



FOREST HEIGHTS HOMEOWNERS ASSOCIATION

2033 NW Miller Road
Portland, OR 97229
tel 503.297.9400
fax 503.297.9408
e-mail contactus@fhhoa.com

BOARD OF DIRECTORS MEETING MINUTES

TUESDAY, January 8, 2008
FHHOA Office

Attendance:

Board Members: Randy Arthur, Kevin Ross, Suzanne Hayden, Michelle Garland, Pam Cavagnaro, Mary Shuhert; Patrick Jones, Tim Tees, Jayne Calkins.

Board Member Absent: None

Association Legal Counsel: Stuart Cohen

Association Management Team: Patrick Moore

Others in Attendance: None

OPENING

Randy called the meeting to order at 6:01 p.m.

OPEN FORUM

No residents appeared.

CONSENT AGENDA

Motion by Suzanne Hayden, second by Michelle Garland; Unanimous vote of approval by those present at the time: Randy Arthur, Kevin Ross, Suzanne Hayden, Michelle Garland, Pam Cavagnaro, Mary Shuhert.

Motion carried.

COMMITTEE REPORTS

a. AMOC: Suzanne reported on the upcoming schedule of interviews with General Manager candidates. A draft schedule for meeting with the General Manager candidates was included with the Board packet; an updated version will be sent to Board Members. After Board members and staff have met candidates and AMOC has interviewed them, the Board will hold a Special Board Meeting on Tuesday, January 15, 2008 at 6:00 p.m. in the Association office to discuss the candidates, prioritize the candidates into first, second and third choice. Board Members unable to attend will write up a synopsis of their comments on each candidate. AMOC expects to provide a committee recommendation, and staff recommendation. Notice of the special meeting will need to be posted.

AMOC will come to the Board with a written contract of terms and a draft letter of expectation to discuss with the chosen candidate, which the board will amend as appropriate.

b. Community Outreach Committee: Jayne reported that Michelle McGillvray is working on a survey of residents regarding community events for 2008. Night Market – In the planning stages, this summer event will take place at the Village Center which will be open late, there will be food and craft booths, the community can come down to socialize, shop.

c. Landscape Committee: Patrick Jones – The Miller Road Landscaping RFP is ongoing with two landscape architects submitting proposals thus far.

d. Parks and Recreation Committee: Pam Cavagnaro and Michelle Garland reported that consultants with Waterleaf will be coming to the January 29 Board Work Session and the committee will provide a comprehensive committee report and recommendation. This work session will be at the Tualatin Valley Fire Station, which will provide more room than either the apartments or the office. Michelle will contact Krystle to get the key.

e. Policy Oversight Committee: POC is working on recommendations on ARC, may comment on fee issues, committee composition and funding. Anticipate meeting with ARC before making a presentation to the board.

Other Committee and Board items:

Two Alder Ridge Board Members have requested a meeting with Randy Arthur and Michelle Garland to discuss possible annexation by Forest Heights.

May 18 annual meeting: discussion regarding duties of the nominating committee; current board liaison and chair is Kevin Ross. Kevin will recruit committee members. Three board positions will be on the ballot. Candidate biographical info should be sent out in the March newsletter. Randy will mention this in his column in February.

ACTION ITEMS

The Board went into Executive Session at 6:10 pm to discuss a contract proposal for consulting services. Executive session was completed at 7:08 p.m.

Motion by Randy Arthur, second by Suzanne Hayden, to approve the consulting contract with Jim Main included with the Board materials.

VOTE:

Yes: Randy Arthur, Kevin Ross, Suzanne Hayden, Michelle Garland, Pam Cavagnaro, Patrick Jones, Jayne Calkins.

No: Tim Tees, Mary Shuhert

Motion carried.

STAFF REPORT

- a. Inclement weather report: J. Patrick Moore made a report concerning previous board decisions regarding snow removal. Discussion of policy. No board action taken.
- b. Complaint summary report

ADJOURNMENT

Meeting was adjourned at 8:07 pm.

Suzanne Hayden
FHHOA Board Secretary

Date