

FOREST HEIGHTS HOMEOWNERS ASSOCIATION, INC.

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## BOARD OF DIRECTORS MEETING MINUTES

Tuesday, October 13, 2009

Tualatin Valley Fire Station #60 (off Cornell Road)

### Attendance:

#### **Board Members:**

**Present:** Eric Butterfield, Jayne Calkins, Pam Cavagnaro, Michael Fletcher, Stuart Roberts and Joseph Schutz

**Absent:** Sherrill Corbett

**Association Counsel:** Stuart Cohen

**Association Management Present:** Stephen Herr, General Manager

Molly McManus Oliver, Compliance Coordinator

**Committee Chairs:** None

**Owners:** Steve Brenner, Ann Esvelt, Terry Esvelt, Marilyn Kelley, Paul Kelley, Vladimir Khary, Feng Liang, Dana Murphy, Julie Peterson, Mike Weedall and Susan Weedall

**Guests:** None

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### CALL TO ORDER

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The Forest Heights Homeowners Association Board of Directors (FHHOA, Association, Board) meeting was called to order at 6:01 pm by President Fletcher.

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### OPEN FORUM

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Resident Susan Weedall requested that the Board create a policy to review and approve private easements developed between residents and developers or other third parties (see attached letter). President Fletcher stated the Board would need to consult with Association Attorney Cohen.

Resident Steve Brenner discussed a recent ARC decision concerning the lot next to his home. He believes the decision may negatively impact him and adjacent homeowners. He requested that the Board refer the decision back to the ARC for reconsideration. He also requested that ARC procedures be modified to allow for impacted home/property owners to be notified of an ARC application prior to a decision being made (see attached request for reconsideration from Brenner). President Fletcher directed Manager Herr to investigate the ARC appeals process and respond to Mr. Brenner in writing within 30 days.

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## REAL ESTATE REPORT

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Steve Kaer of Coldwell Banker presented real estate information on the Forest Heights area. He stated 64 homes were sold from 1/1/09 to 10/13/09, and compared these figures to the same time period in previous years. Mr. Kaer reported that currently there are 70 homes for sale and nine homes pending. He commented that Forest Heights is an active market – he believes the bottom of the market occurred in April or May.

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## CONSENT AGENDA

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Approve Minutes of September 8, 2009 Board Meeting

**Motion by Director Cavagnaro to approve the minutes, second by Director Butterfield. Motion passed unanimously.**

Approve Board Code of Ethics and Conduct

President Fletcher removed the Board Code of Ethics and Conduct from the Consent Agenda because of concerns raised by Director Roberts regarding Section B.4 - Conflict of Interest. President Fletcher asked Directors Calkins and Corbett to review the section in light of the comments presented and bring the document back to the November 10, 2009 meeting for approval. Also, Director Schutz asked that something be added to specifically address proper respectful conduct between directors.

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## MANAGEMENT REPORT

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Manager Herr presented his Management Report to the Board (see attached report).

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## DISCUSSION RELATING TO MANAGERS REPORT

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**2010 Budget Process:** The Budget and Finance Committee will meet on October 19, 2009 to finalize the budget in preparation for the November 10, 2009 board meeting. Manager Herr anticipates the board voting on the budget at that meeting. Should the board not approve the budget at that meeting, a special meeting would need to be held, as the budget needs to be approved by December 1, 2009 so it can be communicated to residents in a timely fashion.

**Bad Debt Review:** Manager Herr reported that he will be convening a committee of association staff, legal counsel and the Budget and Finance Committee chair to decide how much of the bad debt to write off before year end.

**Annual Meeting:** Manager Herr reminded board members that the annual meeting is set for May 4, 2010. The annual meeting is now the first Tuesday in May, as set forth in the amended bylaws approved at the September 2009 meeting.

**Code of Conduct for Forest Heights Shuttle Bus:** Manager Herr described the need for a shuttle bus rider code of conduct. Increased ridership to the transit center by high school students (due to

free TriMet bus passes on Portland Public Schools student i.d. cards) has led to complaints about unruly teen behavior. There was also discussion about ways to limit ridership to FH residents only.

**Focus Group:** John Horvick from DHM Research is scheduled for a kick-off meeting of the focus group project on October 21, 2009.

**Safety, Streetscape and Transportation Committee:** Manager Herr asked the board to weigh in on a proposal from the committee to install traffic calming islands along Miller Road at Woodrose Loop and Hazeltine. The estimated cost of the project is \$35,000. The islands are anticipated to reduce traffic speeds by 3-5 mph. General consensus from board members was that the cost was prohibitive given the economic climate. The committee also asked the board to consider setting aside funds in the reserve fund account for repainting community light poles. General estimates put the size of the project at \$300,000. The board will address this issue after a policy is approved by the board for expenditures of non-owned association property. President Fletcher is currently developing a draft policy to bring before the board for review.

**Mill Pond Update:** Manager Herr reported on a successful meeting held October 7, 2009 with representatives from the West Multnomah Soil and Conservation, OTAK, the G2 Committee, President Fletcher and FH HOA staff. The group learned that the dredged material cannot be used as fill. The group also learned that there are natural ways to reduce algae bloom; including planting more shade trees near the pond and raking the blooms off the water. OTAK shared information about 31 upstream devices that need to be emptied of sediment on a regular basis. Manager Herr reported that dredging can move forward, as the permits required are still active. The cost of the project still needs to be calculated. The window of opportunity for dredging is between July 4<sup>th</sup> and September 15<sup>th</sup>. Given the 6-9 month lead time required for permitting the project, plans need to be finalized by the end of the year.

Director Roberts reminded the board they had asked to see all options for the pond presented before a decision to move forward with one plan was agreed on. Manager Herr was requested to present alternatives to the board besides dredging.

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## OLD BUSINESS

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**Safety Committee Revised Guidelines and Board Liaison:** Revised Safety, Streetscape and Transportation Committee Guidelines, written by Committee Chair Mark Sanzone, were presented to the board for approval.

**Motion by Director Calkins to approve the committee guidelines, second by Director Cavagnaro. Motion passed unanimously.**

Director Butterfield stated he can no longer serve as Board Liaison for this committee. President Fletcher stated he will fill in until a new Liaison has been designated.

**Board Policy Resolution for Non-Owned FH HOA Property Improvements:** President Fletcher has drafted policy language but has not finalized the document. He intends to email the document to board members for input in the next few days and intends to bring the final document to the November board meeting.

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## NEW BUSINESS

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**Park & Recreation Committee Chair:** President Fletcher announced that Director Butterfield has agreed to chair this committee.

**President Fletcher recommends ratifying the appointment of Director Butterfield as Chair of the Park & Recreation Committee. Second by Director Schutz. Unanimous ratification.**

**Landscape Contract:** Director Cavagnaro asked if the landscape contract was being reviewed. Director Roberts commented that the G2 Committee is involved with Manager Herr in creating an RFP. A new contract needs to begin January 1, 2010. The RFP will request options for organic fertilizer, herbicide and pesticide. The goal is to have the RFP out to bid by October 31, 2009.

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## ADJOURNMENT

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The meeting was adjourned by President Michael Fletcher at 7:55 p.m.

Respectfully submitted,

[/Jayne Calkins/](#)

FHHOA Board of Director, Secretary

[/November 10, 2009/](#)

Date

Attachments:           Weedall  
                              Brenner  
                              Management Report

**Forest Heights Home Owners Association  
Board of Directors**

October 13, 2009

**Request for Reconsideration of an ARC Decision and Modification  
of the ARC Process**

From Sharon and Steven Brenner, 9141 NW Murdock Street

Background

At the October 1, 2009 ARC meeting a decision was rendered giving permission for the owner of Lot 279 to remove existing, long-standing ARC approved landscaping to return the lot back to unimproved status.

Home owners contiguous to and across from the lot were not given notice of the consideration of the change in status of the lot. Said change might well have significant negative impacts on those home owners. Without any notice these owners were unable to provide input to the discussion held at the October 1, 2009 meeting.

Further, ARC members may not have visited the site to assess the various impacts (possible increased erosion or decreased safety) that might result from the removal of the landscaping prior to making the decision nor did they speak with any lot neighbors. Such a visit would seem to be important for making such a status change decision.

Requested Board of Directors Actions

It is herewith requested that the FHHOA Board of Directors:

1. Refer the above discussed ARC decision back to the ARC for further review and reconsideration, including both a visit to the lot by ARC members and notice to the home owners within a minimum of two lots in either direction on both sides of the street of the scheduled reconsideration.
2. Direct the ARC to modify its procedures so that relevant information for ARC decisions is solicited from impacted home/property owners. Email notice of ARC meeting agendas sent out 48 hours before ARC meetings might be an appropriate first pass at such a procedural modification.

Rationale for the Requested Board of Directors Action

The FHHOA is an organization dedicated to providing positive and appropriate oversight of the land use decisions of the Association's members. Decisions made without an opportunity for impacted owners' input would seem to be antithetical with the objectives of the Association.

September 30, 2009

Dear Board Members,

As a group of concerned Forest Heights' residents, we are asking the board to develop a policy that requires the FHHOA review and approve private easement proposals that are negotiated between Forest Heights' individual residents and developers.

Our concerns stem from the lack of community discussion and FHHOA review of the Dumar easement. This private easement agreement was negotiated in 2006 between two Forest Heights' property owners and a developer who planned to create a subdivision in Washington County. FHHOA's legal opinion at that time was that the association could not be involved in reviewing this agreement. Our understanding was that the developer asked if approval was required, and was informed by Jim Main, then general manager of Forest Heights, that FHHOA approval was not needed for this agreement to proceed.

A group of concerned residents asked for review of this decision during the June 13, 2006 FHHOA board meeting. Until our presentation, the board and the general manager were unaware that this easement would discharge storm water into Mill Pond. Also, it was not understood that the easement would allow adjacent neighbors and developers in Washington County to connect to this easement. Based on pending development proposals, it was estimated that additional storm water discharge from approximately 35 homes would enter Mill Pond. The board and general manager also had not been informed that the existing storm water line would need to be upsized, requiring significant road construction which would originate between lots MPB5L16 and MPB5L17, and run along Mill Pond road to the vicinity of the wetland trailhead.

Private easement agreements have the potential to negatively affect Forest Heights' common properties (Mill Pond, trails, parks, streams, dwellings, etc.), as well as potential negative impacts to individual property owners who adjoin the properties that are seeking the easements. We also believe that FHHOA should have approval authority over private easements because of the long term financial impact for the maintenance of Mill Pond and surrounding trails and trailheads. We believe that individual homeowners cannot sign contracts or take actions that will burden adjacent Forest Heights' residents and common areas.

We now have a new opportunity to determine whether a policy that would allow FHHOA review and approval authority to grant storm water easements to FHHOA homeowners should be developed. The developer who forged the Dumar easement agreement has foreclosed on his Washington County property and is in the process of releasing the easement back to the City of

Portland. A narrow window of opportunity exists to clearly examine and develop a policy to review storm water easements.

We would be happy to discuss this issue with individual members of the Board prior to its next meeting. Susan Weedall is the best person to contact at 503-545-4189. Thanks in advance for your consideration of this issue.

Sincerely,

Susan & Mike Weedall, 10412 NW Burkhardt Ct.

Ann & Terry Esvell, 1906 NW Norfolk

Marilyn & Paul Kelley, 2337 NW Mill Pond Rd.

Feng Liang & Bei Ye, 2411 NW Mill Pond Rd.

Jun Xu & Xiuling Ma, 10418 NW Burkhardt Ct.

Dan & Mary Ellen Peterson, 2423 NW Mill Pond Rd.

Difa & Vladimir Khary, 2419 NW Mill Pond Road

# Manager's Report to Board

Board Meeting – October 13, 2009

## **Board Correspondence from the Community:**

Letter from Susan Weedall (Mill Pond Road) – Regarding Board Policy on owners granting private easements; she plans to speak at the Open Forum (see attached letter (1) and Attorney Cohen's response).

Steve Brenner (FH Estates 5 – Murdock Street) – Has an issue with the ARC decision regarding an adjacent vacant lot. He may approach the Board at the Open Forum to appeal the ARC decision allowing an owner to revert an improved landscaped lot back to an unimproved vacant lot status; alleging that neighborhood property values would be affected (see attached letter (2) from Association to owner).

## **Committee Status Report:**

### **Safety, Streetscape and Transportation Committee:**

Revised committee guidelines being presented by Director Butterfield, Agenda Item 6.a.

### **ARC:**

Application activity slowing, committee meeting on an "AS NEEDED" basis; next meeting October 22, 2009. Committee being approached with alternative products for roofing materials, solar power and heating; new guidelines and prototypes will be established.

### **Budget & Finance Committee:**

**Budget** – First draft of the 2010 Budget being finalized for committee review on October 19<sup>th</sup>, with Board review on November 10<sup>th</sup>. Board approval must be completed by December 1<sup>st</sup>, because 30 day advanced notification required according to governing documents. The new budget is typically published in the December newsletter with a cover letter from the Chair of the Budget and Finance Committee.

**Accounts Receivable** – As of 10/5/09 total A/R (netting out A/R credits) equals \$97,485. Four (4) accounts paying under an arranged payment plan, twenty six (26) in collections totaling \$57,754, fourteen (14) accounts in foreclosure totaling \$6,716 and fifty-six (56) over 90 days, down from one hundred and ninety-three (193) on 8/30/09.

Final late notices have been mailed (penalty and interest fees included); owners given ten (10) day to pay otherwise they will go to collections. Bad debts write off YTD \$3,559 with a total bad debt allowance budgeted at \$26,000 (\$11,000 allowance with \$15,000 expensed as bad debt). A preliminary review estimates another \$26,015 to be written off to bad debt this year with a higher allowance next year. A meeting will be scheduled in early November with the Association Treasurer, Chair of B & F, General Manager and Attorney to evaluate delinquent accounts and bad debt write offs for this year.

### **G2 Committee:**

Sustainability Class – Only 4 residents attended the kick off class. The next class October 12<sup>th</sup> on Community Recycling presented by a Master Recycler, October 19<sup>th</sup> water conservation by the Portland Water Bureau and October 26 TBD; please refer to the FH HOA web site for additional information and meeting minutes. Community projects being discussed by the G2 Committee:

- 1) Community Garden & Greenhouse (including memorial)
- 2) Natural habitat restoration
- 3) Plastics and Recycling center
- 4) Harvest Share
- 5) Sustainability Fair/Education/Classes (Grants) –
- 6) Rooftop solar policies
- 7) Community carbon footprint assessment
- 8) Vendor sustainability audit/tracking and Landscape contract
- 9) Trailhead extensions
- 10) Earth Day

### **Community Activities Committee:**

Next event *Fall Garage Sale* October 10<sup>th</sup> 9:00 AM to 3:00 PM.

The committee is working on the events budget for 2010 and expanding the 4<sup>th</sup> of July fireworks show.

### **Project Update:**

**Mill Pond Park** – Lawn drainage project at Mill Pond by Willamette Landscaping delayed for two weeks.

**Mill Pond** - Notes from the October 7, 2009 - Mill Pond Restoration Task Force Meeting

#### *Introductions - Attendees*

*Mary Logalbo, W. Multnomah Soil & Water Conservation District, Planner*

*Dave Bowman, W. Multnomah Soil & Water Conservation District, Technical Assistant*

*Mike Peebles, OTAK*

*Mike Fletcher, President FHHOA*

*Kim Pfefer, G2 Committee, FHHOA resident*

*Stephen Herr, GM FHHOA*

*Richard Metzger, Maintenance Supervisor FHHOA*

#### *Mill Pond Background & Overview – Highlights from the Manager’s Chronology on Mill Pond from August 2009*

*Mill Pond chronology (written document in draft form) is a historical background dating back to the original 1988 improvement of Mill Pond, the proposed uses and the suggested maintenance of Mill Pond, including the surrounding FHHOA watershed areas. The investigative report from P.A.L.S.A. from 1999 indicated a rapid sedimentation of Mill Pond from storm events, creating a favorable physical condition for productive growth of aquatic weeds and algae. The report stated “the task at hand is to consider the preferred end use for Mill Pond, and determine whether it is compatible with the existing land use in the watershed.” The P.A.L.S.A. report identified four potential alternative Mill Pond scenarios for consideration:*

- 1) Conversion of the Pond to an Emergent Marsh*
- 2) Abatement of Upland Erosion and Sediment Transportation (BMP’s)*
- 3) Alternative # 2 plus treatment with aluminum sulfate and supplemental dredging*
- 4) No action*

*In 1996 the pond was dredged by Ken Leahy Construction removing 11,300 cubic yards of sediment costing \$217,436. The Otak report of 2002 by Mike Peebles recommended a maintenance plan to assess the physical condition of all watershed facilities. Peebles stated in his report that “once the build-out of Forest Heights is completed, no dredging is anticipated for Mill Pond unless impacted by a major storm event”. Future estimated costs for permitting and removal of the excess sediment is approximately \$100,000 (\$20 per cubic yard).*

*Manager Herr cited in the chronology several other plans including the Portland State Recreation Plan, Jones and Stokes Habitat Management Plan for the Common Open Spaces in Forest Heights and the David Evans & Associates Master Plan of 2006 stating that Mill Pond is an irreplaceable and prized asset rarely found in a community of this size. Forest Heights has the potential to beneficially affect aquatic habitat and water quality for miles downstream of the neighborhood. The Master Plan listed Mill Pond Restoration as the first project of major importance.*

*Currently the pond aeration system has failed and replacing submersible pumps is costly. Thirteen years of watershed sediment have filled the pond to a very shallow depth. The Association now needs to address this subject and decide on a plan to deal with the following Mill Pond issues: Weir and Pond Wall restoration, Shore Landscaping, and Park amenities. The Association's Common Property Reserve account estimates \$200,000 (+/-) for restoration plans.*

*Mill Pond Priorities – The current objective is to restore the pond aesthetic features. This may require multiple plans and phases to include dredging the pond, weir restoration, shore zone landscaping, inlet stabilization, upstream mitigation, including instream planting, sediment pond restoration and an all inclusive annual maintenance plan on all components of the watershed.*

*Review Current Conditions (Mill Pond Site Tour) – Mill Pond has filled with sediment and upstream/instream measures need to be maintained. New ideas and developments on how to maintain these features have surfaced since 1996. Ideas on how to management watersheds, including soil and water quality (storm water management) has also changed. These new ideas should be incorporated as part of the Mill Pond Restoration Plan.*

*Mike Peebles and Mary Lagalbo will look into the City of Portland's responsibility to maintain the upstream sediment ponds. FHHOA needs to hold the City accountable to the water quality standards established by the Clean Water Act. The effectiveness of the sediment ponds was questioned by Dave Bowman and he made numerous suggestions on how to improve their effectiveness in the watershed management plan.*

*Wildlife Habitat – Invasive Species & Native Plant Establishment – Not discussed.*

*E-Zone - (Mill Pond classified as R-10 and abuts P and C zones) – The permitting process will determine what will be allowed and approved.*

*Restoration Options - After discussing several options (listed above in the chronology) it was determined that all sediment (dredging spoils) in the pond must be removed because the clayish sediment is not good fill to create a wetland area or to enhance the island feature(s). Spoils typically have a residual smell/odor and do not stabilize for years. Proper soil (fill) would be shipped in adding an additional cost to the restoration plan. Other measures to enhance the shore zone and landscaping would be more cost effective (i.e. adding shade trees, the creation of landscape buffer zones/beds beside the pond and planting/instream measures) than transforming the pond into a wetland. Dave Bowman's expertise in this area will prove to be extremely beneficial in developing a comprehensive shore zone plan.*

*Development of Construction Plan – Mike Peebles from OTAK will prepare a scope of work for FHHOA to review and prepare a summary of the restoration project components. The best time to perform restoration work on the pond is between July 5<sup>th</sup> and Labor Day 2010.*

A permit – Permitting Process (Agency Process) – Typically takes 6 to 9 months to get permits. Not to early to start for 2010. Only the US Army Corps of Engineers and the City of Portland - BDS – BES would require permits for dredging. Any other restoration work may require additional agency involvement.

*Other Agencies – May not require a permit or be involved.*

*Oregon Dept. of Fish and Wildlife*

*Oregon Dept. of State Lands*

*Oregon Water Resources Dept.*

Other – (Financial Incentives for sustainable habitats) “Clean River Rewards Program” by BES may offer matching funds for restoration planting projects. Other agencies may offer conservation grants to cover other watershed improvement projects. Mary Lagalbo will provide sources and names.

*Storm water easements to the developers of the Dumar and McDaniel Glen projects in Washington County (behind Mill Pond Road) were not addressed.*

Maintenance Notes: *Dave Bowman and Mike Peebles made numerous suggestions on annual maintenance procedures for the watershed. FHHA needs to maintain these facilities as designed. Mike Peebles gave Manager Herr the original OTAK instream design measures booklet to locate these facilities. Willow and Cottonwood trees need to be introduced into our watershed to stabilize stream beds and banks. They agreed to write up their recommendations. Removal of the algae blooms and vegetation thinning is also an important part of the annual maintenance plan for Mill Pond and the sediment ponds.*

## **Personnel & Staff Update:**

Manager Herr has scheduled his last continuing education Class M-203 Community Leadership for Thursday and Friday (10/15 & 10/16). This will be the last of his six professional management courses before he proceeds with his PCAM case study either this winter or early next spring. Upon completion of the case study he will receive his professional association certification.

## **Other Topics:**

By-Law Amendment Update - Annual Meeting Date – The 2010 Annual Meeting date will be on Tuesday May 4, 2010 based on the By-Law change. We are currently checking to see if the school is available that night. Please place this date on your calendars.

## **Snow Plow Truck – Purchased F350 4x4 Regular Cab with snow plow package from Northside Ford**

Here were the bids:

Northside Truck - \$ 31,452      2010 - Ford F350 XL – V10 (which includes \$400 for Line-X and \$379 for tubular step sides + DMV registration (we will also get another \$1000 back when the plow blade is installed (special Ford rebate for commercial vehicles).

Wentworth Chevy – \$ 35,244      2009 – Chevy Silverado 2500 – V8 + Options (did not include Line-X or step sides)

Carr Chevy - \$ 33,876      2009 – Chevy Silverado 2500 Ext Cab – V8 + Options (did not include Line-X or step sides)

8 'Western plow blade ordered from ABC American Body Company (Dean Wells) totaling \$ 5,520 which includes installation. Blade on order 10/5/09 and should be installed on truck by month end in time for the winter weather.

**Emergency Preparedness Plan** – Finalized Winter Preparedness Plan being prepared for November Board Meeting.

**Shuttle Bus** – The Association needs to establish a rider/user “Code of Conduct”. Drivers are complaining about teenagers and unsupervised youth. Rider ship has increased because Lincoln High School students will issues free MAX-Light Rail passes. In the October newsletter we published the following article as a preface to the Code of Conduct.

### **Forest Heights Shuttle Guidelines**

In the interest of maintaining a pleasant rider ship experience, we would like to address some important concerns voiced by our Forest Heights HOA residents regarding our private ecoShuttle service.

As a community, along with our dedicated ecoShuttle drivers, we can ensure a safe environment and comfortable ride by following these guidelines:

**USE:** The shuttle is available for use only by Forest Heights HOA residents. Are you a resident of Forest Heights HOA? See our Neighborhood Map to find out. <http://www.fhhoa.com/web/about/map.asp>

**RIDERSHIP LOG:** ALL riders must sign the RIDERSHIP LOG presented upon boarding the shuttle and provide a **LEGAL NAME & FOREST HEIGHTS HOA ADDRESS**. The Rider ship Log is monitored by FHHOA to ensure proper use of the shuttle.

**CONDUCT:** All riders should be courteous and respect others on the shuttle and at all designated shuttle stops. Riders should be respectful and refrain from unbecoming conduct. We encourage parental assistance and reinforcement of this conduct with your children.

**PURPOSE:** The intended use of the private FHHOA shuttle is to facilitate transportation to the Sunset Transit Center, because public transportation in our community is currently not available. The shuttle does not have the capacity to replace regular school bus service provided by Portland Public Schools. Portland Public School bus schedules can be found at: <http://www.pps.k12.or.us/depts-c/bus/index.php>.

**CHILDREN:** For safety reasons children less than 10 years of age must be accompanied by an adult. Concerns may be directed to the FHHOA office at [contactus@fhhoa.com](mailto:contactus@fhhoa.com) or by calling (503) 297-9400. These guidelines are an excerpt from the Code of Conduct and Rules currently being reviewed by the Board of Directors of FHHOA for future publication.

**Installation of Cell Towers in Village Center** – Village Center owners are contracting with Clear Wire and AT&T to install two cell towers in the attic space of the Village center shops. Residents were noticed and concerns voiced; there were no aesthetic issues, so the Association did not oppose the request.

**Update on Fund Accounting & Software Project** – The purchase of new association software is not about fund accounting; it's about effective and efficient management of our community's data base. A full report will be given to the Board at the November Board Meeting based on the staff's recommendations from 2007 when the project was first approved.

**Focus Group** – John Horvick from DHM Research is very excited about starting the Focus Group project. The kick off meeting is scheduled for Wednesday, October 21, 2009 at President Fletcher's office. Attendees include DHM, M. Fletcher, S. Roberts, S. Herr and the new chair of the Park and Recreation Committee. A timeline will be discussed with a final presentation deadline of May 4<sup>th</sup> for the Annual HOA meeting.

**Next Board Meeting Tuesday, November 11, 2009 Tualatin Fire Station.**