

AGENDA
BOARD OF DIRECTORS
OF HOLLY HILLS HOMEOWNERS ASSOCIATION
AUGUST 26, 2003

1. Quorum and Call to Order.

All directors were present (Mike, Kirk and Marie). David was present as interim Secretary. Denise, the Treasurer, was on vacation.

2. Review and approve Minutes from the August 4 and August 11, 2003 Board Meetings.

Kirk made a motion to approve the Minutes. Marie seconded the motion. The motion was approved.

3. Old Business:

- a. Review for approval Paul Anderson's quote on insurance for the Board and Officers.

Our General Liability Policy is in place for the period of 8/12/03 to 8/12/04. The policy cost roughly \$3500. The Non-Profit D&O Policy is \$1,433.60 per year. Kirk moved to approve the purchase of the D&O policy and authorize Mike to complete the purchase if Mike is satisfied with Paul's explanation of "SIR" on the quote. Marie seconded the motion. The motion was approved.

- b. Elect Secretary

David told the Board about his conversation with Ildiko in which Ildiko expressed interest in being Secretary, but could not begin immediately. David offered to continue as interim Secretary until Ildiko or another person volunteers to takeover.

- c. Update on Kirk's friend who may be able to provide low-cost web page (Kirk)

Kirk said that Mark's service would cost \$400-500 for setup and then \$8-10 per month thereafter. Mark will probably want some kind of mention on the website. The Directors agreed to wait on this decision until after the decision is made on the management company and more is known about the budget.

- d. Report on UCAN meeting concerning road improvements with potential effect on Dahlia (Marie)

Marie updated the Directors on the meeting. It turned out to be more beneficial than anticipated b/c she got to talk with others one on one about their associations, though they were all much smaller so none had a management company. They suggested a phone tree as an effective means of communication. The meeting was about Leadbetter Road and improvements to Lake Road from Sierra to 192nd. Marie says she thinks we should join UCAN as soon as possible. To join: send in bylaws and some basic information. No dues. UCAN does get funds from the City, which they distribute out to the membership associations. Meetings are second Wednesday of every month at the Police Station in downtown Camas.

Mike made a motion to join UCAN so long as no dues are required. Kirk seconded the motion. The motion was approved. Marie will coordinate.

- e. Update on communications with The Grounds Keeper and attempt to acquire any existing irrigation plan (Mike)

Mike just got from Les the original 1997 proposal from The Grounds Keeper, Todd Moser. Mike will follow up with him. The Director's agreed that they would maintain the relationship with Todd for now and then request bids around the end of the year.

- f. Other Old Business?

Reviewed TMG proposals. Directors will wait for CMI's proposal this week. Mike will draft a document setting out our list of specific needs and then send that out to TMG and CMI for final proposal.

Marie will draft the initial letter to the Homeowner's, but she wants our input first, before she sends out the first draft.

4. New Business:

a. Denise Brower from Community Management Inc.

Provided some background and pointed out longevity of their management. Look for association accreditation when researching management companies. Denise provided package to each Director on CAI, Community Associations Institute—Oregon Chapter, and went through the information in that package.

Handed out notebook with examples of their common documents, e.g. financial statements, etc.

Need to hire a company to put together a reserve study. Have self-help to full-blown. Company will identify assets, life spans and replacement cost. Can get names from Denise or through the CAI. Probably \$1500 first time then maybe \$300 thereafter.

Registration. Uses registered agent service for \$90 per year.

What is your turnover of associations? Denise has had all but a couple for over ten years. One left and then came back.

How many others do you manage? 85. One on Vancouver side.

Internal maintenance department? Not for landscape.

Who would manage our association? Up to us somewhat, but would need to see who's got what on their plate.

Figures one hour per Rules Enforcement Letter.

Minutes and a newsletter are things we can do ourselves to keep fees down.

Manages Columbia Summit on Prune Hill. Kevin Bruzzone is the Board Chair. John Tilton at Rippling River.


Will quote on quarterly meetings plus one annual meeting with a high value and low value package. Keep in mind that the expensive items are the ones that include Denise's time. Should have something out to the Directors by the end of the week.

Community Spirit Resolution. It's everybody's job to see to it that the rules are followed. The Board will help only after you try to help yourself.

CMI doesn't have a website.

b. Other New Business?

5. Next meeting and agenda: No meeting set.

Signed 
David Lampe, Secretary
Holly Hills HOA