

Barrington Heights Association of Homeowners
Board of Directors Meeting Minutes
Wednesday, February 7, 2007
West Linn Adult Community Center

Present: Cathi Sleight, Ann Straton, Pachoutan Rouhbakhsh, Azar Rouhbakhsh, Melinda Robinson, Johann Olivier, Doug Kohlert, Monte Wood (arrived 7:40pm) and Margaret Juarez.

At 7:15pm Doug made an announcement that since no quorum was met during the annual meeting and a board was not elected he was by default the only actual director present and no business could be completed until an interim board had been appointed. He also mentioned all prior board members agreed to serve one more term, that Monte would be late and business would have to be postponed until his arrival.

Open Homeowner Forum--Upon introductions, the following concerns were raised:

- Johann Olivier asked where general email to NWCM went. Cathi stated general emails received by the NWCM corporate office are forwarded to the appropriate property manager. The property manager is then responsible for responding in a timely fashion. Cathi asked if an email or phone call is not followed-up within a timely manner that a second call may be necessary. Cathi's contact information is on the NWCM website.
- Parker Annexation Update: Jeff Parker's new development within BH is approved for 10 homes by the city of West Linn. The latest plat map has one driveway off Manchester Ct and 5 off Beacon Hill Dr. Lots may still be available. Doug stated Parker could file paperwork with the state to have the new development included in BHAOH adapting phase 10 CC&R's. The new development will be referred to BH Phase 11. Doug stated BH is willing to pay the filing fees and file the forms for him if necessary. **Cathi will follow-up with Parker and Vial Fotheringham's office** (BH attorney).
- A resident asked if La Chevalier was part of BH. Doug stated it was not but BH would be willing to have them incorporated into BH. **Follow-up is required to obtain level of interest of La Chevalier residents.**
- Cathi stated Vial Fotheringham's office had received another \$8,000 check from the Kingsleys. The check included money for a landscape contract and BH penalties for non-compliance. Unfortunately, the check had been misplaced at the attorneys and is now more than six months old. The attorney has contacted the bank to determine whether it may be deposited and will have a response within 30 days. **Cathi will pursue.**

Call to order: at 7:40 pm upon Monte's arrival, the meeting was called to order.

Finalize 2007 Board Positions: Doug appointed a Board of Directors to include himself, Monte Wood, Randy Eagan, Bill Hupfer, and Margaret Juarez; all present members agree. Doug suggested an **October "plan of attack" be put together to encourage neighborhood participation and the election of a new board for 2008.**

Approval of Minutes: the minutes of the December 6, 2006 meeting were included in the board packet provided by Cathi. Margaret made a motion to approve the minutes, Monte gave a second and the motion passed.

Radcliffe Court Maintenance Agreement: Doug gave a brief history of Radcliffe Ct. Doug recommended an approval of the new agreement if item 2.5 Insurance Section has no effect to increase cost to BH in general. If changes are necessary he request we approval them via email

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rather than waiting until the next meeting in April, time is of the essence. Doug secluded himself from the vote. Bill (home sick) was called to participate in the voting process. Margaret made a motion to approve the agreement, a second was given by Monte and the motion passed with Bill's vote. Johann confirmed Bill's agreement. Cathi will follow-up with the insurance company. Upon approval and discussion, Doug made a motion to transfer utility accounts from Radcliffe Ct to BH. Margaret seconded the motion and it was approved. **Cathi will work with Anne O'Sullivan to have the power transferred to BH effective January 1, 2007.**

Annual Meeting: The annual meeting was held at the Oregon Golf Club on Tuesday, January 9, 2007. Monte requested \$400 for reimbursement of the evening's expenses and presented a bill to Cathi. Doug mentioned that due to low turnout the board would consider holding the next annual meeting at the West Linn Senior Center.

Traffic Calming: Doug mentioned the new development coming on Parker Rd and the continuation of Beacon Hill Ln through to Parker Rd. He brought up Sue Jones' idea to have an island installed on Beacon Hill Dr just inside Stonegate and have a sign placed similar to the new Imperial Dr sign as a traffic calming measure. **Follow-up required.**

ARC Activity: Melinda Robinson stated she lives on Wellington Ct and discussed her landscaping problem. Approximately 15 years ago, previous owners landscaped her back yard with many trees spaced close together, now they are crowding themselves out. She has consulted with 3 arborists and each of them told her to start over and re-landscape. She realizes several Radcliffe Ct homeowners are unhappy with her plan to remove trees from her yard including Ann & Bob O'Sullivan and Randy & Julie Eggen due to privacy that her trees offer them. She has also spoken with Mike Perkins, arborist at the City of West Linn, and he has confirmed she has a problem with the amount and placement of these landscape trees. At this time, she is scheduled to receive a revised landscape plan tomorrow. She has rescinded her previous request to the city and has applied to remove 4 trees. She has addressed erosion with the arborists and invited her neighbors to view the design and offer input. Ann Straton offered to plant trees in her yard to address her privacy issues. The bottom line is Melinda wants to be a good neighbor and wants to get along with everyone. However, at present, her family does not efficiently utilize her yard and she needs to make changes to her landscape. Doug thanked all who voiced an opinion and stated the roll of the BH Board of Directors is to provide an open forum for any parties that have concerns that affect the neighborhood.

- What happens when people do not get ARC approval? Doug asked **Cathi to research this issue.**

Update CC&R's: Doug would like to investigate the process. Cathi said the board could review and update ARC section like roof, stone or siding materials quite easily. Doug would like to address at the next meeting. **Follow-up required.**

Snacks: provide Members snacks at board meetings as a possible incentive for attendance. **Margaret agreed to provide them in April, Cathi will reimburse.**

Common Area: Margaret mentioned the common area at the corner of Wellington and Beacon Hill was not labeled on the reserve study map. **Cathi will review.**

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Non-Compliance: Cathi has contacted the Richardson's and they have agreed to have the "pod" located in their driveway removed by next Thursday. **Cathi will confirm removal next week.**

Financial Review: Cathi presented a letter dated November 22, 2006 from Schwindt & Co. Margaret asked to review the letter before signing. It appears the fee for review will be \$1,600 for one year or \$1,500 each year for a two-year engagement. **Cathi will return letter of engagement.**

Review Study: Funds Collected Analysis reflects FYE 2006 ideal balance of \$36,989 with an actual reserve balance of \$27,984 resulting in a shortfall of \$9,005. Additionally noted is that "there are no funds collected for Radcliffe Court Reserve Items. Their ideal balance should be approximately \$12,453 ending 2006."

Budget: The 2007 budget has been approved with revenues of \$112,050 and per household association fees of \$450, with an additional \$300 due from Radcliffe Ct residents. The additional from Radcliffe Ct is comprised of \$255 to Radcliffe Ct reserves, \$14 for electrical and \$31 for telephone expenses. A separate bank account will be established for the Radcliffe Ct reserve funds. Goal to have 2007 reflect columns for 2006 actual, 2007 budget, 2007 per month and per unit per year. Cathi will have the appropriate document generated with fee statements mailed to all homeowners for payment by March 15, 2007. Margaret expressed her frustration with the limitations of the accounting system at NWCM and Cathi indicated changes were coming and expected by mid-year.

Imperial Island Lighting & Sign: Board requested Cathi coordinate the lowering of the new BH sign 6 to 8 inches so it will not obscure the water feature and to add a light in front of the sign. Cathi presented an estimate from Fast Signs for \$200 to accomplish this. Greg Ankofski has a friend who is willing to do the task for \$150.

Scott's Lawn Service 5% Discount Prepay Offer: Cathi presented an offer from Scott's to prepay the 2007 service. The requested was denied at 5%, Doug and Margaret asked Cathi to have Scott's reconsider and present another incentive for prepayment.

The meeting was adjourned at 9:35 pm.

Respectively submitted by Margaret Juarez, Treasurer