

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, December 9, 2008
FHHOA Office

Attendance:

Board Members:

Present: Pam Cavagnaro, Mary Shuhert, Tim Tees, Jayne Calkins, Stuart Roberts, Patrick Jones, Joseph Schutz, Michelle Garland (arrived at 6:10 pm)

Absent: Michael Fletcher

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); Mark Sieber (representing Neighbors West-Northwest); Debbie Rankin, owner from Montara.

Guests: Charlie Clark, President of NW Heights Neighborhood Association.

OPENING

The meeting was called to order at 6:05 pm by Vice-President Pam Cavagnaro.

OPEN FORUM

Debbie Rankin proposed that the Board consider making Lot 265 into a passive park. She presented a list of 8 reasons why she feels that the location would be ideal for such a park. She defines a passive park as a location with trees and benches and perhaps a water feature, but no playground.

NEIGHBORS WEST-NORTHWEST

Mark Sieber Executive Director and Charlie Clark, President of Forest Park Neighborhood made a brief presentation regarding the history, mission and work of Neighbors West-Northwest Association (NWNW). The Association is comprised of 12 neighborhoods and is an advocate of public issues, and a liaison between their neighborhoods and the City of Portland. The Board and Committees may be able to achieve some synergy in working with the NW Heights Neighborhood Association to address further development of Forest Heights Park, community safety concerns and other city-related issues. Sieber asked for two residents of FHHOA to volunteer and represent our community with their Association, stating it would not have to be the same two at every meeting but that having a minimum of two present would be optimum.

CONSENT AGENDA

Motion by Pam Cavagnaro, second by Michelle Garland, to approve the Minutes as submitted. Voting Yes: Pam Cavagnaro, Tim Tees, Mary Shuhert, Stuart Roberts, Jayne Calkins, Patrick Jones, Joseph Schutz, Michelle Garland
Abstaining: Patrick Jones (was not present at the November meeting).

COMMITTEE REPORTS

a. Association Management Oversight Committee: Committee Member Dayna Underhill gave the report:

- The question was raised of paid-out PTO when an employee leaves; they had intentionally excluded such pay-out for budget reasons. The Handbook is currently silent on this issue but will be amended.

Motion by Michelle Garland, second by Mary Shuhert, to go into Executive Session; motion passed unanimously.

The Board went into Executive Session at 6:44 p.m. and exited at 8:12 p.m.

Motion by Michelle Garland, second by Patrick Jones, to accept the recommendation of AMOC in Executive Session regarding Personnel Matters. Motion passed unanimously.

b. Communications Committee: Director Jayne Calkins gave the report:

- The committee met on November 13, and agreed to proceed with the advertising rate increase and links on the website.
- The committee is discussing a vendor service directory.
- General Manager Stephen Herr discussed the suggestion that the Newsletter go to electronic distribution; the Association has received numerous recommendations from owners. This will be discussed at a future committee meeting.
- The theme of the January Newsletter is "Going Green."

c. Community Activities Committee: Director Jayne Calkins gave the report:

- The committee is not meeting in December.
- The committee discussed volunteer burnout including the volunteers involved in the Easter Egg Hunt.
- The Second Saturday Stroll is starting up; hopefully these will be a success.
- The Night Market will continue but no longer as a fundraiser for the school.
- There will be two community garage sales in 2009, in May and October.
- The committee is looking at the possibility of adding more activities during the July 4th celebration.
- General Manager Stephen Herr added that he attended a city meeting regarding the city's intent to recoup a greater percentage of the cost of city expenses involved in such activities as parades. This may become a future budget concern for the permit required for the July 4th parade.

d. Park and Recreation Committee: Director Tim Tees gave the report:

- The committee held a field trip on December 3rd to Mountain Park Homeowners Association; seven (7) members were in attendance. Elsa Lemoine, the General Manager for Mountain Park, reviewed the process they used to achieve approval of the renovation of their Recreation Center.

- After the meeting at Mountain Park, Director Tees spoke with Robert Eisinger, the person who led their focus groups; he is interested in being involved in our process. He will hopefully attend the January P & R meeting.
- Director Tees talked with the marketing person who led their promotion process as well.
- Director Tees and Director Roberts sent out 14 Focus Group letters over the Thanksgiving weekend, and received only one reply.
- The committee will be meeting on December 16 to discuss the Off Leash Area proposal.

e. Trail and Habitat Committee: Director Stuart Roberts gave the report:

- The committee cancelled their December meeting. Second Saturday Stroll is January 10th.
- They decided to place a bench near the stream beside the newly developed Benfield Spur.
- Signs need to be ordered for the trailheads at the Benfield Spur; several other trailheads do not have signs yet, so they will get estimates for the needed signs.

f. Landscape/Streetscape/Safety Committee: Director Patrick Jones gave the report:

- The committee met with Carl Snyder from the Portland Office of Transportation (PDOT), and toured the Miller Road corridor relating to safety issues. Mr. Snyder seemed receptive to the suggestions of the committee.
- Chairwomen Margaret Rogers put together a PowerPoint presentation regarding the committee's work priorities on safety issues, which was shared with the Board.
- The committee meets again tomorrow at noon and all Directors are invited to attend and hear presentations from Officer Winters and Carl Snyder.

g. Budget and Finance Committee: Director Mary Shuhert gave the report:

- The committee reviewed the Board minutes and approval on the 2009 Budget.
- Committee Chair Don Bielen is writing an article for the January newsletter on the Neighborhood Improvement Budget, and will write a quarterly article updating what is happening with the Association finances as it relates to the budget.
- At the January 26th Committee Meeting, the committee hopes to have a rough draft of the financial statement for year ending 12/31/08.
- General Manager Stephen Herr has reviewed the Association's Certificates of Deposit and re-invested funds in new CDs with an interest yield around three percent.

h. Architectural Review Committee: Director Pam Cavagnaro gave the report:

- The committee met once in November, and there were very few submissions. The net cost was only \$100.
- Tomorrow is the public meeting on the proposal to partition Lot 347 into two parcels. ARC will review and approval the home design and landscaping plans prior to construction.

i. Nominating Committee: Director Joseph Schutz gave the report:

- Director Schutz had a conversation with a community member who contacted him with interest on being on the Board.
- General Manager Stephen Herr will send Director Schutz a list of possible Board Candidates.

The Board discussed improving the effectiveness and efficiency of the Board by reducing the number of Board Directors from nine to five or seven. The Directors asked Attorney Cohen and Manager Herr to investigate, create a plan to implement this reduction, and bring the proposal back to the Board for discussion. The Association By-Laws permit this amendment with Board approval.

MANAGEMENT AND STAFF REPORT

General Manager Stephen Herr gave the report:

- Our complaint handling report – the top three complaints have been vandalism, safety & speeding, and neighbor-to-neighbor issues. Safety & Speeding issues have been the top complaint.
- The “Ask the Manager” column for January will be on vandalism; we had three incidents at Mill Pond Park.
- If anybody needs to be invited to the Association “Meet & Greet,” on January 29th let us know. Invitations are going out next week. The Board recommended including the folks from the NW Heights Neighborhood Association.
- The office will be closed Christmas and New Year’s Day, we will have reduced staffing on Christmas Eve, the day after Christmas, and the day after New Year’s, but the office will be open on those days.
- The second page of the Agenda has the information on what’s happening in the next month. January Board Meeting is on the 6th.
- The March 10th Board Meeting will be at Forest Park Elementary School, prior to the Annual Meeting that evening.

OLD BUSINESS

a. Annual Homeowners Association Meeting Date: Tuesday, March 10, 7:00 p.m. at Forest Park Elementary School.

b. Update Task Force Activities – Go Green: The Go Green survey was reviewed and suggested changes were given to Michelle Garland. Michelle will be Board liaison to the task force. The Board is looking forward to recommendations from the task force and appreciates their work.

c. Common Area Strip – Maintenance Agreement: General Manager Stephen Herr reported that we are working on the agreement/permit. Association Counsel Stuart Cohen does not believe that an easement is appropriate, but a permit would be more appropriate. Some details need to be worked out further before it is ready. It will be presented at the next Board Meeting.

NEW BUSINESS

There was no new business introduced.

ADJOURNMENT

The meeting was adjourned by President Michelle Garland at 9:37 p.m.

Respectfully submitted,

[/Jayne Calkins/](#)

FHHOA Board of Director, Secretary