



NEWSLETTER

December 30, 2020 | *Includes minutes from the December 16 Board meeting*

December 16 Board 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; Mike Keiser, Communications officer; Virginia Scanlon, Secretary; and two homeowners.

Approved

- Minutes from November 18 meeting. Minutes were corrected to note that keeping annual dues the same in 2021 was a goal.
- Motion to accept 2021 Board meeting calendar.
- Motion to appoint Jennie Ferrari as new Architectural Committee member effective January 1, 2021.
- Motion to appoint Karen Bailey to replace Board member for Steve Geddie effective January 1, 2021.
- Motion to move \$10,000 from Operating to Reserves in 2021.
- Motion to accept 2021 Operating budget.
- Motion to stop nutria trapping for now.

Treasurer

- Maks and Nicholle Winters worked on the budget and the reserve study. Nicholle's efforts to work out details with the Reserve Study Group (RSG) were appreciated.
- Maks and Colby confirmed that the projects identified for completion in 2021 will be funded.
- Mark asked; In the event an owner refuses to correct non-compliance requirements to their property, and unpaid fines continue to accrue, which fund does the Board use to pay a vendor to make such a correction? Answer: Annual Operating funds.
- Architectural fees went into the Operating Budget for 2021. Management company now handles.
- Operating Funds are available to pay for annual expenses anticipated in a calendar year.
- The Reserve Fund Study determines the anticipated life of all Common Area assets. Sufficient funds are set aside each year to ensure money is available to replace the asset when needed.
- Already planning for 2021.

Maintenance

- Experiencing unsatisfactory service and responsiveness from Landscape East West. Contractor has been dealing with COVID issues among regular crew assigned to Four Seasons, and our account manager recently resigned. This has resulted in inconsistent and incomplete service.
- Contract does not include regular weekly service during the winter.
- New manager coming on board. Clear service improvement expectations will be established.
- Contract with Landscape East & West valid until June-July 2021. We will then re-evaluate.
- A few years ago Jack Scanlon tried to get a grant from Clearwater Services with no success. (See New business below.)

Pool

- Joanne recommended we start working to get Haven Pool Co. pre-paid for April/May services or set them up as a vendor or increase the Pool Director's credit card limit.

Clubhouse

- Closed since March 16.
- Robyn questioned why Waste Management containers cost more than residential service.
- Maks will investigate.

Architecture

- 10 approvals in the last month.
- New fire lane signs for Heights Lane are done. May be changed out this weekend. (9 of 11 Completed as of 12/23/20).

Communications

- Opt-out list has dropped to 92 people.
- Board virtual meetings next year will all use the same meeting code.

Old business

Operating budget review

- If the pools can open in 2021, they will open only after school is out in mid-June until Labor Day.
- Correction made; monthly expense for newsletter is about \$300 per month.
- Steve recommended upping the funding for nutria removal to \$2,000 per year.
- Only 10 residents have not paid dues.
- We will move \$10,000 from Operating to Reserves in 2021. This will enable dues to stay the same in 2021. This will also bring us over our preferred baseline for next year.
- Question: It has been asked why can't pool money be refunded? AMS advised us that due to increasing inflation rate, managing upcoming pedestrian crossing expenses, while trying to keep dues the same in 2021 will prevent return of 2020 Pool Operating funds to owners.

- In order to balance the budget, and an unlikely Memorial Day pool opening due to ongoing Covid concerns (for budgeting purposes) the Board selected July 1st as a possible opening date assuming State Health requirements can be met.
- Dues **WILL** need to be raised in 2022. Hopefully we will be post-COVID problems by then.

Reserve study review

- Following extensive discussion, the Reserve Fund had several additional adjustments made to account for anticipated shortfalls. The revisions will be submitted for Board approval at the January meeting.
- Nicholle sent a huge amount of data to Board Members Tuesday night. Two Reserve Study Group versions have been prepared pending the outcome of sidewalk design review. We are below Baseline Funding in both versions.

New business

- One of the nutria traps was damaged. Steve has reached out to the company twice. We may have to mitigate the trap damage.
- Colby suggested taking a nutria-trapping break until May
- Crystalbrook volunteers have initiated discussions with the Four Seasons Board for the purpose of finding common ground, direction and short term solutions to Johnson Creek water levels. These discussions would also include development of educational awareness and possible creation of long-term recommendations for how we can best co-exist with this rare natural resource at the center of our community.

Homeowner forum

Meeting was adjourned at 9:05 p.m.

Next Board meeting: Wednesday, January 20, at 7 p.m. (see 2021 calendar, page 10)

Virtual meeting ID: meet.google.com/puv-xpjw-ejf

Phone: 617-675-4444 PIN: 439 642 752 8702#

New appointments

Karen Bailey, Board of Directors

Appointment effective January 1, 2021

I have been a homeowner in Crystalbrook and Four Seasons since 2010 and my family has owned the home since 1984. I have enjoyed being a member of the Four Seasons Architectural Review Committee for the past two years and look forward to the new challenge of serving on the Four Seasons Board.

I have a Graduate Certificate in Nonprofit Management and Development from Portland State University. I have worked for several nonprofits over the past ten years, including my current job as Administration Director for BRAVO Youth Orchestras. My experiences in a variety of nonprofits have given me a solid background in how nonprofits work and succeed.

Jenni Ferrari, Architectural committee

Appointment effective January 1, 2021

I would like the opportunity to join the Architectural Committee to support the team and Four Seasons HOA.

I moved into the Four Seasons neighborhood the Summer of 2014. I was impressed with the natural look and tidiness that Four Seasons offered then and now. My professional background was predominantly at Nike in project management, strategy creation and working on problem solving/process improvement across organizations for 23 years.

I retired from Nike 2 years ago and have stayed busy volunteering in non-profits and helping 'behind the scene' as friends of mine launch their own businesses. I am still exploring retirement options for myself and haven't ruled out starting my own business too. Along with volunteering I enjoy staying active and find in 2020 its spending time with my husband, walking my dog and yard work.

I believe this volunteer opportunity would be a good way to support the Four Seasons community.

Architectural report: *Period ending November 30, 2020*

Date	Scope	Address	Status
11/02/20	Deck, lower level screening	14935 SW Village Lane	Approved
11/05/20	RV trailer	15530 SW Village Lane	Approved
11/10/20	RV trailer	15530 SW Village Lane	Approved
11/14/20	RV trailer	15530 SW Village Lane	Approved
11/15/20	RV trailer	14620 SW Village Lane	Approved
11/21/20	Chimney masonry reface	15130 SW Wheaton Lane	Approved
11/21/20	Retaining wall, pavers, decking	5765 SW Glenbrook Road	Approved
11/21/20	Post light, deck, fence, walkway	15815 SW Village Circle	Conditional approval
11/23/20	Moving truck	15275 SW Springdale Court	Approved
11/29/20	RV trailer	14620 SW Village Lane	Approved

Total approvals:	10
Denials due to incomplete or non-compliant requests:	0
Approvals YTD:	125



Village Lane sometime
In the 1970s or 1980s

Treasurer's report: *period ending November 30, 2020*

Four Seasons Homeowners Association Balance Sheet 11/30/2020

	<u>Operating</u>	<u>Reserves</u>	<u>Total</u>
Assets			
<u>Current Assets</u>			
1000 - Alliance Bank Operating (Primary) .45%	\$48,819.92		\$48,819.92
1005 - Alliance Bank Petty Cash .35%	\$1,482.06		\$1,482.06
1100 - Alliance Bank Money Market .45%		\$172,537.32	\$172,537.32
1200 - Assessments Receivable	\$5,959.96		\$5,959.96
1350 - Prepaid Insurance	\$4,476.00		\$4,476.00
<u>Total Current Assets</u>	<u>\$60,737.94</u>	<u>\$172,537.32</u>	<u>\$233,275.26</u>
<i>Assets Total</i>	\$60,737.94	\$172,537.32	\$233,275.26
Liabilities & Equity			
<u>Current Liabilities</u>			
2000 - Accounts Payable	\$600.00		\$600.00
2200 - Prepaid Assessments	\$4,539.59		\$4,539.59
2300 - Prebilled/Deferred Assessments	\$15,351.92		\$15,351.92
<u>Total Current Liabilities</u>	<u>\$20,491.51</u>	<u>\$0.00</u>	<u>\$20,491.51</u>
<u>Long-Term Liabilities</u>			
2900 - Reserve Contract Liability		\$172,537.32	\$172,537.32
<u>Total Long-Term Liabilities</u>	<u>\$0.00</u>	<u>\$172,537.32</u>	<u>\$172,537.32</u>
<u>Retained Earnings</u>	\$3,996.70	\$0.00	\$3,996.70
<u>Net Income</u>	\$36,249.73	\$0.00	\$36,249.73
<i>Liabilities and Equity Total</i>	\$60,737.94	\$172,537.32	\$233,275.26

Please note: All HOA financial reports are available online on the website of our management company, AMS: https://caliber.ams-nw.com:9002/CaliberWeb2_AMSNorthwest
Once signed on, click on Documents at the top right of the page. On the left, click on Financials, then Month-End Financials, then the year. In the right panel will be a listing of reports for you to view or download.

Tips to carry you safely into 2021

By Christina Lent, Tualatin Valley Fire & Rescue

With the New Year and resolutions on everyone's mind, now is the time to think about some personal and home safety steps that can help carry you and your family safely into and through 2021, as well as save you time and money by avoiding winter-related damage to your home or business.

Tualatin Valley Fire & Rescue firefighters always see an increase in outdoor-related injuries around the first of the year. Keep these things in mind to minimize your risk of personal injury: Increased slip and fall injuries are of particular concern. Be extra careful on icy surfaces around your home — use kitty litter or sand to increase traction. Make sure to dress appropriately for outdoor activity; dress in layers with hats, gloves, and waterproof boots.

Be aware of the windchill factor, which can often lower the temperature by several degrees. Avoid traveling when the weather service issues storm advisories. If you must travel, make sure someone knows where you are going, what time you expect to arrive, and the route you plan to take. Pack extra water, food, blankets, and clothing in case of an unexpected emergency or delay.

There are also steps you can take to improve the safety of your home this winter. Have your home heating system serviced professionally to make sure it is clean, working properly, and ventilated to the outside.

If you are heating with wood, inspect and clean fireplaces and chimneys. Always discard ashes in a metal container away from combustible materials.

Check your smoke alarms to ensure they are working properly. Prevent carbon monoxide (CO) emergencies by installing a CO alarm in your home.

In addition to fires, TVF&R firefighters respond to other types of emergencies that can cause severe damage to homes and businesses. We recommend you take a few moments to familiarize yourself with the water shut off for your home/business if you haven't done so already.

For the past several winters, TVF&R firefighters responded to hundreds of calls for frozen water pipes that burst and began flowing water. Businesses and homeowners suffered thousands of dollars in damage because they didn't know how to stop the water from flowing. During region-wide weather events, first responders must prioritize their response to life-safety incidents.

Knowing how to shut off your water and calling a professional can prevent significant damage to your home. Also, insulate exposed water pipes in the garage and cover outdoor water spigots.

Visit www.tvfr.com for more winter safety tips.

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 contact information

Note: If you need to contact the HOA by **phone**, please call our management company, AMS, at 503-598-0552.

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](#).

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 Henoach, president, crbpresident@crystalbrook.us

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

The Villas: Beverly Noe, president, 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>

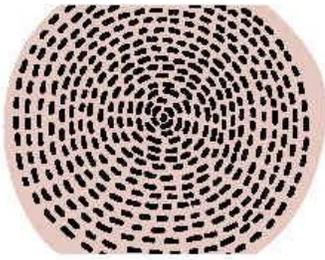
Oregon Health & Science University: <https://www.ohsu.edu/health/coronavirus-resources>

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

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

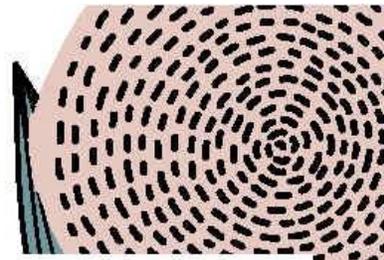
Hand-washing guidelines: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

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



2021

FSHOA Board Meetings
August & December optional



January 01

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 02

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 03

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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28	29	30	31			

April 04

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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25	26	27	28	29	30	

May 05

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
30	31					

June 06

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
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27	28	29	30			

July 07

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 08

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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22	23	24	25	26	27	28
29	30	31				

September 09

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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26	27	28	29	30		

October 10

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
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24	25	26	27	28	29	30
31						

November 11

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 12

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

All 2021 Board meetings will use this meeting ID: meet.google.com/puv-xpjw-ejf
Phone: 617-675-4444 PIN: 439 642 752 8702#

Calendar design by Virginia Scanlon