

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, August 12, 2008

FHHOA Office

Attendance:

Board Members:

Present: Michelle Garland, Pam Cavagnaro, Mary Shuhert, Tim Tees (by phone), Jayne Calkins, Stuart Roberts, Patrick Jones, Michael Fletcher (late arrival)

Absent: Joseph Schutz

Association Counsel Stuart Cohen

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

Committee Chairs: none

Owners: Dayna Underhill (representing AMOC)

OPENING

The meeting was called to order at 6:04 pm by President Michelle Garland.

OPEN FORUM

There were no owners present for the Open Forum.

CONSENT AGENDA

a. Approve Minutes of the July 8, 2008 Board Meeting:

The minutes were removed from the Consent Agenda for corrections.

Minutes were corrected to include the specific verbiage changes to Resolution 40, Investment Policy; General Manager and Treasurer to notify Board of investment transactions vs. ratify investment transactions, etc.

Motion by Director Michelle Garland, second by Director Mary Shuhert, to approve the Minutes as amended. Unanimously approved.

COMMITTEE REPORTS

a. Association Management Oversight Committee: The Board entered Executive Session at 6:11 p.m. to discuss employment and collection matters. The Board exited Executive Session at 6:56 p.m. Director Michael Fletcher arrived at 6:54 p.m.

Motion by Director Pam Cavagnaro, second by Director Patrick Jones, that FHHA authorizes Legal Counsel Stuart Cohen to begin foreclosure proceedings on the Lot in collections. Unanimously approved.

b. Community Activities Committee: General Manager Herr gave the report:

- The final agreement with the caterer for the meals at the July 4th celebration was 1900, and the event came in \$ 1,000 under budget.
- The Night Market was successful for a first-time event. The proceeds of approximately \$4000 will be sent to the Forest Park School Foundation.
- Quinn's put on the "Dog Days" celebration, which raised about \$4,000 for the Humane Society.
- The International Fall Festival, a change from the previous Oktoberfest celebrations, will be on Saturday, September 6. The change was the result of a discussion at a committee meeting and the desire to reach out to a broader group of members. We will have six different varieties of food, with each booth giving out two different food items. At the CAC meeting on August 13th, the committee will be sampling foods from several caterers and making final selections for the event.
- The committee will be establishing the event schedule for 2009 before year end, in order to present their calendar to the community in early January; budget requests will be submitted for each event by September 15th.

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

- Waterleaf made a presentation at the July 15th meeting; however, the size of the facility in their presentation was 14,000 square feet, rather than a 10,000 square foot building as requested in the RFP. Waterleaf will make a presentation at the next meeting with the adjusted figures. This should reduce the cost for a community center from the \$5.9M figure for a 14,000 square foot building. The committee should be ready to make a presentation to the Board regarding a scaled-down building in September, followed by some focus groups to gauge community interest and get feedback on the proposal. Should feedback from this random sample of the community be positive, the committee will proceed with Town Hall style meetings.
- Tees spent time talking with the City regarding further development of Forest Heights Park, the city park adjacent to the school. The City seems resistant to further development.
- There are about a dozen people who have formed a Dog Park Task Force. Linda Nelson originally agreed to chair this task force but has stepped down due to an impending relocation. A new chair is being sought.
- The City has been installing "Skate Dots," which are small, neighborhood skating areas (in contrast to large skate parks that draw in people from beyond the community they're in). The Park and Recreation Committee are looking into the concept. The City has installed them in a number of neighborhood parks but has not indicated willingness to do so at Forest Heights Park. Although Mill Pond Park would be a possibility, this would need to wait until we have some idea on the direction the community center proposal is heading.
- Lot 265 is under consideration for some type of Sports Courts.

d. Trail and Habitat Committee: General Manager Stephen Herr gave the report: The Association has not yet received a second bid on the project for a trail extension from NW Benfield Drive to the Boulder Creek Trail.

Motion by Director Michael Fletcher, second by Director Pam Cavagnaro, to allow General Manager Herr to procure the second bid, and upon receipt of the bid, that he evaluate the two bids and choose the best contractor to do the project. Unanimously approved.

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

- Jones met with General Manager Herr, and Margaret Rogers, and they surveyed the Miller Road corridor. They discussed the focus for the committee in 2009, which will be safety. The committee's priorities for 2009 are:
 1. Stop signs and marked crosswalks at the Miller Road/Thompson Road intersection.
 2. Crosswalk markings at specific sites along the Miller Road corridor, where trails are located, where crosswalks end on one side and begin on the other, and where foot traffic normally flows. These would include the Boulder Creek, Sword fern and Miller Hollow trails; Woodrose Loop/Hazeltine; and Bartholomew.
 3. Installation of a traffic island and crosswalk at the city park, north of the school, similar to the crossing at Durrett. Many children already cross Miller at the city park.
 4. Modify Miller Road between NW Cornell Road and NW Mill Ridge Road. This would be similar to the structuring of Miller north of the Village Center, where the uphill lanes are wider and the downhill lanes are narrower, as this tends to cause traffic to slow down naturally and mitigate speed.
 5. Repainting of yellow curbs in the community; there are a number of places where the curbs were previously painted by the city but most of the paint has worn off. This may be a volunteer effort, or handed off to maintenance staff.

f. Policy Oversight Committee: General Manager Stephen Herr gave the report:

- The committee will begin meeting again in October. Their projects for the current year include:
 1. Signs: completion of the announcement sign project, and approval of design for other signs, to be installed in future years.
 2. Mailboxes: the 2008 budget included money for cleaning posts; however, they want to investigate the possibility of neighborhood cluster boxes, which would greatly simplify maintenance.
 3. Rules and Regulations: gather disparate Rules and Regulations into one document that could easily be updated as needed.
 4. Insurance Coverage and Deductibles: review and recommendation on coverage levels and deductibles.
 5. Annexation: pursue study of annexation proposals.
 6. Disaster Preparedness Plan: Begin developing one for the community.

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

- The next B&F meeting is August 18; the focus is on the Reserve Study. She is unsure if David Schwindt (Reserve Study consultant) will be able to attend this meeting.
- The deadline for budget requests is September 15th
- Don Bielen, Committee Chair, will be writing an explanatory article for the newsletter concerning the budget process at Forest Heights. It will be general in nature.

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

- Patrick Moore has created a spreadsheet to track both ARC income and expenses; it includes the \$2,000 deficit that was created before the costs began to be tracked in June.
- Caryl Hoffman has officially joined ARC as the Board's community member appointee.
- The Committee has met with Dick Hartung, who is developing the Thompson Heights area, to discuss the development and building standards for that area.
- Steve Doss, the resident who proposed division of Lot 347 into two parcels, has met with ARC to present house plans for the two lots. ARC is generally pleased with the proposal. Steve's next step is to continue the process with the City of Portland to divide the Lot.
- A landscape plan has been approved for Lot 480, at the hairpin turn on Devoto, and the installation deadline is September 30th. Several Board members had previously expressed concern about the slow progress of landscaping this Lot.

OLD BUSINESS

a. Board Priority List for 2008-09: General Manager Stephen Herr solicited comments from the Board regarding priorities for the year. Eight Directors responded; he summarized the responses on a spreadsheet, which shows this year's list, last year's list, and the Manager's Letter of Expectations, highlighting where the various priorities correspond to one another. The priorities are based on the number of Directors commenting on each general category listed.

b. Investment Policy Amendment: This topic was addressed with corrections to the minutes.

Director Tim Tees disconnected telephonic communication with the Board at 8:49 p.m.

c. Basketball Hoops – Policy: General Manager Stephen Herr handed out a draft of "Rules and Regulations" for basketball hoops. This draft will be included in the POC Rules and Regulations proposal to the Board. Directors were asked to respond to Manager Herr with hoop rule corrections and comments.

NEW BUSINESS

a. Board Dinner schedule: Due to conflicts for time, the Board Dinner will be scheduled on a Saturday evening in October. Director Pam Cavagnaro will send out possible dates for Board member feedback. This dinner will include Board members and spouses. Proposed location is the private room at MacTarnahan's Brewpub (Portland Brewing) in Northwest Portland.

b. Meet & Greet – Sub-Association Meeting: This meeting has been postponed until October or November.

c. "RAZ" Task Force: The task force should be named the "Community Transportation Task Force". The RAZ contract will be up for renewal early next year. The Task Force will look at service levels, contract prices and cost containment. President Garland is still seeking a chair for this task force.

d. “Go Green” Task Force: A number of people responded to the newsletter article that mentioned that our Landscaper uses casoron. The Task Force will look at ways in which the Association can accomplish things in an environmentally friendly manner. Devidas Gupta, Board Candidate in May, will be leading this Task Force. He has received a to-do list, and will look at budget costs, and what sorts of things can be done. The task force has a limited scope and timeline.

New Item: Legal Counsel Stuart Cohen mentioned that Steve Lund, an early member of the Advisory Committee, died of a heart attack recently while on vacation.

MANAGEMENT AND STAFF REPORT

General Manager Stephen Herr reported that all his topics were already touched on with the above reports and actions.

ADJOURNMENT

The meeting was adjourned by President Michelle Garland at 9:12 p.m.

Respectfully submitted,

[/Jayne Calkins/](#)

FHHOA Board Secretary