



NEWSLETTER

June 2018

Four Seasons meeting minutes

June 19, 2018

This is a regular board meeting with the following board members and officers present: Diantha Woodside, President; Mike Wagner, Vice President/Maintenance; Carl Landreneau, Architecture; Patrick Collins, Pools. Treasurer, Debbie Wagner.

Diantha opened the meeting, and made a motion to approve agenda for tonight's meeting. Motion seconded by Mike with unanimous approval by all board members present.

Treasurer's report: Debbie reported that the HOA is doing well. They have been collecting user fees for the clubhouse, legal fees, HOA dues, etc. See the treasurer's report on Page 4 for specific amounts.

There are 383 homes in our HOA. There are 14 homeowners who owe dues for 2018. They will be contacted individually. The fees/fines will be heavier under CAP's management.

Debbie is in the process of converting the financials over to CAP Management.

There are two water bills regarding East/West Landscaping that are under dispute.

Clubhouse: Nine residents rented the clubhouse in May and two HOA meetings were held (one is Four Seasons and one is Crystal Brook) in addition to one open house.

Architecture: Carl reported that there were 21 requests and all were approved by the architecture review committee.

Creek committee report: As was previously discovered, there was water backing up in our development. The city did do some cleaning and the creek is flowing better this past year and a half. Another party also complained about it, and the city engineer told Carl that there should be some improvement in our development.

Carl responded to a homeowner's comment from last meeting regarding breaks and raises in the pavement near Village Lane and 150th. The city said they would send someone out to investigate. He called back and said it does need repair and will try to get a crew out in

CALENDAR

- ⇒ July 13-14, 2018 – Garage sale.
- ⇒ July 21, 22 – Junk box, 9 a.m. to 4 p.m. each day on Cranberry Court (see sign-up form in this issue).
- ⇒ July 17, 2018 – Board meeting, 7 p.m., at the clubhouse.

the next 2-3 weeks, but if not, it should be in August. The tree roots will be dealt with pending an arborist report. Trees taken out may have to be replaced. A homeowner mentioned that sometimes there is not enough room and homeowners may not have to replant.

Diantha asked for the contact number at the city. Carl has been having trouble getting in contact with the arborist. Carl will keep the board updated.

Maintenance: Bark dust has been completed. The water meter has been back filled and has been completed.

Pool: Pool monitors have been keeping track of pool usage. May 27-June 15, 85 card swipes have been recorded, with 241 people visiting. Some of our pool monitors have experience teaching kids to swim. He needs to research liability to see if they should offer that. Carl mentioned that additional training by the Red Cross might be beneficial.

Patrick also mentioned that community members could receive some training from our pool monitors so that when the time comes to hire pool monitors for the next season, more applicants would feel more comfortable.

Patrick asked about forming a Pool Committee with volunteers from the community. He is working with Diantha on what the focus of the committee is going to be.

Any suggestions for improvements should be directed to Patrick. Additional umbrellas will be added. A homeowner requested that no additional trees be added to the pool areas.

Votes: Diantha moved to “approve payment for \$380 invoice from engineer, that was tabled in last meeting” Mike seconded and motion was passed or unanimously.

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Meeting minutes, continued

(Continued from page 1)

Diantha moved to reappoint Architecture Committee members; Mary Lou Epperson, Nancy Kellogg, Kathy Danley, Floyd Humphrey, and Mark Schweitzer. Carl seconded it, and the board voted unanimously to approve this committee.

HOA code of ethics: Diantha made a motion to accept the code of ethics, board members sign, and a copy be posted to the website. Mike recommended that the amounts requiring three bids be raised. Since the \$500 amount was put in place many years ago, the costs of maintenance have increased significantly over the years. After discussion it was settled on \$1,000. Diantha moved that they accept the code of ethics document with the change that the amount be changed to \$1,000 instead of \$500. Mike seconded the motion, and the board voted unanimously to approve the motion. Diantha will give a copy to Mike Keiser to post on the listserv. (The document is [here](#) on our website in Key Documents.)

Carl on outdoor space covers: Nichole rewrote the wording for the Architectural Rules that Carl presented. Carl moved that they vote to approve and immediately hand a copy to Mike Keiser to update the documents. Diantha seconded, and the board voted unanimously to approve the motion. The updated rules are in Key Documents on the website, [here](#).

Landscape contract: Bids were requested from several companies. Of the several companies solicited for bids, one did not do maintenance, one didn't show up, and one said that this was more than what their company could provide. There were three bids obtained from Garcia, Showplace and Landscape East & West, with the current contractor, Landscape East & West coming in with the lowest bid amount. With Landscape East & West as our current contractor, they have a proven reliable record. Mike moved that we approve the contract with them. Carl seconded it, and the board voted unanimously to approve the motion.

It was decided that a support committee for the ARC would not be created.

Legal committee: Diantha appointed Nichole Winters as a chair for the legal committee so that she can communicate as needed with our attorney maintaining attorney/client privilege.

Diantha motioned to approve the minutes from the May Board meeting, Mike seconded it, and the board voted unanimously to approve them as written.

Homeowner questions and input

Q: Clarification on what the landscapers do.

A: Maintain common areas by mowing, fertilizing, edging, weeding, irrigation, blow sidewalks, pruning, and back flow testing.

Q: Clarification that this was for the common areas and not individual homeowners.

A: Yes, but homeowners might get a better deal since they are already in the neighborhood.

Q: Can a homeowner have his own sprinkler system in Crystal Brook?

A: Homeowner should ask the Crystal Brook Board.

A thank you for the meeting and following under Robert's Rule of Order.

Q: Request an update on the property that has been discussed on Village Circle.

A: Fines have been reinstated, and the lien process has been started. A homeowner showed documents that it has been on the agenda since 2010.

Q: Are complaints brought up by one homeowner regarding another kept confidential? He is wondering if under CAP that it will remain confidential.

A: CAP follows our association rules. If no such rule exists, it can be created. Aubrey from CAP responded that confidentiality would be kept. An exception would be if someone makes a noise complaint and the homeowner making the complaint would need to testify at a board hearing, because the violation can't be documented. The first step should always be to speak to the neighbor first. Noise complaints can be directed to the police. Our HOA's practice has been to keep confidentiality. We follow Beaverton city ordinances. We now have a concern form and a confidentiality line can be added to it.

Q: Can homeowners park motorhomes on the street?

A: Homeowners wishing to park motorhomes must obtain permission from the ARC.

Thank you to Debbie Wagner for being our volunteer treasurer for so long and to Mike for overseeing the maintenance. He is always available to help when there is an issue.

Community yard sale is scheduled for July 13 and 14. The Junk Box weekend is July 21 and 22.

The next board meeting is scheduled for Tuesday, July 17, at 7 p.m.

Minutes from June 6, 2018, special meeting

The special meeting of the Four Seasons HOA Board was held on Wednesday, June 6, 2018, at 7 p.m., in the Four Seasons Club House. The five Board members, Paul, Mike, Carl, Diantha and Patrick were present.

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June 6 special meeting minutes, continued

(Continued from page 2)

Vice President, Mike Wagner, opened the meeting and moved that David, a representative of our management company, Community Association Partners (CAP), chair the meeting. Diantha seconded the motion, and the motion passed.

David explained that the meeting is a board meeting and not a homeowners' meeting, and the meeting would be run according to Robert's Rules of Order.

Patrick then moved that Paul Carney be removed as President of the Four Seasons HOA and the motion was seconded. The motion was passed with Patrick, Mike and Diantha voting yes.

Mike Wagner motioned to make Diantha Woodside the new HOA Board president and the motion was seconded by Patrick. The motion passed with Patrick, Diantha and Mike voting in favor.

Diantha moved "that the authority of individual board members to make expenditures of less than \$500.00 without a board vote be limited only to expenditures that are within the approved operating budget and only to the board member with the authority over the relevant budget line item. All other expenditures, regardless of dollar amount, will require a board vote", and the motion was seconded by Mike. The motion was passed with a unanimous vote of all Board members.

Paul moved to discuss a bill that was presented to the HOA and the motion was seconded. After discussion, Diantha moved to table the vote until the June, Board Meeting and the motion was seconded and passed.

Paul moved for a "discussion on the deck repair in light of new information that he came across" and Patrick seconded the motion.

After discussion, Diantha moved "that the bid from Summit Reconstruction, in the amount of \$5,343 to repair the deck be approved" and the motion was seconded by Mike.

Paul moved to "have Summit Construction do the work after a 48-hour waiting period. If nothing happens, then Summit will do the work", and the motion was seconded. The motion failed with Carl and Paul voting yes to wait, and Diantha, Mike and Patrick voting no.

Mike moved to vote that Summit Reconstruction begin the work. Diantha seconded the motion. The vote to have Summit Reconstruction repair the deck passed with Diantha, Mike and Patrick voting to pass, Paul voting no and Carl abstaining.

Mike motioned to adjourn the meeting. Diantha seconded, and the board voted unanimously.

The meeting was adjourned 8:02 p.m.

A table full of treasures from last year's garage sale. See garage sale sign-up form on Page 6.



Treasurer's report, May 2018

By Debbie Wagner, Treasurer

	<u>Jan - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
HOA Annual Fees	145,688.25	142,350.00	3,338.25	102.35%
Club House User Fees	400.00	240.00	160.00	166.67%
Total OTHER FEES	1,450.13	450.00	1,000.13	322.25%
legal fees	236.00			
Interest Income	9.99			
Pool Guest	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Income	<u>147,799.37</u>	<u>143,040.00</u>	<u>4,759.37</u>	<u>103.33%</u>
Expense				
Total ARCHITECTURE	16.70	25.00	-8.30	66.8%
Total COMMUNICATIONS	0.00	2,324.00	-2,324.00	0.0%
Total GENERAL	2,428.26	1,965.00	463.26	123.58%
Total INSURANCE	0.00	0.00	0.00	0.0%
Total MAINTENANCE	20,960.01	23,335.00	-2,374.99	89.82%
Total POOL & CLUBHOUSE	5,925.49	9,959.00	-4,033.51	59.5%
SOCIAL	0.00	0.00	0.00	0.0%
Uncategorized Expenses	<u>1,457.00</u>	<u>0.00</u>	<u>1,457.00</u>	<u>100.0%</u>
Total Expense	<u>30,787.46</u>	<u>37,608.00</u>	<u>-6,820.54</u>	<u>81.86%</u>
Net Ordinary Income	117,011.91	105,432.00	11,579.91	110.98%

Checking account **\$57,029.49**

High-yield savings **\$61,785.04**

Reserves **\$95,020.44**

383 Homeowners

2018 homeowners that owe: 14

Architectural report

Compiled by the Architectural Committee for May 2018

Twenty-one requests approved, one in progress

Address	Request/Issue	Status	Notes
5430 SW Village Place	Remove damaging tree, replace concrete driveway, remove dangerous tree and replace	Approved	
15737 SW Village Circle	Replace windows	Approved	
14575 SW Village Lane	Removal of trees	Approved	Resubmission of earlier request, re-approved.
15590 SW Village Lane	Remove backyard shed	Approved	
15732 SW Village Circle	Install solar panels on roof	Approved	
15791 SW Village Circle	Approval of stain	Approved	
15402 SW Village Lane	Replace gutters	Approved	Maintenance, same color. No OK needed.
15620 SW Village Lane	Replace section of sidewalk	Approved	
15755 SW Autumn Lane	Replace sliding door with windows	Approved	
15275 SW Springdale Court	Driveway replacement	Approved	
5755 SW Cranberry Court	Replace roof with CertainTeed Presidential, Country Gray	Approved	Pre-approved choice. Does not need vote.
6065 SW 152nd Avenue	Paint trim on new windows	Approved	Trim same as other house trim.
15580 SW Burntwood Court	Garage door replacement	Approved	C.H.I. model 4283 raised panel door in almond, matches house.
15275 SW Springdale Court	Front door replacement	Approved	
15780 SW Village Circle	Requests for RV parking: May 30-June 2 June 29-July 2 July 29-Aug. 1 Oct. 14-16	Approved	
15821 SW Village Circle	Walkway paver installation	Approved	
14575 SW Village Lane	Paint house	Approved	
15545 SW Village Court	Replace roof with CertainTeed Presidential, Shadow Gray or Autumn Blend. Work starts in July	Approved	Pre-approved choice. Does not need vote.
14850 SW Village Lane	Tree removal	Approved	
15355 SW Peppermill Court	Remove dead hemlock tree	Approved	
15735 SW Springfield Lane	Screen door installation	Approved	

To contact the committee:

Send email to fourseasons.archcommittee@yahoo.com

Or call (971) 317-8562 and leave voicemail. You may also send a text message to this phone number.

Please include your address on any communication with the committee.

Architectural Request form: http://fourseasonshoa.net/images/FourSeasonsARCFORM_2018_CAPPDF.pdf

Submit the form one of the following ways:

Email: info@capartners.net

Fax: 503-546-3401

Mail: CA Partners, PO Box 2429, Beaverton, OR 97075



FOUR SEASONS 2018 ANNUAL GARAGE SALE

Friday, July 13th and Saturday, July 14th

8:30 a.m. – 5 p.m.

It's that time again! It's time to start preparing for our ANNUAL SALE!

Advertising and publicity will begin the end of June in newspapers and on internet resources. Please submit the information below to ensure that your sale is listed on the flier we print so you get more traffic during the sale. The map really enhances the experience we offer those attending our garage sale. There will also be signs throughout the neighborhood, but there aren't enough sandwich boards for every street. If you feel your sale isn't signed well enough, feel free to add additional posters.

If you want copies of the flier to hand out that has a map of the neighborhood and lists where sales are, please stop by my house (15295 SW Village Lane) on Thursday or Friday to pick them up.

For the maps and listings to be as comprehensive as possible, **please email or drop off the completed form BEFORE July 8th!**

Name: _____

Address: _____

Phone #: _____

Friday only: _____ **Saturday only:** _____ **Both:** _____

Special items included in your sale:

Email information to: carlyekrohn@gmail.com
or mail to:

Carlye Krohn
15295 SW Village Lane
Beaverton, Oregon 97007



Junk Box Verification of Residency

* Required when participating July 21-22, 2018

* Name _____ * Phone _____

* Address _____

Description of junk being disposed of today (helps with future planning):

* Signature _____

**Helping a neighbor by dropping off their junk?
Please bring their verification form.**

..... (Cut here)

Junk Drop Box Event

Co-sponsored by Oregon Metro

Saturday, July 21, 9 a.m. to 4 p.m.

Sunday, July 22, 9 a.m. to 4 p.m.

Location: Cranberry Court

To volunteer or to donate a snack or drink,
contact: Jack Scanlon at 503-747-7218 or jacktscanlon@comcast.net

- “No Thanks” Examples of items not accepted:**
- hazardous materials • waste and recyclables collected curbside
 - construction debris • roofing • televisions/electronics
 - vehicle batteries • tires • food/kitchen waste • no yard debris

Please remember: one drop-off of materials per household!

General information

The parking of boats, campers and recreational vehicles within the confines of Four Seasons is restricted by Article 10 of the covenants. Written requests must be submitted and approved by the Architectural Committee prior to parking the vehicle. City of Beaverton code prohibits the parking of vehicles with "For Sale" signs on any city street.

Architectural changes, such as new roofing, painting, storm windows/doors, landscaping, tree removal, fencing, etc. need approval from the Architectural Committee before the project can begin.

Beginning June 1, 2018, new ARC requests should be sent to:

Email: info@capartners.net

Fax: 503-546-3401

Mail: CA Partners, PO Box 2429, Beaverton, Oregon 97075

The architectural application form can be found [here](#). The architectural request form is longer and more formal than our current system. The form helps flesh out details of your project so it can be approved easily, and it also conforms to good practices of HOA management. Decisions to approve or deny a request are made by Four Seasons committee members, not CAP. The ARC has 30 days to respond. Please allow time to process your request.

New homeowners are asked to submit their contact information including name, address, phone number, email and move-in date to:

Four Seasons Homeowners Association

15005 SW Village Lane

Beaverton, Oregon 97007

or email the HOA secretary:

fourseasons.secretary@yahoo.com.

Homeowners in the Crystalbrook HOA should contact the Crystalbrook Board at (770) 939-9697 or email info@capartners.net for landscape and architectural approval.

Homeowners in The Villa and Summerville Square should contact the Four Seasons Architecture Committee for architectural requests.

Pool keys: If you haven't picked up your key, you may pick it up at HOA board meetings, 7 p.m., usually the 3rd Tuesday of the month.

CONTACT LIST

President

Diantha Woodside , (503) 970-4393

fourseasons.president@yahoo.com

Vice President & Maintenance

Mike Wagner, (503) 746-1803

fourseasons.maintenance@yahoo.com

Architectural Committee

fourseasons.archcommittee@yahoo.com

(971) 317-8562

Clubhouse

Diantha Woodside, (503) 970-4393

fourseasons.clubhouse@yahoo.com

Pool

Patrick Collins, (408) 220-3321

fourseasons.pools@yahoo.com

Director at large

Paul Carney, (503) 939-7285

fourseasons.atlarge@yahoo.com

Treasurer

Debbie Wagner, (925) 808-9972

fourseasons.treasurer@yahoo.com

Communications

Website, listserv and newsletter

Mike Keiser, (503) 672-9105

fourseasons.website@yahoo.com

fourseasons.listserv@yahoo.com

fourseasons.newsletter@yahoo.com

Social

Volunteer needed

fourseasons.socialevents@yahoo.com

Website: fourseasonshoa.net

Beaverton Police non-emergency

(503) 629-0111