

Holly Hills Quarterly Meeting Minutes
May 20, 2010, 7:00pm
Camas Fire Station #42, 4321 NW Parker

Please refrain from interrupting others during the meeting. If you have an idea or solution for the board, please raise your hand. When the Chairperson recognizes you, please give your name and phone number and limit comments to those appropriate to the subject being discussed.

I. Call to Order:

- Niki calls to order at 7:01pm.
- The Board is introduced to members present.

II. Approval of Minutes: April 10, 2010 Special Meeting and Board Meeting

- Niki requested that the proof of mailing be included with the minutes of the Special Meeting. The document will be scanned and attached.
- Marie makes a motion to approve the special meeting minutes. Amy seconds. No opposition. Motion passed.
- Niki makes a motion to approve the Board meeting minutes. Marie seconds. No opposition. Motion passed.

III. Homeowner Hearing

- The Homeowner received a letter to remove swing from a tree that is in a common area. The Homeowner requested that they hang the swing on a limb that would be in their yard and if they can use a device that would not do damage to the tree and that can be readily detached when not in use.
- The Board is in agreement that if the swing is moved to the limb that is on homeowner property and there is no liability to the HOA, then we will consider the situation resolved. The Homeowner agreed that the swing be removed from the Common Grounds within 7 days. The Board will let the homeowner know the outcome of the discussion with the insurance company if the HOA would be liable for anything if the swing was over private property.

IV. Financials Review: March & April

- Balance Sheet – name change on account 1002. It is now titled “Operating savings”. The purpose of this account is to have a savings account that is solely used for operating expenses but will be interest earning. It is intended to cover the time period when we need operating funds as a result of our dues now being collected semi-annually rather than monthly.
- Income Statement – shows more information to illustrate trending. Legal expense in March was high due to the Special Meeting.
- Bad Debt Expense was due to a home in foreclosure that resulted in dues which can no longer be collected and the receivable had to be written off. New homeowner only picks up the dues for the period from their ownership going forward.
- Contract Services - There were 2 invoices paid in March so we won't see anything in April.
- Marie brought forward that the current year budget has a monthly amount established to be moved from the Operating account into the Reserves account .

Amy will work with Eqwest to get this resolved. Amy will determine what the impact is for 2009 and 2010.

- There was a question on the invoice from Eqwest on why we paid for the paper supplies and then paid \$0.12 per page for printing. Amy to follow up on that. It seems that the paper should have been included in the printing expense.
- Review of April documents. We originally projected a loss but came out with a gain because of dues coming in.
- Amy will do some research on establishing a bad debt reserve.

V. **Committee Reports:**

- a. Landscaping – See Appendix A for items that were addressed and the corresponding expense to the HOA.
- b. ARC Committee –The ARC committee is Shawn, Zoe and Tony. A fence request and paint request were approved.

VI. **Request for Volunteers:** Newsletter Editor.

A request for a newsletter editor was communicated to the members. No individual present volunteered for the duty. If anyone is interested in the opportunity to improve their writing, editing or publishing skills, please contact a member of the Board.

VII. **Old Business**

- a. Adrian Painting Bill – The painter is requesting his payment immediately. There were no dates on the invoice. The painter performed the service in 2007 for \$990. The Board needs to review records from 2007 to make sure that the service was received and the payment has not occurred.
Niki makes motion that we pay this bill in full finding that we did not pay this bill in 2007, as she has been through the 2008-2010 records. Fritz second. Nobody opposed. Motion passed.
- b. Landscape Contract Review:
 - Need to address the area behind the Higgins' house and whether it needs to be maintained.
 - We need to look into what Acer is doing for moss control throughout the neighborhood.
 - There was a suggestion that the newsletter document care of common areas.
 - The Board agreed to add \$60 of mowing for the area near 3333 Dahlia to be done initially and then as needed.
 - Eqwest to take the list of changes compiled by the Landscape Committee to use in negotiations with Acer.
 - Niki makes a motion that the Board ask Eqwest to negotiate the remainder of the contract through 2/28/2011 using the proposed schedule as amended by the Board. If the contracted base amount is \$1000 or less, then Eqwest has authority to approve that contract. Fritz seconds. No opposed. Motion passes.
 - Fritz makes a motion that for the remainder for Acers' contract the approval of 3 Board member can request extra mowings as needed of the park and 38th at a price of \$130 per mow. Marie seconds. No opposed . Motion passes.
- c. Swing Set Replacement – Petition –Nirav will work with Kim Curry to get new estimates by contractors and to brainstorm ideas for fundraising.
- d. Bylaws Review & Consolidation of CC&Rs Update – Marie gave an update of the Bylaws review and will be requesting input from homeowners on any change. From

there, we will consolidate the comments and request Don's services. A suggestion was made that we request if Don can do the bylaws review for a fixed price. Niki has requested an estimate for the consolidation for the CC&R but has not heard back.

- e. 38th Ave Fence Review – Niki started pulling together a list of homeowners so that we could send a letter requesting that we review the fence that is on private property. Pairs of Board members will visit each home to take pictures and ensure that bushes are trimmed and that there is no dirt/landscaping on fence. The intent is to start doing an annual review. There are 14 homes that the fence currently borders.
- f. Garage Sale – Niki will work to have an ad in the Columbian and Post Record as well as a post on Craigslist. The hours will be Friday and Saturday from 9 to 3.
- g. Retention Pond Clean-Up – already discussed as part of the Landscape update.
- h. Adverse Possession Letters –Eqwest was asked if they have a form letter that can be distributed, and they did not. Marie will work on a rough draft.
- i. 29th Ave Swale –Columbia Summit – July 13th is the annual meeting. They have asked us to attend to discuss the topic.
- j. View Issue - Fritz and Niki will have the individual that submitted the complaint verify that they have reached out to the other homeowners involved in the issue. Once that is verified, we can determine the next steps
- k. Tree Trimming on 38th –. Measure the limbs to determine the variance from compliance. 14ft street side and 10 ft sidewalk is the current law.

VIII. **New Business:**

- a. Backflow Checks for Holly Hills –
Niki makes a motion to authorize Eqwest to hire JM Landscaping to do the backflow testing upon notice from the city for the Park and 38th. Marie seconds. No opposition.
Motion passed
- b. UCAN – The police also spoke about the common areas and that they are checking to ensure that they are remaining in their natural state.
- c. Newsletter – Topics to include in the newsletter are:
 - A brief bio for the new Board members.
 - Common area maintenance.
 - Landscaping projects.
 - A reminder to check that trees/bushes are not restricting driveways, sidewalks and views.
 - June 10th is the deadline. Marie would like write ups by the 1st but no later than the 6th.
- d. Holly Hills Park Clean-Up – broom and squeegee were placed up at the park. The broom is intended to sweep the courts if they are covered by debris and the squeegee is intended to keep the slide dry if there is a puddle at the end of it. We are also looking for a volunteer who can pressure wash the play equipment with a solvent. We agreed that someone who is experienced in using this equipment on a play structure is preferred so no damage occurs.
- e. Oakridge Lease – Landscaping issue – the corner lot has been mowed. Lance Fritz is no longer president. Blake Price is now president. They are not quite ready to present a plan but the next meeting is soon and then they will get a plan to us.

IX. **Open Forum:**

- a. Fritz Porter – corner of Dahlia and 38th is a home that has controls for the entrance lights and sprinklers. The homeowner has been paying for the electricity costs of the entrance. We need to identify a way to express our gratitude for this additional expense. Niki has the exact expense so that will aid in determining what is appropriate.

X. **Adjournment**

- Niki proposes the meeting be adjourned at 9:50pm. Nirav seconds. No opposition, and the meeting adjourns.

Appendix A - Landscaping Log

	Time	Assoc. costs
4/2010 Repaired entrance lights	1 hr.	\$0.00
4/2010 Cleanout drain on 32nd	1 hr.	\$0.00
4/2010 cut tree limb in HH Park	1 hr.	\$0.00
4/2010 Mow Endicott bio-swale	2 hr.	\$0.00
4/2010 Mow creek, both sides Dahlia	4 hr.	\$0.00
5/2010 Remove climbing boards/tree in creek	1 hr.	\$0.00
5/12/10 Mow Dahlia hillsides above and below bio-swale. Mow both sides creek above and below Dahlia 8' from path	6 hr.	\$0.00
5/13/10 Build and install hanger and broom in sport court. Hang squeegee	1 hr.	\$0.00
5/15/10 Three Members HOA Board, one landscaping committee Member and one volunteer met at 29th Ave swale for work party.	10 hr.	\$0.00
5/18/10 Buy 2 loads bark chips, spread in Dahlia Dr. traffic bump-outs	2 1/2 hr.	\$0.00