



# NEWSLETTER

January 28, 2020 | Includes reports from the January Board meeting

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## January meeting minutes

January 21, 2020

The meeting started at 7:01 p.m. Attendees were Diantha Woodside, President; Mark Schweitzer, Vice President/Architectural Director; Steve Bigham, Maintenance Director; Robyn Berry, Clubhouse Director; Treasurer Maksim Korolev; Virginia Scanlon, Secretary; and 24 homeowners.

### Approved

- Minutes for December 2019
- Architectural Committee one-year term annual appointments:
  - Vicki Tomlinson
  - Margo Russell
  - Karen Bailey
  - Wendy Chapman
- Motion to reallocate \$5,000 from the Operations Management portion Budget and put into reserves
- Decision to extend annual dues deadline date to March 30th – after that late fees will accrue

### Treasurer

- Two homeowners still owe dues for 2019;
- Reserves are currently at \$43K (\$41K in 2019). According to the 2019 reserves study, it is recommended the HOA contribute between \$41K and \$51K, so more funds should be contributed to reserves.
- The old bridge was expected to last 30 years, but it only lasted 10 years.
- Cost of bridge replacement exceeds the amount allowed for repairs. Therefore, bridge replacement is a capital improvement and not a repair. HOA will have to vote on a special assessment;

**Notice: HOA invoices and AMS welcome letters mailed Jan. 27**

- We will need to receive at least a 67% approval vote of all owners for bridge + a non-vote is a NO vote;
- Update: The City of Beaverton staff have confirmed that if a crossing is not replaced on the north side of Village Lane via a bridge on the creek or the Village Lane street bridge, the HOA could be exposed to liability issues and be assessed fines from Code Enforcement.

### **Maintenance**

- Fence and gate replacement – 50 feet near Murray and Allen for common-area maintenance access.
- Steve shared his task list
- Tree protection along Johnson Creek – Steve needs assistance
- Nutria removal – will join forces with Crystalbook to discuss the problem. A repellent that we could put along the creek was mentioned
- Tree cleanup – dead trees, limbs needing trimmed
- Parking signs to be ordered
- Drainage between Village Circle and Village Lane
- Maintenance Committee may be formed

### **Pool**

- Diantha reported that she is going to follow up with mgmt company regarding turning over pool monitor management to them. If this were to happen, costs would be within the current budget approved for 2020.
- We may have Haven Pools come out once/week depending on price
- Need to send email to Haven asap before they get busy – need to get on their schedule

### **Clubhouse**

- Eight homeowner rentals in December; one HOA use
- Homeowners need to clean and vacuum before they get their deposit back!
- The woodpecker is back!
- Ceiling fans in the clubhouse need to be cleaned and dusted. May ask for a cleaning committee.

### **Architecture**

- Six approvals
- Six non-compliance letters sent
- Parking issue at top of Heights Lane resolved
- Faded Fire Lane / No Parking signs to be replaced
- Requesting help from residents to put up signage
- Mark met with the past president of Heights HOA to get some history

- Issue with garbage truck tearing up road at the top of Heights Lane
- Reviewed Post Light Requirement
- ARC Committee meets quarterly. Met January 13 to review processes and photos of current non-compliance issues.

### **Old business**

- 2020 Budget
- Reserves study completed in November
- Committee regarding oversight on CAP:
  - Diantha Woodside
  - Mark Schweitzer
  - Maksim Korolev
  - Mike Keiser
- Special note of thanks to Tess Rossow for providing ARC management software demo
- This committee has been meeting on/off all year
- The way CAP operated was found to be unacceptable, requiring constant management by Treasurer and Board.
- AMS was chosen as they offer a level of professionalism and customer service that the Board and Treasurer were looking for. This level of support will provide the Board with more time to focus on other needs of the HOA.

### **Points of AMS vs. CAP**

- Base monthly CAP fee is \$1200/month; AMS is \$900/month (There is now a \$35 ARC application fee – they walk you through the whole application process and make sure it is done correctly prior to forwarding to our ARC)
- Both CAP & AMS charge misc fees: postage, copies, collections, mailings, etc.
- There were many documented record-keeping and report problems with CAP
- 2019 actual CAP base plus admin \$17,416; 2020 Budgeted Mgmt fees for CAP & AMS will be \$18,408 (includes costs for transition and set up fees)

### **Discussion on dues increase**

- We originally thought we would have HOA pay for first-time \$35 architecture request fee. However, after further examination and conversations with residents, it was decided that this would not be fair to have the entire FSHOA pay for fees of a small group of residents.
- Crystalbrook resident wants explanation for \$57 increase – doesn't seem clear.
- A request was made for a Budget comparison 2019 vs. 2020. Once Maksim has finished creating the report, it will be posted on the Four Seasons website.
- President of Crystalbrook wants to join forces and meet together
- It was brought up that all of these budget items were gone over line by line in previous meetings. If residents are not able to attend the monthly Board meetings,

they are encouraged to read the Newsletter and minutes to be in the loop as what transpires at Board meetings.

### **New business**

- AMS transition update: start date with AMS is February 1, 2020
- Annual Dues Invoices will be mailed by 2/1/20 – not past due until March 30
- May be able to pay online with credit card once account with AMS is set up
- Robyn Berry has offered to complete the remaining one year term of the vacant Director seat as Clubhouse Director once her current term is done in March.

### **Homeowner Forum**

- Homeowner asked about paying dues in two parts, this is not a current option
- Common area between Village Circle and Village Lane – hoping cleanup will happen, this has created flooding – they also have a sinkhole! This has been an ongoing problem for 10 or more years. They will send an email to Steve.
- Steve is having the landscape company do a map showing where they do the common areas and what days.
- Tree trimming and bark mulch – Crystalbrook and Four Seasons should work together and may get a better price.
- Carolyn Palmer is requesting yard help
- January is a good time to get bark dust at a good price

## Message from the President

Dear Four Seasons Residents,

First of all, we hear you. You want better communication from your Board. At the Board meeting this last Tuesday, I shared that sometimes we get it right and sometimes we get it wrong. The Board is willing to listen, and we're not afraid to admit when we've made a mistake. The implication that we're intentionally trying to avoid being transparent, is not true. However, for those who have voiced concerns about transparency, we understand the need to continue our focus on improving communication with the HOA. We are all volunteers who love our neighborhood the same as you. Your input, ideas, thoughts and constructive criticism on different topics are good to hear. Thank you for taking the time to share.

We had a very productive January Board meeting Tuesday. I'd like to say thank you to everyone who participated. We received great feedback and ideas that I believe will enhance the relationships within our community going forward.

Per a suggestion from members of the Crystalbrook Board, Maksim is going to create a 2019/2020 Budget Comparison Report. Once he has completed it, we'll post it on the Four Seasons website and notify you via listserv. **LOVE THIS IDEA:)**

1. There is going to be a focus on having better communication between the different communities that live under the Four Seasons HOA. The hope, of course, is to foster teamwork, increase awareness of issues our fellow neighbors face and solutions for ongoing problems.
2. We addressed the reason for switching management companies and how it will impact the budget. The details are listed in the minutes, but the bottom line is that we needed to switch to a management company that could manage the financial and architectural services for the HOA without constant oversight by the Board. While it's still the job of the Board to communicate with and keep an eye on the management company, it should not be a time-consuming job. Therefore, working with a company such as AMS, the Board and officers will have more time to focus on other needs of the HOA.
3. The first big change that is new to us is that there will be a \$35 fee when you submit an architecture application. This fee covers the cost of processing the application by AMS. This fee applies to an ARC application submitted for a single project like painting your home, or, if you are planning multiple projects in a 6 month period such as; a new roof, windows and fence, you can submit all on one application. What it will bring to the HOA is an efficient application and approval process. Meaning that AMS will help ensure the application is in order and have the process completed quickly. Once applications are completed, they will be forwarded to the ARC for approval or denial.
4. Short term parking requests for RV trailers, motor homes, boats and utility trailers will not be subject to a processing fee. They will be processed by the ARC Committee using an online [form](#) that will be located on our Four Seasons web page. No paperwork or emails required. This order process was developed by Mike Keiser, our Communications Officer. We hope to have this process operational by February 1. Instructions will be sent via email.
5. The last big item, **we need two people to run for the vacant Director seats in the election this March. Please contact anyone on the Board if you are interested, by February 10th.**

The fact that when people take the time to share ideas respectfully, whether in person or via listserv, and in turn really listen to each other, we can have a successful conversation. We don't have to agree on everything, and let's face it, that would be a miracle if it were to happen. But, we can share and learn and hopefully grow.

*On behalf of your Board,  
Diantha Woodside, President, Four Seasons HOA*

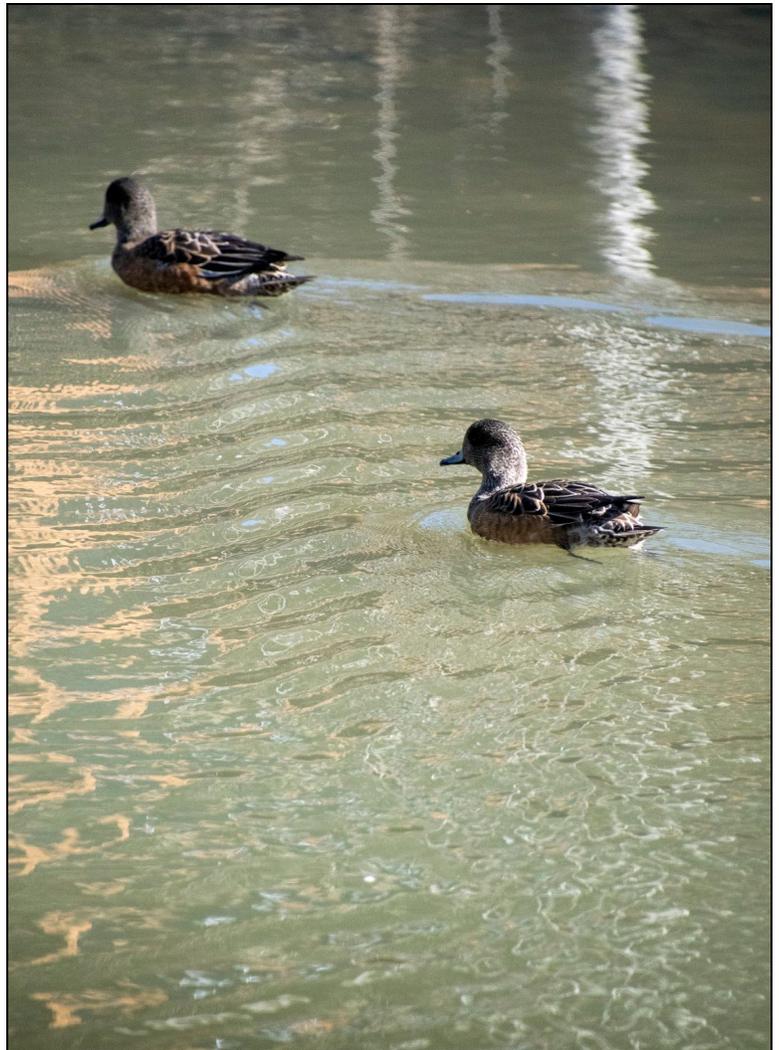
# Calendar

## Wednesday, February 1

- Switch to Association Management Services NW
- AMS Welcome letter and Annual Dues Invoices scheduled to be received
- RV & Trailer Parking Online web page [order form](#) activated

## Thursday, February 20

- Board meeting, 7 p.m., at the clubhouse.



A pair of waterfowl navigate Johnson Creek in February 2018/Photo by Mike Keiser

## Architectural approvals, December 2019

Address	Scope	Status	Date Approved
15705 SW Village Circle	Roofing	Approved	12/2/2019
14909 SW Village Lane	Gutters	Approved	12/10/2019
5885 SW 152nd Avenue	Windows	Approved	12/17/2019
15752 SW Village Circle	Yard debris fence	Approved	12/17/2019
5645 SW Rockwood Court	Tree removal	Approved w/conditions	12/30/2019
6017 Heights Lane	Minisplit	Approved w/conditions	12/30/2019
6165 SW 150th Avenue	RV Parking	Approved	12/30/2019

## Treasurer's report: *period ending December 2019*

	<u>Jan-Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
HOA Annual Fees	167,740.77	163,560.00	4,180.77	102.6%
Club House User Fees	2,880.00	980.00	1,900.00	293.9%
Total Other Fees	869.54	350.00	519.54	0.0%
Legal & Late Fees	1,433.86	-	1,433.86	0.0%
Compliance	2,000.00	-	2,000.00	0.0%
Interest Income	1,087.58	-	1,087.58	0.0%
Keys and Fobs	300.00	-	300.00	0.0%
Pool Guest	75.00	-	75.00	0.0%
ARC/Design Review	-	-	-	0.0%
<b>Total Income</b>	<b>176,386.75</b>	<b>164,890.00</b>	<b>11,496.75</b>	<b>107.0%</b>
<b>Expense</b>				
Total Architecture	27.69	60.00	(32.31)	46.2%
Total Communications	1,209.64	1,320.00	(110.36)	91.6%
Total General	25,077.27	23,407.24	1,670.03	107.1%
Total Insurance	6,151.00	6,480.00	(329.00)	0.0%
Total Landscaping & Maintenance/Repair	44,714.60	46,354.00	(1,639.40)	96.5%
Total Pool & Clubhouse	45,531.25	46,247.00	(715.75)	98.5%
Total Miscellaneous Charges	-	-	-	
<b>Total Expense</b>	<b>122,711.45</b>	<b>123,868.24</b>	<b>(1,156.79)</b>	<b>99.1%</b>
<b>Net Ordinary Income</b>	<b>53,675.30</b>	<b>41,021.76</b>	<b>12,653.54</b>	<b>130.8%</b>
		<b>3,976.82</b>		
		<b>32,860.13</b>		
		<b>95,748.70</b>		

Homeowners 383

2019 homeowners that owe: 2

## 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. **Note: Architectural procedure will change February 1. Please do not use the address below after that date. A letter from Association Management Services NW, will arrive with details.**

Architectural requests should be sent to CA Partners before February 1:

Email: [info@capartners.net](mailto:info@capartners.net), Fax: 503-546-3401

Mail: CA Partners, P.O. Box 2429, Beaverton OR 97075

The architectural application form can be found [here](#). The form helps flesh out details of your project so it can be approved easily. 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 OR 97007 or

email the HOA secretary: [secretary@fourseasonshoa.net](mailto:secretary@fourseasonshoa.net).

Homeowners in the Crystalbrook HOA should contact the Crystalbrook Board at 770-939-9697 or email [info@capartners.net](mailto:info@capartners.net) for landscape and architectural approval. Homeowners in The Villa and Summerville Square should contact the Four Seasons Architectural 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.

**Private roads reminder:** There are three private roads in Four Seasons. These roads are maintained by the residents who live along the roads and may only be used by those residents and their guests. Also, parking at the curb on these roads in designated “No Parking Fire Lane” areas is not allowed. Owner will be 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 Four Seasons residents. 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!

## HOA contacts

**President:** Diantha Woodside, 503-970-4393, [president@fourseasonshoa.net](mailto:president@fourseasonshoa.net)

**Vice President/Architectural :**

Mark Schweitzer, Architectural Director, [ArcDirector@fourseasonshoa.net](mailto:ArcDirector@fourseasonshoa.net)

Architectural Committee: [arccommittee@fourseasonshoa.net](mailto:arccommittee@fourseasonshoa.net)

Send ARC requests to: [info@capartners.net](mailto:info@capartners.net) ARC form available [here](#).

Phone, CA Partners, 503-546-3400

**Clubhouse:** Robyn Berry, 503-476-5562 (texts only), [clubhouse@fourseasonshoa.net](mailto:clubhouse@fourseasonshoa.net)

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

**Maintenance:** Steve Bigham, 971-806-1113, [maintenance@fourseasonshoa.net](mailto:maintenance@fourseasonshoa.net)

**Pool:** (position vacant), [pools@fourseasonshoa.net](mailto:pools@fourseasonshoa.net)

**Secretary:** Virginia Scanlon, [secretary@fourseasonshoa.net](mailto:secretary@fourseasonshoa.net)

**Treasurer:** Maksim Korolev, [treasurer@fourseasonshoa.net](mailto:treasurer@fourseasonshoa.net)

**Communications:** Mike Keiser, 971-770-1602, [communications@fourseasonshoa.net](mailto:communications@fourseasonshoa.net)

**Volunteers:** Rachel Swearingen Wille, [volunteers@fourseasonshoa.net](mailto:volunteers@fourseasonshoa.net)

### **Four Seasons Sub-HOAs**

**Crystalbrook:** Rae Henoach, [crbpresident@crystalbrook.us](mailto:crbpresident@crystalbrook.us)

**Summerville Square:** Matt Wille, [summervillesqtha+pres@gmail.com](mailto:summervillesqtha+pres@gmail.com)

**The Villas:** Beverly Noe, president, 971-371-3189, [bevnoe1@comcast.net](mailto:bevnoe1@comcast.net).

**HOA website:** [fourseasonshoa.net](http://fourseasonshoa.net)

**Beaverton Police non-emergency:** 503-629-0111