

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, July 8, 2008
FHHOA Office

Attendance:

Board Members:

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

Absent:

Association Counsel Stuart Cohen

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

Committee Chairs: none

Owners: none

OPENING

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

OPEN FORUM

There were no owners present for the Open Forum.

CONSENT AGENDA

a. Approve Minutes of the June 10, 2008 Board Meeting:

Prior to the meeting, Director Jayne Calkins had pointed out an extra "for" in the paragraph on the Communications Committee that should be removed.

Motion by Director Cavagnaro, second by Director Shuhert, to approve the Minutes as amended. Vote was unanimous.

COMMITTEE REPORTS

a. Community Activities Committee: Jayne Calkins reported that the July 4th celebration was successful and expressed thanks to the staff for all of their work. Jayne received good feedback on the food, and received a few suggestions. Tim Tees stated that some people complained that the

food lines were long. We do not yet have a count of the number served. General Manager Herr will evaluate the event at this week's staff meeting and make recommendations for improvement to CAC.

b. Park and Recreation Committee: Tim Tees reported that the committee will meet every third Tuesday at the Association office. The committee decided on their 2008-2009 goals: a dog park, improvement of Lot 265, further development of the City Park, work on the Pool and Community Center project, and engagement of one focus group in July or August to evaluate community support for proposed projects. The committee envisions going to the community membership for a vote on the Community Center project by next summer, between May and July. They will use the coming year to prepare for that vote.

c. Trail and Habitat Committee: General Manager Herr (acting Chair) stated that the committee is still looking for a chairperson. The committee has two sets of minutes posted and has another ready to post on the Association website. Included with the Board Packet was a request for funds to complete installation in the park (with pictures and diagrams of the proposed locations) of 8 benches that we already have. The proposal scaled back the project to include "softscape," rather than "hardscape" to save cost and allow for moving the benches should Mill Pond Park change in the future. Total cost \$7700. The Trails & Habitat committee originally asked for \$45,000 in the 2008 budget, and only \$20,000 was approved. The committee would like to postpone trailhead plazas, and instead use the budgeted funds to work on trail improvements and extensions, and install the benches. The committee will also coordinate several workshops to remove invasive plants from the common areas.

Motion by Director Shuhert, second by Director Garland, to allow the committee to reallocate the budgeted funds for installation of the benches.

Motion by Director Tees, second by Director Roberts, to amend to the motion to get a second bid on the project, and allow Manager Herr to decide and proceed with the project. After discussion, the amendment was withdrawn.

Vote on the original motion, to allow the committee to reallocate the budgeted funds for installation of the benches: Motion passed unanimously.

d. Landscape/Streetscape/Safety Committee: Patrick Jones reported that the committee is working primarily on public safety: crossings on Miller and trail and street intersections. The committee needs more members and would like to have a new chair, with Director Jones resigning as the chair and taking over as the Board Liaison.

e. Architectural Review Committee: Pam Cavagnaro reported that Caryl Hoffman has been to one meeting as a possible homeowner volunteer who could be appointed to the committee. Manager Herr recommended that the Board appoint Hoffman to the community member position for one year. No action was taken to appoint Hoffman at this time. Since the changes in fees and professional charges, a spreadsheet was developed that shows how much we have expensed and received from applications. J. Patrick Moore reported that the committee was in favor of the proposal from Steve Doss to divide Lot 347, and will be meeting with Doss on Thursday to look at the designs for the proposed houses for the Lot.

OLD BUSINESS

- a. **Board Liaison and Committee List:** President Garland submitted the list of Committee Chairs and Board Liaisons for ratification by the Board. AMOC seemed to be a bit board-heavy. Tim Tees expressed a willingness to resign from AMOC, resignation accepted. Still looking for committee heads for Safety and Trail committees. Janet Bebb and Richard Bosch have not responded to Tees, their names were removed from the Park & Recreation Committee list. The question was raised: would former board nominee Devidas Gupta be interested in serving on the Landscape/Streetscape/Safety Committee since he expressed interest in safety when he was running for the board? Director Jones will contact Gupta.

Motion by Director Garland, second by Director Shuhert, to approve the Board Liaison & Committee List as amended. Motion passed unanimously.

- b. **Flower Baskets – Special Project Support:** General Manager Herr explained the potential savings on flower baskets by setting up permanent irrigation. If the Board is intending to fund the flower baskets on a yearly basis, this will yield significant savings.

Motion by Director Garland, second by Director Jones, to install permanent irrigation for the flower baskets.

Motion by Director Tees, second by Director Roberts, to amend the motion to include taking money from the “Document Scanning” line item in the budget, have the manager get a second bid, and authorize the manger to make a decision on the contract.

Voting yes on the amendment: Stuart Roberts, Tim Tees, Joseph Schutz

Voting no on the amendment: Michelle Garland, Pam Cavagnaro, Patrick Jones, Mary Shuhert, Michael Fletcher, Jayne Calkins.

The motion to amend failed, 3-6.

Original motion, to install permanent irrigation for the flower baskets:

Motion passed unanimously.

- c. **Annexation Report:** Two Associations (Alder Ridge and Ridgeview) have come to us to request to be annexed into Forest Heights. General Manager Herr recommends that this be referred to the POC Committee to do “due diligence” on this proposal. Stuart Cohen reports that Ridgeview would need 100% approval of their owners to annex. Nauru (the developer) has been dissolved effective July 1, 2008; the POC should review this process and make a recommendation to the board before the FHHA decides to move forward with annexation of these two neighboring Associations.

NEW BUSINESS

- a. **Assessment & Delinquency Collection Policy – Resolution #39:** Manager Herr reported that the current policy allows for 18 months before the Association turns people over to collections. This policy caused concern during the audit with McDonald Jacobs; some accounts were written off as not collectible. Herr asked counsel *Landye Bennett Blumstein* to come up with a new procedure. The cover sheet showed the differences in the process. Treasurer Mary Shuhert reported that this had been discussed at several Budget & Finance

committee meetings and that they unanimously recommend approval of this resolution. The recommended process was very clear in the explanatory sheet.

Motion by Director Shuhert, second by Director Schutz, to approve Resolution #39.

Voting Yes: Michelle Garland, Tim Tees, Pam Cavagnaro, Patrick Jones, Mary Shuhert, Michael Fletcher, Joseph Schutz, Jayne Calkins

Voting No: Stuart Roberts. The motion passed, 8-1.

Motion by Director Roberts, second by Director Tees to reconsider the Resolution, with a change of the grace period from 30 to 60 days. Motion withdrawn. (Director Michael Fletcher left at 8:20 p.m.)

b. Board Priority List 2008-09: The Board Priority list was handed on to the current Board by the former Board. Discussion of Board Priorities will be postponed to the July work session.

c. Invest Policy Amendment – Resolution #40: Treasurer Shuhert reported that the Budget & Finance committee recommends passage of this resolution to assist in the prudent investment of association operating funds into Certificates of Deposit (CD's). Language in the policy was changed to include "or General Manager", "transaction", "Committee Member" and parenthesis; also "ratify such transactions" was changed to "will be notified" in the following paragraph: "The Budget and Finance Committee will approve investments to be made, the Treasurer or General Manager will execute approved investment transactions and the Board of Directors will be notified at the next meeting following the investment transaction. Overall review of investment performance and monitoring of policy compliance will be the responsibility of the Budget and Finance Committee. No conflict of interest for any Board Member, Committee Member or the General Manager will be allowed (i.e. no benefit or income from any investment transaction shall be received or accrued)."

Motion by Director Shuhert, second by Director Schutz, to approve Resolution #40.

Motion passed unanimously.

MANAGEMENT AND STAFF REPORT

General Manager Herr reported that he has signed up for the LSM seminar in Sunriver from September 10 to 12. The prior board signed off for his CAI Association Management Specialist certification (AMS). Herr has signed up for M201 (Facilities Management) and M205 (Risk Management) classes in August and September. The Board Work Session on July 29 will include a report on RAZ Transportation as well as the financial review for period ending June 30, 2008. Completion of the Reserve Study is targeted for the August 26th Board Work Session. Stuart Cohen reported that Nauru completed the transfer of five common area parcels to the Association. The parcel locations are: directly across from FH at the Cornell/Miller intersection; a strip of property near Gilliam Lane in Washington County; part of the triangle above the Brownstones; a section between Birkendene and Murdock; and a strip between the Mill Creek Condos and The Gables.

EXECUTIVE SESSION

Executive Session: The Board went into Executive Session at 8:33 p.m. to discuss legal matters. The Board exited the Executive Session at 8:50 p.m.

ADJOURNMENT

The meeting was adjourned by President Garland at 8:50 p.m.

Respectfully submitted,

[/Jayne Calkins/](#)

FHHOA Board Secretary