

**Board of Directors Meeting  
Barrington Heights Association of Homeowners  
December 8, 2010**

- I. Meeting called to order at 7:05PM. In attendance board members Brad Arms, Fred Shipman, Surja Tjahaja, Robert Jester, absent; Cliff Berry. Stacy Bloos NWCM, Margaret Juarez , Zachary Beck, Shawn Gentemann, Johann Oliver ARC.
- II. Stacy Bloos was introduced as the Community Manager for NWCM.
- III. The October board minutes were reviewed and approved.
- IV. Homeowner ARC appeal
  - a. Zachary Beck owner of 2976 Beacon Hill appealed the ARC decision not to allow the exposed basalt rock retaining wall on the front side of the house without landscape screening. Following discussion with homeowner and ARC, agreement was reached that Mr. Beck would add install landscape screening of this rock wall to soften it's appearance from the street, acceptable to the ARC. An ARC application for this work must be submitted.
- V. Homeowner open forum had no presentations.
- VI. Treasures Report
  - a. Financial results reviewed without correction.
  - b. 2010 status of assessment collections was reviewed. Stacy to follow up on who pays processing fees for on-line payments.
  - c. Three-year proposal for financial review by Schwindt & Co. Accountants was approved for \$1600/year.
  - d. Proposal for tax preparation by Anthony Matson, CPA was approved for \$200.
- VII. President's Report
  - a. Updates on hearings and follow-up
    - i. 3480 Riverknoll: discussion of the negotiations to have new roofing materials installed. Work should now begin weather permitting.
    - ii. 3857 Fairhaven the issue of the trim paint has been resolved.
  - b. ARC Process
    - i. ARC letter feedback from homeowners discussed. Of the 134 homeowners who responded, the vast majority (95%) were in favor of imposing a fine for failure to file an ARC application for major projects.
    - ii. Motion approved to impose fines for projects without ARC approval: Resolved that the President is directed to update the Financial Penalties Resolution with the following changes and present it to the Board for approval at the next meeting:

1. When the Board becomes aware that a major project that affects the exterior of a house, or landscaping, or otherwise violates the CC&Rs has been undertaken without prior ARC approval in writing, and the Board sends a compliance letter to the homeowner, then the Board may assess a penalty of \$500 for failure to obtain prior ARC approval.
  2. For the purpose of this resolution, major project is defined as a project that changes or adds the roof, siding, veneer, paint color, windows, brick/masonry walls, decks, foundation, garages, and sport court, or has a cost including materials, labor and the competitive cost of homeowner supplied labor (in the judgment of the Board) in excess of \$5000. Repair or replacement with the same material or paint color does not constitute a major project. Landscape projects including plants, beds, lawns, walkways, walls, fountains and decorative objects are major projects if in excess of \$5000 as defined above.
- c. Rules and regulations
    - i. Revised Rules & Regulations Document was sent out this week to homeowners, along with a copy of the latest newsletter.
  - d. Directors for 2011 proposal and assigning positions motions approved.
    - i. Resolved that the positions on the Board of Directors for BHAOH are hereby given the following numerical designations, based on the election of Directors at the Annual Meeting on January 12, 2009, which will be used henceforth when directors are elected or appointed:
    - ii. Position #1: the Margaret Juarez position, now held by Cliff Berry
    - iii. Position #2: the Brad Arms position, now held by Brad Arms
    - iv. Position #3: the Melinda Robinson position, now held by Fred Shipman
    - v. Position #4: the Bob Jester position, now held by Bob Jester, and
    - vi. Position #5: the Surja Tjahaja position, now held by Surja Tjahaja.
  - e. Based on the new numerical designations of the Board positions, terms end and the positions are eligible for re-election as follows:
    - i. Position #1: January 2010 and every three years thereafter
    - ii. Position #2 & 3: January 2011 and every three years thereafter
    - iii. Position #4 & 5: January 2012 and every three years thereafter
    - iv. While terms end on these dates, incumbents continue to serve until their successors are appointed and assume office, per the Bylaws.
  - f. Annual meeting content and format discussed and approved.
  - g. Approval of new welcome letter with the addition of request for new homeowner e-mail address.
  - h. Discussion and update on the gathering new e-mail addresses.

#### VIII. Property Manager's Report

- a. Update: Amendment II phase IV communication that was sent out.
- b. Report that new billing/cover letter/budget portal had been sent to homeowners.
- c. The board will have additional capabilities for additional access to information.

- d. Verification of homeowner billing information rectified discrepancies.
- e. Billing assessments for 2011 were sent out on time.
- f. Request and approval given to write-off old accounts #264681& #264658.

IX. Account 264598 sent to attorney.

- a. Motion to establish payment plan of \$300 per month for past due balance and full payment of 2011 assessment by 1-1-2011 for 2777 Beacon Hill was discussed and approved.
- b. Utility credit agreements have been signed. A motion to pay Mr. Dotson's request for retroactive credit of \$500 for 2006 through 2010 was discussed and approved.
- c. Complaint on 3520 Riverknoll Way was discussed. Improvements are in progress on this rental property by the owner.
- d. Compliance log reviewed.
- e. ARC log reviewed.
- f. Newsletter and Directory Committee reported out.
- g. Due to late hour, the remainder of the committee reports will be held until the next board meeting in February. It was noted there was no request for action from these committees.

X. Meeting adjourned at 9:10PM.

Submitted by Robert Jester, Secretary