

# **Barrington Heights Association of Homeowners**

## **Meeting Minutes – Board of Directors**

**February 11, 2009**

### **West Linn Adult Community Center**

**Present:** Margaret Juarez, Brad Arms, Surja Tjahaja, Johann Olivier, Sue Jones, Vicki Grimshaw, Susan Bacon, Phillis Tanner and David Hummel.

**Meeting Call to Order:** 1902, by Margaret Juarez, Chairperson. First Order of Business: on a motion by Margaret Juarez, seconded by Brad Arms, Johann Olivier was nominated as a member of the Board. So moved. This action was taken due to the withdrawal of Melinda Robinson, nominated to the Board on January 13, 2009. Recap of Board positions & duties & terms:

- Margaret Juarez – President - one year
- Brad Arms – Treasurer, Johann Olivier – Secretary - two years
- Surja Tjahaja - Director and Bob Jester- Director and Liaison with BHT Neighborhood Assoc – three years

**Approval of Previous Meeting Minutes, December 17, 2008:** Approved unanimously with corrections. January 13, 2009 minutes will be reviewed and approved at 2010 annual meeting.

### **Financial Report – Brad Arms:**

**January Financials:** Running late.

**December Financials:** Highlights & Review. Balance Sheet shows \$15k shortfall; this is due to prepaid expenses. Overall, Balance Sheet in good shape.

**2008 Tax Preparation:** Motion to approve Anthony Matson, CPA, to prepare association tax filing for 2008. So moved.

**2008 Financial Review (required by state) Engagement:** Bids received from Schwindt & Co and Williamson & Assoc, \$1,650 and \$1,875, respectively, Schwindt & Co has previously prepared the financial review, motion made and carried unanimously to continue relationship and retain Schwindt & Co. to prepare 2008 report.

**Insurance 2009:** Liability insurance increased to \$2mm. Additional requests out to underwriters for quote. No dissatisfaction with our carrier, just testing the market.

**Collection Report:** Reviewed by Brad Arms.

**Assessment Billing Update.**

### **Management Report – Dave:**

**Action Items:** View report.

Phase 2 Amendment to CC&Rs, deadline extended. Due to lack of response from homeowners, ballot dates as stated need to be extended. Motion to extend to April 1, 2009, by Margaret. So moved. NWCM to send follow-up letters.

Phase 3 Potential homeowner objection to initial amendment that reduced minimum size requirement from 2400 sf to 1800sf. Amendments were originally drafted with the intent to update building materials not square footage requirement. Attorney's will redrafted amendment. Motion to amend redraft to 2400sf. So moved.

### ***Management Reports...Cont...***

Homeowner correspondence re shrubs broken in recent storm. NW Management noted that the shrub was planted behind the brick structure and not part of the common area and is homeowners responsibility. No intention to alienate resident. David to follow up.

Trees on Riverknoll Way. These have been cut back to an unacceptable extent, not in compliance with city regulations. Wes to follow up with city.

Landscaping Lights. Replace ONLY light bulbs, not carriage light units. Dave to follow up.

### **Additional Requests - Margaret:**

List of easements on Common Areas. Confirm registration at transfer of ownership.

Credits. Assure homeowners paying for water &/or electricity for common areas receive offset of due credit.

Utility Account #s. List of separate numbers for each monument.

Communication with Homeowners. Request NWCM improve tone and verbiage of letters.

### **Old Business – Margaret & Brad:**

**Amendment to CC&Rs:** Phase 9 window & roof amendment being championed by Garry Powell. David and Margaret will correspond with Vial's office to correct phase 3 and draft phase 9 documents.

**Board Manual:** Purpose to orient new Board members & Members of Management, to improve continuity of knowledge.

**Landscape Lighting:** Imperial Island project is complete, Riverknoll and Barrington is working, Barrington and Beacon Hill Island - How to illuminate? Dave to speak to Wes re issue of meter on island. Sue Jones to approach PGE. Surja suggested correcting power to low voltage landscape lights and removing outlets, preventing future holiday lights that can overextend the system.

**Neighborhood Directory:** Distributed to homeowners by Sandy without board review or approval. Questions. Should they be used? Are there any copies available?

Future Procedure for Directory Production. To be added to Board Manual by Brad.

Emails. Monte gathering; has committed to calling all homeowners. Email addresses will be used by NWCM to assist in the dissemination of information to homeowners. Margaret will work with NWCM to update forms to new residents.

**Street Tree Replacement Plan:** City in the process of changing. No update. Sam Foxworthy not responsive.

**Street Lights:** City has accepted responsibility.

**Landscaping – Sue Jones:** See Committee Reports.

**Homeowner's Forum:** Holiday lights very poorly done and presented in 2008 Holiday. Brad reviewed situation.

### **Committee Reports:**

**Landscaping Committee:** Sue Jones, 2 goals:

1. Get permission to complete Salamo Island.
2. Change to and approve 7Dees for advice & input and approve as landscaping vendor.

***Committee Reports...Cont...***

Dave to review existing vendor contract & receive and review 7Dees contract. 7Dees bid review and compared to existing.

Motion by Surja to approve termination of existing landscaping company, subject to satisfactory contract from 7Dees. So moved. Request to NWCM to cancel shrub/tree spraying with Colliers Arbor Care, inspection of plant material is included in 7Dees contract and preventive treatment is not recommended by same.

**Homeowner Hearings:** None per Wes on 2/11 all in compliance.

**Next Meeting:** Board of Director's Meeting Wednesday, April 8, 2009.

**Adjournment:** Meeting adjourned at 2235.