



Strathmoor Home Owners' Association



Minutes of Annual Meeting

October 30, 2013

Board Members Present:

John Hay, Lynn Blankenship, Jeanette Hoffman,

Board Members Present:

Kane Thomas - Quorum of the Board established.

Homeowners in Attendance:

- Homeowners in attendance: 6
- Homeowners by proxy: 22
- Total Participation = 28
- Minimum needed for quorum = 23. A quorum was established.

Meeting Location:

Westside Community Church

Call to Order:

Meeting was called to order at 7:00 PM by John Hay, President

Prior Meeting Minutes:

Minutes of the November 5, 2011 annual meeting were sent to all homeowners in the meeting announcement packets. These were read and approved as submitted.

Requests for Board Member Nominations

1. It was requested for nominations for Board positions from those attending. There were no nominations or volunteers.
2. John will highlight the need for additional board members in an email to homeowners.
3. Kane pointed out that the Board can appoint a willing volunteer to fill vacant positions, with a vote from the homeowners. Such appointments would be confirmed at the next Annual Meeting.
4. Jeanette ask the homeowners attending if anyone could comment on why there was no interest in participation on the Board. Comments were:
 - a. Concerns that previous Board members had been hostile to some homeowners, although it was noted that those who had been hostile were no longer living in the community.
 - b. It was suggested that clearer information be sent out explaining the duties and the time commitment associated with Board membership.

Treasurer's Report

In the absence of a treasurer, Kane gave the treasurer's report.

1. Year-to-date budget comparison report
 - a. Revenue is \$1,244 (1.3%) better than budget.
 - b. Administrative Expenses 4.5% below budget
 - c. Utilities 81% over budget, due largely to high water bills
 - d. Maintenance Expenses 16% below budget
 - e. Total expenses 5% below budget.
2. Balance sheet
 - a. Property is financially healthy
 - b. \$ 8,313 in operating account
 - c. \$156,684 in reserves for replacement
3. 2014 Budget
 - a. There will be no increase in monthly dues
 - b. Administrative and Maintenance Expenses for 2014 are budgeted about the same as 2013.
 - c. Utilities Expenses is budgeted about \$3,500 higher than was budgeted for 2013, but this will be in line with actual expenses, notably higher water bills.

Previous Business

1. Roof Maintenance Update: Most repairs noted in the Carlson Roofing report were completed during 2012. The remaining item involves re-routing dryer & bath exhaust vent ducting in some units to reduce moisture build-up in the attic areas. Cost for this is estimated at \$744/unit, but there are difficulties in many attics because of the location of the furnaces & associated heat ducting. Alternatively the best approach may be to defer this until the roof is replaced in approximately 10-12 years.
2. Melted Siding from defective fireplaces in two units. While the cause has been corrected, it remains to repair the melted siding. Kane will be discussing options with the painting contractor.
3. Pest Control – Kane has only one bid for treatment for ants throughout the community - \$3,000. The Board requested he obtain at least 2 additional quotes for comparison. Come concerns were raised about general pest control:
 - a. Will homeowners have the option to opt out of any treatment program? Yes.
 - b. Request that educational material be sent to homeowners prior to beginning any treatment regimen, to help owners better understand what is being done, why, and what is being used.
4. Changing Landscape Sprinkler Heads: the Board is considering working with Pacific Landscape to change the current landscape sprinkler heads to more efficient models. The question was raised about the updated, water efficient controls that were installed in 2012, and the fact the community has not seen any reduction in water bills, although it was pointed out that the year since installation had been dryer than usual, necessitating more watering than normal. It was suggested that more time be given to

evaluate the value of the replacement controls, before investing more in replacing sprinkler heads.

5. Rental Units: HOA documents allow for only 8 units to be rented units, not owner-occupied. There are currently 7 units rented in the community. Kane also pointed out that the Bylaws also prohibit renting out of rooms in a unit that is otherwise owner-occupied.

New Business

1. Next Board Community Fall Walk Thru is scheduled for Saturday, November 2, beginning at 11:00 AM at John Hay's home. Any interested homeowners are welcome to accompany the Board on this walk around the community to identify any issues.
2. ACC Manual – Board members were asked to review and submit any comments or changes to the Architectural Control Committee manual to John by Saturday, Nov 2.

Open Forum

1. Concerns with contractors using homeowner water and/or electricity without the homeowner giving permission or being notified. The Board commented that the contracts specify those doing pressure washing should either provide their own water trucks or use the fire hydrants. The Board agrees that if homeowner utilities need to be used, that homeowners should be clearly advised of the cost benefit of this, i.e., higher costs when contractors have to provide their own power and/or water translate eventually to higher HOA dues. In all events, the homeowner should be both notified and given the option to accept or decline the use of their utilities.
2. Next Quarterly Board Meeting will be February 4, 2014, at 7:00 PM at the Beaverton Public Library. Homeowners are invited to attend.

Meeting Adjournment

Meeting was adjourned at meeting at 8:00 PM

End of Minutes



Strathmoor Home Owners' Association



Minutes of Quarterly Board Meeting

August 12, 2013

Board Members Present:

John Hay, Lynn Blankenship, Jeanette Hoffman

Bluestone Hockley:

Kane Thomas.

Homeowners in Attendance:

David Roberts (6109 SW 183rd)

Meeting Location:

Beaverton Library, Meeting Room A

Call to Order:

Meeting was called to order at 7:00 PM by John Hay, President

Prior Meeting Minutes:

Minutes of the May 13, 2013 Quarterly Meeting were not prepared, but Board Secretary Lynn Blankenship read notes from that meeting, and these were approved as reported. He will prepare a formal copy of those minutes and submit this long with the minutes from this meeting. Board members are asked to forward additions or corrections to Lynn

Treasurer's Report

In the absence of a treasurer, Kane gave the treasurer's report.

1. Audit Credit – As reported last meeting, because condo associations are exempt from OR corporate excise tax of about \$150/year, CPA auditing our financial reports discovered this and filed a claim for about 3 years credit. Kane reported that the association received \$300 - \$450 in refund.

Previous Business

1. Dryer Vent Cleaning: Kane reported that all homeowners have complied with the requirement to provide proof of dryer duct cleaning. Two homeowners - #6109 & 6125 provided the proof after the warning letters, and notices of fines went out. The Board earlier decided to levy fines of \$15/day on homeowners who did not comply. The amount of fines for these homeowners will be discussed in executive session after the meeting.
2. Fence Repairs: Kane commented that the wooded fence around the perimeter is "the biggest money pit the HOA has to deal with", and estimates the HOA has spent about \$20,000 over the past 3 years on fence maintenance.

Discussion about how to best address this problem followed, with suggestions of replacing the fence with chain link, vinyl, or possibly bushes, such as arborvitae.

Kane noted that the fence is scheduled for replacement in the capital improvement plan in about six years. The Board opted to do minimal repairs in an attempt to nurse this

along until the scheduled replacement date, approving up to \$300 to replace deteriorated top cap boards on the fence along the bioswales.

New Business

1. 2014 Budget Review. Kane presented a draft of the 2014 operating budget.
 - a. No dues increase in planned for in this budget
 - b. An 8% increase in water/sewer rates are anticipated

This prompted a discussion of the effectiveness of the water conservation measures installed with the landscape sprinkler system in 2012, but it was noted that it is too soon to determine any benefit.
 - c. The Board recommends deferring \$4,264 in bark dust applications planned for 2014, as this is not needed, but agrees to follow other Pacific Landscape recommendations.
 - d. Board approved the 2014 Budget as modified.
2. Air Conditioner Venting Penetrations. The 3 homeowners who have AV venting penetrations through the siding – 618, 6228, 6241 – have been notified by Kane that the homeowners will be responsible to properly caulk/seal these penetrations and the homeowners will be responsible for any water damage to the building structure that results from water entering in the area of the penetrations.
3. Landscape sprinkler head. There were concerns expressed about the timing and spraying frequency of the sprinkler heads, and concerns about waster overspray onto concrete and pavement. There was discussion about replacing all sprinkler heads with newer, more efficient models. Kane was asked to obtain recommendations from the landscape contractor and further discussion was tabled until the next meeting.
4. Website Renewal. Cost for website hosting and maintenance is \$120/year. Discussion covered whether or not an HOA website was needed, whether some volunteer could be found to do this at no cost. Further discussion was deferred and the Board approved payment of the annual fee for another year.
5. NW Pest Control proposal. This was reviewed and deferred for later consideration. As the cost would be close to \$3,000, Kane was requested to obtain another quote for this service.
6. ACC Manual. John presented a draft of the new ACC Manual. Board members will review this and discuss via email. A final draft will be prepared by September 30 to be submitted at the annual homeowners meeting in October. The draft will be sent out along with the meeting notifications and proxy forms.

As noted above, all new ACC requests will be reviewed by the full Board, due to the lack of ACC panel members.
7. Homeowner Concerns.
 - a. 6192 SW 183rd – Caulking separating on the porch columns. Concerns with water infiltration.

Open Forum

1. Landscape Notes. Concerns with bush overgrowth at entries of 6277, 6228, 6161, 6180. Kane will send letter to homeowners asking if they will permit landscapers to trim these back, or if they will do this themselves.
2. Bankruptcy of #6147 – Nothing new to report; HOA dues are paid current.
3. Email from resident regarding a parked car they hit backing out of their driveway. The Board decided this is a matter between the vehicle owners and the HOA should not get involved.

Meeting Adjournment

Meeting was adjourned at meeting at 8:15 PM

Executive Session

1. Fees for not meeting dryer vent cleaning deadline
 - a. 6109 – The Board decided that the purpose of this fine was to encourage enforcement, and does not wish to be punitive to homeowners. This homeowner has complied, and will only be assessed a \$30 fine to cover administrative costs.
 - b. 6125 – Fees for this homeowner will be waived, as they recently obtained ownership thru foreclosure sale, and responded 3 days of being notified.
2. Rental Units. Kane was asked to provide the Board with an update on how many, and which units are occupied by renters as opposed to homeowners.

Meeting adjourned at 8:25PM

End of Minutes



Strathmoor Home Owners' Association



Minutes of Quarterly Board Meeting

May 13, 2013

Board Members Present:

John Hay, Lynn Blankenship, Jeanette Hoffman, Bruce Johnson

Bluestone Hockley:

Kane Thomas.

Homeowners in Attendance:

Paul & Linda Boyd (18260)

Meeting Location:

Beaverton Library, Meeting Room A

Call to Order:

Meeting was called to order at 7:04 PM by John Hay, President

Prior Meeting Minutes:

Minutes of the February 11, 2013 Quarterly Meeting were approved as submitted.

Treasurer's Report

In the absence of a treasurer, Kane gave the treasurer's report.

1. Audit Credit – Because condo associations are exempt from OR corporate excise tax of about \$150/year, CPA auditing our financial reports discovered this and filed a claim for about 3 years credit.
2. Cory Johnson, Treasurer, resigned from the Board, and will be sending a formal resignation letter.

Previous Business

1. Dryer Vent Cleaning: Kane reported that there are 3 homeowners remaining who have not provided proof of dryer vent cleaning – 2 new owners, and one unit in foreclosure. Fines will be levied as per previous Board decision of \$15/day after March 1, 2013.
2. Fire Place Venting / Siding Damage: Kane was asked to request the homeowners provide verification from the contractors who looked at the problem, that the problems with the fireplaces that caused the siding damage have been corrected.

The Board approved Bluestone & Hockley's maintenance crew to do siding repairs, and the HOA would pay for this expense. If the problem recurs, the homeowners will be billed for siding repairs need a 2nd time.

New Business

1. ACC Chair and Committee Review: As there are effectively no members left in the Committee, all ACC requests will be reviewed by the Board.
2. Kane will send out notices to owners advertising opening on this committee. Additional Board members are also needed.

Open Forum

1. Paul Boyd (18260): Expressed concerns with warping fence boards. Kane will look at this with the homeowner.
2. Bruce Jones has sold his home and is resigning from the Board effective June 30, 2013.

Meeting Adjournment

Meeting was adjourned at meeting at 8:30 PM

Executive Session

1. Yearly plan for roof maintenance. We need a plan from Carlson Roofing, and will work this into the next operating report.
2. Upcoming Meetings:
 - a. Quarterly Board / Budget Review Meeting – Aug 12, 2013 7:00 PM
 - b. Annual Homeowner Meeting – Oct 14, 2013 at the Church

End of Meeting



Strathmoor Home Owners' Association



Minutes of Quarterly Board Meeting

February 11, 2013

Board Members Present:

John Hay, Lynn Blankenship, Jeanette Hoffman, Cory Johnson

Bluestone Hockley:

Kane Thomas.

Homeowners in Attendance:

Paul & Linda Boyd (18260)

Kevin Morton (18181)

Meeting Location:

Beaverton Library, Meeting Room B

Call to Order:

Meeting was called to order at 7:00 PM by John Hay, President

Prior Meeting Minutes:

Minutes of the October 8, 2011 Quarterly Meeting were approved as submitted.

Treasurer's Report

In the absence of a treasurer, Kane gave the treasurer's report.

1. January Income & Expenses are in line with budget.
2. The annual financial review (audit) required by state law of HOA's our size is due. IHDE CPA's performed this last year, and proposes doing this for 2012 for \$1,450. This amount was budgeted. The board approved the expense.

Previous Business

1. Board Officers: The Board confirmed John Hay as president, Cory Johnson as treasurer, and Lynn Blankenship as secretary.
2. Dryer Vent Cleaning: Kane reported that 44 of the 67 homeowners have responded to requests for verification their dryer vents have been cleaned. The Board approved an extension until March 1, 2013 for homeowners to provide verification before fines will be levied.
3. Fire Place Venting / Siding Damage: Kane was asked to request the homeowners provide verification from the contractors who looked at the problem, that the problems with the fireplaces that caused the siding damage have been corrected.

The Board approved Bluestone & Hockley's maintenance crew to do siding repairs, and the HOA would pay for this expense. If the problem recurs, the homeowners will be billed for siding repairs need a 2nd time.

4. Sealing penetrations for HVAC piping: Kane will provide the Board a list of the homeowners who were sent letters regarding this, so these areas can be inspected during the Spring Board Walk-Around.

5. Moss Control: The Board approved \$197 extra for moss and crane fly treatment to the lawns. Treatment to be done sometime between March – April.
6. Grass Repairs, especially in the back yards: Kane commented that he was advised by Pacific Landscape some of the problems with the lawns are related to:
 - a. The rye grass on the lawns going dormant in winter.
 - b. Some yards are too shady

The Board requested a quote for over seeding to be done in April, and that Pacific Landscape joins the Board for the Spring Walk Around.

7. Roof Repairs / Gutter Cleaning: Gutter cleaning was completed in December last year

New Business

1. Roof Moss Treatment: Associated Cleaning Solutions provided a quote of \$1,750 to treat all roofs for moss control. Kane was asked to obtain a couple other competitive bids for this.
2. Roof Maintenance: Kane was requested to ask Carlson Roofing for their recommendations of critical tasks needing to be done over the next 3 years.
3. 5-Year Tree Plan – 2nd Year: The Board approved the \$2,535 in the budget. The work to be done between now and the end of April.
4. Pressure Washing Sidewalks and Driveways: The Board discussed pressure washing of the sidewalks, driveways and patios. It was decided that the HOA would pay for all sidewalks, driveways and the small “patio steps” that are along the street side of the buildings. Pressure washing the backyard patios would be the responsibility of the individual homeowners.

Kane was asked to obtain 3 quotes for this work, from contractors who have their own water trucks that can be filled by the fire hydrants. Several homeowners objected to their outside hosebibs being used. Contractors will also be asked to provide a separate quote for cleaning backyard patios. Homeowners wishing this service would then contract with the provider while they are at the property, and pay themselves for this work.

5. Lawn Aeration: This was discussed and it was decided not to have this done at this time.
6. Fence Repairs – West Side Church / HOA Boundary: Bids for replacing dry rotted 2x4 horizontal fence members were reviewed. The low bid was \$6,200 which included replacing 100 rotted 2x4s, pressure washing the fence, and staining both sides.

The Board approved this low bid, and asked Kane to obtain staging approval from the Church, to work on their property, and ask if the Church would be interested in covering 20% of the cost.

7. Spring Walk Around: This is scheduled for Thursday, March 28. Board members to meet at John Hay’s home (6104) at 8:00 AM.

Open Forum

1. Paul & Linda Boyd (18260): Had concerns about soggy grounds and moss in grass, their yard slopes toward the building and has poor drainage. They asked the Board what options they might have for addressing these issues. John and Kane explained the procedure for submitting a change to the Architectural Review Committee.

2. Cory Johnson (6193): The plan removed some time ago from his front yard has not yet been replaced. Kane noted he was aware of this request and would speak with Pacific Landscape about getting this replaced soon.

Meeting Adjournment

Meeting was adjourned at meeting at 7:58 PM

Executive Session

1. The Board reviewed with Kane the status of the lawsuit against foreclosed unit #6125. Unit is vacant, but the bank has not yet formally foreclosed on the property, although funds owed to the HOA have been turned over to collections. After discussion, it was decided to leave this to the collection agency to handle.

End of Meeting