

## Clear Hills Condominium Association Board Meeting

January 8, 2014 – 4:30 p.m.

Home of Dick & Bobbie Wissmiller

7644 Green Valley Terrace

### BOARD MEMBERS PRESENT

Dana Cress, President  
Michael O'Rourke, Vice President  
Mark Tyler, Secretary  
Bev Olson, Member at large  
Dick Wissmiller, Treasurer

### HOMEOWNERS PRESENT

Alyssa O'Rourke  
Harold & Evelyn Murphy  
Jim Cielinski & Beverly Culp  
Nancy Grader  
Bobbie Wissmiller  
George Davidson  
Wilma Jane Balick  
Phyllis Eagon

The meeting was called to order by the President, Dana Cress at 4:35pm.

The minutes from the October 23, 2013 were approved as submitted.

### President's Report

Dana reported that Clear Hills is entering 2014 with several exciting projects that will make Clear Hills an even better place to live.

### Treasurer's Report

Dick Wissmiller presented the current Financial Statement prepared by Community Management. Highlights included bank balances of \$17,722.87 in checking, \$124,163.88 in savings as of 12/31/13. Additionally, the report shows the Water-Sewer Replacement Project total expenditures during 2012/2013 were \$181,842.68.

### Committee Reports

The ARC committee had no new requests.

#### Landscape

Entry plantings will wait until spring. Martinez Landscape is doing a great job with Clear Hill's maintenance and is looking forward to spring when they plan to get our lawns revived.

### Old Business:

- Main line pressure pump and irrigation replacement. Board has received a proposal from Milroy Golf Systems, Inc. for the installation of a community water pressure pump and irrigation control valve system. The pump would be installed at the site of the existing main water shutoff and backflow valve. A new vault would be required to house the pump, bypass valve plumbing, public service shutoff and related backflow valves. Power would come from electric service already installed in the pool house. The foundation for the replacement irrigation system is a central wireless control system that will be installed at the pool house. The new control system will allow weather based irrigation efficiencies and will make the existing control systems that are mounted on residences obsolete over time. Replacement of irrigation systems will take place over time and each will require the evaluation of the composition of the specific common area and limited common area landscape elements served. A motion to the board was presented by Dick Wissmiller and seconded by Bev Olson to move ahead with the project as proposed by Milroy, for an amount not to exceed \$46,850. which includes a contingencies allowance of \$8,150. The motion passed with one no vote. Elements of the proposal are as follows:

○ Booster Pump Station	18,400.00
○ Conduit to Pool Electric Panel	5,725.50
○ Electrician services	3,500.00
○ Upgraded Vault at entrance	2,475.00
○ Irrigation system valves & control unit	8,600.00
○ Board proposed contingency	8,150.00

- Emergency contact information sheets are available and were handed out at the meeting. They will be emailed to all residents.
- Website discussion – Dana agreed to pursue a relationship with a web developer for a new secure CHHOA web site.

**New Business:**

- Self-management – Dana reported that the relationship with CMI has been less than desirable over the last year. Dick and Dana reported that CMI services are structured for a much larger homeowners association. It was noted that CMI uses the accrual method of accounting, which is much more complicated than is necessary for a small association like ours. In 2013 the Association paid \$10,238.81 to CMI for their services. Dick commented that there are an average of 15 disbursements and 25 cash receipts per month and that having the treasurer handle those transactions would save him a tremendous amount of time trying to confirm and interpret CMI reports for the board. A motion was put forward to give CMI a 90 day notice as required in their contract agreement that CHHOA will assume self-management on 05/01/2014 and that self-management will be adopted for calendar 2014 and 2015. At the end of this period, the Board will evaluate whether to continue with self-management or to seek services from a different professional or bookkeeping firm. A motion was made by Bev Olson and seconded by Michael O'Rourke. The motion was passed by a 4 to 1 vote.
- Estate/Garage Sales – After much discussion, Michael O'Rourke presented a motion to the board to ban any further estate or garage sales in CHHOA. The motion was seconded by Bev and passed with a 4 to 1 vote.
- Dick reported that a complete remapping of the water shutoff valves is in process and that Bill Kehrli will create an overlay for Clear Hill's mapping. Dick will e-mail the shutoff map to residents when completed.

The meeting was adjourned at 6:05 pm.

The next meeting will be held on March 5 2014 at 4:30pm.  
At the home of Dana & Scott Cress  
7523 SW Clear Hills Terrace

# Clear Hills Condominium Association Board Meeting

March 5, 2014

Convened at the home of Dana & Scott Cress  
7523 Clear Hills Terrace at 4:30pm

## BOARD MEMBERS PRESENT

Dana Cress, President  
Michael O'Rourke, Vice President  
Mark Tyler, Secretary  
Bev Olson, Member at large  
George Davidson, Interim Member  
Dick Wissmiller via Skype

## HOMEOWNERS PRESENT

Alyssa O'Rourke  
Harold Murpy  
Evelyn Murphy  
Wilma Jane Balick  
Scott Cress

The meeting was called to order by the President, Dana Cress at 4:30pm.

It was moved by Bev and seconded by Michael that we accept the minutes from the 01/08/14 meeting.

Treasurer's Report. Bank Balances at 02/28/14– Operating account balance \$28,712.08, Reserve account balance \$128,028.13.

Landscape Committee – A Crane Fly infestation was found by Martinez Landscape. Dana will talk with Staab Pest Control about the best way to irradiate. Kinnicknick will be planted soon along Montclair and Northvale outside the boundary fencing.

ARC Committee had no request to submit, but noted that our new homeowners may need a reminder that they should refrain from entering into a contract for work on the exterior of their home without submitting an ARC Request, and having it approved by the board.

## New Business

1. Bev Olson is moving and will be resigning from the board. The Board, agreed to appoint George Davidson as an interim board member until the annual meeting in June when a replacement for Bev will be elected. Bev was elected in June of 2013 to her new position, and her 3 year term runs until the annual meeting in June of 2016.
2. The board welcomes Peter Sargent and Dick Young who have moved into 7515 Clear Hills Terrace.

## Old Business

1. Self management is on track and will be effective after the end of the 90 day notice to CMI. Dues for May will be paid to the HOA instead of going to CMI. New direct deposit agreements will be circulated by the treasurer in advance of self management. For those who wish to mail checks, the treasurer will provide deposit slips that may be mailed directly to U.S. Bank. Mark Tyler was asked to post public documents on the existing <http://www.clearhills.org> site and agreed. Dick and Dana recommended that by the time we begin self management that we have a functional web site that may be self-maintained by members of the board. Mark Tyler recommended that we look at a web site hosting company that has web site admin capability, and includes secure access for sensitive homeowner information, and a separate secure area for documents that will be made available to real estate agents, title companies and potential buyers. Mark suggested <http://www.hostgator.com/shared> as an example.
2. Main Line Pressure Pump Project – A new vault has been excavated next to the existing vault. We are waiting for Lovett to provide a date for boring to provide electric service to the new

## **Clear Hills Condominium Association Board Meeting**

March 5, 2014

Convened at the home of Dana & Scott Cress  
7523 Clear Hills Terrace at 4:30pm

pump. The boring route will go from the new vault to the Schiller's yard, and then to the pool house. Because of the current required by the new pump, a soft start motor system was approved by the committee to allow the existing electric service to be sufficient.

A discussion began about the project timing and Dick reported that he expected the project to be complete by the end of the month. This led to a discussion about the impact to water supply systems in homes that have original galvanized pipe supply lines. Dick mentioned that the pressure is expected to increase from a low of 35psi to a potential 70 psi. He volunteered to talk with Jason Camberg, of United Plumbing, who is the plumber who installed all of the home shutoff valves and get an updated map of those valves. He also recommended, and it was agreed, that Jason be onsite on the day the pressure system is turned on.

3. A discussion about the property at 7363 Eastmoor Terrace, which is owned by FNMA included the update that FNMA has paid all of the outstanding balances through 01/31/14. Michael and Alyssa O'Rourke volunteered to pursue contact with FNMA to improve the chances that the property be sold and occupied.

The meeting was adjourned at 5:30pm

The next meeting will be held at 4:30pm, on Wednesday, the 9<sup>th</sup> of April at the home of George and Dale Davidson.

Present:

Dana Cress, President

Michael O'Rourke, Vice Pres.

Dick Wissmiller, Treasurer ( Face Time)

George Davidson, Member at Large

Homeowners:

Michael Cusick

Chris Cusick

Janice Marvin

Wilma Jane Balick

Wilma Loftessness

Chairman, Dana Cress, called the meeting to order at 4:35 p.m.

Minutes from the March 3, 2014 were approved as submitted.

Dick Wissmiller gave the financial report given to him from CMI current as of February 28, 2014. We currently have \$30,070.56 in our operating budget account and \$129,960.64 in our reserve fund account.

Dick talked about the three options available for paying our HOA fee:

1. ACH (automated clearing house) option. Each homeowner interested in this option needs to complete the form and either e-mail to Dick or drop in the mailbox at the pool. Dana said she was happy to receive them and that she would then scan and e-mail to Dick. Dick explained that owners could choose to have the fee deducted from their account on either the 5<sup>th</sup>, 10<sup>th</sup> or 25<sup>th</sup> of the month.
2. Put your check in the community mailbox located on Clear Hills Drive at the pool house.
3. US Bank would provide us with deposit slips so that our homeowners can deposit directly at the bank branch on Beaverton Hillsdale Hwy. and Laurelwood Drive.

Dick said that if an owner is comfortable with the ACH it is the preferred method.

## Committee reports:

### ARC Committee – no ARC submittals

- Dana explained that Sue Berry submitted a form to remove an arborvitae and ivy from the side of her home which was approved without the need of a Board vote
- Paul Cofer submitted an ARC form to vent his dryer through a vent in his roof. This was approved without Board vote.

Pool Committee – Volunteers are needed to help set the pool up for Memorial Day opening (weather permitting). Set up day is scheduled for Saturday, May 24<sup>th</sup>. Dick will send out a notice of time. Michael, Janice & George all agreed to help with the setup.

## Old Business

### Update Main Line Water Pressure Pump project –

- The cement contractor was on site today and the walls are scheduled to be finished this week.
- Enders Electric installed the new panel and feed in the pool house equipment room. PGE has installed a new electric meter at the pool house.
- Homeowners will be notified at least 24 hours in advance prior to the water being turned off and then on again with the increased pressure.

### Website update –

- Dick & Dana have been working with Joe Schoen a resident of Arranmore HOA who designed and installed the Arranmore website. <http://arranmorehomeowners.com> Joe agreed to set up our website using the template he used to design the Arranmore site. The new site will be a tool for professionals involved in the sale of our units. A motion was made by Michael O'Rourke to place Joe Schoen on a \$500 retainer for his website design services. George Davidson seconded the motion. The motion was passed. The web address is: <http://www.clearhills.org>
- Dick explained that self-management will begin May 1<sup>st</sup>. He has been working closely with Community Management to make sure the transition is a smooth one.

## New Business

- Mark Tyler, Board Secretary is moving to the beach. Nancy Grader has agreed to serve as the interim Secretary. Michael O'Rourke made a motion to accept this appointment, George Davidson seconded the motion. The motion was passed.
- Dana presented a bid from "The Wall" to repair the shotcrete on our HOA retaining walls where it has fallen away from the cement block. The bid was for \$725. George Davidson made a motion to accept this bid and Michael O'Rourke seconded the motion. The motion was passed.

The meeting was adjourned at 5:13 p.m.]

Respectfully submitted,  
Dana Cress

The May Board meeting is scheduled for May 7<sup>th</sup> at 4:30 at the home of Dick & Bobbie Wissmiller.

The annual meeting is scheduled for June 11<sup>th</sup> at 7 p.m. at the Garden Home Rec Center, Room 10. Please arrive prior to 7 p.m. to register your attendance and/or proxies for a quorum.

AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 MAY 7, 2014 – 4:30 PM  
 HOME OF DICK AND BOBBIE WISSMILLER

Board Members Present	Homeowners Present
Michael O'Rourke, Vice President Dick Wissmiller, Treasurer Nancy Grader, Secretary George Davidson, Member at Large	Alyssa O'Rourke Wilma Loftesness Bobbie Wissmiller Wilma Jane Balick

Agenda Item	Minutes
Welcome and call to order	Michael O'Rourke, Vice President, called the meeting to order at 4:30. Thank you to Dick and Bobbie Wissmiller for hosting
Minutes from April 9, 2014 board meeting	Copies made available at the meeting and are available at <a href="http://www.clearhills.org">www.clearhills.org</a> ; Motion to approve minutes as submitted, seconded. Motion passed, minutes approved.
President's report	None; Dana Cress, President was out of town
Treasurer's report	<p>April 30 balances –            Operating \$54,571.80            Reserve \$106,894.34            Total \$161,466</p> <p>Bank Accounts - Clear Hills HOA (CH) currently has 4 accounts: 2- operating, 2 – reserve to manage the switch to self-operation. CMI will transfer funds from the two old accounts into the two new accounts. CMI sent a \$100,000 check to fund two new accounts (\$25k into operation; \$75k into reserve).</p> <p>Effective May 1, CH will pay the bills.</p> <p>Dick is managing an outstanding issue regarding a CMI charge for an early termination fee. Subsequent to the board meeting, there was information provided by CMI to further clarify the charge. Dick to report out on this issue at the next board meeting.</p> <p>Michael noted that Dick is doing a fantastic job managing the transition from CMI to self-operation.</p> <p>Auto deposits for HOA fees – everything is ready to go; waiting for bank transaction to take effect. Withdrawals from accts will be May 8 or 9; not the 5<sup>th</sup>. Withdrawals for the 15<sup>th</sup> will be on the 15<sup>th</sup> as planned. 6 people have not signed up – 2 have committed to sign up.</p>
Website update	Dick Wissmiller provided background on the website creation (see April 9, 2014 minutes for details). The site will be limited to public records. No personal information will appear. The O'Rourke's believe it has all data necessary for real estate transactions. Dick will learn how to self-manage the website. View the site at <a href="http://www.clearhills.org">www.clearhills.org</a>



AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 MAY 7, 2014 – 4:30 PM  
 HOME OF DICK AND BOBBIE WISSMILLER

Agenda Item	Minutes
Water pressure system upgrade update	<p>Dick Wissmiller reported that the water pressure system has improved. Not yet at full pressure. Started at 60 PSI. Intention to get to 75 PSI in increments. Not likely to cause any issues associated with increasing the pressure. Vacant houses have water turned off. Friday or Monday (May 9 or 12) the Phillips Pump arrives – will go to 75 PSI. Will keep it at 75 PSI. Combination Padlock on pump station. Combination will be provided in a separate, non-public communication.</p> <p>George Davidson commented that the metal doors are an eyesore. Board requested that the Landscape Committee recommend how to camouflage the metal doors.</p>
Irrigation system turn-on update	<p>Dick Wissmiller reported that Jose is to turn on the irrigation system when given the go ahead. January 9, 2014 board meeting minutes include detail of budget. Project under budget by \$5k. Budget included \$8600 for irrigation control valves. Dick has asked Milroy to re-specify control valve needs and include weather-based irrigation. Anticipate it will cost more than the original budget. Turn on of existing system will happen in May – yet to be determined. Milroy to provide new proposal by mid-May.</p>
Ginko pruning bid review	<p>Alyssa O'Rourke reported that NW Tree Specialists provided a proposal to prune the Ginko @ 7515 SW Cedar Hills Terrace for \$485.</p> <p>Motion to approve work. Seconded. Motion passed.</p> <p>Alyssa to contact NW Tree to begin work.</p>
ARC Report	<p>Alyssa O'Rourke reported that Sue Berry submitted a request to make changes to the exterior of her home; the ARC approved all: paint front door black; replace lights with motion sensor light back and front; replace ceiling light on front porch with recessed light. The light post by mail box needs painting.</p> <p>Motion to approve recommendation of the ARC relative to Berry request. Seconded. Motion carries.</p> <p>The Board reminds residents that they need to be sensitive to the impact of outdoor lighting on neighbors.</p>
Landscape Committee report	None
Pool Committee report	Reminder that several people have volunteered to prepare the pool and surrounding area on Saturday May 24 for opening on Memorial Day, May 26.
Old Business	none
New Business	Landscape Committee to discuss the fence facing the Clear Hills Drive at 7552 to ensure that it is up to standards. Patricia Young purchased Mark Tyler's home. Dick to provide updated roster soon.
Adjourn	Meeting adjourned by Michael at 5:30 p.m.
Next meeting	Annual Meeting. June 11th at 7 p.m. at the Garden Home Rec Center, Room 10. Please arrive prior to 7 p.m. to register your attendance and/or proxies for a quorum.

AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 June 11, 2014  
 Garden Home Recreation Center

Board Members Present	Homeowners Present
Dana Cress, President Michael O'Rourke, Vice President Dick Wissmiller, Treasurer Nancy Grader, Secretary	

Agenda Item	Minutes
Call to Order	Dana Cress called the meeting to order at 7:44
Assign Board positions to newly elected officers	Recommendation to keep statu s. moved that new directors have the officer responsibilities president – Dana Cress; Treasurer – Dick Wissmiller, Secretary – Nancy Grader, George . Motion passed.
Discuss options to make the vault cover less prominent at our entry	Discussed at Annual meeting
Discuss changing Annual Meeting to 2 <sup>nd</sup> Wednesday in January for ease of record keeping and organization. As permitted in our By-Laws Article 3.3	Motion to Change to 2 <sup>nd</sup> Thursday of each month. Motion seconded. passed.
Set date for monthly Board meetings. 2nd Wednesday of each month proposed.	Annual meeting 2 <sup>nd</sup> Thursday of January (January 8, 2015). Motion seconded. passed.
Adjourn	
Next meeting	Home of Dana and Scott Cress, July 10, 2014

AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 August 11, 2014 – 4:30 PM  
 Home of Dana & Scott Cress

Board Members Present	Homeowners Present
Dana Cress, President Michael O'Rourke, Vice President Dick Wissmiller, Treasurer Nancy Grader, Secretary George Davidson, Member at Large	Diane Gilbert Bobbie Wissmiller Harold Murphy Alyssa O'Rourke David Olsgard Paul Cofer

Agenda Item	Minutes
Welcome and call to order	Dana Cress, President, called the meeting to order at 4:30. Thank you to Dana Cress for hosting
Minutes from 6/11/14 & Annual Board Meeting	Copies made available at the meeting and are available at <a href="http://www.clearhills.org">www.clearhills.org</a> ; Motion to dismiss reading and approve minutes as submitted, seconded. Motion passed, minutes approved.
President's report	See Landscape Committee Report
Treasurer's report	7/31/14 balances - Cash \$119,957.91. A/R \$2,595. The balance sheet will be posted on the website. The latter balance is now greater than \$3k; in process of filing a lien against the fannie mae house (as per recent change in bylaws). Dick suggested that we change the bylaws to reduce to \$450. Michael suggested we need to be careful about setting it low – as we have to apply it equally across all homeowners. Michael suggested more research on this.  The annual review of our 2013 and 2014 financials (see annual meeting minutes) will be performed by Ihde CPA firm. The engagement letter will be posted on the website. \$1600 per year based on a clean review. Dana made a motion that Dick sign/we engage the document, motion seconded and passed.  Want a wholesale discount. Applied at Ewing wholesale; credit application was rejected Dana to discuss with them.
ARC Report	None.
Landscape Committee Report	Begun to replace main lines due to issues in Wilma's yard – two major leaks. Replaced valves – from 5 down to 3. David & Paul's yard is finished. Alyssa & Michael's yard finished. Wilma's finished – 5 day job – expensive. 1 day to 1.5 days per home that need to have galvanized pipe replaced. Jose knows who has galvanized pipe. 12 -14 houses. Kantor's are likely next. Sprinklers on Montclair are only reaching 2 ft suggesting a leak. Want to have central control boxes – don't have specifics yet. Each needs to be hooked to the central box – sharing boxes among the homes reduces the number of boxes that have to be hooked up to the main box and saves money and maximizes efficiency. Want to have a water miser, rain controlled system that waters less frequently but more deeply. Water expense each month is single largest expense –ytd 2013 through

AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 August 11, 2014 – 4:30 PM  
 Home of Dana & Scott Cress

Agenda Item	Minutes
	<p>July \$4,500; ytd same period 2014 - \$4,000</p> <p>Patsy Dant asked about pruning hedge on Scholls Ferry / Montclair. Patsy will call the homeowner. Michael to back her up if needed. It is an important safety issue. The light at the same location is also a safety issue. Dick to look into switching out light – calling PGE.</p> <p>Landscape request by Cusicks. 3 black pines in front of kitchen and utility room windows. 5 ft pine pom pom (picture provided). Dana made a motion to approve; it was seconded and approved.</p>
Pool Committee Report	Pool was cloudy. Pool person fixed.
Old Business	Irrigation replacement update – see Landscape Committee Report
New Business	None
Adjourn	Meeting adjourned by Dana at 5:25 p.m.
Next meeting	Next Board Meeting scheduled for September 10, 2014 at the home of Nancy Grader & Ford Montgomery

AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 September 10, 2014 – 4:30 PM  
 Home of Nancy Grader & Ford Montgomery

Board Members Present	Homeowners Present
Dana Cress, President Michael O'Rourke, Vice President Dick Wissmiller, Treasurer Nancy Grader, Secretary George Davidson, Member at Large	Jim Cieslinksi Harold Murphy Eileen Murphy Alyssa O'Rourke David Olsgard Paul Cofer Doug Hunter Wilma Loftesness Jackie Nudelman

Agenda Item	Minutes
Welcome and call to order	Dana Cress, President, called the meeting to order at 4:32. Thank you to Nancy and Ford for hosting.
Minutes from August 11, 2014	Copies made available at the meeting and are available at <a href="http://www.clearhills.org">www.clearhills.org</a> ; Motion to dismiss reading and approve minutes as submitted, seconded. Motion passed, minutes approved.
President's Report	<ul style="list-style-type: none"> <li>• Fannie Mae unit – August 16 Dick received a summons from Washington County re title to the property – Wells Fargo vs Fannie Mae; potentially going into a Sheriff's sale within 180 days of the bank getting the action resolved.</li> <li>• Irrigation responsibility clarification – in the process of replacing main and auxiliary lines. There has been some confusion regarding replacing sprinklers. HOA is responsible for everything underground, not the sprinkler heads or redesign of system. RE water control - chart provided that shows the inventory of existing control boxes, where they are, and an indicator of which boxes can be made redundant. Anticipate that we can bring down the number from 23 to 14 weather sensitive, water miser control boxes. Estimated cost is \$15,000. No decisions made at this time. Doug Hunter raised the idea of metering each home owner's water use. There are a series of issues around this and the whole notion of monitoring individual water usage and they were discussed at great length. Water is the single largest expense for the HOA and is the largest issue facing the HOA.</li> </ul>
Treasurer's Report	Financials. Results of 2013 financial review due at next HOA Board meeting. Operating account balance at 8/31/14 = \$17,153; Reserve account balance = \$100,025. 2013/2014 Spending comparison Jan to Aug provided Under spent 2014 budget \$3,400. Financially on track. All financial data will be posted to the website (see footer for website url)

AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 September 10, 2014 – 4:30 PM  
 Home of Nancy Grader & Ford Montgomery

Agenda Item	Minutes
	\$12,000 invoice from Milroy received in August. Will use reserve fund to pay it. Budget – Irrigation Pipe Replacement 2014 - \$23K; 2015 - \$20K est – not sure what is in the ground and the budget is hard to estimate.
ARC Report	Two requests. 1. David Olsgard and Paul Cofer want to replace 2 windows with same brand as existing windows; one is a slider replacing a fixed window. 2. Sue Berry wants to replace/paint the kitchen court yard fence according to HOA standards. In addition, she wishes to cover front porch with black slate and extend the front porch. Motion made to approve each, motion seconded, passed.
Landscape Committee Report	Murphys requested that a tree in their courtyard be removed. Motion to pass landscape request, seconded, passed.
Pool Committee Report	Any interest in a closing pool party? Some interest.
Old Business	None
New Business	Barbara Bergeron (not in CH HOA) called Dana re the hedge on Scholls Ferry & the cones surrounding hole on Montclair Drive. Dana to fill the hole and look into cutting back the Scholls Ferry hedge. The group was cautioned that cutting the hedge ourselves could confer liability should an accident occur. Gas hook ups – 3 homes are now hooked up. HOA may wish to make sure that if others want gas hook ups, they do it now so that when we pave the streets, we cover up the drilling marks left by installation. Street paving estimate is \$60,080; it is in reserve for 2014. Work will likely be done in 2015. Water line locate – our water lines don't have tracer wires which are required in order to mark lines. Lovett will do a tracer line evaluation to determine if any warranty work is needed.
	Earthquake coverage report. CH HOA has earthquake coverage on the \$8.1 M valued structures; earthquake premium is \$6,604. Earthquake deductible per occurrence 10% of the individual building. The HOA covers the framework of the house. <b>Interior contents are not covered; they are the responsibility of the individual homeowners.</b> If one has interior content that they want covered, one must get their own coverage (termed an "HO6").  There was much discussion around homeowner earthquake coverage – the circumstances under which an insurer will insure (home must be attached to the foundation) and the likelihood that earthquake coverage will continue to be available. Although this was discussed at great length in the board meeting, the Board wishes to remind HOA members that the HOA has the coverage noted above and is not responsible for the interior of the individual units. Paul Cofer discussed his efforts to cover their home (attached the home to the foundation) and reported that the cost will be \$2600. George Davidson reported that he has Ed Mellnik – EMA Video Production - coming to video his homes content. 503-241-8663. Updated insurance info will be posted on the website.
Adjourn	Meeting adjourned by Dana at 5:25 p.m.

AGENDA  
CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
September 10, 2014 – 4:30 PM  
Home of Nancy Grader & Ford Montgomery

<b>Agenda Item</b>	<b>Minutes</b>
Next meeting	Next Board Meeting scheduled for Wednesday, October 8 at home of George Davidson

**CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD MEETING  
AGENDA AND MINUTES  
October 8, 2014 -- 4:30 PM  
Home of George and Dale Davidson**

**Board Members Present**

Dana Cress, President  
Michael O'Rourke, Vice President  
Dick Wissmiller, Treasurer  
George Davidson, Member at Large

**Homeowners Present**

Wilma Loftesness  
Paul Cofer  
Sue Berry  
Janice Marvin  
Jim Cieslinski  
Bev Culp  
Harold Murphy  
Evelyn Murphy

**Welcome and call to order**

Dana Cress, President, called the meeting to order at 4:31pm.  
Thank you to George and Dale for hosting.

**Minutes from September 10, 2014**

Copies made available at the meeting and at [www.clearhills.org](http://www.clearhills.org)

Motion to dismiss reading and approve minutes as submitted. Seconded. Motion passed. Minutes approved.

**New Business Item/Cooper Design Builders Request**

Sheri White from Cooper Design Builders presented a request to allow her firm to host an open house on March 14 and 15, 2015 at the home of Steve and Elaine Kantor. Various aspects of the request were discussed including:

- Parking and congestion
- Shuttle bus option
- Possible attendance
- Crowd control/security
- Privacy issues
- Insurance coverage



After much discussion and a collective vote of those present and the Board, it was unanimously decided to not grant permission for the Open House.

Dana Cress will advise the Kantors.

#### President's report

**Water locates update** - Dick Wissmiller and Dana Cress met with Waylon Knight who was the project manager for Loy Clark, the installation contractor of our new water lines. The locate wire for the water lines in the 3 cul-de-sacs are now locatable. The main line running up Clear Hills Drive is not locatable by the buried wire. The "as builts" show the straight line pipe down Clear Hills Drive. The new gas line for 7592 CHD was installed and the main line was exactly as shown on our "as builts". Water lines are 40" deep and gas lines are 36" deep. Dick expressed confidence that the "as built" drawings are good.

#### Treasurer's Report

Operating account balance at 9/30/2014 = \$12, 220.70

Reserve account balance at 9/30/2014 + \$100,037.87

The 2013 review report is not ready. The report will be available at the next Board Meeting.

We have contracted to complete a Review for 2014. This report will include a review of the CMI transition.

The 2013 Reserve study is in progress. We will be asking for a 2014 update with appropriate changes, e.g. \$60,000 allocation for street surface re-paving.

#### Landscape Committee

The Clear Hills Drive arborvitae trees are old and failing. We are exploring options for their replacement. The landscape committee is considering Portuguese Laurel which would grow up to 60' tall, is a rapid grower and can be pruned so that it does not interfere with Clear Hills Drive traffic. This hedge requires minimum attention and is not susceptible to disease or pests. Replacement may be in sections, as we have not built this cost into our Reserve budget.

Irrigation. Jose Martinez working through Milroy Golf Systems is methodically going through Clear Hills replacing our galvanized pipes with PVC. We are working to reduce the number of irrigation controllers to 14. Dana Cress and Dick Wissmiller are in contact with several irrigation brokers to decide on the best way to add to our irrigation controls that will provide us with weather sensor capabilities and enable us to reduce our irrigation water costs. Sprinklers will be turned off 10/12/2014,

Murphy's report that standing water is still on their property.

The pool is closed for the season. It was reported that the pool had more use this years than ever before.

#### ARC

Alyssa O'Rourke reported that two ARC requests were approved by the ARC committee and by the Board via e-mail. Cusick's asked for approval to replace two windows on the north side of their home with a 12' window. Approved. Kantor's requested approval to replace the existing fence east of their garage with a new one and move it a few feet closer to the street. Also requested to remove the sick cherry tree and the shrubs outside of the existing fence. They will replace the fence with our HOA approved fence and have a professional landscape designer planning their new landscape. Approved.

#### OLD BUSINESS

There was no update on the status of the bank owned/foreclosed property. Dick has contacted Wells Fargo attorney regarding the outstanding HOA fee balance.

#### NEW BUSINESS

Dana Cress brought up the subject of homeowner participation during the Board meeting. The consensus was that the "Homeowner Forum" portion of future meetings should be casual.

It was suggested that the community have a specific policy regarding size of dumpsters and location for future remodeling projects. ARC to research and provide recommendation.

There was a discussion regarding the Cieslinski HOA perimeter fence and potential issues relative to backfill. Additional discussion to come.

The meeting was adjourned at 5:35.

Respectfully submitted,  
Michael O'Rourke

The next meeting will be held Wednesday, November 12, 2014 at 4:30 p.m. at the home of Michael & Alyssa O'Rourke (7500 SW Clear Hills Drive)

AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 November 12, 2014  
 Home of Michael and Alyssa O'Rourke

Board Members Present	Homeowners Present
Michael O'Rourke, Vice President Dick Wissmiller, Treasurer George Davidson, Member at Large Nancy Grader, Secretary Dana Cress via phone	Paul Cofer David Olsgard Sue Berry Harold Murphy Evelyn Murphy Janice Marvin

Agenda Item	Minutes
Welcome and call to order	Michael O'Rourke, Vice President, called the meeting to order at 4:29. Thank you to Michael & Alyssa O'Rourke for hosting the meeting.
Minutes from October 8, 2014	Copies made available at the meeting and are available at <a href="http://www.clearhills.org">www.clearhills.org</a> ; Motion to dismiss reading and approve minutes as submitted, seconded. Motion passed, minutes approved.
President's Report	None
Treasurer's Report	<ul style="list-style-type: none"> <li>- <u>CPA Review</u> – 2013 Financial Statement Review. Dick passed around the review. The report summarizes the financials. The critical issue was to obtain an independent review. The firm found nothing irregular. An electronic copy of the review will be included at the Clear Hills website. Dick also got recommendations from the firm to present the financials (format) and adopted them to make it “easy” to see the operating and reserve fund balances. The October 31<sup>st</sup> financial statements will be in the new format. Michael asked whether HOA fees were equally distributed to the operating and reserve funds. Dick explained that each month \$1,927 goes into reserve fund, the remainder – \$10,323 - goes to the operating firm.</li> <li>- <u>New Financials</u>. Operating Fund = \$16,098.36; Reserve Fund = \$100,050.61</li> <li>- <u>Raleigh Water District windfall</u>. The district overcharged Clear Hills and refunded \$4,458.06 to the HOA. The overcharges are since 11-30-2010. The money was deposited into the operating fund (included in the \$16,098.36 balance noted above)</li> <li>- <u>Wells Fargo Bank windfall</u> – Received from Des Moines Iowa branch \$2,056.24 for 7363 property. Dick applied the dollars to the oldest balance first. They still owe \$2,600.86. CH HOA is under summons on a legal issue between Wells Fargo and Fannie Mae regarding legal title. Alyssa questioned whether we may have to pay the money back if Wells Fargo loses the lawsuit. Dick wrote a letter to Wells Fargo regarding the property re thanking them for the check in partial payment of the outstanding and overdue HOA dues and asked for the remainder owed (\$2,600.87).</li> <li>- <u>Updated Reserve Study</u> – Dick received a draft of the updated reserve study. The draft recommends a \$1,000 increase in the monthly amount placed in the reserve fund. Part of the increase is due to existing study items and a</li> </ul>

AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 November 12, 2014  
 Home of Michael and Alyssa O'Rourke

Agenda Item	Minutes
	new item placed in the reserve study (arborvitae hedge along Clear Hills Drive). One major item that has been delayed to 2016, originally planned for 2014. The final reserve study will be placed on the website.
ARC Report	Alyssa O'Rourke presented updated ARC rules for adoption by the Board. After discussion, the board asked that the ARC work with interested parties to review the language of the proposed changes. To be discussed at next meeting
Landscape Committee Report	None
Pool Committee Report	None
Old Business	<ul style="list-style-type: none"> <li>- Retrofitting houses and insurance for earthquakes. Paul reported on what he has learned from his insurance agent re earthquake insurance. Companies increasingly limiting coverage. CH does not have residential insurance, CH has commercial insurance. Commercial insurance doesn't care whether a home is retrofitted or the build date – in the same insurance pool with commercial buildings. This fact affects how CH should proceed with the issue.</li> <li>- Murphy Water problem. Murphys asked for a response to their report. Dick responded that the water system is turned off for the year and the issue cannot be dealt with until next spring when the system is turned on. Murphys have had two contractors / leak detectors to try to discover the source of the water. They confirmed the water is not coming from the house. The HOA-obtained detector came when Murphys were not home and when the water system was turned off. The Murphy memo is attached to the minutes to record the issue in the minutes. Dick Wissmiller guaranteed the Murphys that he would find the source of the leak in spring 2015. Correction to this item provided by Dana Cress at December 2015 meeting:</li> <li>- Under agenda item Minutes from November 12 meeting. Refer to clause regarding Murphy's report on irrigation leak. Dana Cress asked to amend the statement made by Evelyn Murphy at the November 12th meeting. Dana submitted a report from Advanced Leak Detectors dated 10-24-2013 stating that they found no detectable leaks on irrigation system. The HOA paid \$300. for the services of ADL. Murphy's were given the report and told to contact ALD to allow them access to the home to determine source of the water. The irrigation water was on during the testing. Dana stated that the HOA has done their due diligence in researching the source of water and that if Murphy's submit a written report by a qualified inspector stating that the water is coming from HOA irrigation system that the HOA will pay for any necessary repairs to remedy the situation.</li> </ul>
New Business	None
Homeowner Discussion	None
Adjourn	Meeting adjourned by Michael at 5:39 p.m.

AGENDA  
CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
November 12, 2014  
Home of Michael and Alyssa O'Rourke

Agenda Item	Minutes
Next meeting	Next Board Meeting scheduled for Wednesday, December 10 at home of Dana and Scott Cress.

**Advanced Leak Detection / ALD**

**Po box 245**

**Gladstone Oregon 97027**

**Report for Invoice # 074392**

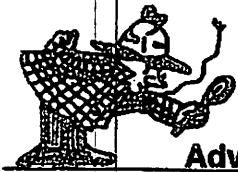
**Page 2 of 2**

**Date 10-24-13**

**Attn.: Dana**

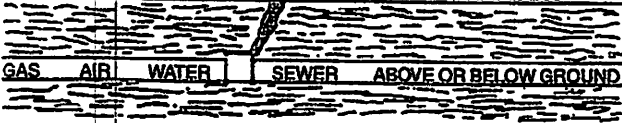
**Tested and found no detectable leak on irrigation system. I ran a drop test on the main line supply to the electric valves. The test showed no drop in pressure indicating no leak. The suspected area of problem that is believed to contributing to water inside home has no detectable leak in this area on the sprinkler system.**

**If I could get inside and test I believe I could find the source of the water problem this home is having. I do this type of testing for insurance companies to determine cause, location and duration of water damage. Thermal imaging could be used to locate where the source of water is coming from.**



**A.L.D.**  
 P.O. Box 245 Gladstone, OR 97027  
 503-650-LEAK (5325)  
 leaks503@aol.com

**Advanced Leak Detection**



Invoice # **074392**  
 Date 10-24-13  
 PO #/Claim # \_\_\_\_\_  
 Terms COD  
 Service Tech Tim Moffatt

Bill to: Clear Hills HOA  
7523 SW Clear Hills Ter  
Portland OR 97225

Phone: 503-952-6084 Fax: \_\_\_\_\_ Email: DANA@W4CRESS.COM  
 Mobile: \_\_\_\_\_

<input type="checkbox"/> Leak and Pipe location service	<input type="checkbox"/> Fault locating
<input checked="" type="checkbox"/> Leak location service	<input type="checkbox"/> Claim investigation
<input type="checkbox"/> Pipe location service	<input type="checkbox"/> Consulting
<input type="checkbox"/> Camera and locate service:	<input type="checkbox"/> Tank location/ _____
	<input type="checkbox"/> Other: _____

<input type="checkbox"/> Tape
<input type="checkbox"/> DVD
<input type="checkbox"/> No tracer wire
<input type="checkbox"/> Tracer wire broken

<input type="checkbox"/> Water	<input checked="" type="checkbox"/> Irrigation	<input type="checkbox"/> Gas
<input type="checkbox"/> Sanitary sewer	<input type="checkbox"/> Catch basin	<input type="checkbox"/> Boiler/Radiant heat
<input type="checkbox"/> Storm sewer	<input type="checkbox"/> Electric	<input type="checkbox"/> Water Damage
<input type="checkbox"/> Fire	<input type="checkbox"/> Cable	<input type="checkbox"/> Foundation Leak
<input type="checkbox"/> Rain drain	<input type="checkbox"/> Telephone	<input type="checkbox"/> Other: _____

Type of pipe:				Method used:		
<input type="checkbox"/> ABS	<input type="checkbox"/> Quest	<input type="checkbox"/> Cast iron	<input type="checkbox"/> AC pipe	<input type="checkbox"/> Audio	<input type="checkbox"/> Ultrasonic	<input checked="" type="checkbox"/> Visual
<input type="checkbox"/> Black poly	<input type="checkbox"/> Big blue	<input type="checkbox"/> Clay	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Radio frequency	<input type="checkbox"/> Tracer wire	<input type="checkbox"/> Camera
<input checked="" type="checkbox"/> PVC	<input type="checkbox"/> 3034 plastic	<input type="checkbox"/> Concrete	<input type="checkbox"/> Glass	<input type="checkbox"/> Air	<input checked="" type="checkbox"/> Water	<input type="checkbox"/> Tracer Gas
<input type="checkbox"/> CPVC	<input type="checkbox"/> Galvanized	<input type="checkbox"/> Ductile iron	<input type="checkbox"/> Steel	<input type="checkbox"/> Sonde	<input type="checkbox"/> Infrared	<input checked="" type="checkbox"/> Flow Test
<input type="checkbox"/> Wirsbo	<input type="checkbox"/> Copper	<input type="checkbox"/> C 900		<input type="checkbox"/> Vacuum Tested	<input checked="" type="checkbox"/> Pressure tested	<input checked="" type="checkbox"/> Other: _____

We do not offer a guarantee on locates other than if not located at point marked we will return for relocate or refund all or a portion of locate cost solely at our discretion. We do not guarantee or warranty locates.

Signature: *Diana Cress* Date: 10-24-13

Comments: See page 2

Site of Service: \_\_\_\_\_ Contact: Dianna Cress  
7534 SW Clear Hills Ter PO #/Claim # \_\_\_\_\_  
Portland OR

Rate: minimum call Amount: 300<sup>00</sup>

Payment method:  
 Cash  Check  Visa  Mastercard  American Express  Discover  Other \_\_\_\_\_

Check # 6294 Amount: 300<sup>00</sup> Date: 10-24-13

AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 December 10, 2014  
 Home of Dana and Scott Cress

Board Members Present	Homeowners Present
Dana Cress, President Michael O'Rourke, Vice President Dick Wissmiller, Treasurer George Davidson, Member at Large Nancy Grader, Secretary	Paul Cofer David Olsgard Harold Murphy Evelyn Murphy Wilma Jane Balick Wilma Loftesness Jim Cieslinski Beverly Culp Alyssa O'Rourke

Agenda Item	Minutes
Welcome and call to order	Dana Cress called the meeting to order at 4:30. Thank you to Dana and Scott for hosting the meeting.
Minutes from November 12, 2014	Copies made available at the meeting and are available at <a href="http://www.clearhills.org">www.clearhills.org</a> ; Dana made the following correction to the November 2014 minutes re Murphy water leak. Under agenda item Minutes from November 12 meeting. Refer to clause regarding Murphy's report on irrigator leak. Dana Cress asked to amend the statement made by Evelyn Murphy at the November 12th meeting. Dana submitted a report from Advanced Leak Detectors dated 10-24-2013 stating that they found no detectable leaks on irrigation system. The HOA paid \$300. for the services of ADL. Murphy's were given the report and told to contact ALD to allow them access to the home to determine source of the water. The irrigation water was on during the testing. Dana stated that the HOA has done their due diligence in researching the source of water and that if Murphy's submit a written report by a qualified inspector stating that the water is coming from HOA irrigation system that the HOA will pay for any necessary repairs to remedy the situation.
President's Report	Introduced topics discussed in Treasurer's Report.
Treasurer's Report	Financial update. Operating fund \$16,646.05 Reserve fund \$100,062.94 Present Reserve Study and Budget for approval - Dick recommends we accept the budget. 2014 budget - Putting \$1927 into reserve, 2015 budget - proposed 1662 on a monthly basis. Proposing a reduction of \$10 per month in the HOA Fee. Reserve study states the recommended reserve amount for 2015 is \$19,938. Michael suggested we use that \$10 as an operating reserve. Motion to leave HOA fees at \$490 per month. Motion seconded. Passed



AGENDA  
 CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
 December 10, 2014  
 Home of Dana and Scott Cress

Agenda Item	Minutes
	The Board considered an increase in the HOA insurance deductible from \$5k to \$10k. See below the Dick Wissmiller detailed write up of meeting discussion of these issues.
ARC Report	Delaying review of the ARC guideline document to January meeting. Board to meet to discuss in the interim.
Landscape Committee Report	None
Pool Committee Report	None
Old Business	7363 Eastmoor Terrace – Sherriff’s sale expected between now and April. Sheriff sale website <a href="http://www.oregonsheriffs.com/sales-washington.htm">http://www.oregonsheriffs.com/sales-washington.htm</a> Dec 6, Wells Fargo sent another \$3012.19, balance down to about \$800.
New Business	Motion to change annual meeting from June to January to align with our fiscal issues. Seconded. Passed. Beginning with January 2015. George asked whether Airbnb was allowed in clearhills. No rentals in Clear Hills.
Homeowner Discussion	None
Adjourn	Meeting adjourned by Dana at 5:30 p.m.
Next meeting	Annual Board Meeting and regular board meeting scheduled for Monday, January 5, 2015, at Garden Home Rec Center. Dana to send notice to homeowners.
Dick Wissmiller detail of meeting discussion re treasurer’s report	The 2015 Proposed budget was presented to the Board. It included a monthly dues reduction of \$10 per month - from \$490/month to \$480/month as suggested in our newly updated Reserve Study.  Michael suggested we consider leaving our dues the same for 2015 to better insulate ourselves from another special assessment - even beyond what the updated reserve study indicated.  Discussion followed with George asking what possible contingencies could come up for a need for extra money from a “contingency fund.” Dick suggested that one contingency was the Board paying a fairly small insurance claim rather than sending it to our Master policy insurance

AGENDA  
CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING  
December 10, 2014  
Home of Dana and Scott Cress

Agenda Item	Minutes
	<p>company.</p> <p>An example is the Schiller claim for water damage from a burst pipe in their home on 11/12/2014. So far, the expenses from the clean-up firm, ServPro, are \$7,724.67 and are expected to be in excess of 10,000 when all refurbishing is complete. It begs a question&gt; Should we turn this claim in to our Association Master Policy Company and risk another claim raising our rates or should we just pay the amount above our current \$5,000 deductible out of "contingency funds." It was moved/seconded and unanimously agreed that we should leave our Monthly dues at \$490 per month for 2015. Dick will adjust the 2015 budget and include an "operating contingency" in the budget. It was also agreed by the Board that we turn this claim into our Master Policy Company.</p> <p>Discussion continued about our Master Policy deductible amount being too low at \$5,000 per occurrence. Dick suggested that just about any claim that anyone would have on their property is going to cost in excess of \$5,000 so the Master policy will be exercised in almost every case at the \$5,000 deductible level. Dick suggested that we consider raising it, only after we have confirmation from all homeowners that they have confirmed compatibility with the new deductible amount with each of their personal insurance brokers. Once we have that confirmation we will increase our Master Policy deductible from \$5,000 to \$10,000 per occurrence. Dick will prepare a note to all homeowners with a list of the appropriate things to confirm with their personal insurance brokers. It was moved and seconded and unanimously agreed that we raise the Master Policy deductible to 10,000 per occurrence after we hear back from all homeowners that they have advised their brokers.</p>

**Advanced Leak Detection / ALD**

**Po box 245**

**Gladstone Oregon 97027**

**Report for invoice # 074392**

**Page 2 of 2**

**Date 10-24-13**

**Attn.: Dana**

**Tested and found no detectable leak on irrigation system. I ran a drop test on the main line supply to the electric valves. The test showed no drop in pressure indicating no leak. The suspected area of problem that is believed to contributing to water inside home has no detectable leak in this area on the sprinkler system.**

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A.L.D.

P.O. Box 245 Gladstone, OR 97027  
503-650-LEAK (5325)  
leaks503@aol.com

Advanced Leak Detection

GAS AIR WATER SEWER ABOVE OR BELOW GROUND

Invoice #	<b>074392</b>
Date	<u>10-24-13</u>
PO #/Claim #	_____
Terms	<u>COD</u>
Service Tech	<u>Tim Moffatt</u>

Bill to: Clear Hills HOA  
7523 SW Clear Hills Ter.  
Portland OR 97225

Phone: 503-952-6084 Fax: \_\_\_\_\_ Email: DANA@DWHCRESS.COM Mobile: \_\_\_\_\_

<input type="checkbox"/> Leak and Pipe location service	<input type="checkbox"/> Fault locating
<input checked="" type="checkbox"/> Leak location service	<input type="checkbox"/> Claim investigation
<input type="checkbox"/> Pipe location service	<input type="checkbox"/> Consulting
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<input type="checkbox"/> Wirsbo	<input type="checkbox"/> Copper	<input type="checkbox"/> C 900		<input type="checkbox"/> Vacuum Tested	<input checked="" type="checkbox"/> Pressure tested	<input checked="" type="checkbox"/> Other: _____

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Signature: Diana Cress Date: 10-24-13

Comments: See page 2

Site of Service: \_\_\_\_\_ Contact: Diana Cress  
7534 SW Clear Hills Ter PO #/Claim # \_\_\_\_\_  
Portland OR

Rate: minimum call Amount: 300<sup>00</sup>

Payment method:  
 Cash  Check  Visa  Mastercard  American Express  Discover  Other \_\_\_\_\_

Check # 6294 Amount: 300<sup>00</sup> Date: 10-24-13