

Holly Hills Quarterly Meeting Minutes
November 4, 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:** Introduction of Board
Niki calls the meeting to order 7:00pm

II. **Approval of Minutes:** August 7, 2010 Board Meeting
Niki makes a motion to approve the minutes as amended. All approved no opposition.

III. **Oakridge HOA Landscaping Presentation**

Mark Smith presented the Oakridge plan to make modifications to a Holly Hills owned lot that is adjacent to the Oakridge neighborhood. The plan was to clean up, protect and landscape the lot where legally allowed. One of the goals is to ensure that no views are negatively impacted. Concern was voiced with water drainage and erosion.

Marie makes a motion to approve the landscaping plan presented by Oakridge. Amy seconded. No opposition and all approved.

IV. **Financials Review:** July, August, September

Amy presented:

We are showing a higher amount in Accounts Receivable than normal. We're thinking it is related to the fact that it is semi-annual so it is falling off of the radar of the homeowners.

We have stayed well within budget, which is due in large part to not performing an audit. Additional savings were realized by the landscaping committee and the neighborhood doing work on our own versus having to spend money for an outside firm to do that work.

Niki presented:

Cash flow looks adequate for the remainder of the year. We can probably transfer about \$2500 to reserves and still have enough in the operating budget to cover expenses in the gap before we receive dues.

Marie raised a question about the additional expenses for the annual meeting. We stated that we have enough in the operating budget to cover any additional expenses that might arise.

There were 8 homes that are possible candidates for liens based on the delinquency of their dues.

V. **Infraction Reports**

Reviewed the report.

The board reviewed a view blockage complaint. Eqwest will send a first notice instructing the homeowner of the view policy of the HOA.

VI. **Committee Reports:**

- a. Landscaping – RFPs have been sent to 3 companies – Water Rite, A Cut Above and our current landscaper - Acer. Niki has met with all three of them. Water Rite has responded and A Cut Above has some questions on the RFP. Niki has a couple of questions for Water Right on their proposal. Niki has put together a nice map and schedule of service. The goal is to make a decision on the landscaper by December.
- b. ARC Committee – no requests.

VII. **Request for Volunteers:** Newsletter Editor, Board Member

VIII. **Old Business**

- a. Swing Set Replacement – The cost of the swing set is approximately 5,000. This is based on a set that would be provided by Columbia Cascade, a professional install and the addition of chips to bring the play area up to code. We decided that we could continue to work on the funding for the swing set but that the HOA would cover some expenses of the swing and the remainder would be covered through fundraising.
- b. Bylaws Review & Consolidation of CC&Rs Update – Niki presented a document that outlined tasks and costs for Don. Niki will check on the costs for just filing the amendment changes that were approved in the special meeting.
Niki makes a motion to ask Don Grant to review our Governing Documents based on the estimate provided for 2010 and 2011. Amy seconds. All approved with no opposition.
- c. Adverse Possession Letters – Marie to resend to Niki.
- d. Landscaping RFPs – already discussed.
- e. Collections Resolution: A discussion was had to clarify due dates of payments. Semi-annual payments are currently due on January and July. If a homeowner makes arrangements with Eqwest, quarterly payments would be due January, April, July and October. Monthly payments would be due on the first of the month.

IX. **New Business:**

- a. Sprinkler System – One of the boxes was not surge protected so when the power went out, it caused the water to run. On 11/1, the water was running again. Based on estimates from Acer Landscaping, costs would be \$169 for the system that was ruined in the power surge and the install is \$85. It would cost an additional \$60 for the 3 heads to be replaced.
- b. Edging/Leaf Removal – The board decided to wait until we choose a new landscaper to make a decision on what needs to occur. Acer will do the leaf removal as part of their final cleanup.
- c. ARC Resolution – Marie to take a shot at cleaning up the ARC resolution. View doc will be left as is until the CCRs are reviewed as a whole.
- d. 2011 Budget – reviewed the preliminary work that Amy and Niki already put together including the additional expenses that are out of the norm.

e. Newsletter – Niki will do a presidential corner. Please provide any other content to Marie.

f. Annual Meeting

i. Audit Vote – Amy makes a motion to put the audit decision to the membership. Niki seconds. No opposition.

ii. Planning Session – A planning session will be held on December 2nd if the meeting room can be secured. Feb 17th will be the date of the annual meeting.

g. Semi-Annual vs Quarterly Dues for 2011 – see above.

X. **Open Forum:** None

XI. **Adjournment**

Amy makes motion 9:42pm. Niki seconds and there is no opposition.