

ARBOR VILLAGE HOMEOWNERS ASSOCIATION  
Board of Directors Meeting Minutes  
2/9/2009 7:00 PM  
Banks Library Community Room, Banks OR

**Call to Order:**

Brad called meeting to Order at 7:02pm.

**Roll Call:**

Board members present:

Brad Barber

Marty Ullery

Mike Wynkoop

**Open Forum –or- Owner Comments:**

- Open discussion was held on the topic of the City of Banks and the AVHA Greenville park agreement. Future discussion to be held in Executive Session at a later date.
- Homeowner commented on the sidewalk that was broken in Greenville Park due to the playground structure installation. The homeowner was advised that the Friends of Greenville Park and the City of Banks are working on the issue and AVHA is not involved.

**Approval of Minutes:**

Minutes of the 1/12/2009 Board of Directors Meetings were reviewed and approved in the 2/9/2009 meeting.

1/12/09 Minutes follow-up:

- Financials were reviewed as provided from NWCM for the month of December 2008. Marty presented the following Motion which was seconded by Mike:  
**MOTION:** Financial reviewed and motion to approve. Upon vote, unanimously approved.
- Proposal of CAP taking over the AVHA website Maintenance. CAP manager was present and will follow-up on a proposal. Moved to March Agenda.
- Wetland area vinyl fence review. 2 caps, 1 missing rail, and 1 post damaged. No further action to be taken at this time.

**Community Association Partners Topics:**

CAP Management was present and held open discussion on the following management topics:

- AVHA 2008 Tax Preparations.  
Marty presented the following Motion(s) which was seconded by Mike:  
**MOTION:** Approve CAP to prepare AVHA 2008 Tax preparations/filing. Upon vote, unanimously approved.
- Financial Accounts Review:  
Brad presented the following Motion(s) which was seconded by Marty:

MOTION: Approve CAP to unify the separate Association and Carriage Collection checking accounts. Upon vote, unanimously approved.

- CAP Concern over private street notice sent previously by NWCM.  
Brad presented the following Motion(s) which was seconded by Marty:  
MOTION: Allow notice to homeowners to stand as it was sent. No further action is necessary. Upon vote, unanimously approved.
- Reserve Study performed does not include a maintenance schedule and issue over contract violations.  
Marty presented the following Motion(s) which was seconded by Mike:  
MOTION: Approve CAP to contact Association Reserves to clear up the matter and investigate contract responsibilities not being met. CAP to provide Board with follow-up by March BOD meeting. Move topic to March BOD meeting Upon vote, unanimously approved.
- CAP calendar review of schedule meetings/events.  
Brad presented the following Motion(s) which was seconded by Marty:  
MOTION: Approve the calendar as presented by CAP. Upon vote, unanimously approved.
- Schedule of late fees assessed for delinquent payments.  
Brad presented the following Motion(s) which was seconded by Marty:  
MOTION: Approve of a flat \$40 late fee be applied for account delinquent after 30 days of non-payment. Upon vote, unanimously approved.
- Secretary of State Article of Association update.  
Marty presented the following Motion(s) which was seconded by Mike:  
MOTION: Approve the update to the AVHA's Article of Association filed under the Oregon Secretary of State to be updated showing Community Association Partners as overseeing management firm. Upon vote, unanimously approved.

#### **AVHA Newsletter:**

Review and open discussion was held concerning the Spring 2009 AVHA newsletter as presented by the newsletter committee.

Marty presented the following motion which was seconded by Mike:

MOTION: Approve the newsletter draft as presented with noted correction to be made prior to publish. Upon vote, unanimously approved.

#### **Park Committee:**

No new business was noted.

#### **2009 Annual Homeowners Meeting:**

Open discussion was held concerning the date of the annual meeting.

Marty presented the following Motion(s) which was seconded by Mike:

MOTION: The AVHA Annual Homeowners meeting to be moved to April and be held on April 13<sup>th</sup>. Upon vote, unanimously approved.

**Announcements:**

- Marty announced that the next meeting of the Board of Directors Meeting to be held on 3/9/2008, at 7pm, at Banks Library Community Room.

**Adjournment:**

Marty presented the Motion to adjourn the meeting which was seconded by Brad at 08:52 pm. Upon vote, unanimously approved.

Respectfully Submitted,

Marty Ullery  
Vice President/Secretary

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Date of Minute Approval