

# **Clear Hills Condominium Homeowners Association**

## **Board Meeting**

**January 10, 2018**

**Garden Home Recreation Center**

**Board Members Present:** Dana Cress, Chair  
Marie Godbey-Schiller – Vice Chair  
Dick Wissmiller – Treasurer  
Tom Herburger – Secretary  
Paul Cofer – Director at large

<b>Attendees:</b> Jeff & Sherri Weinstein	Marie Godbey-Schiller
Wilma Loftesness	Dick & Bobbie Wissmiller
George Davidson	Scott & Dana Cress
David Olsgard	Tom & Suzie Herburger
Wilma Jane Balick	Janice Marvin
Susan Schreiber	Nancy Grader
Margaret Fasano	Harold Murphy
Paul Cofer	Doug & Kris Hunter
Jim Cielinski & Bev Culp	

**Welcome and call to order:** Dana welcomed everyone and called the meeting to order at 5:25 p.m.

**Minutes of the December 12, 2017 Board meeting** were approved as submitted.

**Treasurer's report:** see Annual Meeting minutes

**Election Report:** Tom Herburger announced that Dana Cress, Tom Herburger and Dick Wissmiller were elected to serve on the Board for a period of 3 years. Board positions were as follows:

Dana Cress – Chair  
Paul Cofer – Co-Chair  
Marie Schiller – Secretary  
Dick Wissmiller – Treasurer  
Tom Herburger – Director at Large

**New Business:** Community invited to become involved with Board committees in order to learn how the Clear Hills Board manages our community.

**Old Business:** none

**Next meeting:** Feb. 14, 2018 at 4:30 p.m. at home of Scott & Dana Cress

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

**CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
MINUTES**

**Date: Wednesday, March 14, 2018**

**Place: Home of Scott & Dana Cress**

**Board Members Present:**

**Dana Cress, Chair**

**Paul Cofer, Vice-Chair**

**Dick Wissmiller, Treasurer – via Skype**

**Marie Schiller, Secretary**

**Tom Herberger, Director**

**Homeowners Present:**

**Harold Murphy, George Davidson, Sue Berry, Wilma Jane Balick,**

**Nancy Grader, Susan Schreiber**

**Welcome and Call to Order: Chair called the meeting to order at 4:30 PM**

**The board unanimously approved minutes of the January 10, 2018 after waiving the reading.**

**President's Report: None**

**Treasurer's Report: Dick**

**Current financials -**

**Operating account: \$8829.53**

**Savings account: \$108,853.95 (includes Reserve Fund)**

**Total cash: \$117,683.48**

**2017 financials -**

**Our CPA Ryan Ihde is preparing the 2017 financial review and taxes**

**Wells Fargo home -**

**There has been no communication in last 30 days. HOA dues are current as of February 28, 2018. Recent dues payments are now being received from the new property manager, Precedent Management, LLC from Doral, Florida.**

**Committee Reports:**

**Landscape – Dana**

**We are getting bids for pruning and pest control because Staab discontinued doing business at the end of 2017.**

**ARC requests – None**

**Pool Committee – Dana**

**Our new pool furniture has been ordered from Target and will be installed this spring. Our annual pool potluck will be scheduled early this year to avoid the extreme heat of our late summer days.**

**Old Business: None**

**New Business:**

**Board rotations – Paul**

Currently, our board has the following 3-year rotation pattern for the board of directors: 3-0-2. The board is looking at options to change the rotation to 2-2-1.

**Water shutoff – Paul**

Create a plan to ensure that owners know where their shutoff valves are.

**Homeowner topics:**

Entry boulders/lighting- Nancy Grader asked the board to revisit the changes to the entry lanterns and perimeter boulders. Dick is purchasing various samples of lower lumen bulbs to possibly lessen the brightness of the pillar lanterns. The boulders have done the job of protecting our bank vegetation and irrigation, but Dana volunteered to plant a sample *Viburnum Davidii* to soften the look of the boulders along Montclair. The board agreed to vote at the April board meeting to add a Common Area section to the Architectural Rules page of the CHCHOA Rules and Regulations document. The intention is to articulate that any modification to common areas that creates a change to the appearance of the common area must undergo the assessment and approval process described in our Rules and Regulations.

**Next meeting: April 11, 2018 at home Nick & Marie Schiller at 4:30 PM**

**Meeting adjourned at 5:26 PM**

**Respectfully submitted by:  
Marie Schiller, Secretary**

**CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
MINUTES**

Date: Wednesday, April 11, 2018

Place: Home of Nick & Marie Schiller

**Board Members Present:**

Dana Cress, Chair, Paul Cofer, Vice-Chair  
Dick Wissmiller, Treasurer  
Marie Schiller, Secretary  
Tom Herburger, Director

**Homeowners Present:** Harold Murphy, Wilma Jane Balick, Janice Marvin, Jim Cielinski, Bev Culp, Nancy Grader, Bobbie Wissmiller

**Welcome and Call to Order:** Chair called the meeting to order at 4:30 PM  
The board unanimously approved minutes of the March 14, 2018 meeting after waiving the reading.

**President's Report – Dana Cress**

- The board discussed options to change the Board member term rotation to 2-2-1 from 3-0-2  
The proposal is to remove one of the board members from the 3-person rotation year by a neighborhood vote. The replacement board member would then begin a new 3-year term. Marie will investigate when this vote should take place.
- Water shut off map  
Dana, Paul, and Jose marked all the shutoff valves in the area and created a map detailing the valves. Please call Paul Cofer if you need help locating or learning how to shutoff your valves.

**Treasurer's Report – Dick Wissmiller**

Operating fund balance on 3/31/18 is \$13,877.26

Reserve fund balance on 3/31/18 is \$108,868.56

Q1 2018 financial statement is available and will be posted on our website

Wells Fargo home - There has been no communication in last 30 days. Dana has set up an alert for the Washington County Sheriff sale in case the property goes on the market

**Committee Reports**

**Landscape – Dana Cress**

- We have contracted with General Tree Service for pruning, disease control & fertilization of the perimeter hedges. The new contract is the same amount

we paid Staab.

- ARC – Weinstein - Their landscape change requests were approved by the landscape committee (Dana Cress, Suzie Herburger, and Margaret Fasano) and unanimously approved by the board.

#### **Pool – Dana Cress**

- Greg at AlGreco Pool installed a new pool filter. It was installed under budget for \$1494.52. The 2018 reserve allocation was \$1500.
- Jose cleaned the pool deck
- New pool furniture was installed and will be uncovered before the pool opening

#### **Emergency Preparedness Committee – Paul Cofer**

Paul & Dana are working on coming up with a baseline earthquake preparedness kit that will be easy for all neighbors to participate in. They plan on holding a couple of meetings this year to help our neighborhood be prepared.

#### **Old Business**

- Entry lights – Dick  
The entry pillar lights were replaced with lower lumens bulbs (except for the 2 main posts)
- Perimeter boulders – Dana –  
The landscape committee believes that the entry ground cover will continue to grow over the summer and that additional plantings won't be necessary. The board will re-evaluate this at the end of the summer.

#### **New Business –**

Water valves – It appears that Betsy Drake doesn't have an outside shutoff (curb stop) to her home. Dick will contact the contractor that installed our new water lines to investigate.

#### **Owner Discussion Time –**

Harold Murphy brought up the topic of the electric transformers. They are original to the neighborhood, and the board agreed that we should write PGE asking that they be upgraded for the safety of our neighborhood.

**Next meeting** – May 9, 2017 at home of Paul Cofer & David Olsgard at 4:30 PM

Meeting adjourned at 5:20 PM

Respectfully submitted by:  
Marie Schiller, Secretary

# **CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING**

Wednesday, June 6, 2018 – 4:30 p.m.

Home of Paul Cofer & David Olsgard

7484 Clear Hills Drive

## **Board Members Present:**

Dana Cress, Chair

Paul Cofer, Vice-Chair

Dick Wissmiller, Treasurer

Marie Schiller, Secretary

Tom Herburger, Director

## **Homeowners Present:**

Janice Marvin, Harold Murphy, Jim Cielinski, Nancy Grader

Welcome and Call to Order at 4:31 P.M.

May meeting was cancelled – no minutes

The board unanimously approved minutes of the April 11, 2018 meeting after waiving the reading.

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

- Dana would like the Board to vote on adding a Common Area section to the Architectural Rules and Regulations document. Paul & Marie will draft new language to bring to the next meeting.

## **Treasurer's Report: Dick**

- Current financials are posted on the website
- Operating account balance: \$18124.70
- Savings account balance: \$108904.94
- 2017 financial review from our CPA will be available for our July meeting
- Wells Fargo home - On July 12, 2018 there will be Washington County Sheriff sale <http://oregonsheriffssales.org/county/washington>. Dick Wissmiller is planning on attending the sale, and communicating to new owners the need to abide by our documents, including no rentals.

## **Committee Reports:**

**Landscape - Dana**

- General Tree Service sprayed our perimeter hedges on May 16<sup>th</sup>
- Kinnikinnick is aggressively growing at our entry. The landscape committee and board will review the entry again in the fall to see if any changes are desired.

**ARC - Dana – No requests**

**Pool– Dana**

- The pool is open!
- Community Pool Party is scheduled for June 23<sup>rd</sup> at 5 p.m.

**Emergency Preparedness– Paul**

- Paul will have a table at the Pool Party with information regarding 5-year food rations and emergency supplies.

**New Business**

- In response to Paul's suggestion that we all need to know who our community service providers are and scheduled services, Dick & Dana have compiled a comprehensive list. The list will be posted on the web site and handed out to all owners.
- Nancy Grader would like additional pruning done to her pine trees. Dana and Nancy will coordinate a time to have the work done. She also reported that there have been several occurrences of somebody racing their motor at the apartments in the middle of the night. Homeowner's can call the apartment manager at (503) 225-3294 or the Washington County Sheriff's Office non-emergency number (503) 629-0111

**Meeting adjourned at 5:35 PM**

**Next meeting – July 11, 2018 at home of Dick & Bobbie Wissmiller**

# CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, July 11, 2018 – 4:30 p.m.  
Home of Dick & Bobbie Wissmiller  
7644 Green Valley Terrace

- Board Members Present:
  - Dana Cress, Chair
  - Paul Cofer, Vice-Chair
  - Dick Wissmiller, Treasurer
  - Marie Schiller, Secretary
  - Tom Herberger, Director
- Homeowners Present:
  - Bobbie Wissmiller, Harold Murphy, George Davidson, Wilma Jane Balick
- Welcome and Call to Order 4:28 PM
- The board unanimously approved the minutes from the June 6, 2018 meeting after waiving the reading.
- President's Report
- Treasurer's Report – Dick Wissmiller
  1. Current financials
    - Operating fund balance on 6/30/18 was \$26721.78
    - Reserve fund balance on 6/30/2018 was \$108,922.84
    - June financials will be posted in the next few days
  2. Status of Wells Fargo home
    - Washington County Sheriff sale on 7/12/2018 at 10:00 am
- Committee Reports
  1. Landscape – Dana Cress
    - Kristine Hunter submitted a request to remove a 40-foot red maple tree between her unit and Shar Prohaska's. Shar would like to keep the tree, and have it thinned to avoid the messy leaves in the driveway. Dana Cress will get bids for thinning.
  2. ARC - no requests



3. Pool– Dana Cress
  - Our June Community Potluck was a great success!
4. Emergency Preparedness– Paul Cofer
  - Food rations were ordered at the pool party and are ready to distribute. Paul and Tom are investigating backup power options for owners
- New Business - none
- Old Business
  1. Paul & Marie will work on Rules & Regulations language regarding ARC & Landscape to make the language more clear
  2. Service providers contact list – Dick Wissmiller – work in progress
  3. Change to 3-2-1 rotation of Board terms – Marie Schiller
    - There is language in the Bylaws Article 4 (section 4.6) that permits a board seat vacated by a vote of the Association, to begin a new 3-year term.

Next meeting: August 8th, 2018 at home of Scott & Dana Cress at 4:30 PM

# CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, September 12, 2018 – 4:30 p.m.

Home of Tom & Suzie Herburger 7382 SW Eastmoor Terrace

## Board Members Present:

Paul Cofer, Vice-Chair  
Dick Wissmiller, Treasurer  
Marie Schiller, Secretary  
Tom Herburger, Director

## Homeowners Present:

Bobbie Wissmiller, Janice Marvin, Nancy Grader, Suzie Herburger

- Welcome and Call to Order at 4:30 PM by Tom Herberger
- The board unanimously approved the minutes from the July 11, 2018 meeting after waiving the reading. There was no August board meeting
- Chairman's Report - Tom Herburger – No report
- Treasurer's Report – Dick Wissmiller
  1. Current financials
    - Operating fund balance on 8/31/18 was \$30,509.86
    - Reserve fund balance on 8/31/2018 was \$108,959.84
    - The board unanimously approved the transferring \$25,000 from our operating account to our reserve account
- Committee Reports
  1. Landscape – sprinklers have been set to water every other day. Dick and Dana will investigate thatching and punching the lawns this year.
  2. ARC - Janice Marvin will follow up with the Hunters on obtaining an ARC form for a new concrete entry.
  3. Pool report – The heater is turned off for the season
  4. Emergency Preparedness Committee – Paul Cofer
  5. Fire hydrant testing - Paul is investigating how to properly certify our fire hydrant.
- Old Business
  1. Add Common Area section to the ARC page of the Rules & Regulations- Paul & Marie
  2. Service providers contact list – Dick
  3. Tags for irrigation and domestic water valves and box covers - Dick
  4. Investigate the location of Betsy Drakes' outdoor water shutoff - Dick
  5. Revisit the plantings around the perimeter rocks – Landscape committee

- New Business
  1. Nick Schiller would like the board to install automatic latching/keyless entry gates when the pool fence is replaced
- Owner Discussion Time
- Meeting adjourned at 5:55 PM

Next meeting: October 10, 2018 at home of Dick & Bobbie Wissmiller

# CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, October 10, 2018 – 4:30 P.M.

Home of Dick & Bobbie Wissmiller

## Board Members Present:

Dana Cress, Chair  
Paul Cofer, Vice-Chair  
Dick Wissmiller, Treasurer  
Marie Schiller, Secretary

## Homeowners Present:

Bobbie Wissmiller, David Olsgard, Harold Murphy, Wilma Jane Balick, Bev Culp

## Welcome and Call to Order at 4:28 PM - Dana Cress

- The board unanimously approved the minutes from the September 12, 2018 after a typo was corrected

## Chairman's Report - Dana Cress

- No report

## Treasurer's Report – Dick Wissmiller

- Operating fund balance on 9/30/18 was \$4001.81
- Reserve fund balance on 9/30/2018 was \$133,980.08
- \$25,000 was moved from Operating to Reserve fund as approved at the September board meeting
- YTD financial report is complete and ready to post on our website
- Dick got a bid from Pacific Lamp Wholesale to purchase LED bulbs for our association at a net cost of \$722 (which includes a \$198 discount from the Energy Trust) Dana motioned and Marie seconded that we purchase the bulbs and replace our existing bulbs as they burn out. The motion passed.
- The finance committee will meet on Tuesday, November 20, at Dick's house at 10:00 AM

## Committee Reports

### Landscape - Dana Cress

- Sprinklers are blown out and ready to shut off. Thatching and punching of the lawns will be done in 2019

### ARC - Dana Cress

- The Landscape Committee approved Strand's request for yard removal.

### Pool - Dana Cress

- The pool is closed

## Emergency Preparedness – Paul Cofer

- He is investigating how to properly certify our fire hydrant.

## Old Business

1. Add Common Area section to the ARC page of the Rules & Regulations- Paul & Marie  
Still in progress
2. Tags for irrigation and domestic water valves and box covers - Dick  
Dick found some great tags for the underground valves and valve covers that he will install this winter
3. Investigate the location of Betsy Drakes' outdoor water shutoff - Dick  
Dick and Paul will investigate
4. Board motion regarding perimeter rocks in landscape  
Dana made a motion and Dick seconded that the association keep the entrance rocks and landscaping around them. The motion passed.

## New Business

### Owner Discussion Time

Meeting adjourned at 5:30 PM

Next meeting: November 14, 2018 at home of Nick & Marie Schiller

# CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, November 14, 2018 – 4:30 P.M.

Home of Nick & Marie Schiller

## Board Members Present:

Dana Cress, Chair  
Dick Wissmiller, Treasurer  
Marie Schiller, Secretary  
Tom Herburger, Director

## Homeowners Present:

Bobbie Wissmiller, Jim Cielinski, Wilma Jane Balick, Bev Culp , Harold Murphy

## Welcome and Call to Order at 4:29 PM - Dana Cress

- The board unanimously approved minutes from the October 10, 2018 meeting after waiving the reading

## Chairman's Report - Dana Cress

- Paul Cofer resigned from the board
- Please contact a Board member if you are interested in a Board position

## Treasurer's Report – Dick Wissmiller

- Operating fund balance on 10/31/18 was \$11,695.43
- Reserve fund balance on 10/31/2018 was \$134,002.84
- The LED bulbs have been ordered from Pacific Lamps, and Energy Trust paperwork has been initiated
- The finance committee will meet on Tuesday, November 20, at Dick's house at 10:00 AM

## Committee Reports

### Landscape - Dana Cress

- Request by David Olsgard to remove small tree from front yard approved by Landscape committee 10/16/18
- Request by Margaret Fasano to plant ginko tree in her back yard approved as submitted
- Arborvitae hedge Fall fertilization has been completed

### ARC - Dana Cress

- No requests

### Pool - Dana Cress

- No report

## Emergency preparedness – Marie

- She will investigate how to properly certify our fire hydrant.

## Old Business

1. Add Common Area section to the ARC page of the Rules & Regulations- Marie  
Still in progress
2. Tags for irrigation and domestic water valves and box covers - Dick  
Dick will place an order for the valve and box tags that he will install this winter
3. Investigate the location of Betsy Drakes' outdoor water shutoff - Dick  
Dick will locate it when they do the tag installation this winter

## New Business

Owner Discussion Time

Meeting adjourned at 4:41 PM

Next meeting: December 12, 2018 at home of Scott & Dana Cress

# CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Date: Wednesday, December 12, 2018

Place: Home of Scott & Dana Cress  
7523 SW Clear Hills Terrace, Portland, OR 97225

## Board Members Present:

Dana Cress, Chair  
Dick Wissmiller, Treasurer  
Marie Schiller, Secretary  
Tom Herburger, Director

## Homeowners Present:

Harold Murphy, Ford Montgomery, Bobbie Wissmiller, Suzie Herburger

Welcome and Call to Order: Chair called the meeting to order at 4:30 PM

The board unanimously approved minutes from the November 14, 2018 meeting after waiving the reading.

President's Report: None

## Treasurer's Report: Dick

Current financials -

Operating account: \$10,860.74

Reserve account: \$134,024.86

2017 financial review -

Our CPA Ryan Ihde is finalizing the 2017 financial review

2019 budget -

Board unanimously approved the 2019 budget. No dues increase is anticipated, but the reserve study has yet to be completed.

## Committee Reports:

Landscape - No report

ARC - No report

Pool - No report

## Old Business:

Add Common Area section to the ARC page of the Rules & Regulations - Marie  
Marie is going to work with Dana on modifying the current rules.



**Fire hydrant maintenance – Marie**

Matt Steidler from Raleigh Water inspected our hydrant, ensured that it was functional, and indicated that we need a 3 ft. perimeter around the hydrant for accessibility. The next hydrant testing will occur on or before Dec 11, 2019. Dana will arrange to have the perimeter cleared.

**Tags for irrigation and domestic water valves and box covers – Dick**

Jose will finish marking and tagging water system upon his return in March

**Investigate the location of Betsy Drakes' outdoor water shutoff – Dick**

Dick has called a plumber to locate the shutoff

**New Business:**

Eastmoor Terrace construction dumpster – Has been removed from the construction site.

Emergency Committee – Board unanimously approved to disband the emergency preparedness committee. Owners are welcome to bring up concerns or issues with the board.

**Homeowner topics:**

Ford Montgomery asked about our bylaws and the need for a 5<sup>th</sup> board member. The board is still looking for an owner to fill the 5<sup>th</sup> position. Interested owners should contact any board member.

Next meeting: Annual meeting on January 9, 2019 at 6:30 PM at the home of Nick & Marie Godbey Schiller (7756 SW Green Valley Terrace, Portland, OR 97225)

Meeting adjourned at 5:08 PM

Respectfully submitted by:

Marie Schiller, Secretary