared by Schwindt & Co to be used for future budget calculations and for the Reserve funding portion of the lot owners' annual assessment. Seconded by Judy. Vote: Unanimously approved
 3. **Motion** by Kathleen to approve payment to Schwindt & Co for their reserve study services, in the amount of \$2,250. Seconded by Judy. Vote: Unanimously approved.
 4. Caveat – due to City & PGE redo of Shute Road, an updated reserve review will be needed when their projects are completed (maybe 2023).
- C. Motions to correct prior allocations of perimeter common area maintenance expenses, so as to be in accordance with ORS94.595 (2) (a):
1. **Motion** #1 by Kathleen to reallocate the expense of \$1370 paid to NW Trees - tree removal (invoice dated 11-21-2019) to be paid from Operating Acct funds (not the Reserve Acct funds); Second by Kay. Vote: Unanimously approved.
 2. **Motion** #2 by Kathleen to reallocate the expense of \$370 paid to Cascadian Landscaping – 1 tree planting (invoice dated 9-28-2020) to be



paid with Reserve Acct funds (not Operating Acct funds). Second by Kay.
Vote: Unanimously approved.

- VIII. **Communications Report/Update:** Elyce
- A. Election Notice will be emailed tonight with paper delivery notification tomorrow to those without email.
 - B. Newsletter to come out on Thursday.
- IX. **Unfinished Business / New Business:**
- A. PGE has been very responsive to our questions, both on our zoom meeting and follow up questions; worked with our neighbor who did an EMF study of sidewalks under similar high voltage lines.
 - B. City of Hillsboro - Don Odermott will be contacted for updates on Shute Road redo project: check timelines and any changes.
- X. **Secretary's Report:** Kathleen Newman
- A. **Motion** by Kathleen to accept the revised document "Roles and Responsibilities: HFVOA Board Directors, Officers, and Members/Lot Owners V-4" and post this version to the website. Seconded by Betty. Vote: Unanimously approved.
 - B. Almost 60% of electronic subscribers are opening the HFVOA's Newsletter.
 - C. Continue weekday monitoring of phone messages and biweekly checking of the physical mailbox.
 - D. Ziplly Voicemail failed again last week in the storm and not yet fixed. Request for repair submitted. Will begin researching alternatives.
 - E. Looking into extending the use of virtual Board Meeting post-Covid emergency period.
- XI. **Member Comment/Question Period:** Key points asked, discussed, exchanged between Directors and members:
- 1. The issue of outsourcing non-compliance ARC work to a management company (as is done by most homeowner associations).
 - 2. Timely posting of Board meeting minutes.
 - 3. Communications and circulation of HFVOA newsletter to community.
 - 4. Board Directors, Officer compensation is not allowed per HFVOA Bylaws - refer to revised "Role, Responsibilities: HFVOA Board Directors, Officers, and Members/Lot Owners" document, to be posted on website under "Association Business" and then the 'Board of Directors' tab.
- XII. **Adjournment** of the meeting by the President was made at 8:31pm. The next routine Board meeting will be held at 6:30 pm on March 23, via Zoom conferencing.