

**Park at Timberhill Owners Association**  
**Minutes of the Board of Directors Meeting**  
**September 18, 2006**

**Call to Order**

President Todd Lewis called the meeting to order at 7:03 p.m. in the conference room of the Kings Crossing building, 2211 NW Professional Drive.

Attendees: Board members: Todd Lewis, Fred Bruck, Brian Egan and Curtis Wright.

Community Manager: Dave Stubbs, DLS Associates.

Owners/Guests: Kathryn Higley, 2898 NW Silktassel Drive; Barrett Bulmer, 2828 NW Silktassel Dr., Zia and Rizwana Rehman, 3305 NW Foxtail Dr.; Janie Auer, 3301 NW Poppy Dr.; and Heather Duchow, 3385 NW Poppy Dr.

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

1. Kathryn Higley recommended to the Board that, should they do more information-gathering walks through the neighborhood (such as the one on August 10), they announce themselves and their intentions to any affected residents, prior to going into adjacent common area, or onto any private property. The Board acknowledged the request; an earlier apology had been transmitted by email.
2. Brian Egan advised the Board and DLS Associates that the street tree(s) in front of his property needing pruning.

**Approval of Prior Meeting's Minutes**

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

**Treasurer's Report**

Fred Bruck advised the Board that he had reviewed the latest financial statements – June, July, August - provided by DLS Associates and that all appeared in order.

**Community Manager's Report/Action Items**

1. Dave Stubbs provided the Board with a summary of all the administrative tasks he performs for PATOA (copy attached). This summary will also be posted on the PATOA Web site.
2. Dave Stubbs provided the Board with a summary of the August 10 walk through of PATOA, noting the observations made at six properties concerning possible encroachment into Common Areas (copy attached). He deferred comment, because this item is on the Agenda, under New Business.
3. Dave Stubbs informed the Board that the original developer would be replacing the two dead street trees on Poppy, just south of Lot 8, in compliance with their landscape bond with the City. He said this would happen sometime this fall. Kathryn Higley noted that these trees had been replaced before. She believes there is a drainage problem, and

recommended this be addressed to avoid another repeat in the future. This condition was cited in the City's June 16 letter to Pahlsh Homes. Presumably planting is awaiting more favorable weather conditions.

Dave Stubbs also advised the Board, and Janie Auer, Lot 29, 3301 NW Poppy Drive, that the two dead street trees removed in front of her property need to be replaced by her. She said they would be replanting them this fall. She also got recommendations from a number of members and neighbors present to have the remains of the trees and the soil tested by the OSU Extension Service. Dave also recommended contacting the City Forester for suggestions on appropriate species for the location and soil conditions.

4. Dave Stubbs reminded the Board that October is the time when the 2007 budget draft work needs to happen and also the time when annual contracts need to be reviewed. He recommended the Board schedule a meeting next month to consider these items. The Annual Meeting also needs to be scheduled and the agenda prepared, including election of three Board members to fill expiring terms. Dave also suggested that the Board fill the existing vacancy created by Rosemarie Hubley's resignation.

### **Architectural Review Committee (ARC) Report**

No report. It was noted by Curtis Wright that it appears the new owners of Lot 26, 3317 NW Poppy Drive, have built an enclosure – presumably for dogs – off of the SE corner of their house. Dave Stubbs was asked to advise the new owners of the need for an ARC application. [Note: Since the house sale has not closed, the current owners (Ross) will receive the notice.]

### **Landscaping Committee Report**

No report. It was noted that Kathy McLane had done a beautiful job landscaping the Park At Timberhill entrance monument sign.

### **Welcoming Committee Report**

New Chair Rizwana Rehman reported that she and her committee were ready to get started. They were developing ideas of what to include in a basket to give new homeowners. She requested the Board let her know what the budget is. (This item is on the Agenda under New Business.)

### **Old Business**

1. Picnic. Todd Lewis reported that it was a success. The Board expressed heartfelt thanks to all of the Picnic Committee members and volunteers for their hard work in bringing about this much-enjoyed event.
2. Policies and Procedures document. No report, as noted above under Architectural Review Committee Report. Todd Lewis said he would contact the ARC Chair regarding getting this project moving again.
3. Backflow Testing. Dave Stubbs advised the Board that this work has been completed. He noted that repairs needed to be made to seven of the backflow devices at individual properties. By consensus, the Board directed him to invoice the owners for said repair

work. All the Board had agreed to pay for, at a significant savings to individual owners, was PATOA-wide backflow testing.

4. Landscaping Problems. Dave Stubbs advised the Board that improperly placed real estate signs were being dealt with, on an as needed basis.

### **New Business**

1. CC&Rs non-compliance penalties. Dave Stubbs informed the Board that he would provide a recommended resolution for consideration at the next meeting.
2. Welcoming Committee Budget. The Board discussed the idea of allocating \$250 for this activity, starting with the 2007 budget year. Todd Lewis recommended the Board look at funding it with some part of the transfer fee PATOA gets at the closing of each home sale. This matter will be finalized in the October budget meeting.
3. "Encroachment" case solutions. The Board discussed the situations at the six properties that appear to be encroaching on Common Area. Kathryn Higley, Lot 8, informed the Board that the original developer did all of the patio work and landscaping for her property. There was discussion about how to inexpensively locate the corner stakes for her property, and others. The Board expressed its strong desire to resolve these possible encroachment problems in the most neighborly manner possible, while still abiding by its responsibility to uphold the CC&Rs.

Motion made by Brian Egan to have Dave Stubbs, PATOA Community Manager, contact the owners of Lot 7, 9, 22 and 37 to review the situation applicable to each of them and determine what they might do to resolve the problem. Seconded by Fred Bruck. Approved unanimously by the Board.

4. Board vacancy. Kathryn Higley volunteered to complete Rosemarie Hubley's term. She was welcomed to the position by unanimous acclamation.

### **Notice of Next Meeting**

An additional, non-quarterly meeting will be held at 7:00 p.m. on Monday, October 16, 2006. The location will be the conference room of the Kings Crossing building, 2211 NW Professional Drive, unless decided otherwise; please check the Web site for the latest location.

### **Adjournment**

There being no further business before the Board, Todd Lewis adjourned the meeting at 8:59 p.m.

Submitted on September 22, 2006 by

Curtis Wright  
Secretary