

**Park at Timberhill Owners Association**  
**Minutes of the Board of Directors Meeting**  
**October 17, 2005**

**Call to Order**

Acting chair Brian B. Egan called the meeting to order at 7:10 PM. at his home at 2812 NW Silktassel Drive. Attendees: Board members: Brian B. Egan, Rosemarie Hubley, and Fred Bruck. Owners/Guests: Jim Bowey and Valerie Marty, 4002 NW Poppy Drive.

Board members Todd Lewis and Curt Wright were absent, but a quorum was established. Curt had given his proxy to Brian for property management, Rosemarie for landscaping, and Fred for everything else. Todd had not specified his proxy.

Note: Northwest Community Management (NWCM) had requested to come to this meeting to make a presentation, but acting chair Brian B. Egan requested them not to because we would be discussing the Management contract during the meeting.

**Approval of Prior Meeting's Minutes**

Motion made by Rosemarie Hubley to approve the minutes of the last meeting as distributed. Seconded by Fred Bruck. Approved unanimously by the Board.

**Open Forum** (One-half hour maximum allocated time for owners/residents to address the Board on matters not on the agenda.)

1. Valerie asked about progress on creating a Welcoming Committee. Rosemarie said that no further action had been done, but that we were hoping to fill a variety of committees, including possible monument-tending groups (not landscapers). We'll publicize the ideas and needs at the next meeting and the Annual Meeting, and will actively recruit signups at the Annual Meeting.
2. Brian related that Dave Porter had informed him that there are dead trees on the common land on 29<sup>th</sup> Street, and on Poppy in the park strip of Lot 8 (Reese). Fred will call Legend to find out if there is any warranty on the trees.
3. Jim and Valerie stated that there had been dead trees on their property, Lot 37; these were removed by Pahlisch in a private arrangement between the Boweys and Ken of Pahlisch. There is some question as to whether Pahlisch is still responsible for replacing them; the Jim and Valerie will follow up if they do not wish to pay for the tree replacement out of their own pockets.

**Treasurer's Report (Fred)**

1. A "Board Pack" of information was supplied by NWCM to the Board on the Friday prior to the meeting. This contained all financials through September 30, open ARC requests, copies of correspondence related to the Bowey ARC and other ARC requests. Fred stated that he had reviewed all financials presented in the Board Pack, including checks issued by NWCM, and found them reasonable and consistent.

2. Accounts Receivable: Fred stated that there is possibly one outstanding assessment payment, if we read NWCM ledger correctly. He will check with NWCM to see if the account is indeed delinquent, and will report to Board at November meeting.
3. The majority of PATOA's cash balance of approximately \$16K has been moved into an interest-paying money market account by NWCM.
4. The remaining major expense for FY05 is insurance: Officers and Directors, plus general liability; this will cost approximately \$1400.
5. NWCM's year-to-date billing is consistent with their contract rate, with an additional \$733 billing for "printing and special services" explained in detailed invoices and consistent with NWCM pricing policies. (The Turnover Meeting represented a significant proportion.)
6. NWCM did provide answers in the Board Pack to all queries previously posed to them by Fred.
7. The line item for Landscape Extras wasn't completely explained by NWCM; Scott Raska proposed (by correspondence) that the unexplained portion (~\$150) may have been authorized by Crystal Lake before the transition to NWCM.
8. Fred questioned NWCM on whether Stutzman has applied Crane Fly spray per the contract; NWCM did not provide a clear answer. He will call Stutzman to find out, and to get an estimate on bark dust application, which should be done soon.

### **ARC Report**

1. After substantial prompting by the Board, NWCM sent a cease-and-desist work letter to Ross at 3317. They had changed back yard grading, erected a block retaining wall, planted a hedge, and moved a hot tub into the yard, all without requesting ARC approval.
2. NWCM had sent ongoing "cease and desist" letters to Bowey at 4002 Poppy. (Jim and Valerie were at the meeting, and would speak to the ARC after the Board meeting.)
3. NWCM had received ARC requests from Marshall (3313 Poppy, hedge) and Wright (3325 Poppy, full back yard plantings). These had not been delivered to the ARC as of the meeting date.

### **Landscaping Contract Renewal**

Rosemarie had solicited estimates from three firms: Cedar Crest (\$11,340/year, with no tree maintenance), Superior (\$14,500/year, including trees and monument flowers), and Stutzman (incumbent, \$15,750/year including trees, irrigation, backflow testing, etc.).

Rosemarie suggested that she try to get Stutzman to add in Meadows Tract A (catchpond) landscaping at no additional cost.

Brian moved to provisionally award the contract to Stutzman provided that they include Meadows at Timberhill Tract A (catchpond) maintenance at no extra charge; Fred seconded. Approved unanimously by the Board.

### **Property Management Contract**

Background: Northwest Community Management (NWCM) was hired March 1, 2005, by the developer-controlled pre-turnover Board, to replace Crystal Lake, Inc. While the contract

does not expire until February 28, 2006, the owner-controlled post-turnover Board has expressed strong interest in revisiting the choice of community management firms. This was stimulated by NWCM's high fees, poor response times, and incomplete actions. After the August meeting, the Board solicited proposals from NWCM and DLS Associates, a Corvallis-based firm. DLS Associates presented their proposal at the September meeting: Board-selected services billed at a time-and-materials rate of \$30/hour with an estimate of \$120/month being typical, plus assessment billings (annual or semiannual) at \$3/address/billing.

NWCM provided a proposal with three levels of service: 1) "Enhanced Management Services" (current contract level) at \$475/month for purely administrative work, plus \$75/hour and materials for non-covered work, 2) "Full Management Services" at \$635/month, which includes the above plus attendance at four meetings, and 3) "Participatory Management Service" at \$385/month, which includes financial management and communications.

Fred moved that PATOA retain DLS Associates as management firm, contingent on DLS Associates getting a business liability insurance policy whose premium will be passed on to the HOA(s) that DLS Associates represents. Rosemarie seconded. Approved unanimously by the Board.

Brian related NWCM's very slow handoff to DLS Associates for The Meadows at Timberhill, and moved that the Board have DLS Associates take over on November 1, while allowing NWCM to work out their two-month notice by exclusively doing handoff to DLS Associates. (While this would cost PATOA \$260 above a simple handoff on January 1, Brian strongly stated that he believed it would save money and time in the long run.) Fred seconded. Approved unanimously by the Board.

### **Budget**

Brian stated that the Board needs to complete its 2006 budget in time to present it at the December 21 Annual Meeting. Brian sent the 2005 budget in "live" spreadsheet form to all Board members. NWCM is planning to provide a draft budget; Fred will distribute it by the next Board meeting.

### **Confirmation of Next Meeting**

November 21, 7:00PM, at Kings Crossing unless otherwise stated.

### **Adjournment**

There being no further business before the Board, acting chair Brian B. Egan adjourned the meeting at 8:55 PM.

Respectfully submitted, Brian B. Egan, acting chair.

Appendix:  
**PATOA Architectural Review Committee Meeting**  
October 17, 2005, 8:56 PM – 9:39 PM

Jim Bowey and Valerie Marty, 4002 NW Poppy, asked about the status of their ARC application, which had been partially approved pending a grading plan. The grading plan had been approved, but the Committee expressed concern that fill had been placed onto common land (Tract A) and that this would put additional load on PATOA-owned boulder retaining walls.

The Committee resolved that, in order to close this ARC Request, the ARC needs a letter from a qualified engineer stating that the boulder wall on Tract A has not been endangered by the additional soil graded onto it. Jim and Valerie will furnish that letter to the Committee. If the City and the engineer have no issues with the new slope, the ARC will allow the new grading outside the Bowey's property line to remain as is.

However, the Boweys were officially enjoined not to make any other changes to land outside their property lines.

The Committee will investigate the Tract A slope behind the Boweys house to assess the possibility of dangerous erosion, and will take any steps necessary to secure the soil, protect the slope, and protect the Boweys' property. The Committee will also examine the Landscaping Plan to determine what changes must be made to Tract A (at PATOA or Developer expense) to bring it into compliance.