

Treehill Park Homeowners Association Board of Directors Meeting



Zoom Video Conference Board Meeting Agenda Sept 25th, 2024 6:30 PM

Establish Quorum of the Board: A quorum of the Board was established with the following: Kyle Fox, Hakim Callier, Maurice

A. Homeowners Forum:

Time set aside for homeowners to express their ideas, concerns, and opinions to the Board.

Natasha - When I spoke with the landscapers, they informed me they no longer trim bushes. I had thought that was part of our agreement, so I'm bringing this up.

Maurice - I'm going to come check it out.

Emily - I have a question about what they like regarding the kids' stuff and signage. I have three kids, and I'm curious about it.

Kyle - They were only briefly absent, but they are here now. We will discuss this further in our new business agenda and address it soon. Is there anything else to add to the homeowner's forum? Great! It looks like we're all set for now.

B. Consent Agenda/Announcements:

The Board unanimously approved meeting minutes from July 31.

C. Financials: Maurice

Treehill Park Homeowners Association				
Bank Balance Summary				
July 31, 2024				
	Operating Fund		Reserve Fund	
	1st Sec CK	Debit Card	1st Sec MM	Annuity
Beginning Balance	\$ 30,760.86	\$ 2,471.08	\$ 224,036.32	\$52,177.78
Monthly Income	42,033.97	4,000.00	2,824.29	
Monthly Expense	(41,607.47)	(5,186.69)	(14,933.44)	-
Ending Balance	\$ 31,187.36	\$ 1,284.39	\$ 211,927.17	\$52,177.78
July 31, 2024 Balances				
Operating Accounts	\$ 32,471.75			
Reserve Accounts	264,104.95			
Total Bank Accounts	\$ 296,576.70			
Accounts Receivable	\$ 38,409.55 (less doubtful accounts)			
Total Assets	\$ 334,986.25			
Accounts Payable	\$ 20,435.01			

Treehill Park Homeowners Association				
Bank Balance Summary				
August 31, 2024				
	Operating Fund		Reserve Fund	
	1st Sec CK	Debit Card	1st Sec MM	Annuity
Beginning Balance	\$ 31,187.36	\$ 1,284.39	\$ 211,927.17	\$52,177.78
Monthly Income	34,935.11	-	6,715.91	
Monthly Expense	(46,719.56)	(382.99)	(1,004.80)	-
Ending Balance	\$ 19,402.91	\$ 901.40	\$ 217,638.28	\$52,177.78
August 31, 2024 Balances				
Operating Accounts	\$ 20,304.31			
Reserve Accounts	269,816.06			
Total Bank Accounts	\$ 290,120.37			
Accounts Receivable	\$ 41,978.01	(less doubtful accounts)		
Total Assets	\$ 332,098.38			
Accounts Payable	\$ 14,811.64			

Committee/Project Reports:

There have been no unexpected or significant expenses in the last two months, which is a positive sign. We're doing well.

Neighborhood Watch: AI

The latest meeting was last Saturday, the 21st. Five homeowners attended, and Deputy Joe Kaiser from the County Sheriff's Office was very informative. We discussed the recent plane crash in Fairview and the issues with people ignoring stop signs on Arata Rd, where the Sheriff's Office conducted outreach. It was reassuring to hear that Treehill isn't a significant concern. Although the meeting ran a bit long, it was productive, and I hope to have Deputy Kaiser back in January to continue the discussion. Overall, it was a good meeting.

Landscaping Report: Maurice

Mowing and tree watering are nearly done for the season, with most beds around units now rocked or wood mulch. Pesticides are being reevaluated for use in areas affected by weeds. Blackberries and invasive ivy continue to be cut back, and walking trails have been refreshed with wood chips. Several diseased or hazardous trees were removed this summer. With the hot weather behind us, watering buckets are stored away until next August. The creek is clear, and landscapers trim bushes and rake fall leaves. Thanks to Johnny, Tony, Din, and Gabriele for their hard work!

Faith - I support returning to herbicides, but I hope it's not a blanket application. I've been trying to weed occasionally when walking through the community and enjoy this activity, but obviously, I can't keep up with everything. If I maintain my garden, will they still spray everywhere?

Maurice - No, they are not. Sometimes, they get it right, and others get it wrong, so if you see them spraying in the bed, please tell them. We've told them not to spray in the grass and to keep spraying to a limited amount.

Ed – Is it pesticides or herbicides? Pesticides are for insects, and herbicides are for vegetation.

Maurice – They are using Roundup.

Ed – That is an herbicide.

Paul – How do we decide on herbicide use and pesticide use?

Kyle - we can add this to the next agenda and allocate time for people to speak up and come forward. However, the decision on how the HOA will proceed will be made through a board vote. Email TreehillParkHOABoard@gmail.com with your concerns, and we'll consider it for a future agenda.

Community Garden:

The Community Garden is located at NE Treehill Drive and Poplar Ct and is overseen by Margaret Jimenez, who handles most of the watering. There are two available 6x3' spaces for homeowners interested in gardening. To participate, you must read the Garden Rules, construct or buy your raised bed, and dispose of vegetation at the yard debris site at the season's end. Current gardeners include Ahna & Regina (1 bed), Margaret (5 beds, shares 1 with Kyle & Faith), Hakim & Bridgit, and Linda J (3 beds), with Jocelin having 2. For inquiries or feedback, contact TreehillParkHOABoard@gmail.com.

Website Report (treehillpark.org) AI

This year, we've had an average of 356 page views, which is quite good. The most popular page is the index at treehousepark.org, followed by the minutes, condo rules, and contact information. Overall, the website needs some updates, but I'm getting to work on that soon.

Community Garage Sale 9/14: Kyle & Jocelin

The event was a bust. We had about five interested people, but we were still waiting for someone to show up. We set the date at the previous meeting, giving us little time, plus it was late in the summer. I plan to organize it again next year with a better schedule, aiming for earlier in the summer, like June or July, instead of September.

Rec Center Rentals/Activities: Kyle

We have an ongoing calendar for renting space at the Rec Center, which is mostly available aside from regular monthly or semi-monthly events. If you're interested, email us to get on the schedule. The space looks great! I have two applications for this Monday and one for Thanksgiving. We can continue the craft event the Dawn started, usually scheduled for around Christmas. During the event, vendors sold their crafts. If anyone wants to help plan or volunteer to help, please get in touch with TreehillParkHOABoard@gmail.com.

Pool: Jocelin

Jocelin is away, but I wanted to inform you that the pool is officially closed. We completed that in the past couple of weeks. Jocelin wanted to thank all the volunteers who helped open, close, and conduct the necessary testing. It's a lot of work, and we truly appreciate all their efforts.

Going Green: Jocelin

Jocelin is taking the initiative to go green by collecting cans and bottles and bringing them to the bottle drop. The money earned from these items goes into a community fund, which is used for various projects. If you're interested in getting involved, email us at TreehillParkHOABoard@gmail.com.

Maintenance Report: Johnny

a) Maintenance Completed:

23821T, remove and replace the back deck, a divider wall, and railing and build new steps for the deck

23823T, remove and replace the back deck, a divider wall, and railing and build new steps for the deck

23915P, replace 4 deck boards and power wash, scrape, and stain with deck over stain on back deck

23913P, power wash, scrape and stain with deck over stain on back deck

23842T, power wash, scrape and stain with deck over stain on back deck

23902T, power wash, scrape and stain with deck over stain on front and back decks

23904T, power wash, scrape and stain with deck over stain on front and back decks

23926T, power wash, scrape and stain with deck over stain on back deck

23942T, replace 3 deck board on 2nd story deck and trim power wash, scrape and stain with deck over on front deck

23944T, power wash, scrape and stain with deck over stain on front deck

23952A, power wash, scrape and stain with deck over stain on front deck

24012T, power wash, scrape and stain with deck over stain on front deck

23831T, build new handrail for steps in front of unit

23810T, build new handrail for steps in front of unit

Complex, replace damage fascia on carports

b) Future Maintenance

23810T, rebuild back deck ,divider wall and update railing

23808T, rebuild back deck, divider wall and update railing

23953A, rebuild patio divider wall and gate

23848T, rebuild back deck and divider wall

23846T, rebuild back deck and divider wall

23844T, rebuild back deck and divider wall

Complex clean out all gutters and down spas

Carports, paint carports.

Our "Outstanding List" is more extensive than we can list here. Please know that we still have your requests.

Treehill Parking Survey Updates: Johnny & Maurice

Due to recent requests, Johnny and I surveyed Poplar Court last week to update the parking situation. Johnny has a maintenance request to restripe some parking spaces this fall, adding a few more.

THP now has 21 open spaces in Poplar Court. Currently, there are 2 third-vehicle permits and 13 second-vehicle permits, leaving 10 units without a second vehicle and only 6 spaces for assigned parking, visitors, and vendors.

Several units are changing hands, and new homeowners have priority for parking spaces based on our Condo Rules before we can approve more third-vehicle requests. Additional parking surveys for other Treehill areas will occur this fall as time allows.

D. Unfinished Business:

- *Reserve Study Quotes for Cottonwood Street Access Evaluation: **Hakim***

We have made progress with our reserve study through Advanced Reserve Solutions, which has provided a more affordable update to our 2022 reserve study, saving us between \$1,000 compared to proposals from two other vendors. The first option, a Level 2 update, includes an on-site survey for approximately \$1,500, whereas other quotes were upwards of \$1,900.

This update allows for a more detailed evaluation, separating areas like the roadway easement to Upper Tree Hill and the daycare parking from other common areas and identifying specific maintenance needs.

Advanced Reserve Solutions has provided us with an updated worksheet that needs input from various team members, including the treasurer, our lead contractor, and anyone with historical knowledge. I have attached the document to my last email to the board. Please review and provide comments. It would be helpful as we prepare to submit the completed worksheet, receive an invoice, fulfill payment, and schedule the on-site survey.

Kyle—There is a motion to proceed with Advanced Reserve Solutions. If I remember correctly, that's the company's name. We also need to continue updating our reserve study. If all are in favor, say "aye." Excellent, it passes. Let's move forward with this. Thank you for your hard work.

- *Annuity—recommendation from previous Board to open another annuity for Reserve Funds to plan for roofing project: **Maurice***

I spoke about the annuity's strong performance and noted the board's recommendation to purchase another one, which is a great idea, especially with interest rates dropping. The new annuity offers a lower rate of 4.5%, requiring a \$50,000 premium upfront, and matures in seven years. Our current one matures in the same timeframe but at 4.65%. It is an excellent opportunity since such offerings are rare now.

Kyle - There are a few things to discuss, so let's table any decisions now and address them during the executive session.

- *Revised Deck Policy-recommendation from previous Board to update the current Deck Policy, see attachment: **Maurice**.*

The previous board recommended updating the current deck policy. Upon review, I noticed several repetitive paragraphs that needed to be clarified. I combined the content into one document to enhance clarity while maintaining the basic guidelines, emphasizing that we maintain a limited common area and want to keep it nice. The details are included on the next page for everyone to review. Please feel free to share any recommendations or point out redundancies.

Kyle—The motion to approve the new deck policy for Treehill passes. Kappes Miller will distribute it, effective January 1, 2025, and further comments are allowed until the next meeting.

E. **New Business:**

- *Requests for Additional Vehicle Permits: **Board***

This request is for 23934 NE Poplar, Bridgit, and Hakim to obtain a third and fourth vehicle permit for their children who will attend college and need vehicles. Based on my review of all the documents, including the notice sent out by Kappes-Miller to the homeowners about a year ago, I understand that a vote and approval from the board are necessary for the request regarding their vehicles. Is that correct? Additionally, this will be an annual cost of \$250/vehicle.

Kyle - We should revisit Maurice's suggestion and hold a vote on approving a third and fourth vehicle permit for the Callier family's college-bound sons. If all are in favor, please say "aye." Great, it passes. Let's proceed to the next item.

- *Property left in the street: "BYLAWS OF Treehill Park Unit Owners Association 10.0 USE OF GENERAL COMMON ELEMENTS AND LIMITED COMMON ELEMENTS 10.1 An owner shall not place or cause to be placed in the lobbies, decks, ramps, vestibules, stairways, and other general common elements and facilities of a similar nature, any furniture, packages or objects of any kind. Both general and limited common elements shall be used for no purpose other than what is normal." : **Board***

Kyle - I want to address the signs in the children's play area at Poplar Court. They were removed because they were too far into the road but have since been placed back. It's important to remind everyone to keep them out of the road to minimize hazards for drivers. This is a reminder to the community; if there are no other comments, we can move on.

- *Fireplace Cleaning inspections: on Oct 27, 2021, After a brief discussion regarding how many units have fireplaces, if they are used or not, and for the safety of the complex, the Board decided a fireplace chimney must be inspected every two years. Dawn motioned to approve an inspection every two years or notification of non-use. Kaye Maddocks seconded. Our records are incomplete and need approval to issue another request for overdue inspection updates. **Maurice***

All chimneys must be inspected every two years, with the last inspection on October 27, 2021. I request a board vote on whether Johnny and Tony should conduct these inspections and approve sending compliance notices.

Kyle - I recommend tabling this discussion and adding it to our executive meeting agenda to clarify what we want and expect from homeowners.

- *Dryer Vent Cleaning inspections: **Maurice***

Dryer vent cleaning inspections are crucial due to their significant fire hazard. Many property owners overlook this, but neglecting it can lead to dangerous fires. Addressing this issue is essential.

Kyle - In our next executive meeting, we should address both topics and incorporate them into one clear announcement or request.

- *Sidewalk Concrete Repair Evaluation: **Johnny***

Johnny is still working on this, and things are slowing down with the rainy weather, so this item will be next on the list to get done.

F. **The chair will Adjourn the Meeting to an Executive Session of Board Members (delinquencies, attorney consultation, violations, staffing issues).**

- Staffing compensation
- Outstanding delinquencies
- Outstanding violations
- Meeting minutes due date

G. **From the Board – Friendly Reminders:**

New to Treehill - Be sure to complete the New Owner/Tenant form to keep up to date with what is happening here at Treehill. Register your vehicle(s) and receive your required parking sticker(s). Provides emergency contact information. Please complete it as soon as possible so this information is on file. The form is found at www.Treehillpark.org under downloads.

New Parking Stickers—Download the new owner/tenant form at www.Treehillpark.org. All vehicles must be identified with a Treehill Park Window cling. If you have lost your window cling, there is a \$25.00 replacement fee. Only two vehicles are allowed per unit. A third may be requested and approved by the Board for \$250 per year.

Vehicle Updates—To update your vehicle information, you do not need to complete a new owner/tenant form. Instead, send an email or written note to TreehillParkhoaboard@gmail.com.

Selling Your Unit—Please notify us at least 30 days in advance so we can add the unit to the upcoming maintenance list. You can do this by emailing: Treehillpark@kappesmilller.com.

Sold Your Unit - - Please return the pool keys, wristbands, and parking stickers. This can be done by placing them in a Ziplock bag, IDENTIFY WITH YOUR NAME AND UNIT ADDRESS, and dropping them in the Recreation Center mailbox. If these steps are not followed, the seller must pay for replacements.

Crime - Please report any thefts or damage to the Treehill contact below and file a police report. The sooner we know, the faster we can review any video to help the police.
Treehillparkhoaboard@gmail.com

Fireplace flu/chimney inspections are due every two years.

Would you like to volunteer? Treehill Park has several opportunities for folks with extra time to help around the complex. Let us know what you want to do. A few examples are the playground, herb or veggie gardens, landscaping, pool, and parking patrol. We have been asked if there were social opportunities like a parents' group, toddler time, and yoga. We are happy to explore and welcome your thoughts and ideas. Contact: treehillparkhoaboard@gmail.com for more information.

The next meeting will be held on November 27th at 6:30 pm

Contact email: Treehillparkhoaboard@gmail.com

Website: treehillpark.org

Message Center: 503-790-2100

Deck Policy DRAFT
Revised September 2024

1. Wood decks at Treehill Park are a limited common element and are provided and maintained by the Treehill Park Homeowners Association. They are costly to replace/repair. With timely inspection, maintenance and guidelines for proper use, we are seeking to preserve them in good condition for as long as possible. The Board of Directors is issuing this revised deck policy which will take effect October 15, 2024.

2. Deck Use

1. Acceptable items would include patio furniture, potted plants, barbecues & smokers, appropriate decoration, bicycles & other outdoor toys.

2. Winter covering should be a cover designed for that purpose--not a tarp or plastic sheet.

3. Decks are not to be used for storage or hanging towels, linens or clothing.

4. Christmas trees must be removed from all limited common areas (decks, patios, entryways) no later than January 10th.

3. Barbeque equipment

1. Acceptable equipment includes charcoal, gas, wood burning & smokers.

2. They are to be located one (1) foot from any wall when in use to prevent the start of a fire.

3. Owners are to minimize the impact of smoke on their neighbors.

4. Fireproof mats are required beneath equipment to protect from fire.

4. Firewood

1. Firewood cannot be stored on the deck, as it attracts termites and carpenter ants and encourages dry rot.

2. It may be stacked on a concrete slab well away from the deck and covered neatly with a tarp or plastic to keep it dry.

3. Stacks of wood more than 75 lbs must be placed on wheels to allow ease of movement.

5. Plant Containers

1. All barrels and planter boxes must be elevated.

2. There is a limit of 10 large containers per deck.

3. Those more than 75 lbs must be placed on wheels to allow air circulation and ease of movement.

Assistance placing containers on wheels/rollers can be obtained by submitting a maintenance request through the Kappes-Miller portal https://kappesmillerpdx.appfolio.com/connect/users/request_access or email Treehillparkhoaboard@gmail.com.

4. Any unwanted heavy trees or plants may be donated by submitting a maintenance request through the Kappes-miller portal or email Treehillparkhoaboard@gmail.com and a Treehill employee will assist you in removing it.

6. Pet Responsibility on Decks

1. Homeowners are responsible for ensuring their pets do not damage or create unsanitary conditions on the decks. The pet owner must immediately clean up and remove pet waste to outgoing trash. Feeding animals outside the unit is prohibited, as it attracts vermin that carry disease and damage property.

2. Persistent failure to clean pet waste or prevent pets from damaging the deck surface will result in a warning followed by fines if non-compliance continues.

3. Residents are responsible for ensuring that their pets do not disturb or threaten other residents. (Bylaws 11.0)

7. Modifications and Enhancements

1. Any modifications, enhancements, or alterations to the deck, including but not limited to the addition of structures, planters, or heavy objects, require prior written approval from the Board of Directors. Homeowners must submit detailed plans of the proposed changes through the Architectural Review on the Kappes-Miller portal or email Treehillparkhoaboard@gmail.com.

2. Unauthorized modifications to decks will be subject to reversal at the homeowner's expense, and subsequent fines may be levied.

8. Damage Reporting and Repair Responsibilities

1. Homeowners must report any damage to the deck, concrete slabs or divider walls to the Board of Directors within 48 hours of occurrence or discovery. The report should describe the damage and any relevant photographs or evidence. Submit a maintenance request on the Kappes-miller portal or email Treehillparkhoaboard@gmail.com.

2. Repairs to damages caused by the homeowner or their pets must be carried out promptly at the homeowner's expense. If repairs are not completed within a reasonable time frame, the Association may undertake the necessary repairs and bill the homeowner for the costs incurred.

9. Regular Inspection and Maintenance

1. Homeowners are encouraged to maintain their decks by regularly cleaning and checking for any potential damage or issues that could affect the integrity of the deck structure. Place a maintenance request through the Kappes-Miller portal or email Treehillparkhoaboard@gmail.com for a Treehill employee to power wash your deck.