

FOREST HEIGHTS HOMEOWNERS ASSOCIATION, INC.

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BOARD OF DIRECTORS MEETING MINUTES

Tuesday, October 14, 2008

FHHOA Office

Attendance:

Board Members:

Present: Michelle Garland, Pam Cavagnaro, Mary Shuhert, Tim Tees, Jayne Calkins, Stuart Roberts, Patrick Jones, Michael Fletcher, Joseph Schutz

Absent: None

Association Counsel Stuart Cohen

Association Management Team: Stephen Herr, General Manager
J. Patrick Moore, Compliance Coordinator

Committee Chairs: Suzanne Hayden (AMOC)

Owners: Dayna Underhill (representing AMOC); Brad McMahon (FIT), Mark Ozbun (Board Member, Mill Creek Condos), John Gonzales (Board Member, The Gables)

OPENING

The meeting was called to order at 6:05 pm by President Michelle Garland.

OPEN FORUM

Brad McMahon from FIT (Field Improvement Team for Forest Park Elementary School) talked about problems with the school athletic field; there have been problems since it was installed. FIT is organized and motivated to get pricing on improvements to the field. FIT has funds allocated from the Forest Heights Soccer Club and other organizations. Looking to FHHOA to participate, he has made a formal request through Stuart Roberts and Eric Butterfield to the Budget & Finance Committee. Due to drainage and other problems, the field is currently usable about 3-4 months per year; they would like to make it available 9 months out of the year.

CONSENT AGENDA

a. Approve Minutes of the September 9, 2008 Board Meeting:

Motion by Mary Shuhert, second by Pam Cavagnaro, to approve the Consent Agenda.

Motion approved unanimously.

COMMITTEE REPORTS

4a. **Association Management Oversight Committee**: Committee Chair Suzanne Hayden and committee member Dayna Underhill updated the board regarding the items they have been working on in their committee meetings. The most recent task was to review employee benefits, and choose one broker to handle all the insurance products and policies involved. The committee has a task list to accomplish before the end of the year. This includes preparing a wage and salary scale for employees, creation of a policy about employee bonuses, reviewing the letter of expectation for the manager before his one-year evaluation, and development of a benefits policy for part-time employees. All recommendations will be brought to the board. The Board discussed the level of detail for minutes from this committee. Given the confidential nature of the personnel issues, minutes will be forwarded to the board and filed confidentially when appropriate as advised by Legal Counsel Stuart Cohen.

4b. **Communications Committee**: Director Jayne Calkins reported on the committee's recent meeting; there are draft guidelines in the report to the board. The committee is looking at "Going Green," by stepping up email delivery of the newsletter and reducing print copies. Advertising rates will be going up as of January 1, 2009. They hope to add more photos and continue improving the newsletter; adding new feature columns "Ask the Manager" and "Passages". The Committee will also be looking at production costs and how they will be affected by decreased printing and the advertising rate increase.

Motion by Michelle Garland, second by Mary Shuhert, to accept the Communications Committee Guidelines as presented. Motion passed unanimously.

4c. **Community Activities Committee**: General Manager Stephen Herr reported that the tentative CAC calendar for 2009 will be finalized, once the budget process is complete. Director Jayne Calkins reported the committee is planning on two community garage sales next year, based upon community input from the CAC survey. These garage sales will be simplified and require less volunteers.

4d. **Park and Recreation Committee**: Director Tim Tees reported that the committee had a quick meeting. They decided to authorize Landye Bennett Blumstein to produce a land-use study for Lot 265 and Track H. Tees will forward the legal memorandum to the Board Members upon completion. Tees also discussed the focus group questionnaires. The committee's target is to begin focus groups in November. The committee is still soliciting focus group questions from Board Members.

4e. **Trail and Habitat Committee**: General Manager Stephen Herr reported that the next committee meeting is November 5th. The committee is working on narratives for "5 Popular Short Hikes". In a joint effort between this committee and the Community Activities Committee, Chris Cohen wants to work on scheduling every-other-Saturday "Community Walks."

4f. **Landscape/Streetscape/Safety Committee**: Director Patrick Jones reported that the committee has not met since the last Board Meeting. There is interest in the committee, with possibly 3-5 new members. Jones will schedule a committee meeting before month end.

4g. **Policy Oversight Committee**: General Manager Stephen Herr reported that the committee is still looking for members. Due to resignations, there is currently only one committee member. Manager Herr will distribute some of the committee's responsibilities to the staff at future staff meeting.

4h. **Budget and Finance Committee:** Director Mary Shuhert reported that the budget is being worked on, and the third-quarter financials will be reviewed at the committee meeting next Monday night. The committee will make a presentation on the 2009 Operating Budget (two drafts will be presented), Common Property and Private Street Reserve Study and third-quarter financials (9/30) at the October 28 Board Work Session.

4i. **Architectural Review Committee:** Director Pam Cavagnaro reported that ARC had two meetings in September, the expenses exceeded revenue by approximately \$700. Manager Herr, Compliance Coordinator Moore and Director Cavagnaro will be meeting next week to discuss the future composition of the committee.

OLD BUSINESS

5. **Old Business:**

a. 2009 Board and Committee Budget Requests: The Board discussed the list of Board requests for 2009 and made some changes to the list. Total approved requests: \$10,875.00. This was not including community contributions which will be discussed at the October 28 Board Work Session.

Motion by Joseph Schutz, second by Patrick Jones, to submit the Board Budget Requests to the Budget and Finance Committee as amended. Motion passed unanimously.

NEW BUSINESS

6a. **Sub-Association "Meet and Greet"** – tentative date Thursday, 1/29/09

6b. **Annual HO Meeting Date:** - tentative dates: Tuesday, April 28; Wednesday, April 29; or Thursday, April 30; 7:00 p.m.

Motion by Tim Tees, second by Joseph Schutz, to have the annual meeting on March 15, 2009.

Motion by Michael Fletcher, second by Pam Cavagnaro, to table the motion. Motion to table passed unanimously.

6c. **Office Christmas Party** – tentative date 12/5 or 12/12, 5:30 pm to 7:30 pm. The Board decided to cancel the party.

6d. **Annexation Update:** President Michelle Garland and General Manager Stephen Herr met with representatives from Skyline Heights (Alder Ridge); they are still showing interest in pursuing the issue of annexation to Forest Heights. Garland and Herr gave them a list of due diligence issues for them to examine. Their dues are higher than ours annually; they would like better services than their current management company provides, as well as our newsletter, our ARC, and our Board. They also expressed interest in a possible community center.

MANAGEMENT AND STAFF REPORT

Management and Staff Report: General Manager Stephen Herr reported on the following:

- There was an accident on Miller Road at Wood Rose Loop. We have claims into State Farm on this accident.
- The front entrance and the bus stops have been painted.
- The Board received a letter this week regarding the issue of intrusive ivy. Staff will respond.

ADJOURNMENT

The meeting was adjourned by President Michelle Garland at 8:54 p.m.

Respectfully submitted,

[/Jayne Calkins/](#)

FHHOA Board Secretary