

# **Clear Hills Condominium Homeowners Association**

## **Board Meeting**

January 25, 2017  
Garden Home Recreation Center

Board Members Present: Dana Cress, Chair  
Michael O'Rourke, Vice Chair  
Dick Wissmiller, Treasurer  
Tom Herburger, Secretary  
Paul Cofer, Director

Attendees: Jackie Nudelman Wilma Jane Balick Jim Cieslinski & Beverly Culp  
Suzie Herburger David Olsgard Alyssa O'Rourke Lynn Drake  
Scott Cress Harold & Evelyn Murphy Mike & Chris Cusick Sue Berry  
Ford Montgomery & Nany Grader Janice Marvin George Davidson  
Bobbie Wissmiller Wilma Loftesness

### **Welcome and Call To Order:**

Dana welcomed everyone and called the meeting to order at 5:13 PM.

Minutes of the December 14, 2016 meeting were approved as submitted.

### **President's Report:**

See report attached to annual meeting held before this meeting.

### **Treasurer' Report**

#### **Current Financials**

Operating Account Balance \$53,128.93 as of December 31, 2016

Reserve Account Balance \$48,784.91 as of December 31, 2016

December financial statements have been posted to our website. Our financial records for 2016 are currently at our CPA firm for review. They will also be filing our 2016 tax returns.

### **FHA Approval Update:**

FHA changed their requirement to have a development such as ours to have a minimum of three homes up for rent at any given time to be eligible for FHA financing. Because of this requirement, the board voted not to seek FHA status.

### **Committee Reports:**

Paul Cofer presented the "Seismic Shutoff Valves For Clear Hills HOA" (Copy available at [www.clearhills.org](http://www.clearhills.org)). The Board reiterated that this project is not an HOA responsibility. Paul will be contacting individual homeowners to see if they want to install the devices. The cost of the devices will be paid by homeowners.

There were no other committee reports

Old Business:  
None

New Business:  
None

Owner Discussion:  
Homeowners would like the board to pursue options for snow removal if we have future snow storms.

Meeting Adjourned at 5:45 PM

Next meeting will be at 4:30 PM on February 8, 2017 at the O'Rourke home 7500 SW Clear Hills Drive.

Respectfully submitted by:  
Tom Herburger, Board Secretary

**CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION BOARD MEETING**

**Meeting Date: February 8, 2017**

**Meeting Held at the O'Rourke Home**

**Board Members Present:**

Dana Cress, Chair Absent from meeting  
Michael O'Rourke, Vice Chair  
Dick Wissmiller, Treasurer  
Tom Herburger, Secretary  
Paul Cofer, Member at Large

**Homeowners Present:**

Bobbie Wissmiller    Alyssa O'Rourke    Harold Murphy

**Welcome and Call To Order:**

Vice Chair Michael O'Rourke welcomed everyone and called the meeting to order at 4:30 PM

Minutes of the January 25, 2017 meeting were approved as submitted.

President's Report: None this month.

**Treasurer' Report**

**Current Financials**

Operating Fund Balance	\$40,416.03 as of January 31, 2017
Reserve Fund Balance	\$48,788.22 as of January 31, 2017

January financial statements will be posted to the website within two weeks.

Wells Fargo has been invoiced for January and February's HOA dues and has agreed to mail us a check. As of 1/31/2017, all homeowners are current on their HOA dues.

**Committee Reports:**

**Emergency Preparedness--Paul Cofer**

Seismic Control Valves will be installed on natural gas meters at six homes on February 24, 2017.

A motion was made and seconded to install a Seismic Control Valve on the natural gas meter at the swimming pool. The cost of \$400 will be paid by the HOA.

In early March six more homes and the swimming pool will have valves installed.

Two more homes will have the valves installed in the Spring. In addition, two additional homes are considering have gas installed in their homes, and if they do install natural gas they will also install Seismic Control Valves.

Paul Cofer has agreed to research the location of gas shutoff valves for each home in Clear Hills. He will add these locations to an existing map of water shut off valves. The map will be provided to each homeowner. This will be very useful for homeowners and emergency workers if we ever have an earthquake that could damage these systems.

**Landscape--**

We lost a pine tree in the common area between the Schreiber/Grader/Montgomery homes. It will be replaced this Spring and paid for from our tree replacement fund in our 2017 Operating Budget.

ARC Report    No new requests

**Old Business:**

The Board elected the following officers for 2017. Their terms were effective 1/25/17.

Dana Cress----Chair  
Michael O'Rourke----Vice Chair  
Dick Wissmiller----Treasurer  
Tom Herburger----Secretary  
Paul Cofer----Member at Large

Three of the five Board members terms will end on 1/20/2018. The Board will research and recommend a process where no more than two board members leave the Board in any one year. The Board will also look at recruiting other homeowners who would have an interest in serving on the Board.

**New Business:    None**

**Owner Discussion:**    No items were submitted for discussion at this meeting, although Harold Murphy requested that we have a discussion at a future meeting about our HOA insurance policies. The board agreed that this was a good idea and will schedule it when Dick Wissmiller returns from his extended vacation in a couple months.

The Board also agreed to continue a discussion on snow removal for our HOA streets.

Meeting Adjourned at 5:05 PM

Next meeting will be at 4:30 PM on March 8, 2017 at the Cress home at 7523 SW Clear Hills Terrace.

Respectfully submitted by:

Tom Herburger, Board Secretary

## CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION BOARD MEETING

Meeting Date: March 8, 2017

Meeting Held at the Cress Home

### Board Members Present:

Dana Cress, Chair  
Michael O'Rourke, Vice Chair (By Face Time)  
Dick Wissmiller, Treasurer (By Face Time)  
Tom Herburger, Secretary  
Paul Cofer, Member at Large

Homeowners Present: Wilma Jane Balick, Harold Murphy, Suzie Herburger, David Olsgard and Janice Marvin.

### Welcome and Call To Order:

Chair Dana Cress welcomed everyone and called the meeting to order at 4:35 PM

Minutes of the February 8, 2017 meeting were approved as submitted.

### President's Report:

Discussion on "Cars" tabled until New Business

### Treasurer' Report

#### Current Financials

Operating Fund Balance	\$48,566.93 as of February 28, 2017
Reserve Fund Balance	\$48,791.21 as of February 28, 2017

Combined January and February financial statements have been posted to the website

### Committee Reports:

#### Emergency Preparedness--Paul

Seismic Control Valves were not installed on February 24th. The company plans to install four or five valves on March 15th and another six on March 24th.

#### Landscape--Dana Cress

Staabs sprayed all of our lawns to control our Crane Fly infestation. The Martinez family fertilized our lawns and applied moss control.

Lau Martinez had a stroke three weeks ago and is recovering in a care center. His sons continue to perform our landscape service on a weekly basis at a high level of quality.

Arborvitae: The hedge that borders Clear Hills Drive was fertilized by homeowner, Scott Cress. We are all grateful for his dedication to our beautiful neighborhood.

ARCReport: No new requests have been received.

**New Business:**

The Board discussed five items submitted by Paul Cofer and how they relate to our By-laws and Rules and Regulations.

The Board agreed that our By-laws that were last amended on 10/11/2012 are up-to-date.

The Board appointed a committee to study our current Rules and Regulations dated 1/5/2015.

This committee will make any recommendations of additions, deletions, or changes to the full Board. The Board will review each recommendation separately and will vote to either approve or reject each individual recommendation. Paul Cofer volunteered to head a Rules and Regulation review committee. Janice Marvin volunteered to be on the committee. Paul expects to have a committee of five or six members.

The Board also asked Michael O'Rourke to talk to each Board Member to insure that our current process to have items placed on the monthly Board agenda is appropriate.

Old Business: Wells Fargo's attorney sent Dick Wissmiller a letter dated 2/23/17 stating that a Judgement will be filed within a week and a Sheriff's sale should happen within three months.

Owner Discussion: None

Meeting Adjourned at 6:12 PM

Next meeting will be at 4:30 PM on April 12, 2017 at the Herburger home.

Respectfully submitted by:

Tom Herburger, Board Secretary

## CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION BOARD MEETING

Meeting Date: April 12, 2017

Meeting Held at the Herburger Home

### Board Members Present:

Dana Cress, Chair  
Michael O'Rourke, Vice Chair  
Dick Wissmiller, Treasurer (By Face Time)  
Tom Herburger, Secretary  
Paul Cofer, Member at Large (Absent from meeting)

Homeowners Present: Wilma Jane Balick, Lynn Drake, Alyssa O'Rourke, Harold Murphy and Suzie Herburger.

### Welcome and Call To Order:

Chair Dana Cress welcomed everyone and called the meeting to order at 4:30 PM

Minutes of the March 8, 2017 meeting were approved as submitted.

### President's Report:

--Pool fence replacement: The fence around the pool needs to be replaced. We have \$7,500 in our Reserve Account budgeted for 2019. The Board feels it would be a good idea to replace it after we close the pool for the 2017 season. Dana will solicit bids and present them at our next Board meeting for the Board's approval.  
--Website update: Our website has been updated to reflect current and correct dates.  
--The Board decided to only list our total Reserve Balance on our website, as this is a public website. If our homeowners would like to see itemized details they can contact any member of the board.

### Treasurer' Report

#### Current Financials

Operating Fund Balance	\$52,095.65 as of March 31, 2017
Reserve Fund Balance	\$48,794.65 as of March 31, 2017

--Wells Fargo has paid their HOA dues through February. Dick will be submitting a bill to them for March, April and May.

### Committee Reports

#### ARC-Alyssa O'Rourke

--Sue Berry submitted a request to install new lights on the front and back of her home. The lights will be the type that light downward and will not shine into neighbor's homes. The ARC and Board approved the request.

**Landscape--Dana Cress**

Jose has completed the following project during the last month:

- Repaired the Arborvitae that was damaged during this winter's storms along Montclair Drive and Clear Hills Drive.
- Greenspace and Perimeter weeding completed
- West pool gate post replaced so the gate can be locked.
- Cut back the Ivy in several greenspaces.
- Planted 68 Kinnikinnick plants along Montclair Drive and Northvale. 60 more will be planted in the next couple weeks.

**New Business--None**

**Old Business--None**

**Owner Discussion Time--None**

**Meeting Adjourned at 4:47PM**

**Next meeting will be at 4:30 PM on May 10, 2017 at the Home of \_\_\_\_\_**

**Respectfully submitted by:  
Tom Herburger, Board Secretary**



CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD MEETING

May 10, 2017

At the home of Scott & Dana Cress

Board Members Present:

Dana Cress, Chair  
Michael O'Rourke, Vice Chair  
Dick Wissmiller, Treasurer  
Tom Herburger, Secretary - (Absent from meeting)  
Paul Cofer, Member at Large

Homeowners Present:

Wilma Jane Balick, Bobbie Wissmiller, Alyssa O'Rourke, Harold Murphy, Sherri Weinstein,  
Jim Cieslinski, Beverly Culp, Sue Berry and David Olsgard.

Welcome and Call to Order:

Chair Dana Cress welcomed all and called the meeting to order at 4:29 PM. She welcomed new neighbors Fasano's and Weinstein's. Fasano's to move in on May 24<sup>th</sup> and Weinstein's will move in about the same time.

Minutes of the April 12, 2017 meeting were approved as previously submitted and posted to the website.

President's Report:

None – See Committee Reports.

Treasurer' Report:

Current Financials

Operating Fund Balance	\$58,869.03 as of April 30, 2017
Reserve Fund Balance	\$48,797.72 as of April 30, 2017

All Owner accounts are current. All bills are paid except for 2017 accrued hours from Milroy Golf Systems employee – Jose Castadena

A sheriff's sale is expected on the Wells Fargo Bank property after conclusion of the ownership dispute between them and the Federal National Mortgage Assn. To monitor sheriff's sale activities in Washington County, go to:  
[www.oregonsheriffssales.org/county/washington](http://www.oregonsheriffssales.org/county/washington)

Committee Reports:

Emergency preparedness – Paul Cofer

Pest control rat traps are continuing to be set around Clear Hills by 14 owners. Periodic renewal is required and is being coordinated by Paul Cofer and Lynn Drake.

Gas line seismic safety valves have been installed at 11 homes and our pool. Three additional homes (Wissmiller, Schiller and Weinstein) will coordinate installation in the coming months.

**Landscape/Pool – Dana Cress**

Our pool cover has been removed and our pool cleaning robot is doing its job. The pool water is being balanced for use this summer and will be heated to 83 degrees prior to opening. Opening is scheduled for Memorial Day weekend-weather permitting.

Colorful annual flowers have been planted at our entry.

Our perimeter slopes have been planted with many new kinnikinic plants to hold the slope during wet weather.

Sprinklers & soil moisture sensors will be checked for winter damage and be activated as needed.

Lawn mowing height is being increased to keep lawns greener. Crabgrass and weed killer has been applied to all lawns.

All mailboxes have been cleaned for the season.

Wells Fargo Home seasonal landscape cleanup has been done.

**ARC-Alyssa O'Rourke**

Weinstein's have submitted their new paint colors for approval. ARC and Board approved their request.

**New Business--None**

**Old Business--None**

**Owner Discussion Time:**

Sherri Weinstein has requested approval to plant a Portuguese Laurel hedge along the east side of her driveway to screen the pool house and landscape tools and equipment. The ARC and Board approved the request at a previous meeting and no further action is required. Weinstein HOA post lamp at top of stairs will be retrofitted with a photocell and removed from the mechanical timer circuit

**Meeting Adjourned at 4:51PM**

**Next meeting date will be determined later. Many Board members will not be available for regular schedule in June**

**Respectfully submitted:**

**Dick Wissmiller, Treasurer and temporary, acting Secretary**

# **CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION BOARD MEETING**

**Meeting Date: July 12, 2017**

**Meeting Held at the Cress Home**

## **Board Members Present:**

**Dana Cress, Chair  
Dick Wissmiller, Treasurer  
Tom Herburger, Secretary  
Paul Cofer, Member at Large**

**Homeowners Present: Lynn Drake, Harold Murphy, Doug Hunter, David Olsgard, Sue Berry, Glenn Jay, Susan Schreiber, Janice Marvin, George Davidson, Bobbie Wissmiller, Wilma Loftesness and Suzie Herburger.**

## **Welcome and Call To Order:**

**Chair Dana Cress welcomed everyone and called the meeting to order at 4:33 PM.**

**Minutes of the May 10, 2017 meeting were approved as submitted.**

## **President's Report:**

**--Board appointment of new officer to fill term vacated by Michael o'Rourke.**

**Sue Berry was approved to fill the term vacated by Michael O'Rourke.**

**—Welcome New Neighbors: Lou & Margaret Fasano at 7542 CHY and Betsy Drake 7500 CHD.**

**—Pool Party—Dana will coordinate selecting a date for our annual pool party. The HOA will supply the chicken and homeowners can bring potluck dishes.**

**—Reminder about speed limit—Dana reminded everyone that our bylaws set our speed limit in our roads at 15 MPH. We will post a speed limit sign at our entrance.**

## **Treasurer' Report**

### **Current Financials**

<b>Operating Fund Balance</b>	<b>\$66,839.06 as of June 30, 2017</b>
<b>Reserve Fund Balance</b>	<b>\$48,804.23 as of June 30, 2017</b>

**All budgets are in line through six month of the year. In addition, all reserves balances look good, including any funds needed to resurface or replace our roads.**

**It was noted that we have spent \$1,246 less on water so far this year than last year. Our conservation systems are working.**

## **2016 Financial Review Completed**

The study was completed by our CPA firm and no issues were noted.

**Reserve Study for 2018 Budget**—Glenn Jay has volunteered to be on the Finance Committee. Glenn joins Dana Cress, Dick Wissmiller, Paul Cofer and Tom Herburger.

## **Committee Reports**

### **Rules & Regulations Committee Proposal Presentation**—Paul Cofer

Paul read the summary recommendations prepared by his committee. This document will be circulated to all homeowners to solicit any input they may have. The Board asks that comments be returned by July 31st, so they can be evaluated as the Board makes it's decision on any modification to our Rules and Regulations.

### **Seismic Valve Installation Update**—Paul Cofer

13 homes and the pool have had Seismic Valves installed. Two additional homeowners, the Weinstein's and Fasano's have agreed to install the valves. Three homeowners have declined to have the valves installed.

### **Rat Service Update**—Paul Cofer

Homeowners with rat bait boxes on their property will have them refilled on July 26th. At that time they will be billed for both July and October of this year.

### **Landscape**—Dana Cress

- Glenn Jay has joined Dana on the committee.
- Regular maintenance and repairs have been completed as needed and everyone is happy with the appearance of our neighborhood.

### **ARC**

- Janice Marvin will serve as Chair of this committee.

The committee recommended, and the Board approved Susan Schreiber's request to replace her driveway. It will be brushed concrete.

It was suggested that the ARC develop guidelines for driveways as more will need to be replaced in the coming years. Dana will work with Janice on guidelines.

### **Pool**—Dana Cress

The pool is getting good usage. The temperature is set at 85 degrees and all systems are working.

## **New Business**

### **Encroachment on CH perimeter—Tom Herburger**

The Herburgers are working with the county to determine if a fence built by a neighbor in the Montclair area violates county codes because of its height. As this potential code violation was being researched, it was discovered that the fence may be built too close to Clear Hills retaining wall. The Herburgers and Dana will keep the Board informed as this process moves forward.

## **Old Business**

Dick Wissmiller reminded the Board the we have a \$2.0 Mil General Liability policy that covers homeowners and the Board. In addition, we purchased a \$10.0 Mil Umbrella policy this year. Dick will publish the Exclusions listed in the policy, but he is confident that we are well protected as homeowners and Board.

## **Owner Discussion Time**

Wells Fargo home—Wells Fargo bank continues to pay all HOA, repair and maintenance bills.

**Meeting Adjourned at 5:35 PM**

**Next meeting will be at 4:30 PM on August 9, 2017 at the Home of \_\_\_\_\_**

**Respectfully submitted by:  
Tom Herburger, Board Secretary**

## **NOTE:**

Attached are the proposed changes to our Rules and Regulations. Please notify the Board in writing by July 31st of comments you have regarding the proposal. The Board will then distribute the new Rules and Regulations at the August board meeting.

## **PROPOSED RULES AND REGULATIONS ADDITIONS/CHANGES**

### **Pool**

The Committee has two requests regarding the pool rules.

- The Pool Rules should be sent via email to all residents at the beginning of each pool season.
- The Committee asks the Board to consider the following as we were unable to reach agreement. We found that our experiences regarding pool usage were very diverse. Some found that the pool was unoccupied whenever they went to use it and others found that, often, it was occupied by, and only by, non-residents when they went to use it. Accordingly, the majority see no need to amend the pool rules regarding usage and a minority thought that Rule 3 should be amended to read 10:00 a.m. to 5:00 p.m. (the time the pool is open to guests who are not accompanied by residents).

### **Estate Sales**

The Committee unanimously requests that the HOA revise its policy regarding estate sales. All Committee members find that a resident and/or heirs should be allowed to conduct an estate sale. To provide the Board with the greatest possible flexibility in assuring that all safety and potential nuisance factors are addressed properly, the Committee suggests the following language: "Residents/heirs are permitted to hold an estate sale upon approval by the CHHOA Board. This rule particularly excludes routine garage sales."

### **Parking**

The Committee recommends that the prior rule regarding car parking be reinstated. The suggested language is: "Garage doors should normally be kept closed when not in use and owners cars garaged at night." The Committee also recommends that the following language be added: "RV parking is allowed for loading and unloading purposes only for a maximum of 24 or 48 hours (Board to decide timeframe). House sitters and other custodians may park in the driveway as needed."

### **Architectural**

The Committee suggests the following changes:

- Item 1(c) be revised to read: "ARC will provide a response within 30 days. Additionally, the ARC will do a final review of the work to ensure it complies with the submitted design. The result of the review will be submitted to the Board for its final approval." There is a minority opinion that this end-of-line review should not be done.

- **Revise one sentence on the Architectural Change/Addition form to read: "If approved, work must be completed within 6 months of approval." This deletes the requirement that work begin within 30 days of approval.**
- **An item 5 be added as follows: "Garage doors must be painted the same color as the body of the house."**
- **An item 6 be added as follows: "The ARC will contact all residents potentially impacted by the proposed change. Residents need to acknowledge receipt in writing (usually via return email). The impacted resident(s) will have the opportunity to discuss any concerns with the ARC and, if needed, with the Board before final approval to a project is given." To document this process, the Architectural Change/Addition form should be revised to include a listing of the names of potentially impacted residents that the ARC has contacted.**

### **Landscape and Irrigation**

**The Committee suggests the following changes (same wording as for ARC above):**

- **Item 1(c) to be revised to read: "The Landscape Committee will provide a response within 30 days. Additionally, the Landscape Committee will do a final review of the work to ensure it complies with the submitted design. The result of the review will be submitted to the Board for its final approval." There is a minority opinion that this end-of-line review should not be done.**
- **An item 4 be added as follows: "The Committee will contact all residents potentially impacted by the proposed change. Residents need to acknowledge receipt in writing (usually via return email). The impacted resident(s) will have the opportunity to discuss any concerns with the Committee and, if needed, with the Board before final approval to a project is given." To document this process, the Landscape Change/Addition form should be revised to include a listing of the names of potentially impacted residents that the Committee has contacted.**

### **Preface**

**The Committee recommends that the Rules and Regulations document begin with the following Preface:**

**"A central goal of the Clear Hills Homeowners Association is to maintain the beauty and harmonious appearance of the homes and grounds of the association. It is expected that this goal will help foster healthy property values and allow all residents to enjoy their lives here at Clear Hills to the fullest extent possible. To that end, the Clear Hills Rules and Regulations provide rules to residents regarding a number of activities which impact the appearance and enjoyability of the area. It is recognized, however, that some resident activities other than those specifically mentioned can have a significant impact on one or more members of the community. Accordingly, all residents are asked to be mindful of the potential effect their activities may have on their neighbors so as to maximize an enjoyable experience for everyone living here."**

## CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION BOARD MEETING

Meeting Date: August 9, 2017

Meeting Held at the Home of Wilma Jane Balick

### Board Members Present:

Dana Cress, Chair  
Sue Berry, Vice Chair  
Dick Wissmiller, Treasurer  
Tom Herburger, Secretary  
Paul Cofer, Member at Large

Homeowners Present: Bobbie Wissmiller, Wilma Jane Balick and Lynn Drake

### Welcome and Call To Order:

Chair Dana Cress welcomed everyone and called the meeting to order at 4:30 PM.

Minutes of the July 12, 2017 meeting were approved as submitted.

### President's Report:

--Dana reported on the Special Board Meeting held on August 2, 2017 where proposals made by the Rules & Regulations Committee were discussed. The Board discussed each proposal in depth and a revised document was agreed upon. The Board voted on and unanimously approved the Rules and Regulations at today's Board meeting. A copy will be delivered to each homeowner so everyone is knowledgeable about the rules and regulations that govern our community.

### Treasurer' Report

#### Current Financials

Operating Fund Balance	\$69,741.43 as of July 31, 2017
Reserve Fund Balance	\$48,807.54 as of July 31, 2017

The Finance Committee will meet in late August to begin reviewing our Reserve Study. When this review has been completed, the committee will begin preparing the 2018 budget for our HOA.

### Committee Report

#### --Pest Committee-- --Paul Cofer

All homeowner on the program are paid up through the end of the year. This payment includes re-baiting the boxes in early October.

--ARC-- --No requests



—Landscape--Dana Cress

—Boulders have been placed along Montclair Drive & Northvale Way to keep our sprinkles from being driven over.

—New plants have been planted at the entrance to replace those that died when the area was not getting water due to a valve not working. Jose replaced the valve.

—Welcome Committee— —Dana Cress

—New notebooks were purchased and will be given to our three new owners with the newly revised Rules & Regulations.

—New Business—None

—Old Business— —None

Owner Discussion Time— —None

Meeting Adjourned at 4:49 PM

Next meeting will be at 4:30 PM on September 13, 2017 at the Cofer and Olsgard home.

Respectfully submitted by:  
Tom Herburger, Board Secretary

## CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION BOARD MEETING

Meeting Date: September 13, 2017

Meeting Held at the Home of Paul Cofer & David Olsgard

### Board Members Present:

Dana Cress, Chair  
Sue Berry, Vice Chair, Absent from meeting  
Dick Wissmiller, Treasurer  
Tom Herburger, Secretary  
Paul Cofer, Member at Large

Homeowners Present: Wilma Jane Balick, Bobbie Wissmiller, Beverly Culp, Jim Cieslinski,  
George Davidson and Harold Murphy.

### Welcome and Call To Order:

Chair Dana Cress welcomed everyone and called the meeting to order at 4:30 PM.

Minutes of the August 9, 2016 meeting were approved as submitted.

NOTE: Minutes of future meetings will be circulated to homeowners following each Board Meeting, but will not be posted to the HOA website until approved by the Board of Directors at the next Board meeting.

### President's Report:

We have been notified by Wells Fargo that they will no longer be paying bills we submit to them for the home they own on Eastmoor Terrace. The mortgage servicing has been sold to another servicer. We have not heard from the new servicer. it appears the suit has been settled and Wells Fargo owns the home.

### Treasurer's Report

#### Current Financials *Account*

Operating Fund Balance	\$24,807.52 as of August 31, 2017
Savings Fund Balance	\$98,812.82 as of August 31, 2017
Reserve Balance <i>Fund</i>	\$50,835.91 as os August 31, 2017

NOTE: During the month of August, we moved \$50,000.00 from our Operating Account to our Reserve Account where the funds will earn interest.

### Liability Insurance coverage report/update:

Our Insurance Broker verified that all individuals representing our Homeowners Association are covered by our Liability Insurance Policy. This includes all homeowners, significant others, committee members. If they are representing our HOA, they are covered, no exceptions.

## Finance Committee

**Reserve Study:** The Finance Committee reviewed and updated our current Reserve Study. Our findings will be sent to the company that verifies our input to assure the timeframes and dollars reserved are correct and reasonable. When they return their opinion, we will meet and incorporate the 2018 Reserve expenses into our 2018 operating budget.

**Earthquake Insurance:** We currently have earthquake insurance on our homes, pool, and pool house. We are in the process of expanding that coverage to include the infrastructure within our HOA which would include such things as our retaining walls, roads, water lines, fencing, etc. We will begin by assigning a value to these additional items and then asking our insurance broker to give us a bid for coverage. If the Board decides to add this coverage, the cost will be included in our annual operations budget.

## Committee Reports

—ARC: The Fasanos have asked to install a new window on the Southwest side of their home. No HOA neighbors can see the window and no light from the window can be seen by any HOA neighbors. The Board approved the request.

—Landscape—Dana Cress

Two homeowners have agreed to serve with Dana Cress on the Landscape Committee, Margaret Fasano and Suzie Herburger.

The Davidsons asked the Landscape Committee for approval to improve their front Landscape by replacing the Ivy with Boxwoods and Japanese Grass. There will be no impact on their neighbors. The request was approved.

—HOA Projects completed in August and early September:

1. Invasive Cherry tree removed between Wissmiller and Loftessness homes by Rich's Tree Service on 8/28/2017
2. 4 HOA pines between the Cofer/Olsgard and Drake homes (in the ivy) were pruned to open them up by Rich's Tree Service.
3. Large Rhododendron that was in decline and unsightly on Montclair Drive was removed by Jose on 9/1/17 and replaced by an Acer Palmatum "Emperor One" known for brilliant red color, hardiness and fast growing to 10-12 feet.
4. 2 Monterey Cypress, Wilma Goldcrest, were planted at corner of entry monuments to replace dead Nandina. Maximum height 6-8 feet.
5. Gravel was put on top of lawn between Wissmiller and Loftessness homes to improve drainage.
6. Weed and Feed fertilizer applied to lawns on 9/1/17.
7. Jose repaired and replaced irrigation at the Weinstein home. Over 14 heads were removed that were causing flooded areas. The control clock was changed to the HOA standard control.
8. Arborvitae in hedge on Clear Hills Drive was replaced on 8/31/17
9. Stab evaluated a pine tree with yellow needles. No treatment is necessary.
10. Water usage is down 15-20% due to improved management of our system by Jose.

**NOTE:** The pool heater will be left on until the weather cools down. We will replace the pool filter this fall. It has outlived it's useful life. It will cost approximately \$5,500, including labor. This amount has been set aside and budgeted for in our Reserve Account.

—New Business: None

—Old Business: None

—Owner Discussion: None

Meeting Adjourned at 5:15 PM

Next meeting will be at 4:30 PM on October 11, 2017 at the Herburger home.

Respectfully submitted by:  
Tom Herburger, Board Secretary

## **CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION BOARD MEETING**

**Meeting Date: October 11, 2017**

**Meeting Held at the Home of Dana Cress**

### **Board Members Present:**

Dana Cress, Chair  
Sue Berry, Vice Chair  
Dick Wissmiller, Treasurer  
Tom Herburger, Secretary, via FaceTime  
Paul Cofer, Member at Large

**Homeowners Present: None**

### **Welcome and Call To Order:**

Chair Dana Cress welcomed everyone and called the meeting to order at 4:30 PM.

**Minutes of the September 13, 2016 meeting were approved as submitted.**

**NOTE: Minutes of future meetings will be circulated to homeowners following each Board Meeting, but will not be posted to the HOA website until approved by the Board of Directors at the next Board meeting.**

### **President's Report:**

**Rules and Regulations:** The Board voted to approve the final draft dated October 11, 2017 of our Clear Hills HOA Rules and Regulations. A copy is available on our website and hard copy will be distributed to each homeowner. Having completed their work of developing our new Rules and Regulations, the Rules and Regulations committee is now officially disbanded.

### **Treasurer's Report**

#### **Current Financials**

Operating Account Balance	\$17,167.02 as of September 30, 2017
Savings Account Balance	\$98,819.31 as of September 30, 2017
Reserve Fund	\$52,769.40 as of September 30, 2017

**Note: Reserve Fund balance is included in the Savings Account Balance.**

Monthly Profit and Loss statements are available on our website. In addition, Dick will bring one hard copy to each Board meeting to help answer any immediate questions.

We currently have one outstanding accounts receivable of \$665.16 as of 9/30/2017. This represent money owed to the HOA by the company servicing the "Wells Fargo" home.

## Committee Reports

### —Landscape--Dana Cress

Suzie Herburger, one of two new members on this committee has been assigned our entry. Under her direction, Jose planted spring bulbs and winter pansies.

Our sprinkler system has been turned off automatic. Jose will turn it on and off depending on weather conditions. Jose will shut off the system and blow out the valves once the system is no longer needed during the winter.

Jose pruned the perimeter arborvitae and Portuguese laurel hedge along Northvale and Montclair Drive.

### —Pool

Greg from Algreco Pool and Jose decommissioned the pool for the winter. The cover is on and the heat is off.

Greg will replace our old, worn out pool filter this winter. It was scheduled in our Reserve Study for 2017.

Pool furniture is stored in our restrooms. It will be replaced before the pool opens in the spring. The expense is included in our Reserve Study.

### —New Business: None

—Old Business: Tom Herburger updated the Board on negotiations between the Herburger's and Richard Meade over the fence Mr Meade built that is partially obstructing the Herburger's view. The negotiations are being mediated by Stephen Shane from Washington County. If Mr Meade agrees to lower the fence's height by 18 inches it will return the Herburger's view. But, If the fence stays in its current location, it appears it violates the required setback from our HOA's retaining wall. The Board authorized Our Board Chair to file a complaint with Washington County to require Mr Meade to comply with current setback requirements.

### —Owner Discussion: None

Meeting Adjourned at 5:35 PM

Next meeting will be at 4:30 PM on November 8, 2017 at the home of \_\_\_\_\_

Respectfully submitted by:  
Tom Herburger, Board Secretary

CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD MEETING  
Meeting Date: November 8, 2017  
Meeting Held at the Home of Scott and Dana Cress

Board Members Present:

Dana Cress, Chair  
Dick Wissmiller, Treasurer  
Tom Herburger, Secretary  
Paul Cofer, Member at Large (Absent)

Homeowners Present:

Margaret Fasano, Harold Murphy, Suzie Herburger, Bobbie Wissmiller, Wilma  
Jane Balick, George Davidson, and Janice Marvin.

Welcome and Call To Order:

Chair Dana Cress welcomed everyone and called the meeting to order at 4:32 PM.  
Minutes of the October 11, 2017 meeting were approved with a change to the  
September meeting date from 2016 to 2017.

NOTE: Minutes of future meetings will be circulated to homeowners following  
each Board Meeting, but will not be posted to the HOA website until approved by  
the Board of Directors at the next Board meeting.

President's Report:

HOA/Meade Complaint regarding non-compliant fence.

The Board voted to contact Washington County and remove our complaint  
about Richard Meade's screen/fence that is built too close to our retaining  
wall. The Board feels that if we need access to our retaining wall in the  
future we will ask the county to have him remove the screen/fence.

Susan Berry resigned from our Board effective November 7, 2017. She was filling  
the remaining term of Michael O'Rourke, who moved to Arizona.

The Board voted to appoint Marie Schiller to the Board to fill the remainder of this  
term that expires in 2020.

Treasurer' Report

Current Financials

Operating Account Balance \$20,377.36 as of October 31 2017

Savings Account Balance \$98,826.02 as of October 31 , 2017

Reserve Fund\$54,703.11 as of October 31, 2017

Note: Reserve Fund balance is included in the Savings Account Balance.

Update on Reserve Study

The finance committee has been meeting and has almost completed the review of our Reserve Study draft. The Reserve Study projects our capital financial needs through the year 2047. With input from the Reserve Study, the committee is developing our 2018 Operating Budget.

The goal of the Finance Committee is to present the completed 2018 Reserve Study, the 2018 Operating Budget and our 2018 Insurance renewal at our December Board Meeting.

#### Status of Wells Fargo Home

We anticipate that the home will be put up for sale in the near future.

Wells Fargo is no longer servicing the property. The new servicing agent, Champion Mortgage, has not been paying our bills that include the monthly HOA dues. As of October 31, 2017 they owe us \$1,090.16 and will owe an additional \$425 as of November 1, 2017 for HOA dues.

We maintain a lien on the property and we anticipate we will be paid when the home is sold.

#### Committee Reports

##### Landscape--Dana Cress

Irrigation water lines have been emptied so they will not freeze this winter.

Suzie Herburger from the Committee has worked with Jose to plant bulbs that will bloom in the Spring at the entrance. In addition, for winter color, pansies have recently been planted. Margaret Fasano on the committee will be in charge of the planters around the pool.

##### ARC

##### Wlssmiller Request

The Wissmiller's filed an ARC request to install one 2' by 4' skylight in their remodeled guest bathroom. As per the ARC guidelines, all three neighbors that can see the new skylight approved the installation.

The ARC approved the request. The Board also approved the request.

Old Business: None

New Business: Pool Furniture.

Two families that actively use the pool have been asked to assist Dana Cress in replacing the furniture by next Spring. They are the Weinstein and Kantor families.

Owner Discussion: None

Meeting Adjourned at 5:30 PM.

Next meeting will be at 4:30 PM on December 12, 2017.

Note: this is a change from normal date

Respectfully submitted by:

Tom Herburger, Board Secretary



## CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION BOARD MEETING

Meeting Date: December 12, 2017

Meeting Held at the Home of Scott and Dana Cress

### Board Members Present:

Dana Cress, Chair  
Marie Schiller, Vice Chair  
Dick Wissmiller, Treasurer  
Tom Herburger, Secretary  
Paul Cofer, Member at Large

Homeowners Present: Sue Berry, Bobbie Wissmiller, Harold Murphy and David Olsgard

### Welcome and Call To Order:

Chair Dana Cress welcomed everyone and called the meeting to order at 4:30 PM.

Minutes of the November 8, 2017 meeting were approved. Marie Schiller abstained as she did not attend the meeting.

NOTE: Minutes of future meetings will be circulated to homeowners following each Board Meeting, but will not be posted to the HOA website until approved by the Board of Directors at the next Board meeting.

President's Report: Dana reminded everyone that the Clear Hills Homeowners Association Annual Meeting will be held at Garden Home Community Center at 6:00 PM on January 10, 2018.

Note: The time of the meeting was moved to 6:00 PM to accommodate homeowners travel schedules.

### Treasurer' Report

#### Current Financials

Operating Account Balance	\$26,177.43 as of November 30, 2017
Savings Account Balance	\$98,832.51 as of November 30, 2017
Reserve Fund	\$56,636.60 as of November 30, 2017

Note: Reserve Fund balance is included in the Savings Account Balance.

### 2018 Reserve Study and Budget

—The Reserve Study for years 2018 forward has been completed by our Finance Committee with input and concurrence from our outside consultant, Forensic Building Consultants. The final report was dated November 27, 2017 and is attached to these minutes. Revised dates and figures from this study were included in our 2018 budget

- The 2018 Budget was presented to the Board. Dues for each home in our association will remain at \$425/month. The Board unanimously approved the budget. A copy of the approved budget is attached to these minutes.

#### 2018 Insurance Renewal

The Finance Committee added coverage for the perimeter retaining walls and chainlink fences that enclose our HOA property to our policy.

Our insurance broker presented a more comprehensive program that includes earthquake coverage. Last year we had a separate insurance policy for earthquake coverage. Our total premium for 2018 will be \$16,285, approximately \$1,400 less than 2017.

#### Committee Reports

- Emergency Preparedness: Three more Homeowners will be installing Seismic Control valves to their natural gas meters in January, 2018. We will have two remaining home in our community that will not have the valves.
- ARC
  - The ARC Committee approved lowering the fence between the Fasano and the Murphy Homes by 12 inches to improve their view. Both homeowners approved the revision along with any other homeowners that can see the fence. The fence does not comply with our current ARC guidelines and the homeowners have agree to replace it with an HOA compliant fence if the current fence ever needs to be replaced.  
The Board approved the request.
- Old Business: Dick Wissmiller has been in contact with the new property manager for the “Wells Fargo” home at 7363 Eastmoor Terrace. They have agreed to pay the past due HOA dues and bring the account current.
- New Business: **Please note that the time for our Annual Meeting has been moved to 6:00 PM on January 10, 2018 at the GardenHome CommunityCenter.**

The Board discussed the importance of all owners returning their proxies to Dana prior to the Annual Meeting. Our goal is to have 100% of the proxies returned.

The Board also discussed the “nomination form” for prospective Board Members. The Board would like to have these nomination forms returned to Dana Cress by the end of December, 2017. Dana will then send a complete list of people wanting to serve on the Board to all homeowners two weeks before the meeting. Ballots will be distributed at the Annual Meeting.

—Owner Discussion: None  
Meeting Adjourned at 5:23PM.

Next meeting will be at 6:00 PM at the Garden Home Community Center.

Respectfully submitted by:  
Tom Herburger, Board Secretary

# Clear Hills Condominiums



## YEAR 2018 RESERVE STUDY AND MAINTENANCE SCHEDULE UPDATE

PREPARED FOR:

**Clear Hills Condominiums  
HOA  
7595 SW Clear Hills Dr.  
Portland, OR 97225**

PROJECT NUMBER:

**16-038**

REPORT DATE:

**October 27, 2017**

REVISION DATE:

**November 27, 2017**

PREPARED BY:

**FORENSIC**  
BUILDING CONSULTANTS

[WWW.FORENSICBUILDING.COM](http://WWW.FORENSICBUILDING.COM)

15 82ND DRIVE, STE. 10

GLADSTONE, OR 97027

(P) 503.772.1114

(F) 503.772.4039

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## EXECUTIVE SUMMARY

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<b>Client Name:</b>	Clear Hills Condominium Homeowners Association (HOA)	<b>Property Name:</b>	Clear Hills Condominiums (Property)
		<b>Property Address:</b>	7595 SW Clear Hills Dr. Portland, OR 97225
<b>Report Type:</b>	Reserve Study Update (RS)	<b>Report Date:</b>	October 27, 2017 Rev. November 27, 2017

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Dear Clear Hills HOA:

As requested, Forensic Building Consultants (*Forensic*) has prepared an updated 30-year Reserve Study and Maintenance Schedule for the Clear Hills Condominiums community (*Property*).

The following report consists of the following: 1) a physical analysis of the current condition of a limited representative sample of the *Property's* commonly-owned building components, and 2) a financial analysis of the Association's current reserve fund balance, contribution, and anticipated replacement schedule, and 3) a recommended maintenance schedule for the commonly-owned building components.

The intent of this Reserve Study is to evaluate the results of the physical and financial analyses in order to help the Association assess their current reserve funding and to arrive at an appropriate annual reserve fund contribution for the *Property*, based on the anticipated replacements and renewals of major commonly-owned building components over the next thirty (30) years.

### RESERVE STUDY SCOPE

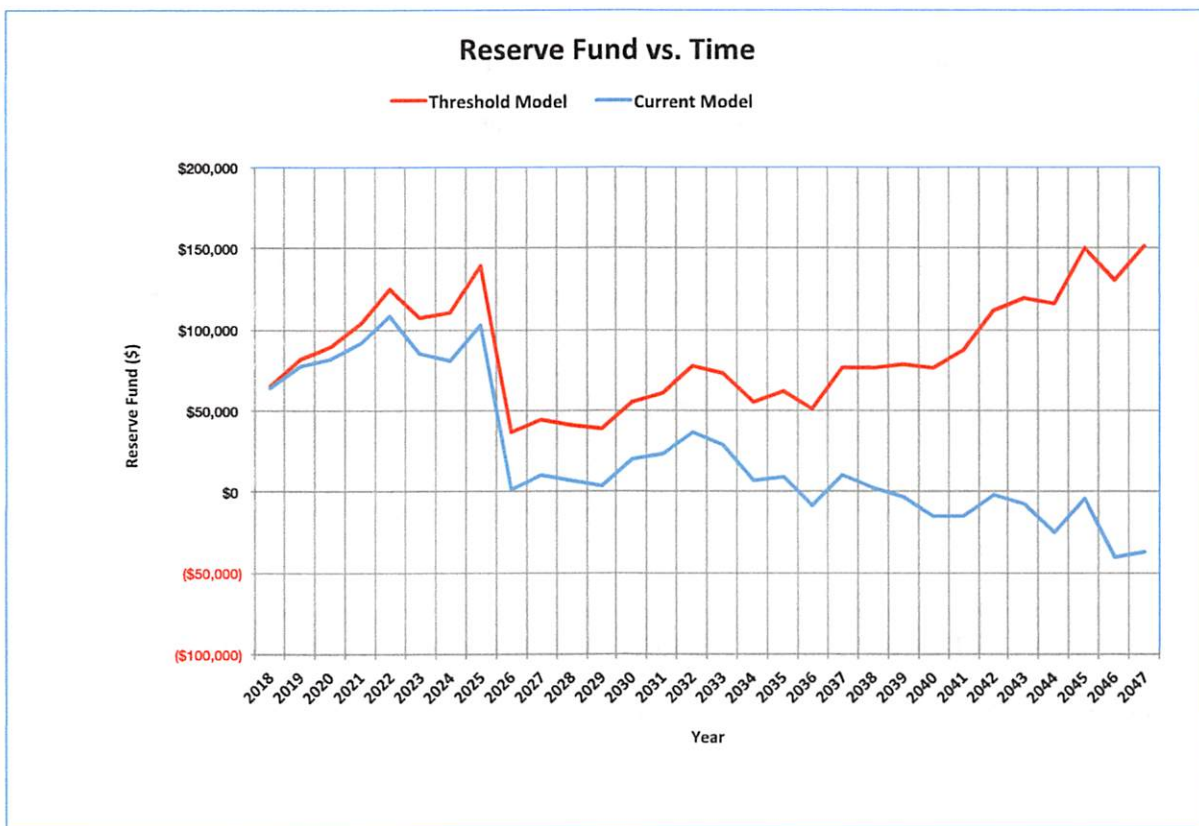
Forensic's Reserve Study (RS) was limited to the observation, evaluation, and quantification of the "common" as-built construction assemblies and components, as they existed at the time of our presence on site at the *Property*. Note that Forensic's RS was limited to the following:

- **Level 3 Update without Site Inspection (Year 2)** – The reserve provider conducts life and valuation estimates to determine both a "fund status" and "funding plan."

## FUNDING MODEL CALCULATIONS SUMMARIES

### GENERAL ASSESSMENT OF CURRENT RESERVE FUND STATUS

Based on the component inventory data and the schedule for renewal and replacement of the common element components over the next 30 years, the figure below illustrates the Threshold Assessment Funding Model.



### RECOMMENDED RESERVE FUND CONTRIBUTION RATE

In order for the Association to maintain its desired minimum threshold of \$32,000 between the closing balance of one year and the scheduled expenditures for the subsequent year, we recommend the principal reserve fund contribution for 2018 to be **\$24,954**. Per unit contribution is \$998.16 annually or \$83.18 monthly (assuming contributions are split equally between the 25 property owners). Per the Association's instructions, this annual contribution has been modeled assuming a 3.0% increase each year while inflation is currently estimated at 2.06%.<sup>1</sup>

<sup>1</sup> Inflation Data 2017, Capital Professional Services, LLC <[http://inflationdata.com/Inflation/Inflation\\_Rate/CurrentInflation.asp](http://inflationdata.com/Inflation/Inflation_Rate/CurrentInflation.asp)>

## EXPLANATORY NOTES

The increase in recommended reserve contribution versus current reserve contribution is largely due to the projected asphalt overlay project scheduled for 2026, among smaller replacement such as the retaining wall repairs scheduled for 2024, chain link fence replacement scheduled for 2023, and utility line inspections and repairs scheduled for 2023 and 2024 respectively. Note that in the threshold model after 2026 the recommended contribution drops below the current reserve contribution. Adjustments made to the asphalt overlay project in cost, scope, phasing, or timing would have an impact on the 2026 contribution under the threshold funding model. Similarly for the retaining wall repairs and/or replacement as a full replacement of all retaining walls at the end of their 50-year expected useful life (EUL) with an additional 8-year adjustment would result in roughly an \$86,000 threshold reserve contribution for 2018 increasing thereafter until a full replacement in 2026. This would be a substantial increase of an additional +/- 275% on top of the current annual contribution, thus an inspection and repair allowance component has been included to fund repairs, testing, and other retaining wall maintenance work as needed.

This result is based on the component inventory data, the adjusted remaining useful life (RUL) of those components, and the input data provided by the Association. The annual projected ending balance for the reserve fund using each model is tabulated in the "Reserve Study Findings" section of this report.

### CURRENT FUNDING MODEL – SUMMARY OF CALCULATIONS

<b>Current Reserve Contribution:</b>	<b>\$23,124</b>
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### THRESHOLD FUNDING MODEL – SUMMARY OF CALCULATIONS

<b>Recommended (Threshold Model) 2018 Reserve Contribution:</b>	<b>\$24,954</b>
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# Clear Hills Condominium Homeowners Association

## 2018 Operating Budget

		2017	2018	2018	2018
Category	Budget Item	Annual	Annual	Per Month	Per Unit
	<b>Revenue:</b>	<b>Budget</b>	<b>Budget</b>		
	<b>Monthly Dues Assessment Income</b>				
	January thru December	127,500.00	127,500.00	10,625.00	425.00
	Reserve Study Allocation	(23,124.00)	(24,960.00)	(2,080.00)	(83.20)
	Reserve Account Interest Income	50.00	50.00	4.17	0.17
	<b>Total Net Operating Income</b>	<b>104,426.00</b>	<b>102,590.00</b>	<b>8,549.17</b>	<b>341.97</b>
	<b>Expenses:</b>				
<b>Admin</b>	Annual Financial Review	1,600.00	1,600.00	133.33	5.33
	Bank Charges	192.00	192.00	16.00	0.64
	Board Meeting Expenses	100.00	100.00	8.33	0.33
	Board Office Expenses	100.00	150.00	12.50	0.50
	Homeowner Social Events	400.00	400.00	33.33	1.33
	Legal & Professional Fees	2,500.00	1,250.00	104.17	4.17
	Licenses	75.00	75.00	6.25	0.25
	Operating Contingency	812.00	1,883.00	156.92	6.28
	Reserve Study	1,500.00	1,500.00	125.00	5.00
	Street/Post Lamp/Mailbox Maint.	400.00	400.00	33.33	1.33
	Tax Return Preparation	225.00	225.00	18.75	0.75
	<b>Total Admin</b>	<b>7,904.00</b>	<b>7,775.00</b>	<b>647.92</b>	<b>25.92</b>
<b>Insurance</b>	General Liability	11,486.00	11,486.00	957.17	38.29
	Earthquake	4,447.00	3,040.00	253.33	10.13
	Umbrella	1,108.00	1,108.00	92.33	3.69
	Work Comp	651.00	651.00	54.25	2.17
	<b>Total Insurance</b>	<b>17,692.00</b>	<b>16,285.00</b>	<b>1,357.08</b>	<b>54.28</b>
<b>Landscape</b>	Contractor - Weekly Maintenance	21,000.00	21,000.00	1,750.00	70.00
	Backflow Device Testing	150.00	150.00	12.50	0.50
	Fertilizer, Disease & Pest Control	1,200.00	1,200.00	100.00	4.00
	General Property Maint.	6,500.00	6,500.00	541.67	21.67
	Irrigation Maintenance	9,400.00	9,400.00	783.33	31.33
	Mulch-Barkdust	480.00	480.00	40.00	1.60
	Perimeter Hedge/Fence Maint.	4,000.00	4,000.00	333.33	13.33
	Pruning/Removal	3,500.00	3,500.00	291.67	11.67
	Seedings, Plantings & Seasonal Color	1,000.00	1,000.00	83.33	3.33
	<b>Total Landscape</b>	<b>47,230.00</b>	<b>47,230.00</b>	<b>3,935.83</b>	<b>157.43</b>
<b>Pool</b>	Contractor - Pool Maintenance	1,800.00	2,125.00	177.08	7.08
	Building Maintenance & Garbage	1,500.00	2,375.00	197.92	7.92
	Chemicals	400.00	300.00	25.00	1.00
	Water Heating-Natural Gas	1,600.00	1,200.00	100.00	4.00
	<b>Total Pool</b>	<b>5,300.00</b>	<b>6,000.00</b>	<b>500.00</b>	<b>20.00</b>
<b>Utilities</b>	Power	1,800.00	1,800.00	150.00	6.00
	Sewer	16,000.00	16,000.00	1,333.33	53.33
	Water	8,500.00	7,500.00	625.00	25.00
	<b>Total Utilities</b>	<b>26,300.00</b>	<b>25,300.00</b>	<b>2,108.33</b>	<b>84.33</b>
	<b>Total Operating Expenses</b>	<b>104,426.00</b>	<b>102,590.00</b>	<b>8,549.17</b>	<b>341.97</b>
	<b>Excess Income over Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# CLEAR HILLS CONDOMINIUM HOA

Policy Terms 01/01/18 to 01/01/19

<b>Company/Agent</b>	<b>American Benefits Inc/Vern Newcomb</b>	
<b>Insurance Company Name:</b>	<b>CAU/QBE 2017</b>	<b>CAU/Munich Re</b>
AM Best Rating	A XIV	A XV
Compliant with Bylaws & Declarations	YES	YES
<b>Property Coverage</b>		<b>Limits</b>
Building Limit	Guaranteed Replacement	Guaranteed Replacement
Community Personal Property	Guaranteed Replacement	Guaranteed Replacement
Sewer Backup	Guaranteed Replacement	Guaranteed Replacement
Mechanical Breakdown	Included	Included
Unit Coverage is:	All-Inclusive	All-Inclusive
Deductible Amount	\$10,000.00	\$10,000.00
<b>Earthquake Coverage &amp; Limits</b>		
Earthquake Limit	\$9,355,000.00	\$9,385,000.00
Deductible Per Occurrence	10% Per Building	10% Per Building
Flood Limit	No Coverage	No Coverage
<b>Building Ordinance Limits</b>		
Undamaged portion of building	Guaranteed Replacement	Guaranteed Replacement
*Demolition Laws	\$1,000,000.00	\$1,000,000.00
*Increased Cost of Construction	\$1,000,000.00	\$1,000,000.00
<b>General Liability</b>		
Occurrence Limit	\$2,000,000.00	\$2,000,000.00
Aggregate Limit	Unlimited	Unlimited
Medical Payments, coverage	\$5,000.00	\$5,000.00
Non owned & hired Auto	\$2,000,000.00	\$2,000,000.00
Environmental (POLUTION) Liability	\$500,000.00	\$500,000.00
Extends to Management Company	N/A	N/A
<b>Directors &amp; Officers</b>		
Coverage Limit	\$2,000,000.00	\$2,000,000.00
Defense cost outside Limits	Yes	Yes
Full prior acts coverage	Yes	Yes
Defense for Discrimination	Yes	Yes
Extends to Management Company	N/A	N/A
<b>Crime</b>		
*Employee Dishonesty	\$150,000.00	\$150,000.00
Coverage extends Board Members	Yes	Yes
<b>Umbrella Policy</b>		
Coverage Limit	\$10,000,000.00	\$10,000,000.00
Extends over Directors & Officers	Yes	Yes
<b>Pricing</b>		
Package	\$11,486.00	\$14,526.00
Earthquake	\$4,447.00	Included
Umbrella	\$1,108.00	\$1,108.00
Work Comp	\$651.00	\$651.00
<b>Total Premium</b>	<b>\$17,692.00</b>	<b>\$16,285.00</b>
<b>Optional Coverages</b>		
Cyber Liability		\$290.00



## CLEAR HILLS CONDOMINIUM HOA

### Coverage Notes

#### **All Inclusive Coverage**

This covers the entire units including betterments and improvements which lenders are now requiring in order to qualify units for conventional funding. By having that type of policy the board does not have to worry that perhaps a unit owner fails to pay premiums on individual policies or does not purchase the correct type or adequate limits of coverage for their unit. If the interior of the unit is not repaired after a loss it affects the value of the entire association.

#### **Sewer Backup Coverage**

Sewer backup is included up to the limit above. This covers damage including clean up and repair for losses due to the back up of sewer and drains.

#### **Earthquake Coverage**

Earthquake coverage is written through CAU/Munich Re.

#### **Flood Coverage**

Flood Coverage, this quote does not include damage caused by floods, we can offer a quote for this exposure per the boards request.

#### **Building Ordinance Coverage**

Insurance policies cover replacement of the building to pre-loss condition. This is true even with guaranteed replacement cost insurance coverage. This can leave a shortfall of coverage if the current building codes in the area require the building be brought "up to code" in the event of damage or destruction of the building. Building ordinance coverage provides additional insurance to meet those requirements.

#### **Crime Coverage**

Refer to associations documents to verify that the limit of insurance is sufficient. Lending markets typically require the limit to be equal to one-fourth of the annual fees plus the total amount in all reserve accounts.

#### **Umbrella Coverage**

The umbrella policy limits provide coverage that will give the association general liability limits including directors and officers liability in addition to the limits offered under the basic master policy. Many carriers' umbrella policies do NOT extend to the directors and officers coverage which is a very important coverage for the association to have in order to protect individuals who have served, are serving or will serve on the board of directors of the association.

#### **\*Higher Limits Available**

This is a summary of insurance, prepared as a reference only and does not amend, extend or alter coverage's provided by the actual policy. Policy language will determine any and all coverage's in the event of a loss. Please read your policy for specific conditions, exclusions and coverage's.



## Clear Hills Condominiums - Insurance Overview

Policy Deductible \$10,000

Policy Period: 01/01/2018 to 01/01/2019

This two-page fact sheet is designed to assist you in purchasing individual insurance policies, filing claims, and ordering certificates of insurance.

### Key information regarding the association's master policy:

- 1) The common elements, limited common elements and units are covered.
- 2) **Betterments, improvements and upgrades made at the expense of the current or previous owner are covered.** These items include upgrade carpeting, cabinets and appliances as well as wall coverings, built-in bookshelves and other permanent fixtures.
- 3) The master policy carries "Special Form" coverage, which includes fire, lightning, windstorm, hail, explosion, riot, air-craft and vehicle damage, smoke, vandalism, falling objects, weight of ice, snow or sleet, collapse, sudden rapid water escape of overflow from plumbing or appliances, frozen pipes and convector units.
- 4) No coverage is provided for wear and tear, deterioration, damage by insects or animals, settling or cracking of foundation, walls, basements or roofs. **There is no coverage for damage caused by repeated leaking or seeping from appliances or plumbing. This includes leaking from around shower, bathtub, toilet or sink.** These events are properly classified as maintenance items. This policy contains full details on coverages, limitations and exclusions.

### Key information regarding unit owner's insurance needs:

- 1) You should purchase a condominium owner's policy, also known as an HO-6, in order to provide coverage for things such as; personal property that could include furniture, personal liability, additional living expenses (in the event your unit is uninhabitable due to a covered loss) as well as loss assessment coverage.
- 2) The association master policy carries a \$10,000 deductible. In the event of a claim the association will seek to recover that deductible from the unit owners involved in the claim. Your responsibility for the deductible may be insured by your individual policy, subject to your own deductible, though you may need to add building coverage. Some insurers cover the claim under the loss assessment. Ask your personal insurance agent.

Questions? Please contact our Personal Lines Specialist **Peter Demmitt @ 503 292-1580** if you would like to review your individual policy or are interested in obtaining a quote that will dovetail with the association's insurance policy.

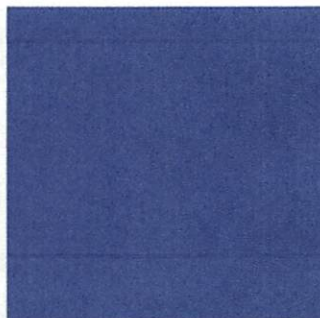
### Claims

If you have a claim, that you believe needs to be submitted to the association policy, you must first notify the association manager or a board member.

- **American Benefits, Inc only accepts claims from an association manager or a designated member of the board of directors.**
- **Claims are not accepted directly from a unit owner. A claim that involves your personal property and furniture must be submitted to your homeowner's insurance carrier.**
- **Claim payments under this policy are made to your board of directors as insurance trustee.**

### Certificates of Insurance

- Certificates of insurance may be requested by calling (503) 292-1580 Ext. 100 or by visiting our website at [www.abicondo.com](http://www.abicondo.com).
- We appreciate your business and we are committed to providing you and your association with prompt and professional service. Please call our office at (503) 292-1580 if we can be of further assistance.



**American Benefits, Inc.**  
Complete Insurance Solutions

**Vern Newcomb**  
senior account executive

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## Earthquake coverage – What unit owners should know in order to cover their share in the event of a loss.

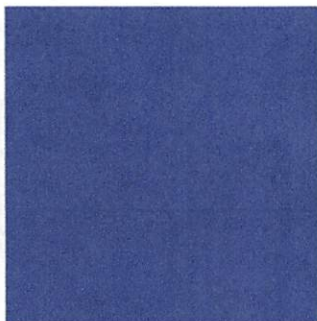
*Although most community associations these days tend to carry a master earthquake policy, individual unit owners often remain confused about what coverage they should carry themselves in order to supplement the earthquake coverage that is provided under the association policy. Here is an explanation of the minimum coverage we recommend.*

1. **Earthquake Loss Assessment Coverage** - The normal loss assessment coverage included in most unit owner policies specifically excludes a special assessment by the board of directors to cover the deductible due to earthquake damage. As a result, it is important that an owner get in touch with their agent or broker and discuss this coverage and ways to include it as part of their own unit owner policy. For example, if the deductible on the master policy is ten percent (10%) of the buildings value the board of directors generally has no alternative but to levy a special assessment against all unit owners in the association in order to pay that deductible. Even if some units are not affected by the earthquake they will generally still be called upon to pay for their share of the deductible for earthquake damage elsewhere in the association property.

**IMPORTANT:** In order to determine approximately how much earthquake coverage you should carry to pay your share of the deductible, you can estimate the approximate special assessment for owners by multiplying the total amount of building coverage limit covered by the master policy times the percentage deductible carried on that coverage and dividing that amount by the number of units in the association.

2. **Earthquake Coverage on Personal Property** – Carrying an earthquake endorsement on an individual policy would protect the contents within your condominium unit, such as clothes and furniture against loss due to earthquake (subject to your policy deductible percentage).
3. **Earthquake-"Loss of Use" Coverage** - This section of the unit owner policy would pay out for additional living expenses incurred (hotel, restaurants, etc.) while your condominium unit is uninhabitable because of damage from an "insured peril". This would mean in order for coverage to apply the individual would need to carry the earthquake endorsement on the individual unit owner policy
4. **Earthquake-Building Property Coverage** - This section of the individual unit owner policy would be to cover damaged structural elements of the individual unit which is not insured by the master policy. This could be due to the deductible or building components that are not covered per association documents.

**Please note that the coverage outlined in this letter applies to association policies insured through American Benefits only. If the association changes carriers they will need to reevaluate what the unit owner needs to cover.**



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