

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING

Wednesday, January 13, 2021

ZOOM – following Annual Meeting

Join Zoom Meeting

Meeting ID: 874 6802 3854

Passcode: 513586

- Welcome and Call to Order
- Minutes from December 9, 2020 Board meeting – motion to approve as submitted
- Chairman's Report – Election of Board positions
Chair – Dana Cress
V. Chair – Ford Montgomery
Treasurer – Dick Wissmiller
Secretary – Dana Cress (acting)
Member at Large – Janice Marvin
- Treasurer's Report - *Financials are posted on our website:
<http://www.clearhills.org/financial.html>
- Old business:
 1. Suzan Berry suggested by email in June 2019 that the ARC and Landscape committees be combined. "ARC/Landscape". Chair, Janice Marvin, agreed to combining the 2 committees. The 5 members: Janice Marvin, Chair, Suzan Berry, Margaret Fasano, Susie Herburger and Dana Cress – 3 of the 5 required to approve submittal to Board for vote. Requests should be made 30 days prior to work commencement date (10 days minimum in circumstances that require a response sooner than 30 days).
Discussion and motion to approve.
- Ford Montgomery has visited 4 CH homes & discovered galvanized pipes in all 4. Our insurance carrier has not notified us that homes with galvanized pipes will not be covered for water damage. The Board will notify homeowners if notified.
- Owner Discussion Time: Please submit any subjects you would like to discuss prior to the meeting.

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, February 11, 2021 – 4:30 pm

Zoom

Meeting ID: 641 593 3621

Passcode: 6ACLFs

- Welcome and Call to Order at 4:32 pm
Present: Dick Wissmiller, Dana Cress, Tom Herburger
Absent: Ford Montgomery
- Minutes from January 13, 2021 Annual & Board meetings were approved as submitted
- Chair's Report – Vote to change bylaws to allow for staggered terms. Bylaws change to read: *"In the case of a newly-elected director, the director may be elected to a shorter term as appropriate to maintain the balance of staggered terms of directors"*. Motion to approve change. Vote will be sent out to all homeowners to approve bylaws change. Approved change to be recorded with Washington County. Existing excerpt attached below.
 - Board will email vote to all owners (deliver to 4 who do not have email)
 - Janice Marvin has agreed to join CHCHOA Board – once bylaw is changed Board will send out a vote to all homeowners to approve.
- Treasurer's Report – Dick Wissmiller
 1. Current financials – USB Reserve account \$49,673.77
USB Operating account \$39,243.42
Rivermark CD's total \$125,954.50
 2. Our financial review for 2020 has been started by our CPA
 3. CH Reserve Study has been scheduled to begin in September 2021
- Committee Reports – note that ARC & Landscape committees were combined at 1/13/2021 Board meeting – now called ALC
Suzan Berry, Chair, Janice Marvin, Margaret Fasano, Susie Herburger, Dale Davidson (3 required to approve change request & send to Board for final approval)
 1. Landscape Maintenance Committee – Dana
 - Martinez is pruning & fertilizing as appropriate
 - Planted flat of Bramble "Rubus Emerald Carpet" on corner of CHD & GVT

- Old Business – Galvanized pipe update – Ford – no report
- New Business – Dick will arrange with Enders Electric to hook up the two post lamps east of pool gate
- Meeting dismissed at 4:48 pm
- Respectfully submitted – Dana Cress

Next meeting: March 10, 2021 – 4:30 pm ZOOM

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, March 10, 2021 - 4:30 pm

Zoom

- **Welcome and Call to Order at 4:32 pm**
Present: Dick Wissmiller, Dana Cress, Tom Herburger, Ford Montgomery
Guest: Janice Marvin, Bobbie Wissmiller
- **Minutes from February 10 , 2021 Board meeting were approved as submitted**
- **Chair's Report – Dana**
 - **Stephen Kantor is filing the change to our Documents and Bylaws regarding Term of Office for Board members – page 7 – 4.5. New documents will be sent to homeowners once filing with Washington County is complete.**
 - **23 of our 25 residents returned the ballot voting for Janice Marvin to join our Board. Dana made a motion to approve nomination. Motion approved! Welcome Janice to our Board!!**
 - **Board terms as follows:**
Dana Cress – elected 2021 term ends 2024
Dick Wissmiller – elected 2021 term ends 2024
Tom Herburger – elected 2019 term ends 2022
Ford Montgomery – elected 2019 term ends 2022
Janice Marvin – elected 2021 with adjusted term ending 2023 (we will Elect again in 2023)
- **Treasurer's Report – Dick Wissmiller**
 1. **Current financials – USB Reserve account \$56,004.17**
USB Operating account \$23,647.32
Rivermark CD's total \$126,163.54
 2. **Dick did not purchase additional CD from Rivermark because the yields right now do not warrant even a 5 year CD**
- **Committee Reports**
 - **Landscape Maintenance Committee – Dana**
 - **Planted flat of Bramble “Rubus Emerald Carpet” on corner of CHD & GVT**
 - **Planted flat of Kinnikinnick on Montclair Drive – plan to plant an additional flat or two**

- Grimm's will deliver 2 units of garden mulch on Friday the 12th for HOA areas – the last time we mulched was in 2018.

- Old Business – Galvanized pipe update – Ford
 - Ford will continue research with Sara Lapin from Vial Fotheringham LLP regarding our options
- New Business – none
- Meeting dismissed at 5:16 pm

Respectfully submitted – Dana Cress

Next meeting: April 14, 2021 – 4:30 pm by ZOOM

CLEAR HILLS CONDOMINIUM HOMEOWNERS ASSOCIATION

2021 Board of Directors

Chair	Dana Cress	Cell: 503-952-6084 danacress@me.com Elected: 1/2021 Ends: 1/2024
V. Chair	Ford Montgomery	Cell: 503-784-8633 ford@chelseaaudiovideo.com Elected: 1/2019 Ends: 1/2022
Acting Secretary	Dana Cress	see Chair
Treasurer	Dick Wissmiller	Cell: 503-799-4739 dwiss@comcast.net Elected: 1/2021 Ends: 1/2024
Director	Tom Herburger	Cell: 503-803-1000 t.herburger@comcast.net Elected: 1/2019 Ends: 1/2022
Director	Janice Marvin	Cell: 541-621-6461 janicelynnmarvin@gmail.com Elected: 2021 Ends: 2023 (note term date changed)

2021 Committees

ALC Chair	Suzan Berry	Cell: 503-292-6444 swb324@gmail.com
Landscape Maintenance	Dana Cress	see above

MINUTES
CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING
Wednesday, April 7, 2021 – 5:30 pm
Zoom

- Welcome and Call to Order by Chair Cress at 5:30 pm
Present: Dana Cress, Dick Wissmiller, Ford Montgomery & Tom Herburger
- Minutes from March 10, 2021 Board meeting approved as submitted
- Chair's Report – Bylaws amended to allow Board to stagger terms (see 3/10/21 minutes). Notarized and ready to register with Washington County in May when Stephen Kantor returns from vacation.
- Treasurer's Report – Dick Wissmiller
 1. Current financials – balances as of 3/31/21
 - USB checking - \$25,337.21
 - USB Savings - \$58,114.65
 - Rivermark CDs – 1 year \$25,152.44
 - 2 year \$50,436.13
 - 3 year \$50,585.28
 - TOTAL. \$126,278.85
 - (additional CD not purchased due to low yields)TOTAL cash - \$209,730.71
- Committee Reports –
 - ALC
 1. Request from Nudelman approved by ALC committee and by Board
 - Landscape
 1. Martinez installed mulch in HOA beds
- Old Business – Galvanized pipe update – Ford is communicating with Karna Gustafson at VF Law on best practices.

Next meeting: May 12, 2021 – 4:30 pm

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, May 12, 2021 – 4:30 pm

Zoom

- Welcome and Call to Order at 4:32 pm
Present: Dick Wissmiller, Dana Cress, Tom Herburger, Ford Montgomery & Janice Marvin

Homeowners present: Bobbie Wissmiller

- Minutes from April 7, 2021 Board meeting was approved as submitted
- Chair's Report – no report
- Treasurer's Report – Dick Wissmiller
 1. Current financials – USB Reserve account \$60,225.13
USB Operating account \$28,490.76
Rivermark CD's 3 yr. \$50,641.02
2 yr. \$50,477.60
1 yr. \$25,166.92 – matures on 5/19
plan to buy another one year
 - Filed our 2020 tax return on 5/11/2021
 - April financials are posted to our website
- Committee Reports –
 1. ALC – Suzan Berry's request for driveway and garage door replacement was approved as submitted and approved by the ALC committee
 2. Landscape Maintenance Committee – Dana
 - Water usage is double from last April – discussion on ways to reduce increasing water costs
 - Martinez repaired a few irrigation issues
 - Preen (pre-emergent) applied on our perimeter bed
 - Entry planted with annuals
 3. Pool Committee – Dana
 - *We are working on being able to open before our normal Memorial Day
 - Board agreed that no pool reservations will be required
 - Cover removed on Monday 5/10 – chemicals were not good, so Algreco drained about 1/3 of water & refilled
 - 5/17 Algreco will retest

- Pool sweep is busy cleaning
 - 2 ducks have taken up residence – Dana asked residents to scare them off – they leave duck “poop” on pool deck
 - Martinez will power wash the pool deck when time allows
 - Pete Wilson will be on sight on 5/14 to repaint fence where knot holes have bled through
- Old Business – Galvanized pipe update – Ford spoke with Mario at Cornell Plumbing & Drain about inspecting all 25 homes to see if galvanized pipes exist. Board agreed that the HOA will pay for this inspection in order to have a complete report to send to our insurance company. Dick suggested we have September as a target date for having inspection completed for insurance carrier. Ford will be on site about June 5th and will let the Board know when pipe inspection is. Individual homeowners would be required to pay for replacement of any galvanized pipes that are existing.
- New Business –
- Water Metrics tested our backflow – no problems
 - Dick met with technician from Steve’s Pump for annual inspection of our pressure pump at entry. He was quite impressed with our building!
- Meeting dismissed at 5:12 pm
- Respectfully submitted – Dana Cress

Next meeting: June 9, 2021 – plan to meet in person

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, June 9, 2021 – 5:30 pm

Clear Hills Pool

- Welcome and Call to Order at 5:32 pm

Present: Dick Wissmiller, Dana Cress, Tom Herburger, Ford Montgomery & Janice Marvin

Homeowners present: Bobbie Wissmiller, Scott Cress, Harold Murphy, David Olsgard

- Minutes from May 12, 2021, Board meeting was approved as submitted
- Chair's Report
 - Board agreed that our ALC rules are good the way they are
 - David Olsgard explained to Board an issue he had with Martinez Landscape. Board agreed to have a meeting with Martinez to clarify our contract and importance of being transparent.
- Treasurer's Report – Dick Wissmiller
 1. Current financials – USB Reserve account \$62,355.65
USB Operating account \$31,478.60
Rivermark CD's 1 yr. \$25,177.40 (renewed)
2 yr. \$50,520.49
3 yr. \$50,698.69
Total cash \$220,315.80
 2. Our Reserve is fully funded for this year. Dick explained that every fall a new reserve analysis is done and that every 3 years an onsite inspection and report is done by Forensic Building Consultants
- Committee Reports –
 1. Pool is open! If residents want a community pool party, we need a volunteer to chair. Contact Dana if you are interested.
 - Old Business – Galvanized pipe update – Cornel's Plumbing was on site this date and completed 24 inspections. Nudelman and Prohaska will have to be done at a later date. Cornel's Plumbing submitted their report with description of findings and quote for replacement of galvanized pipes. 7 of the homes inspected were found to have galvanized pipes. Ford will send copies of the report and estimate to each homeowner where galvanized pipes were

discovered. Homeowners can use Cornel's Plumbing or get bids from other plumbers. Board would like work to be completed before 10/15/2021.

Please contact Ford Montgomery with questions - (503) 784-8633 or (503) 784-8633.

- New Business – none
- Meeting dismissed at 6:12 pm
- Respectfully submitted – Dana Cress

Next meeting: July 14, 2021 – CH Pool

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES

Wednesday, July 14, 2021 – 4:30 pm

Clear Hills Pool

- Welcome and Call to Order at 4:35 pm
Present: Dick Wissmiller, Dana Cress, Tom Herburger
Absent: Janice Marvin (excused), Ford Montgomery
Homeowners present: none
- Minutes from June 10, 2021, Board meeting was approved as submitted
- Chair's Report
- Landscape bid – 1. Dennis' 7 Dees will submit asap
2. Showcase Landscape Services will bid asap
- Treasurer's Report – Dick Wissmiller
 1. Current financials – USB Reserve account \$64,446.17
USB Operating account \$32,403.95
Total \$96,850.12
 - Rivermark CD's 1 yr. \$25,184.54
2 yr. \$50,562.03
3 yr. \$50,754.56
Total \$223,453.25
- Committee Reports –
 1. Pool is being used by our residents. Thank you for keeping it neat after use!
 2. Board approved motion to hire Schopp's Home Maintenance to clean restrooms and wipe down furniture every 2 weeks.
 3. Dick spoke with insurance broker for Alcala Landscape & Martinez Brothers – both have liability insurance. Dick will suggest to them that they increase their medical to \$50,000 per incident
 4. ARC – no requests
- Old Business – NO REPORT Galvanized pipe – Dana reported that Cornel Plumbing completed their inspection of each home. Several residents have had their galvanized pipes replaced and sent letters from plumber confirming that there are no galvanized pipes.
- Meeting adjourned at 5:08 pm
- Respectfully submitted – Dana Cress
- Next meeting: August 11, 2021 at pool

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING
Monday, August 16, 2021 – 11:30 am (held earlier following 7 Dees appt.)
Clear Hills Pool

NOTE AUGUST 11TH MEETING CANCELLED

- Welcome and Call to Order
- Minutes from July 14, 2021, Board meeting – motion to approve by Tom all in favor
- Chair's Report – Landscape see below
- Treasurer's Report – Dick Wissmiller
 - Current financials
 - USB – Operating \$20,330.38
 - Savings \$39,121.51
 - Rivermark – 1 yr. \$25,035.50
 - 2 yr. \$50,101.47
 - 3 yr. \$50,136.02
 - Total Rivermark \$125,377.02
 - Total all accounts \$184,829.88
- Committee Reports –
 - ALC – Schiller/Godbey request for solar panels
 - 1. Janice reported that the ALC approved. Board voted to approve.
 - Landscape – Dana
 - 1. Report on Garcia Landscape & Dennis's 7 Dee's proposals
 - a. Pedro Garcia came at 8 am to answer questions about his proposal – he will send names & addresses HOA's they service
 - b. Paige Tisdale from Dennis' 7 Dees came at 9:30 to clarify their proposal – she will submit a new bid this week
 - 2. Vote on landscape contractor – delayed until September 8th meeting
 - Pool Committee – Dana
 - 1. The pool has been enjoyed during our unseasonable weather
 - 2. Reminder – please return all pool toys to the shelves – as you found them.
 - Old Business – Galvanized pipe update – Ford reported that all residents have been inspected and a majority have had the galvanized pipes replaced

Respectfully submitted – Dana Cress, Acting Secretary
Next meeting: September 8, 2021 – 4:30 pm at CH Pool

MINUTES
CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING
Wednesday September 8, 2021 – 4:30 pm
Clear Hills Pool

- I. Welcome and Call to Order
- II. In attendance: Dana Cress, Ford Montgomery, Tom Herburger, Janice Marvin, Dick Wissmiller
Homeowners present: Suzie Herburger & David Olsgard
- III. Minutes from 8/16/21, Board meeting approved as submitted
- IV. President's report: Dana – After discussion and review the Board voted unanimously to accept Dennis 7 Dees landscape maintenance proposal.
- v. Treasurer's report: Dick Wissmiller

As of August 31, 2021

US Bank		
Operating	36,848.65	
Savings	68,667.29	
Total US Bank		105,515.94
Rivermark		
Checking	100.00	
Share Account		5.00
Certificates		
1 yr. 0.20%	25,190.10	
2 yr. 1.00%	50,647.99	
3 yr. 1.34%	50,870.21	
Total Certificates	126,708.30	
Total Rivermark		126,813.30
Total Checking/Savings		232,329.24

- Dick reported that he will be meeting with Jim Erdahl from Forensic Building Consultants later this month for a site visit prior to completing our 2022 Reserve Study

VI. Committee Reports

- Landscape – Rich's Tree Service has on their schedule to cut back the red maple on ET as much as possible to reduce leaf fall. They will cut back some of the Gingko branches on CHT that overhang Drake property.
- ALC – no report
- Pool – we will keep open as weather allows

VII. Old Business:

- Galvanized pipes: 24 residents are in process of having galvanized pipes replaced. Dick will check with Loftesness family to check on how they plan to proceed.

Respectfully submitted Dana Cress – Acting Secretary
Next meeting: October 10, 2021 – site to be determined

MINUTES

CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING

Wednesday, October 13, 2021 – 4:30 pm

Home of Scott & Dana Cress

- i. Dana called the meeting to order at 4:34 pm
 - Minutes from September 8, 2021, Board meeting were approved as submitted
- ii. Chair's Report –
 - Dennis' 7 Dees started Wednesday, October 6, 2021 – they will continue maintenance on Wednesdays! **Please contact Dana if you have requests – they are just learning our needs at CH**
 - An irrigation audit was completed by Matt Combs, Irrigation Manager
 - Post lamps along CHD – 7 Dees opened the arborvitae so Board voted to have an electrician come to connect to the pool post lamps so the 10 lights will go on at dark. Dick Wissmiller will take care of this

• Treasurer's Report – Dick Wissmiller

Cash Balances as of September 30, 2021

US Bank Operating	35,465.31
US Bank Savings	<u>70,777.86</u>
Total US Bank	106,243.17

Rivermark Community Credit Union

RCCU Checking	100.00
RCCU Share Account	5.00

RCCU Certificates:

1 Year CD	25,194.24
2 Year CD	50,689.64
3 Year CD	<u>50,926.27</u>

Total RCCU Certificates 126,810.15

Total Rivermark 126,915.15

Total Checking/Savings/CD's \$233,158.32

- Committee Reports –
 - a. Pool – Algrecos covered for the winter. Pool furniture is put away or covered.
 - b. Landscape – Rich's Tree Service pruned red maple on Eastmoor Terrace and pine trees bordering the green spaces. They will come back to prune the Ginkgo on Clear Hills Terrace
 - c. ALC request - Murphy/Fasano ALC request to replace their roof was approved by the committee and the Board.
- iii. New Business – Discussion of issue of security in Clear Hills. We have experienced two incidences of concern in the preceding weeks. What can we do to protect our community? Do we notify residents when new incidents are reported? Janice Marvin suggested we have on the Annual Meeting agenda – January 12, 2022 – Janice will Chair this committee. Attached: Crime Prevention report by Thomas Yates
- iv. Old Business – Attached please find an updated Roster w/ emergency contacts
- v. Next meeting: November 14, 2021 – 4:30 pm at? –
- vi. **Mark your calendars for our Annual Meeting on January 12, 2022, at Garden Home Community Center, Room 10. 5:30 – 6:30 pm**

AGENDA
CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING
Wednesday, November 10, 2021 – 4:30 pm
NO MEETING IN NOVEMBER

Welcome and Call to Order

- i. Minutes from October 13, 2021, Board meeting – motion to approve
- ii. Chair's Report –
 - Dennis' 7 Dees started Wednesday, October 6, 2021 – they missed October 27th due to internal miscommunication – they will be here 48 of 52 weeks to service our property
- iii. Treasurer's Report – Dick Wissmiller
- iv. Committee Reports –
 - ALC - no requests
- v. New Business – Susan Schreiber's unit will be for sale due to health issues. Contact her brother Michael Schreiber if you have an interested buyer. 816-210-7911
- vi. Old Business – post lamps on CHD to be rewired
- vii. Next meeting: December 8, 2021 – 4:30 pm at ?

Draft MINUTES
CLEAR HILLS CONDOMINIUM ASSOCIATION BOARD MEETING
Wednesday, December 8, 2021 – 4:30 pm
At home of Scott & Dana Cress

Welcome and Call to Order - **NO MEETING IN NOVEMBER – no minutes**

Present: Dick Wissmiller, Dana Cress, Janice Marvin (Ford by Facetime), Tom by proxy. Guests: David Olsgard & Bobbie Wissmiller

1. Chair's Report – no report
2. Treasurer's Report – Dick Wissmiller
 - Current financials – See our website <http://www.clearhills.org>
 - Reserve Study for fiscal year 2022 – current reserve amounts to continue through 2022. Forensic recommends we increase by 3% increase for 2023 reserves (approx. \$600 a month). Report attached.
 - Operating Budget 2022 – attached – Tom & Dick worked together to review each line item. Proposal to change our monthly HOA fees to \$450 beginning January 1, 2022. Proposal accepted unanimously by Board. Budget attached. Also on our website <http://www.clearhills.org>
3. Committee Reports
 - a. ALC – Cress request for entry doors - approved
 - b. Landscape Dana – Review of Dennis 7 Dees (no comments)
4. New Business – Janice reported that she had been talking with Tom Yates regarding security for homeowners. She will report at Annual meeting (Tom may speak).
5. Old Business –
 - Dick contacted Enders Electric regarding wiring our CHD post lamps - Al said probably end of December.
 - Update on galvanized pipes & insurance coverage
 1. Ford shared that ALL residents (with exception of one who plans to do asap) had replaced their galvanized pipes
 2. Dick reported that there are no changes in our insurance coverage. Our carrier was impressed that our residents are in compliance! Thank you all!
6. Next meeting: January 12, 2022, 4:30 pm Annual meeting & Board meeting held at Garden Home Community Center – Room 10
Dana will deliver proxies to resident's mailboxes by January 1

FORENSIC
 BUILDING CONSULTANTS
 15 GARD DRIVE, STE. 10
 GLADSTONE, OR 97027
 (503) 772-1114
 (503) 772-4039
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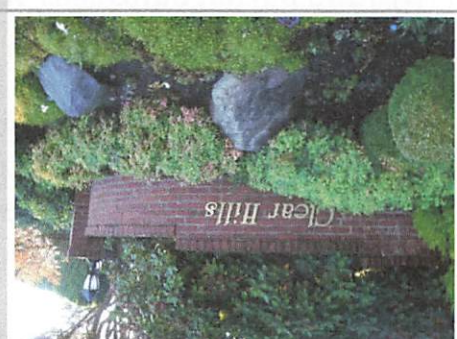
PREPARED FOR:
 Clear Hills Condominiums
 Homeowners Association
 7595 SW Cedar Hills Dr.
 Portland, OR 97225

PROJECT NUMBER:
 16-038

REPORT DATE:
 November 1, 2021

PREPARED BY:

FISCAL YEAR 2022 RESERVE STUDY UPDATE AND MAINTENANCE SCHEDULE



Clear Hills Condominiums

Category	Budget Item	2022 Operating Budget Memorandum			
		2021 Actual	2022 Budget	2022 Forecast	2022 Variance
Operating Expenses	Total Operating Expenses	100,000.00	100,000.00	100,000.00	0.00
	Administrative	10,000.00	10,000.00	10,000.00	0.00
Capital Expenses	Total Capital Expenses	10,000.00	10,000.00	10,000.00	0.00
	Depreciation	10,000.00	10,000.00	10,000.00	0.00
Reserve Expenses	Total Reserve Expenses	10,000.00	10,000.00	10,000.00	0.00
	Reserve Study	10,000.00	10,000.00	10,000.00	0.00
Other Expenses	Total Other Expenses	10,000.00	10,000.00	10,000.00	0.00
	Other	10,000.00	10,000.00	10,000.00	0.00
Total	Total	130,000.00	130,000.00	130,000.00	0.00
	Total	130,000.00	130,000.00	130,000.00	0.00