



NEWSLETTER

October 4, 2020 | Includes minutes from the September 23 Board meeting

September 23 meeting minutes

The online meeting started at 7 p.m. Attendees were Steve Geddie, President; Mark Schweitzer, Vice President/Architectural Director; Colby Anderson, Maintenance Director; Joanne Fish, Pool Director; Robyn Berry, Clubhouse Director; Maksim Korolev, Treasurer; Mike Keiser, Communications officer; Virginia Scanlon, Secretary; and nine homeowners.

- Future agendas will include Communications Officer in the list of reports.
- Due to the extensive list of topics, time restraints added to the agenda.

Approved

- Minutes from July 22, 2020
- Increase of director spending limit to \$1,000 without Board approval, only for those items that are time-sensitive and already within the respective director's budget.
- Ratification of Board emergency electronic vote (9/11/20) temporarily suspending RV Parking Restrictions due to local wildfires.
- Parking restrictions reinstated (9/23/20) due to the end of the emergency event.
- All Four Seasons owners, occupants, children and guests must follow Washington County Leash Laws while their dog(s) is/are in any Four Seasons common area.
- Authorization to have survey performed (Zone 10 common area) south of The Villas, not to exceed \$3,500. Competitive quotes will still be obtained as required.

Treasurer

- ADP - account closed by Maks - there were duplicates
- We will not be billed for pool insurance this season
- Maks emailed Nicole Laczko, AMS Business Manager, regarding extra management fees vs base fee. Maks still awaiting a reply with expense detail.
- Sewer and water bill higher in August than June - about \$191 higher - Maks will investigate
- Liens - working on four liens dating back to 2010. Lien records and status need to be updated.
- Maks will set up a meeting with Colby regarding maintenance operating and reserve budgets.

Maintenance

- Working to get a large limb removed that fell over the creek - landscaping crew was scheduled to remove but determined it was too large for their crews to handle safely. Now obtaining bids from tree removal companies to finish the removal.
- Pressure washing of path was completed (Zone 8) between Glenbrook & 152nd where moss/slip hazards was a concern.
- Still troubleshooting (Zone 12) sprinkler issues
- Three weeks ago Colby contacted Clearwater Services regarding higher than normal creek level for this time of year. CWS cleaned out obstruction at Division. Unfortunately there was not a lot of impact or change near the clubhouse / pedestrian bridge.
- The maintenance director is willing to accept volunteer assistance on various projects. if anyone is willing to help, please contact Colby at maintenance@fourseasonshoa.net

Pool

- Haven came out and recommended nothing be done at this time.
- Apollo would not come out due to some back balance issues.

Clubhouse

- Closed since March 16.
- No renters or HOA users.

Architecture

- 53 ARC Approvals & Denials were issued in July and August
- There have been about 100 architectural requests so far this year
- AMS is still working to complete distribution of 1st round violation notices
- Owners can view the violation notifications, status and photos that specifically identify compliance requirements on AMS / Caliber. This is the same system that annual dues are paid through.
- Once the new Four Seasons violation templates are modified, this should help expedite notices, ensure corrections are complete and lighten ARC process oversight

Communications

- Some people have inadvertently unsubscribed from the listserv - Mike will create some general directions for that

Old business

- Proposed Summerville Square retaining wall renovation- Mark and Steve met with the primary homeowner managing the project for Summerville Square. There was collaborative discussion regarding construction parameters. No Four Seasons funds will be used to pay for the project. From design to completion the project will take about one year. A plan will be submitted to ARC for review prior to construction. Mark will complete a summary to memorialize the discussion.

New business

- On August 6, 2020 a meeting was arranged by video conference with Four Seasons legal counsel for the purpose of gathering information regarding capital improvement definitions and legal processes related to the Four Seasons Pedestrian Bridge Replacement Project.
- Steve will draft a “position paper” summarizing the information obtained from counsel as well as other experts.
- A frequently asked question is; “Why replace the bridge, we don’t need it”. No build is not an option per the City of Beaverton. Colby has developed a Q & A document that will answer many questions regarding the required crossing on the north side of Village Lane.

Steve will develop an action timeline to include communication milestones and a special meeting with the Board/neighborhood, specifically for the purpose of endorsing either option 1 or option 2.

Crystalbrook

- Four Seasons will contract to have the large tree limb over creek removed.
- Discussed the higher than normal creek levels
- Steve to take action item to resolve Nutria situation in the creek

Villas

Colby and Mark met with The Villas Board members regarding common areas (Zones 10 & 11).

- It was agreed the area needs to be surveyed to resolve a 20year dispute regarding the property lines separating Four Seasons common area property access, The Villas and other private property lines through this narrow corridor.

Homeowner forum

- Debbie Wagner mentioned that the common area behind her house was being neglected (this relates to the previous survey discussion). Bev Noe, The Villas President volunteered to meet with Villas owners to discuss egress concerns..
- Debbie also mentioned a problem with the sprinkler system in the common area behind her house - this is part of the sprinkler troubleshooting that was noted above in the maintenance report.

Steve Geddie sent a letter to Board members which he shared the content of at the Board meeting. Unfortunately, he needs to step down as President at the end of the year due to work and family responsibilities. He said he would still be involved in Four Seasons business, but not as a Board member. We have very much appreciated Steve’s time and expertise serving our HOA!

Meeting adjourned at 8:47 p.m.

Next meeting: Wednesday, Oct. 21, 7 p.m.

Google Meet information: meet.google.com/hcc-bzbx-jze

Join by phone: 1 617-675-4444 PIN: 850 882 720 7524#

September 2020 Board Actions & Resolutions

Ratification of Board Action

Meeting Minutes September 11, 2020
Emergency Electronic Vote / Passed Unanimously

Four Seasons residents,

Due to the unprecedented natural and human tragedy unfolding around us, the Four Seasons Board has voted to temporarily suspend the RV parking restrictions for a period of two weeks while evacuations take place around us and family and friends seek safety and shelter from wildfires.

The Board will reassess the conditions in two weeks.

Thank you for understanding and patience during this difficult time.

The Board of Directors

Board Action Cancellation of RV Parking Suspension

Whereas, the Board temporarily suspended RV Parking restrictions due to the local wildfire emergency;

Whereas, the Temporary RV Parking Rules Suspension has served its purpose and is no longer necessary;

Therefore, the RV Parking Rules are hereby reinstated. All future RV Parking Requests must be submitted for approval using the Online Request form found on the Four Seasons Web Page.

Passed Unanimously

Resolution Director Spending Limits

Whereas, cost for materials and services have increased over the years;

Whereas, the Board has determined it beneficial to increase director spending limits in order to expedite required repairs on time-sensitive issues as needed;

Whereas, in October 2018, the Board at the time voted to increase the director spending limit to \$1,000 without Board approval;

Whereas, the previous Board approval was not adequately memorialized and documented.

Therefore, the current Board formally confirms the increase of the director spending limit to \$1,000 without Board approval, only for those items that are time-sensitive and already within the respective director's budget.

Passed Unanimously

Resolution Common Area Leash Rules

Whereas, the safety of all owners, children and guests is paramount to the Board serving on behalf of the association members, occupants & guests;

Whereas, Four Seasons owners and occupants are allowed full enjoyment and access to common areas;

Whereas, the safety of other small animals that might not be able to protect themselves is a concern.

Whereas, the Restated Declaration of Protective Covenants, Conditions, and Restrictions state;

- 5.7 Animals. No animals, livestock, or poultry of any kind, other than a reasonable number of dogs, cats, or other household pets that are not kept, bred, or raised for commercial purposes and that are reasonably controlled so as not to be a nuisance, shall be raised, bred, kept, or permitted within any Lot.

- 5.8 Nuisance. No noxious, harmful, or offensive activities shall be carried on upon any Lot or Common Area. Nor shall anything be done or placed on any Lot or Common Area that interferes with or jeopardizes the enjoyment of, or that is a source of annoyance to, owners or occupants.
- 6.1 Use of Common Area. Use of the Common Area is subject to the provisions of the Declaration, Bylaws, Articles, and the Rules and Regulations. There shall be no obstruction of any part of the Common Area. Nothing shall be stored or kept in the Common Area without the prior written consent of the Board.

Whereas, there is no current rule or article that addresses specific animal control within the private Four Seasons common areas.

Whereas, Four Seasons falls under the jurisdiction of Washington County, Whereas, Washington County Title 6 – defines animal control restrictions that “do not allow dogs to roam at large” and “must be restrained by a leash (7 feet long or less)”, Therefore; all Four Seasons owners, occupants, children and guests must follow Washington County Leash Laws while their dog(s) is/are in any Four Seasons common area.

**Executive Meeting Minutes
August 2020**

On August 6, 2020 a meeting was arranged by video conference with Four Seasons legal counsel for the purpose of gathering information regarding capital improvement definitions and legal processes related to the Four Seasons Pedestrian Bridge Replacement Project.

Steve Geddie, President; Mark Schweitzer, Vice President & ARC Director & Colby Anderson, Maintenance Director were present.

Since a quorum existed, Steve called a special meeting to order. A motion was made by Mark and seconded by Colby to adjourn into executive session with counsel, Kathleen Proffitt.

Following the executive session, the special meeting was reconvened. Steve made a motion to adjourn the special meeting, which was seconded by Colby and passed unanimously.

Meeting minutes respectfully submitted, Mark Schweitzer

Treasurer’s report: *period ending June 30, 2020*

Assets

Current Assets

1000 - Alliance Bank Operating (Primary) .45%	\$103,379.51		\$103,379.51
1005 - Alliance Bank Petty Cash .35%	\$1,249.96		\$1,249.96
1100 - Alliance Bank Money Market .45%		\$154,067.22	\$154,067.22
1200 - Assessments Receivable	\$14,612.12		\$14,612.12
1350 - Prepaid Insurance	\$2,159.64		\$2,159.64
1360 - Other Prepays	\$26.31		\$26.31
<u>Total Current Assets</u>	<u>\$121,427.54</u>	<u>\$154,067.22</u>	<u>\$275,494.76</u>

Assets Total

\$121,427.54 \$154,067.22 \$275,494.76

Liabilities & Equity

Current Liabilities

	<u>Operating</u>	<u>Reserves</u>	<u>Total</u>
2200 - Prepaid Assessments	\$4,918.58		\$4,918.58
2300 - Prebilled/Deferred Assessments	\$76,759.60		\$76,759.60
<u>Total Current Liabilities</u>	<u>\$81,678.18</u>		<u>\$81,678.18</u>

Long-Term Liabilities

2900 - Reserve Contract Liability		\$154,067.22	\$154,067.22
<u>Total Long-Term Liabilities</u>		<u>\$154,067.22</u>	<u>\$154,067.22</u>

Retained Earnings

\$3,996.70 \$0.00 \$3,996.70

Net Income

\$35,752.66 \$0.00 \$35,752.66

Liabilities and Equity Total

\$121,427.54 \$154,067.22 \$275,494.76

Architectural report: *July and August 2020*

Date	Scope	Address	Status
7/2/2020	Fence & gate	15700 Springfield Lane	Approved
7/2/2020	Retaining wall relocate	6170 SW Heights Lane	Approved
7/5/2020	Travel trailer	14620 SW Village Lane	Approved
7/6/2020	Concrete driveway & sidewalk	15425 SW Village Lane	Approved
7/7/2020	Motorhome	6165 SW 150th Avenue	Approved
7/10/2020	25-foot travel trailer	15530 SW Village Lane	Approved
7/13/2020	Dead tree remove & replace	15830 SW Village Lane	Conditional approval
7/13/2020	Window	5885 SW 152nd Avenue	Approved
7/13/2020	Tree removal	6025 SW Glenbrook Road	Denied
7/15/2020	Slider	15430 SW Peppermill Court	Approved
7/15/2020	Concrete pad 2	15430 SW Peppermill Court	Denied
7/15/2020	Concrete Ppd 1	15430 SW Peppermill Court	Approved
7/19/2020	Drift boat parking	15788 SW Village Circle	Approved
7/20/2020	Travel trailer 24 foot	15530 SW Village Lane	Approved
7/25/2020	24-foot travel trailer	15530 SW Village Lane	Approved
7/24/2020	27-foot travel trailer	15670 SW Springfield Lane	Approved
7/24/2020	Travel trailer	14620 SW Village Lane	Approved
7/27/2020	Motorhome and utility trailer	15830 SW Village Lane	Approved
7/29/2020	New roof	14990 SW Hickory Lane	Approved
7/31/2020	Roofing	15330 SW Springdale Court	Approved
7/31/2020	Shed per setback	15530 SW Village Lane	Conditional approval
7/31/2020	RV motorhome	15655 SW Village Lane	Approved
8/2/2020	Travel trailer	14620 SW Village Lane	Approved
8/3/2020	Dumpster in driveway	14875 SW village Lane	Approved
8/4/2020	Motorhome	15830 SW Village Lane	Approved
8/4/2020	Remove 2 pines & replace with 2 trees	6015 SW Glenbrook Road	Conditional approval
8/4/2020	Tree removal	15425 SW Village Lane	Approved
8/4/2020	Tree removal & replacement	15590 SW Village Lane	Conditional approval
8/4/2020	Large dead fir tree removal	5930 SW 150th Avenue	Approved
8/4/2020	Rebuild chimney	15095 SW Wheaton Lane	Approved
8/5/2020	Paint front door & house numbers	15829 SW Village Circle	Approved
8/5/2020	Replace arbor	6170 SW Heights Lane	Approved
8/6/2020	Landscaping	15520 SW Burntwood Court	Denied
8/8/2020	Motorhome	6165 SW 150th Avenue	Approved
8/8/2020	Travel trailer	14625 SW Village Lane	Approved
8/9/2020	Roofing	15350 SW Peppermill Court	Approved
8/9/2020	Paint trim	15350 SW Peppermill Court	Approved

	Architectural report, continued		
8/9/2020	Solar panels	15350 SW Peppermill Court	Approved
8/11/2020	Deck material replacement	15090 SW Wheaton Lane	Approved
8/18/2020	Front door replacement	14775 SW Village Lane	Approved
8/15/2020	Travel trailer	15530 SW Village Lane	Approved
8/17/2020	Landscaping	15520 SW Burntwood Court	Denied
8/17/2020	Fence	15685 SW Village Lane	Approved
8/21/2020	RV	15655 SW Village Lane	Approved
8/25/2020	Remove 5 trees & replace w/3 trees	15645 SW Springfield Lane	Conditional approval
8/26/2020	Motorhome	6165 SW 150th Avenue	Approved
8/26/2020	Motorhome and trailer	15830 SW Village Lane	Approved
8/26/2020	Paint	14675 SW Village Lane	Approved
8/26/2020	New side door	14675 SW Village Lane	Approved
8/26/2020	Shed (metal)	14675 SW Village Lane	Denied
8/26/2020	Shutters	14675 SW Village Lane	Approved
8/30/2020	RV parking	5870 SW 152nd Avenue	Approved
8/28/2020	Fold up trailer along garage wall	5865 SW Glenbrook Road	Denied

Listserv update

Last month we had feedback from people who had been unsubscribed from the HOA listserv.

I've polled everyone who left the list so far this year. The results:

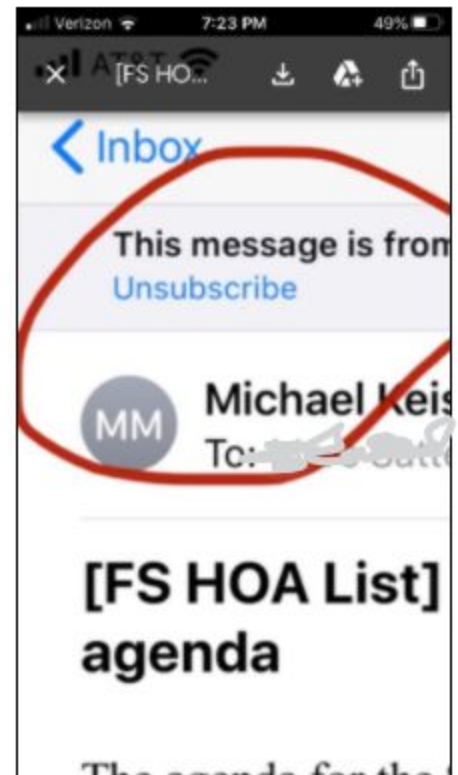
- Three people left intentionally; they either moved or just didn't want to receive the messages.
- Seven people asked to be reinstated, saying they weren't aware of dropping off the list.
- Four people did not respond to the question.

During the investigation, one resident gave us a picture of what a message from the listserv looks like in her email client. The image, at right, shows a handy "unsubscribe" link very close to the back button. Not all email clients provide that link, but if you mistakenly click on it, you will be unsubscribed.

The only other way to unsubscribe is to login to Topicbox, which powers the list, and unsubscribe on the Groups page preferences.

Going forward, I will ask each person who unsubscribes if that was their intention or not.

– Mike Keiser



General information

The parking of boats, campers, recreational vehicles, and all trailers within the confines of Four Seasons is restricted by Article 10 of the covenants. 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. The Four Seasons architectural request form can be found [here](#).

To submit completed requests or lodge confidential complaints, which must be in writing, use one of the following methods:

Email Alex Carrizales: fourseasons@ams-nw.com

Submit via AMS Account Portal: www.ams-nw.com/portal

USPS or hand deliver: AMS | Association Management Services NW

15350 SW Sequoia Parkway, Suite 200; Portland, OR 97224

Fax: 503-598-0554

In order to process your request, please make sure that you include an application processing fee of \$35 payable to Association Management Services NW. Decisions to approve or deny a request are made by Four Seasons committee members, not AMS. The ARC has 30 days to review the application once AMS has determined all required information has been submitted for ARC to make an informed decision. Please allow time to process your request. Homeowners in The Villas and Summerville Square must follow these same application instructions.

Homeowners in the Crystalbrook HOA should contact CA Partners at 503-546-3400 or email kim@capartners.net for landscape and architectural approval.

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 OR 97007 or

email the HOA secretary: secretary@fourseasonshoa.net.

Private roads reminder: There are three private roads in Four Seasons. These roads are maintained by the residents who are served by these streets and may be used only by those residents and their guests. Also, parking at the curb on these roads in designated “No Parking Fire Lane” areas is not allowed. Violators are subject to fines and towing. These roads are **not** a common area paid for and maintained by the Four Seasons HOA for use by all. You may find more information on our website at this address: <http://fourseasonshoa.net/privateroads.html>

Pet owners: Please remember to tidy up after your four-pawed friends when you walk in the neighborhood! In Washington County, it’s against the law to allow your dog to run at large. For you and your dog to be lawful, your dog must be restrained by a leash (7 feet long or less) or other physical control device, and under the control of someone physically capable of handling the dog.

HOA contacts

President: Steve Geddie, president@fourseasonshoa.net

Vice President/Architectural :

Mark Schweitzer, Architectural Director, ArcDirector@fourseasonshoa.net

Architectural Committee: arccommittee@fourseasonshoa.net

Send ARC requests to Alex Carrizales, fourseasons@ams-nw.com. ARC form available [here](#).

AMS NW phone: 503-598-0552

Clubhouse: Robyn Berry, clubhouse@fourseasonshoa.net

Rental form: <https://sites.google.com/fourseasonshoa.net/clubhouserental>

(Clubhouse closed due to Covid-19)

Maintenance: Colby Anderson, maintenance@fourseasonshoa.net

Pool: Joanne Fish, pools@fourseasonshoa.net

(Pool closed due to Covid-19)

Secretary: Virginia Scanlon, secretary@fourseasonshoa.net

Treasurer: Maksim Korolev, treasurer@fourseasonshoa.net

Communications: Mike Keiser, communications@fourseasonshoa.net

Volunteers/Four Seasons Assist: Judy Schweitzer, volunteers@fourseasonshoa.net

Four Seasons Sub-HOAs

Crystalbrook: Rae Henoeh, president, crbpresident@crystalbrook.us

Summerville Square: Matt Wille, president, summervillesqtha+pres@gmail.com

The Villas: Beverly Noe, president, 971-371-3189, bevnoe1@comcast.net.

HOA website: fourseasonshoa.net

Beaverton Police non-emergency: 503-629-0111

Covid-19 resources

City of Beaverton: <https://www.beavertonoregon.gov/2356/Novel-Coronavirus-COVID-19>

Washington County: <https://www.co.washington.or.us/HHS/CommunicableDiseases/covid-19.cfm>

Oregon Health & Science University: <https://www.ohsu.edu/health/coronavirus-resources>

Oregon Health Authority: <https://www.oregon.gov/oha/pages/index.aspx>

Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Hand-washing guidelines: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Fourseasonshoa.net

You'll find just about anything HOA-related on our website at fourseasonshoa.net. Looking for answers here *first* will help keep our management company expenses lower. Here's a short guide to the website:

Home: You'll find the latest HOA news here, with a link to the latest newsletter.

FS Assist: The Four Seasons help/volunteer site. Need some help? Want to volunteer to help, visit this page.

Contact: How to contact HOA Board members and officers.

ARC: All architectural documents on one page.

AMS-NWS: Contact information about our management partner, Association Management Services NW.

RV Parking: Fill out a form to park RVs, dumpsters, PODs on your property or in the street.

Key Documents: All HOA documents in one place, from the CC&Rs, budgets, policies, rules and more.

Calendar and events: Key dates for the HOA, including Board meetings and other special events.

Newsletter: The current newsletter plus an archive of past newsletters going back to 1991.

Clubhouse: A tour of the clubhouse and a link for the reservation page (when the clubhouse re-opens post-Covid).

Pools: Information about the pools, which will remain closed in 2020.

Crystalbrook: Information for Crystalbrook residents, including minutes from Crystalbrook Board meetings.

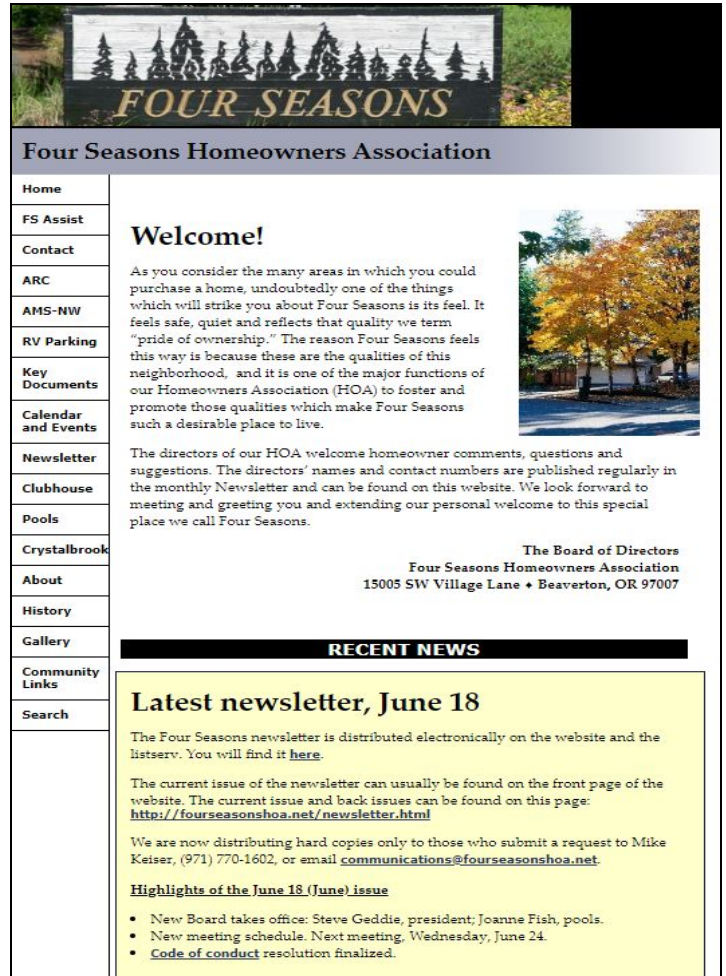
About: Information about Four Seasons.

History: A history of Four Seasons written by resident M.G. Tabrum.

Gallery: Pictures of Four Seasons over the years.

Community links: Links to city, county, and utilities that serve our area.

Search: Search the website for information.



The screenshot shows the homepage of the Four Seasons Homeowners Association website. At the top is a banner with a forest scene and the text "FOUR SEASONS". Below the banner is the site title "Four Seasons Homeowners Association". A navigation menu on the left lists: Home, FS Assist, Contact, ARC, AMS-NW, RV Parking, Key Documents, Calendar and Events, Newsletter, Clubhouse, Pools, Crystalbrook, About, History, Gallery, Community Links, and Search. The main content area features a "Welcome!" message, a description of the HOA's mission, and contact information for the Board of Directors. A "RECENT NEWS" section highlights the "Latest newsletter, June 18" with details about its distribution and content.