

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, January 19, 2010

FHHOA Office

Attendance:

Board Members:

Present: Eric Butterfield, Pam Cavagnaro, Sherrill Corbett, Michael Fletcher, Stuart Roberts and Joseph Schutz

Absent: Jayne Calkins

Association Counsel: Stuart Cohen

Association Management Present: Stephen Herr, General Manager, Molly McManus Oliver, Compliance Coordinator

Committee Chairs: Devidas Gupta, G2 Committee Chair

Owners: Sharon Brenner, Steve Brenner, Ann Esvelt, Terry Esvelt, Michelle Huggins, Julie Peterson and Susan Weedall

Guests: Dr. Scott Burns, PSU Geology Dept.; Dominic Colletta, Lane Powell; Genc Emre, Otak

CALL TO ORDER

The Forest Heights Homeowners Association Board of Directors ARC Appeal Hearing to be followed by the Board Meeting. Call to order at 5:35 pm by President Fletcher. Secretary Calkins was absent; President Fletcher asked Director Corbett to act as Secretary for the meeting.

ARC Final Appeal – Vacant Lot Status Estates 5, Lot 279

Mr. Brenner, appellant, stated his concerns about erosion on Lot 279. He shared a portion of a report completed in 1998 by GRI Geotechnical /Environmental Consultants indicating that there had previously been a landslide in the common area behind Lot 279.

Mr. Colletta, attorney for Ms. Biever, Applicant/Respondent, stated his client wished to retain the rock wall and all trees on the property. She wished to remove all ornamental plantings and the lawn, and replace them with native grasses. At that point she wished to have the lot held to “vacant lot status” rather than “improved lot status”.

President Fletcher asked for a recommendation from staff. Manager Herr referred the Board to the staff’s report on the appeal, noting that, “It is staff’s recommendation that the Board reverse the ARC’s decision and require that Lot 279 be left in its current, improved state. Ms. Biever should be asked to continue to maintain the lot to the standards of an improved lot, with the exception that she should not be asked to provide a water source to irrigate the property.” Manager Herr noted that should Ms. Biever wish to replace the grass currently on her lot with native grasses, she could submit a revised landscape plan to ARC for their review.

Motion by Director Cavagnaro to approve staff's recommendation to require Ms. Biever to maintain her lot to the standards of an improved lot, with the exception that she not be asked to provide a water source to irrigate the property, seconded by Director Corbett. Motion passed unanimously.

OPEN FORUM

There were no owners requesting to speak at the Open Forum.

CONSENT AGENDA

- a. **Approve Minutes of November 10, 2009 Board Meeting**
- b. **Approve EcoShuttle Bus Ridership Guidelines and Code of Conduct**
- c. **Approve Winter Preparedness Plan**
- d. **Approve Policy Resolution #9 – Non-owned Association Property**
- e. **Approve Amendment Administrative Resolution #16 – Procurement Policy**

President Fletcher stated that Director Cavagnaro had asked that items (d) and (e) come off the consent agenda. Item (d), Approve Policy Resolution #9, Non-owned Association Property, would not be discussed this evening. Item (e), Approve Amendment Administrative Resolution #16 – Procurement Policy, would be moved to unfinished business.

Motion by Director Corbett to approve the consent agenda (items a – c), second by Vice President Butterfield. Motion passed unanimously.

MILL POND PROPOSAL

Manager Herr brought back to the Board Otak's proposal from October 23, 2009, to provide planning, engineering and surveying services relating to the restoration of Mill Pond and water shed maintenance. At the request of the Board, Manager Herr obtained clarification on the fees to be charged. He also invited Genc Emre, Principal at Otak, to speak about the scope of work of the project and his personal experience in the first dredging of Mill Pond. Manager Herr recommended to the Board that they approve the proposal for \$9700 so that the Mill Pond project can move forward.

Motion by Director Roberts to accept Manager Herr's recommendation and approve Otak's proposal for planning services, second by Director Corbett. Motion passed unanimously.

COMMITTEE REPORT – G2

Chair Devidas Gupta reported on the committee's composition, accomplishments and goals for the next six months. Director Roberts asked for Chair Gupta to elaborate on the committee's work on the Landscape RFP. Chair Gupta reported that the committee members are passionate about organic fertilizers and believe that going completely organic is optimum. They understand this goal may increase the cost of landscaping. The committee will be involved in reviewing bids and interviewing contractors.

Chair Gupta also presented a Policy Statement on Sustainable Plantings to the Board for their review. Director Roberts stated he wanted the statement to be on the Board's February agenda for a vote, and asked that Board members provide Chair Gupta with their comments on the policy statement before the next meeting.

MANAGEMENT REPORT

Manager Herr presented his Management Report to the Board.

DISCUSSION RELATING TO MANAGERS REPORT

Safety, Streetscape and Transportation Committee:

EcoShuttle: Manager Herr clarified that recent communication reminding residents that the shuttle has a 20 person limit was not intended to exclude high school students. It was intended to remind all riders to have alternate transportation arrangements should the shuttle bus be at capacity. Staff is still evaluating a sticker system to identify resident shuttle riders.

Repainting of Cross Walk – Miller and Mill Ridge: Committee has completed AFR requesting \$1900 to repaint the cross walks at this intersection, as well as \$2000 to install “Stop Ahead” markings on both directions of Miller as drivers approach the stop sign. Manager Herr recommends approval of this AFR.

Weather warning signs: After the last snow storm, residents have requested that temporary signage be put up on steep roads warning of slippery/icy conditions. Staff will be investigating alternatives. Attorney Cohen suggested checking with HOA’s insurance carrier to find out if signs would increase the Association’s liability.

Snow Plowing: Manager Herr announced that the plowing done during the snow event on December 29, 2009 was very successful and had received compliments from the community.

Budget and Finance Committee: The committee met on January 18, 2010 and discussed the HOA’s office lease, which is up for renewal May 31, 2010. The committee will be exploring leasing alternatives.

G2 Committee: Manager Herr and the G2 Committee will be interviewing landscape contractors in March and expect to forward a recommendation on awarding the contract to the Board at the April meeting.

Community Activities Committee: The committee met on January 11th with the owners of the Village Center. There is a balance of \$5,363.75 available from the owners to promote community Village Center events. The committee requested that these funds be allocated for 2010 events. It is uncertain what funding the owners will provide after this year.

Communications Committee: Manager Herr announced Kim Monaco had been hired as the new F/T Communications, Marketing, and Event Coordinator.

Park and Recreation Committee: Committee Chair Butterfield submitted an AFR for \$1500 to have lot 265 surveyed as a precursor to developing a landscape plan for this common lot. Chair Butterfield noted that staff will confirm whether a survey had been done on the lot previously and if one has been previously done and is useable for this purpose, the \$1500 would not be spent. Manager Herr recommends approval of this AFR.

Motion by Director Cavagnaro to approve AFR for up to \$1500 for survey of lot 265, second by Director Corbett. Motion passed unanimously.

Committee Chair Butterfield submitted second AFR for \$2950 for the Waterleaf Consulting firm to investigate suitability of the Scottie Pippen property as a community center for Forest Heights. It was explained that the committee members met with the realtor listing the property. The committee wants to investigate the zoning restrictions and feasibility of the property as a community center. When

asked for his recommendation, Manager Herr stated he had concerns about approving funding of this AFR request at this time. He expressed his belief that there are other options to consider in this real estate environment. Director Roberts commented that as a Board, they should ask the committee for more information before the Board acts. No motion was proposed.

Volunteer Appreciation Reception: Manager Herr announced the reception would be held Friday, April 16, 2010 at the Paragon Restaurant.

SST AFR for Repainting of Cross Walk: Manager Herr asked for a vote on this request.

Motion by Director Roberts to approve only the \$1900 expenditure for cross walk repainting, second by Vice President Butterfield. Motion passed unanimously.

UNFINISHED BUSINESS

a. Policy Resolution – Mill Pond Watershed – Susan Weedall

Resident Susan Weedall submitted a policy resolution intended to minimize negative impacts to the Mill Pond watershed from sources both inside and outside of Forest Heights. Ms. Weedall stated the resolution had been vetted by the G2 Committee and had received unanimous approval. Ms. Weedall is looking for feedback from the Board; comments should be routed to Manager Herr. It is her intention to incorporate any comments or suggested changes and then bring the resolution back before the Board next month for a vote.

b. Amendment Administrative Resolution # 16 – Procurement Policy

Manager Herr re-drafted this resolution to accommodate situations where there is only one vendor (Sole Source) with the background, history or experience to handle work for the association. There was minor editing of the resolution (see attached Amended Resolution #16).

Motion by Director Roberts approving the Amendment Administrative Resolution # 16 – Procurement Policy seconded by Director Cavagnaro. Motion passed unanimously.

NEW BUSINESS

Nominating Procedures and Schedule: Director Schutz reported that one resident has put their name forward as a candidate for the Board. He asked Manager Herr to continue to use the Association's communication tools to announce that there are two positions on the Board to be filled. Manager Herr stated there would be an article in the February newsletter. Manager Herr also announced a Candidate Forum is scheduled to be held Saturday, April 17, 2010 from 10 – 11 am (location to be determined).

EXECUTIVE SESSION

Motion by Director Schutz, second by Director Corbett to go into Executive Session to discuss personnel matters. Motion passed unanimously.

The Board went in to Executive Session.

Motion by Director Butterfield approving the 2009 Letter of Objectives Performance Bonus for General Manager Herr seconded by Director Roberts. Motion passed unanimously.

The Board scheduled another Executive Session for next month.

ADJOURNMENT

The meeting was adjourned by President Michael Fletcher.

Respectfully submitted,

[/Sherrill Corbett/](#)

FHHOA Board of Director, Acting Secretary

[/February 9, 2010/](#)

Date