



NEWSLETTER

July 30, 2020 | Includes minutes from the July 22 Board meeting

July 22 meeting minutes

The online meeting started at 7:05 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 five homeowners.

Approved

- Motion to approve minutes from June 24, 2020.
- Motion to set up a subcommittee to identify waste, recycle and yard debris bins that are routinely left in view.
- Motion saying FSHOA has no liability to repair or replace the retaining wall built by previous owner on FSHOA Common Area & Summerville common area; nor will the Board recommend the sale or deed the property of said area. Following legal review, the Board will ensure that Summerville Square HOA be given access to FSHOA Common Area to perform whatever repairs are needed on the Summerville Common Area.
- Motion from the President to reach out to our attorney regarding best practice to proceed with the new bridge / sidewalk option rollout and funding assessment options.



Clubhouse rose garden: Resident Lori Ott does the work to keep the roses blooming / Photo by Mark Schweitzer

Treasurer

- Maks talked to AMS about previously-discussed overcharges - AMS agreed to refund half - he will get an amount and present to Steve tomorrow to see if it is worth debating that point.
- ADP is charging us on a monthly basis for pool payroll - they have no record of us cancelling - refund will show on July statement.
- Financial review from CPA on taxes.
- Reserve study - we are using the same company as last year
- Homeowner late dues:
 - 24 accounts unpaid
 - 35 accounts total (unpaid and late fees)
- AMS will send invoices for unpaid accounts on August 1st.
- Maks is requesting each director to look at anticipated expenses for 2021 and submit to him as soon as possible; have a rough draft by end of September.
- Looking for volunteers to participate in the budget committee:
 - Every year there is poor volunteer participation, then when the budget is posted there are complaints about lack of transparency and how the budget was prepared.
 - We need to define duties and expectations for volunteers.
 - We should have representation from Crystalbrook, Summerville & The Villas.

Maintenance

- Bark installation completed in areas not covered in some time, as well as highly visible areas.
- Tree contractor coming Aug. 11 - Colby will get with Mark to notify residents affected. (Please do not attempt to speak to crews regarding other work to be performed. Direct all maintenance concerns to Colby Anderson, Maintenance Director).
- Landscape East/West is updating their map so areas are clearly defined:
 - Highly visible areas get serviced every week.
 - Less visible areas serviced 1st/3rd or 2nd/4th weeks.
 - Worked with Crystalbrook to revise previous Memo of Understanding regarding adjacent areas to be mowed.

Pool

- Colby will get four padlocks and give two to Joanne for the pool area and two for other areas the landscape contractor will need access to, so they are all the same.
- Joanne would like to change pool service from Haven to Apollo as Haven demands payment at completion of service with a credit card on file prior to service to guarantee payment.
- It was requested that we wait until we make sure there is no winter damage before we cancel Haven, as they will be responsible.

- After Haven's visit on July 31st we will revisit the change.

Clubhouse

- Closed since March 16.
- No renters or HOA users.
- Robyn contacted AMS to see what guidelines would be to open the clubhouse - involves lots of sanitation and possibly a separate service coming in to do that - it was suggested these costs be included in the budget for 2021.
- Robyn checks on the clubhouse occasionally and it was suggested that the temperature setting be raised to save operating costs.

Architecture

- Five RV requests (Online Request process exceeding expectations).
- Seven ARC requests approved and closed.
- Two requests denied by AMS - roofing and tree removal (Likely incomplete information provided).
- Three June ARC requests still in process.
- Two projects completed w/o approval:
 - Infringement on common area - new fence built on common area.

Old business

- Board heard appeal by owner:
 - Owner cited for noise violations related to 2 vehicles that appeared to have modified or defective exhaust systems arriving and departing during late hours.
 - No fine was issued and the noise complaint was resolved, but the owner did not think she should have been cited at all. Wants our neighborhood to be more cognizant of other neighbors' working hours.
 - There appear to be other ongoing disputes with neighbors, so Mark suggested she take advantage of the mediation services offered by the City of Beaverton.

New business

Retaining wall

- Summerville Square HOA (SSHOA) has a retaining wall that needs to be repaired/replaced. Cracking and settlement of a patio and adjacent retaining walls has likely resulted due to apparent failed backfill per independent engineering inspection.
- It appears that a previous owner had the wall built a number of years ago
- Records indicate the previous owner was given permission to build adjacent to, but not on FSHOA common area.
- The SSHOA & adjacent owner requested FSHOA to deed or sell the property to them for the purpose of building a new retaining wall..

- Based on the FSHOA review, the Board does not find FSHOA has liability for this retaining wall.
- FSHOA will not prevent access to SSHOA or adjacent homeowner to make necessary repairs following the ARC plan review.
- FSHOA will not fund the needed repairs.

Pedestrian bridge vs. walkway

- Colby has done work on laying out the costs, pros and cons, and mapping on a bridge over the creek vs. a sidewalk on (north side) Village Lane.
- The bridge over the creek (similar to existing) is slightly less initial cost per household but includes ongoing maintenance expense vs sidewalk over Village Lane with “once and done” expense.
- The only decision would be bridge vs. sidewalk (Short term cost vs Long term costs).
- Colby has a “rough order of magnitude” estimate on the cost of each of these projects and the projected the assessment on homeowners - the final cost will hopefully fall within the estimated range. There are still many variables that impact the total project cost, but the estimates have been generated to help the neighborhood make an educated decision.
- We will include the history of the current bridge.
- Q&A information sheet will be prepared:
 - (Example) Q: Why is replacement required? “No build option”
 - A: A crossing on the north side of Village Lane is required by City Code. Failure to replace will result in Code Enforcement fines.
- Steve will talk to our attorney on the requirements and best practice to move forward.
- It was suggested that we have a community meeting about these projects.

Email hacking

- Be careful with emails supposedly from board members or any other residents in FSHOA.
- Mike Keiser has instituted server authentication to detect and prevent scams.
- Don't EVER send \$\$ or buy gift cards - this is a SCAM.
- If you click on the “show details” from the sender it should be fourseasonshoa.net - if not, it's a SCAM.
- Contact Mike if you have any questions or concerns.

The following item was tabled for for lack of time - will be discussed at the next meeting:

- Crystalbrook HOA engagement

Meeting adjourned at 8:56 p.m.

NEXT MEETING WEDNESDAY, SEPTEMBER 23, 7 P.M.

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

Four Seasons Homeowners Association Balance Sheet 6/30/2020

	<u>Operating</u>	<u>Reserves</u>	<u>Total</u>
Assets			
<u>Current Assets</u>			
1000 - Alliance Bank Operating (Primary) .45%	\$115,328.80		\$115,328.80
1005 - Alliance Bank Petty Cash .35%	\$1,232.15		\$1,232.15
1100 - Alliance Bank Money Market .45%		\$150,446.95	\$150,446.95
1200 - Assessments Receivable	\$14,953.12		\$14,953.12
1210 - Other/Accrued Receivables	\$409.18		\$409.18
1350 - Prepaid Insurance	\$2,699.55		\$2,699.55
<u>Total Current Assets</u>	<u>\$134,622.80</u>	<u>\$150,446.95</u>	<u>\$285,069.75</u>
<i>Assets Total</i>	\$134,622.80	\$150,446.95	\$285,069.75
Liabilities & Equity			
<u>Current Liabilities</u>			
2200 - Prepaid Assessments	\$4,883.58		\$4,883.58
2300 - Prebilled/Deferred Assessments	\$92,111.52		\$92,111.52
<u>Total Current Liabilities</u>	<u>\$96,995.10</u>		<u>\$96,995.10</u>
<u>Long-Term Liabilities</u>			
2900 - Reserve Contract Liability		\$150,446.95	\$150,446.95
<u>Total Long-Term Liabilities</u>		<u>\$150,446.95</u>	<u>\$150,446.95</u>
<u>Retained Earnings</u>	\$3,996.70	\$0.00	\$3,996.70
<u>Net Income</u>	\$33,631.00	\$0.00	\$33,631.00
<i>Liabilities and Equity Total</i>	\$134,622.80	\$150,446.95	\$285,069.75

Architectural report: *June 2020*

<u>Date</u>	<u>Scope of work</u>	<u>Address</u>	<u>Status</u>
6/28/2020	21' travel trailer	14620 SW Village Lane	Approved
6/26/2020	Driveway	15780 SW Village Circle	Approved
6/26/2020	Driveway	14620 SW Village Lane	Approved
6/25/2020	Temporary dumpster	15655 SW Village Lane	Approved
6/24/2020	Travel trailer	5870 SW 152nd Avenue	Approved
6/19/2020	Gate	15700 SW Springfield Lane	Approved
6/18/2020	Boat	15788 SW Village Circle	Approved
6/17/2020	21 foot travel trailer	14620 SW Village Lane	Approved
6/16/2020	Paint	15530 SW Village Lane	Approved
6/08/2020	Fence	14750 SW Village Lane	Approved
6/04/2020	Tree removal	14909 SW Village Lane	Approved
6/04/2020	Roofing	15640 SW Springfield Lane	Approved

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.

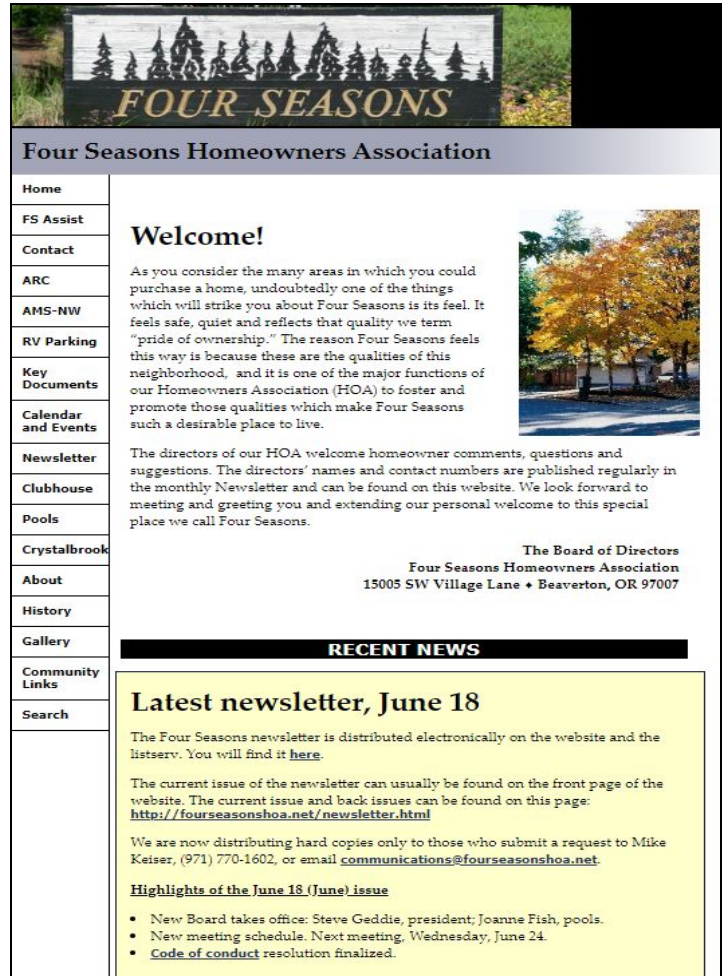
About: Information about Four Seasons.

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.



Four Seasons Homeowners Association

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Welcome!

As you consider the many areas in which you could purchase a home, undoubtedly one of the things which will strike you about Four Seasons is its feel. It feels safe, quiet and reflects that quality we term "pride of ownership." The reason Four Seasons feels this way is because these are the qualities of this neighborhood, and it is one of the major functions of our Homeowners Association (HOA) to foster and promote those qualities which make Four Seasons such a desirable place to live.

The directors of our HOA welcome homeowner comments, questions and suggestions. The directors' names and contact numbers are published regularly in the monthly Newsletter and can be found on this website. We look forward to meeting and greeting you and extending our personal welcome to this special place we call Four Seasons.

The Board of Directors
Four Seasons Homeowners Association
15005 SW Village Lane • Beaverton, OR 97007

RECENT NEWS

Latest newsletter, June 18

The Four Seasons newsletter is distributed electronically on the website and the listserv. You will find it [here](#).

The current issue of the newsletter can usually be found on the front page of the website. The current issue and back issues can be found on this page: <http://fourseasonshoa.net/newsletter.html>

We are now distributing hard copies only to those who submit a request to Mike Keiser, (971) 770-1602, or email communications@fourseasonshoa.net.

Highlights of the June 18 (June) issue

- New Board takes office: Steve Gaddie, president; Joanne Fish, pools.
- New meeting schedule. Next meeting, Wednesday, June 24.
- [Code of conduct](#) resolution finalized.