

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES FOR THE MEETING HELD AT THE HOME OF DICK AND BOBBIE WISSMILLER ON JANUARY 23, 2013 AT 4:30 P.M.

OUR NEXT MEETING WILL BE ON FEBRUARY 28, 2013 AT THE HOME OF SUE BICKFORD AT 4:30 P.M. PLEASE LET SUE KNOW IF YOU PLAN TO ATTEND THE MEETING. (503)-422-7848.

BOARD MEMBERS PRESENT

Sue Bickford, ChairPerson

Dana Cress, Vice Chair

Dick Wissmiller, Treasurer

Bev Olson, Secretary

Mark Tyler, At Large

Chris Boccuzzo, Community Management

HOMEOWNERS PRESENT

Bobbie Wissmiller

Wilma Loftesness

George Davidson

Diane Gilbert

Harold Murphy

Phyllis Eagon

Alyssa O'Rourke

Doug Hunter

Wilma Jane Balick

Jackie Nudelman

Janice Marvin

The meeting was opened at 4:30 p.m. by Chair Person, Sue Bickford who introduced Christopher Boccuzzo, Community Manager of Community Management, Inc. Mr. Buccozzo has replaced Diane Wood who has retired.

SECRETARY REPORT: Accepted as written.

TREASURER REPORT: As of 12-31-12

Checking Account: \$ 8,595.48

Reserve Account: \$203,286.78

Dick reported that we had an \$8,837.77 excess from our 2012 budget. This money will be carried over into our 2013 budget.

The treasurer's report was accept as read.

LANDSCAPE COMMITTEE: Dana Cress reported that she had gone over the grounds with the new gardeners , Pacific Landscape, and was very satisfied with their plans for the care of Clear Hills. They will begin working for us the first week of February.

RESERVE STUDY: Dick reported that Forensic Building Consultants have met with him and have gone over our properties and will complete a Level One Reserve Study in 2013 for \$3600.00. This was approved by the board in April 2012. There will be a continuing study each year. The second year will cost \$600.00 and the third year \$600.00. Dick expects that we will have the complete reserve study in about 30 days. The state mandates that you have a Reserve Study in place.

WATER SYSTEM PROJECT: The main lines were completed as of today, January 23, 2012. Each home will have two valves for shut off when necessary; one at the curb and one on at the foundation of each home. This will facilitate having meters at each home sometime in the future if we so desire.

PLEASE TAKE NOTICE THAT THE WATER IS GOING TO BE SHUT OFF ON WEDNESDAY, JANUARY 30 AT ABOUT 9:00 A.M. AND BARRING NO DIFFICUTIES SHOULD BE BACK ON BY FEBRUARY 1. PLEASE DO NOT TURN ON ANY VALVES FOR WATER DURING THIS TIME. WHEN THE PROJECT IS COMPLETED IT WILL BE NECESSARY FOR YOU TO BE HOME FOR THE UNITED PLUMBING PEOPLE TO CHECK ALL OF THE WATER OUTLETS IN YOUR HOME. IF YOUR ARE GOING TO BE GONE IT WILL BE NECESSARY FOR YOU TO SUPPLY A KEY TO SOMEONE SO THAT THE UNITED PLUMBING CREW CAN ACCESS YOUR HOME.

The Board needs to plan a working session to look over the old rules and regulations.

Harold Murphy is still contacting Comcast and hopes to have a report for us at our February board meeting.

The meeting was adjourned at 6:00 p.m.

Our next meeting is planned for February 28, 2013 at 4:30. Please remember to let Sue Bickford know if you plan to attend.

Respectfully Submitted.

Bev Olson , Secretary

CLEAR HILLS CONDOMINIUM BOARD MEETING ON MARCH 21, 2013

AT THE HOME OF SUE BICKFORD AT 4:30 P.M.

OUR NEXT BOARD MEETING WILL BE ON APRIL 25TH, 2013 AT 4:30 P.M.

AT THE HOME OF BEV OLSON, 7552 SW. CLEAR HILLS TERRACE

BOARD MEMBERS PRESENT

Sue Bickford, Chairperson

Dana Cress, Vice Chairperson

Dick Wissmiller, Treasurer

Bev Olson, Secretary

HOMEOWNERS PRESENT

Wilma Loftesness

Bobbie Wissmiller

George Davidson

Janice Marvin

Harold and Evelyn Murphy

Phyllis Eagon

Alyssa O'Rourke

Wilma Jane Balick

Jackie Nudelman

Guest: Josh Weismiller of Pacific Landscape Management Company

The meeting was opened at 4:35 p.m. Sue introduced Josh Weismiller who then explained what services his landscape company would be providing and answered any questions from the homeowner. Please note that his men will be mowing on Thursdays from now on.

PLEASE BE AWARE THAT ON MARCH 28, 2013 BETWEEN 11:00 A.M. AND 3:00 P.M. OUR WATER WILL BE SHUT OFF FOR ABOUT 10 MINUTES.

SECRETARY REPORT: The January report was approved. There was no meeting in February.

TREASURER REPORT: As of February 28, 2013.

OPERATING FUNDS: \$ 8,863.77

RESERVE FUND: \$ 200,021.54

LANDSCAPE COMMITTEE: Dana reported on what the plans are for the pool restrooms, and it was decided to postpone until our next meeting.

WATER PROJECT: Dick reported that it is complete and that we ended up with a surplus of \$10,000. This money will be put into the Reserve Fund as previously approved by the Board.

FINANCIAL REVIEW: We needed to a 60 percent agreement to not spend \$1,900 for a CPA financial review for 2012. We had 17 yes votes which is more than we needed.

AS MENTIONED ABOVE THE NEXT MEETING WILL BE ON APRIL 25, 2013 AT THE HOME OF BEV OLSON @ 4:30 P.M. PLEASE LET ME KNOW IF YOU PLAN TO ATTEND SO THAT I MAY HAVE ENOUGH SEATING. THANK YOU.

RESPECTFULLY SUBMITTED

Bev Olson, Secretary

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING ON MAY 8, 2013

AT THE HOME OF BEV OLSON AT 4:30 P.M.

OUR NEXT MEETING WILL BE OUR ANNUAL MEETING ON JUNE 19, 2013 AT 7:00 P.M.

AT THE GARDEN HOME RECREATIONAL CENTER AT THE CORNER OF OLESON RD AND GARDEN
HOME Rd. CHECK IN TIME WILL BE AT 6:45 P.M.

BOARD MEMBERS PRESENT

Sue Bickford, Chairperson

Dick Wissmiller, Treasurer

Bev Olson, Secretary

Mark Tyler, At Large

HOME OWNERS PRESENT

Wilma Loftesness

Bobbie Wissmiller

Susan Schreiber

Alyssa and Michael O'Rourke

Wilma Jane Balick

Jackie Nudelman

The meeting was called to order at 4:35 by Chairperson, Sue Bickford.

SECRETARY REPORT: Approved as written.

TREASURER REPORT: Checking Account: \$9,448.50

Reserve Account: 115,751.94

Dick reported that the Olson Estate has been taken over by Fannie Mae and he is going to get on the phone until he can get some answers as to how long it will be before that property can be sold.

COMMITTEE REPORTS:

ARC: An Arc request has been submitted by Sue Bickford and Bev Olson to replace their shake roof with Presidential composition. Color to be the same as 7584 Clear Hills Drive and 7500 Clear Hills Drive. This was approved by the board.

LANDSCAPE AND POOL: This report was given by Dick for Dana on which Projects were completed and Projects scheduled were outline. If you would like a copy of this please call Bev Olson.

POOL: Pool to open as usual prior to Memorial Day weekend. It was approved by the Board to replace restroom sinks and showers with new vanities, sinks and faucets. Total cost \$790.00. The outside shower was previously approved and included in the pool building plumbing contract awarded to United Plumbing and to be completed in May 2013.

POOL PARTY: Is scheduled for June 10, 2013.

IRRIGATION: Ricardo Bravo is working on getting the irrigation system up and running.

NEW BUSINESS: The annual meeting will be on June 19, 2013 at 7:00 p.m. with check in time 6:45 at the Garden Home Recreational Center on Oleson Rd. and Garden Home Rd.

NOMINATING COMMITTEE: Sue Bickford, Susan Schreiber and Bobbie Wissmiller.

Chairperson

Secretary

RESERVE STUDY: Dick is meeting with Forensic Building Consultants for a walk around and review. We should have the new Reserve Study by the June meeting.

The meeting was adjourned at 5:40.

Respectfully Submitted

Bev Olson, Secretary

MINUTES OF THE ANNUAL MEETING OF OWNERS OF THE CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION HELD AT 7:00 P.M. ON WEDNESDAY, JUNE 19, 2013 AT THE GARDEN HOME RECREATION CENTER, 7475 SW OLESON RD, PORTLAND, OREGON.

PRESENT: Sue Bickford, Chairperson
Beverly Olson, Secretary
Dick Wissmiller, Treasurer
Mark Tyler, Director

ABSENT: Dana Cress, Vice-Chairperson

BY INVITATION: Christopher Boccuzzo, CAMP, CMCA, Community Manager
COMMUNITY MANAGEMENT, INC., AAMC (CMI)

OWNERS AS INDICATED ON THE SIGN-IN SHEET.

I. WELCOME & CALL TO ORDER

Chairperson Sue Bickford called the meeting to order at 7:00 PM. Bickford introduced Community Manager Chris Boccuzzo of CMI, the current Board of Directors and welcomed new homeowners to the Clear Hills community.

II. CALLING OF ROLL & CERTIFICATION OF MEETING

In accordance with the Bylaws, a quorum of 50% representation was established as follows:

Present in Person	= 11
<u>Present by Proxy</u>	<u>= 8</u>
Total	= 19 (76%)

III. CERTIFICATION OF MAILING

CMI certified a notice of the Annual Meeting had been distributed to all homeowners of record by the Board of Directors on or about June 6th, 2013.

IV. MINUTES OF PREVIOUS MEETING

AGREED: Mark Tyler moved to dispense the reading and approve the June 27, 2012 Annual Meeting minutes as previously circulated. The motion was seconded and carried without objection.

V. REPORTS OF OFFICERS – SEE ATTACHED

President: Bickford recapped some of the latest accomplishments that have taken place, in addition to upcoming projects:

- The amended and restated governing documents were approved and filed with the state
- The new plumbing system is coming along nicely; special thanks were given to Director Wissmiller for his efforts in spearheading the project
- The pool room has received numerous upgrades, including replacement of fixtures for the sinks and showers.

Treasurer: Director Wissmiller reported on the Association's financial standing and confirmed cash in back of \$8,155.44 and reserve funds totaling \$125,116.25 as of May 31, 2013. The Association's largest expenditures in 2013 have been the new plumbing system and the reconnection of the sprinkler system. Wissmiller briefly reviewed homeowner responsibilities for maintenance and repair of the new systems in accordance with the Association's revised governing documents.

VI. REPORTS OF COMMITTEES

Pool & Landscape Report: Director Wissmiller read aloud a report from Director Dana Cress who could not be present.

VII. ELECTION OF TWO (2) DIRECTORS

The terms of current Directors Sue Bickford and Beverly Olson expire at this meeting. Candidates are elected to serve three-year terms on the Board. The Nominations Committee recommended that Bev Olson and Michael O'Rourke be considered for a vote of the membership. A written nomination for Harold Murphy was also received, but it was indicated by the membership that he did not wish to accept the nomination at this time.

The floor was opened for additional nominations. There being no further nominations, the floor was subsequently closed. The nominees were given an opportunity to introduce themselves and express their interest in serving on the Board.

AGREED: There being two open positions on the Board, and two candidates nominated for the positions, Bobbie Wissmiller moved to elect the slate of candidates by a vote of acclamation. The motion was seconded and carried without objection.

Bev Olson and Michael O'Rourke were elected to serve on the Board of Directors, with both terms expiring at the 2016 Annual Meeting.

VIII. DISPOSE OF UNFINISHED BUSINESS

Status of Reserve Study Update: Director Wissmiller reported that Forensic Building Consultants has provided their draft copy of the 2013 Reserve Study update. The Board will be carefully reviewing the document to establish maintenance guidelines moving forward, and also use this as a tool for the preparation of the 2014 operating budget.

Status of Website: Director Tyler reported that the primary function of the new website will be to store various Association documents that will come in handy for current and prospective homeowners. There will also be a private login section exclusively for Clear Hills owners to access meeting minutes, financial statements, etc. More information will be distributed to the membership on this project as it becomes available.

IX. CONSIDER NEW BUSINESS

Tax Resolution 70-604: CMI Boccuzzo read aloud the proposed resolution which indicates that any excess income over expenses for the year ending December 31, 2013 will be applied to the following year's membership expenses. Discussion ensued relative to the proposed resolution.

AGREED: Douglas Hunter moved to approve Tax Resolution 70-604 as presented for the tax year ending December 31, 2013. The motion was seconded and carried without objection.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:00 PM.

CLEAR HILLS BOARD MEETING FOLLOWING THE ANNUAL MEETING AT GARDEN HOME RECREATION
CENTER ON JUNE 19, 2013 AT 7:00 P.M.

BOARD MEMBERS PRESENT

Vice Chairman - Michael O'Rourke

Mark Tyler - Secretary

Dick Wissmiller - Treasurer

Bev Olson - Member at Large

Dana Cress - Absent

By Invitation: Christopher Boccuzzo, CAMP, CMCA, Community Manager

COMMUNITY MANAGEMENT, INC. AAMC (CMI)

The meeting was called to order shortly after 8:00 p.m. with the first order of business being the assignment of positions on the Board.

ARC REQUEST: An ARC request was received from Dick and Bobbie Wissmiller to install Solar Panels on the South and West sides of their roof.

The Board decided that this was something that needed to be studied further and that it should be brought before all homeowners for a vote.

The meeting was adjourned at 8:15 p.m.

Respectfully Submitted

Beverly Olson, Secretary

Clear Hills Condominium Association Board Meeting

July 31, 2013

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

HOMEOWNERS PRESENT

Alyssa O'Rourke
Harold Murpy
Evelyn Murphy
Nancy Grader
Janice Marvin
George Davidson
Wilma Loftesness

The meeting was called to order by the President, Dana Cress at 4:30pm. Nancy Grader, our newest resident was welcomed to her first board meeting.

Dana reported that the vacant property owned by FNMA is delinquent by \$4,233.98. Mark Tyler reported hearing from the representative at Senator Merkley's office that there was no information about the property available through her FNMA liason. A lien on the property for past HOA assessments and dues has been recorded with Washington County.

ARC Committee reported two requests:

- Harold and Evelyn Murphy requested approval of window replacements, and it was approved.
- Nancy Grader, and Ford Montgomery requested approval of remodeling plans that included windows, doors and skylights, and their request was approved.

The Pool Committee reported that members and guests at the pool need to remember to put the umbrellas down when they leave the pool area.

Landscape Committee reported the following items:

- A broken branch on the pine tree at the entrance was cleared and cleaned up. Further trimming of the pine trees (25 still existing in Clear Hills) is required to keep them from leaving the landscape inventory. The board approved a proposal to trim 23 trees and remove 2 trees by Jose Martinez, who was recommended as a skilled arborist by Carolyn Groves, a resident of the Montclair neighborhood and a licensed landscape designer. The contract amount was a not to exceed estimate of \$7,000 for 16 man days and included hauling.
- The committee is developing a "blow" / "no blow" list for the landscape maintenance company. If you want to be included in one or the other categories, you should let Dana Cress know.
- Several issues were reported with the landscape maintenance company and these have been referred to Dana Cress who will meet with the company representative to redress the concerns of the residents.
- The committee has begun to pursue a contract for the replacement of the irrigation system. The initial research has led the committee to pursue options for increasing the water pressure of the entire system. Options include a neighborhood pump system, and/or water district involvement.

Rules Committee:

- The rules committee presented a new list of rules which, after minor changes, were approved by the board and will be distributed by the committtee to the residents in the days following the board meeting.

The meeting was adjorned at 5:30pm.

Clear Hills Condominium Association Board Meeting

August 21, 2013

Convened at the home of Alyssa & Micheal O'Rourke
7500 Clear Hills Drive at 4:30pm

BOARD MEMBERS PRESENT

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

HOMEOWNERS PRESENT

Alyssa O'Rourke
Harold Murpy
Evelyn Murphy
Wilma Jane Balick
Phyllis Eagon
Janice Marvin
Nancy Grader

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

The minutes from the board meeting on July 31, 2013 were approved.

Treasurer's report – Fanny Mai has paid everything due up to August 1st. The total payment was \$5,634.49. The balances in the operating and reserve accounts are respectively, \$2,436.91 and \$117,344.23.

Landscape committee report – Issues continue to be reported by residents and committee members with regard to poor performance by Pacific Landscape. A motion was put forth that committee will pursue a relationship with a new landscape maintenance company. The motion was seconded and approved by the board.

ARC Committee – Two requests were submitted, recommended and approved:

- Scott and Dana Cress – landscape modification, propane fire table, replace patio with pavers.
- Ford Montgomery and Nancy Grader – Add skylight, new front door, landscape in limited common area.

Old Business:

- Water pressure – It was recognized that both home and irrigation water pressure are low. It was decided that further investigation is required before deciding on a course of action. Dana proposed that we form a committee to study the irrigation problems and the cost to replace systems in phases by cul-de-sac. Dana, Dick, Mark and Alyssa were appointed to the committee.
- Reserve study – Dick should have the new reserve study delivered to everyone via email by the end of August.

New Business:

- The board discussed the option of self-management. This will be delayed until our next meeting.

The next meeting will be on September 18th, at 4:30pm at Mark and Karen Tyler's home.

The meeting was adjourned at 5:50pm.

Clear Hills Condominium Association Board Meeting

October 23, 2013

Convened at the home of Mark & Karen Tyler
7406 Clear Hills Drive at 4:30pm

BOARD MEMBERS PRESENT

Dana Cress, President
Michael O'Rourke, Vice President
Dick Wissmiller, Treasurer
Mark Tyler, Secretary

HOMEOWNERS PRESENT

Alyssa O'Rourke
Phyllis Eagon
Janice Marvin
Nancy Grader
Bob Dant
Jackie Nudelman
Wilma Loftesness
Bobbie Wissmiller

Meeting called to order at 4:30p by Dana Cress

Committee Reports

- Landscape Committee – report by Dana Cress, Committee Chairman
 - Irrigation Replacement - Dick & Dana are in the process of getting bids from 2 irrigation contractors. Scott Calvin, owner of Abel Irrigation and Lighting and James Milroy, owner of Milroy Golf Irrigation. It was determined by both companies that the first issue we need to address is our low water pressure. The water pressure needs to be increased in order to run irrigation at optimum efficiency. Our current pressure measures between 35 & 38 PSI – the minimum pressure should be 60 PSI. The water pressure would be increased at the main water line and would increase the pressure to both our domestic and irrigation water. Abel Irrigation referred us to Hillsboro Pump. Milroy installs pumps themselves. The pump would be in an in ground vault near our shut off valves at the south side of our entry. Dick and Dana will be consulting with these two contractors and will present their recommendations when appropriate. The funding for this project will need to come from our reserve funds.
 - Landscape Maintenance Contract – Dana Cress submitted the 3 bids she received from landscape contractors. There were three bidders whose bids ranged from \$1,300 to \$1,750 per month year around. Dana recommended that we choose Martinez Family Landscape whose bid was on the higher end of the scale, but included services that were up charged by the other providers. Motion to approve by Michael O'Rourke, seconded by Dick Wissmiller, and approved by the board.
 - One of the pine trees at our north entry was removed due to disease. Nick and Marie Schiller have asked if they could continue the existing Portuguese Laurel hedge towards the brick entry monument. The Schillers offered to pay for half of the costs of the new plantings and installation. A motion to approve was submitted by Michael O'Rourke and seconded by Dick Wissmiller, the Board approved unanimously. Dana will get bids from Martinez Landscape for these plantings.
 - Move to accept report by Michael O'Rourke, seconded by Dick Wissmiller, report accepted by the board.
- Treasurer's Report
 - Bank Balances – Operating and Reserve account balances at the end of September, 2013 were \$15,317 and \$114,071.70 respectively.
 - Reserve Study – The board has received the final copy of the reserve study done by Forensic Building Consultants, which it commissioned after the new documents were recorded. The study indicates that Clear Hills has an adequate reserve to fulfill future commitments to repair and replace community assets. In the calendar year 2013, \$134 per month was committed to reserves. New budget presented to the board showing monthly fees to remain the same, and the difference in the amount dedicated to the reserve to be allocated to landscape maintenance.
 - Move to accept report by Michael O'Rourke, seconded by Mark Tyler, report accepted by the board.
- ARC Committee

- Request by the Tylers to replace their windows with presented by Alyssa – motion to approve, Michael, seconded by Dick, approved by the board.

Old Business

- Water leak at the Murphy residence. Water leak at the Murphy residence. Scott Calvin of Abel Irrigation thought that the leak is likely related to the main irrigation system. Dana asked the Board to approve hiring Advanced Leak Locators to determine the source of the water in the Murphy's family room. The \$300 cost needs to be paid when the exploration is complete. The Board approved this expense.
- Landscape Maintenance Contract – There were three bidders whose bids ranged from \$1,300 to \$1,750 per year. Dana recommended that we choose Martinez Family Landscape whose bid was on the higher end of the scale, but included services that were up charged by the other providers. Motion to approve by Michael, seconded by Dick, approved by the board.
- Murphy's perimeter improvement - Arborvita to be removed at the South East corner of their back yard. The board met onsite to discuss the issue. The board agreed that the significant drop from the Murphy's yard, to the neighbor's yard requires a fence. Michael made a motion to accept the proposal of the board to require a fence if the hedge is removed. Motion was seconded by Dick – passed. Michael made a second motion to accept the bid of \$1,419 to install a fence that meets our HOA fence specifications by PDX Deck and Fence, assuming the project will proceed. Dick seconded the motion, and all passed. A separate contractor will remove the arborvita hedge as a part of the regular landscape maintenance.
- 7363 Eastmoor Terrace – Although payment was received during September, the property owned by Fannie Mae continues to build a balance in unpaid HOA dues and assessments. Michael proposed, Mark seconded and the board passed a proposal that when the unpaid balance on the account reaches a balance of \$3,000 our treasurer will instruct the attorney to send a demand letter.

New Business

- The board welcomes Bob and Patsie Dant, the new owners of the 7382 Eastmoor Terrace, to the Clear Hills Homeowners Association.

Meeting adjourned at 5:30p

The Board decided to not hold a November Board meeting. The next meeting will be on December 11th, at 4:30p at the home of Dick and Bobbie Wissmiller.