



Four Seasons

January 2012

Homeowners Association Newsletter

Please visit our website at www.fourseasonshoa.net – pictures of past events! Suggestions welcome!
Also, visit our new Facebook page: at <http://tinyurl.com/FSHOA-Pres>

Feb 18	Yard Debris Chipping & Collection Cranberry Court 10:00 am – 4:00 pm
Mar 13	FSHOA Board of Directors Meeting Clubhouse – 7:00 pm

Wanted: Feedback from Homeowners
Homeowners – we would like feedback on adding benches to our common area to discuss at our next meeting in March.

HOA Dues
Annual assessment notices have been mailed to all homeowners. Your payment of \$300 is due January 1, 2012 and considered late if not received by February 1, 2012. Please contact Susan Payne if you do not receive a notice or for further assistance.

Clubhouse
To reserve the clubhouse, please contact Ruby Bradley at 503-927-7607 or rubysbradley@yahoo.com. A \$20 non-refundable user fee and a \$50 refundable deposit is due when picking up the key. As a reminder, please sweep and mop the floors, take all your trash with you, set the thermostat to 55°F, and **do not forget to lock the doors upon leaving.**

Yoga at the Clubhouse
Classes at 10:00 am and 6:30 pm. Questions - contact Dianne Perry at dianneperry1966@comcast.net

Sidewalk Repair Grant Program
You may be eligible for a 50% reimbursement for repairing or replacing your sidewalk through the Sidewalk Repair Grant Program. For More Information contact George Fetzer at 503-526-2270 or gfetzer@beavertonoregon.gov

MAINTENANCE COMMITTEE FORMING
Four Seasons HOA is seeking four or five residents who are willing to work as a committee to manage maintenance for the common areas of our neighborhood. The duties required of this committee involve: i. Managing service providers for landscaping, tree care, sidewalk maintenance, moss & debris removal, and junk boxes; ii. Responding to maintenance suggestions from residents; and iii. Providing quality control/inspection of services rendered by contractors. We expect that each member of the committee would spend less than 2 hours per month fulfilling these duties. No physical effort is required for this role; rather we expect part-time service providers and contractors will fulfill that need. Thank you in advance for stepping forward in the spirit of volunteerism. To express your interest, please contact Ralph Ebbutt at 503.482.7253 or ralphebbutt@gmail.com

Homeowners – Stay Alert!
Homeowners are encouraged to call the police regarding any transient activity in our neighborhood. We are each other's eyes and ears, and any suspicious activity should always be reported.

Please provide us with your email address!
The Board would like to continue to build its database to communicate with each Four Seasons resident on line. Please send your email addresses, name and phone number to treasurer.fourseasons@comcast.net. Thank you!

**Four Seasons Homeowners Board of Directors Meeting
January 10, 2012**

Ralph Ebbutt, President opened the meeting at 7:00 pm.

Present were: Ralph Ebbutt, President; James Henshaw, Pool Director; Ruby Bradley, Clubhouse Director; Bob Bowles, Maintenance Committee Chair; Virginia Scanlon, Newsletter Editor, Website Manager & Communications Committee Chair; Susan Payne, Treasurer; Susie Smith, Secretary and six homeowners.

The Board of Directors Meeting Minutes for November 2011 were approved as provided in the Newsletter online and the delivered newsletter.

**Treasurer's Report
Susan Payne Treasurer**

Four Seasons HOA
Treasurer's Report Jan-December 2011
Susan Payne, Treasurer

Fees Received	Jan-Dec 2011	Budget	Difference
HOA Annual Fees	114,876.07	113,400.00	1,476.07
Pool Fees	12,725.00	12,000.00	725.00
Club House User Fees	415.00	290.00	125.00
Lien Fees reimbursed	330.63	120.00	210.63
Finance charge received	251.98	90.00	161.98
Interest Income, operating	143.49	180.00	(36.51)
Total Fees Received	128,742.17	126,080.00	2,662.17
Expenditures			
Architecture Committee	108.62	300.00	(191.38)
Clubhouse	4,199.95	5,545.00	(1,345.05)
Communications	2,264.67	2,100.00	164.67
General	5,570.59	9,175.00	(3,604.41)
Grounds Maintenance	46,578.93	48,640.00	(2,061.07)
Insurance	10,109.00	11,000.00	(891.00)
Pool	30,211.70	34,362.00	(4,150.30)
Social	1,589.10	2,000.00	(410.90)
Total Operating Expense	100,632.56	113,122.00	(12,489.44)
NET to Reserves	28,109.61	12,958.00	15,151.61

	Jan-Dec 2011
Annual Fees moved to Reserves	28,109.61
Reserves Interest YTD	144.21
Reserves Expenditures YTD	\$ 14,799.76
Checking Account Balance	\$ 1,114.01
Money Market Acct Balance	\$ 26,582.72
Reserves Account Balance	\$ 43,800.47

Assessments as of 1/13/2012	2011	2010	2009
Full (383)	379	379	382
Partial	1	1	1
Unpaid	3	3	

An interest rate of 6% is being assessed on all delinquent accounts. Plus reimbursement of lien fees filed with the county

Director Reports

**Architectural
Linda Beachell, Director (not present)**

15732 Village Circle	Remove tree from backyard, damaged by wind
6015 Heights Lane	Replace front window
5975 SW 152 nd	Park POD in front of home

A motion was made, seconded & passed to accept two of the three homeowners architectural requests for December, with clarification needed regarding tree replacement for the backyard tree removal request.

**Clubhouse
Ruby Bradley, Director**

Usage

The clubhouse was rented three times by members. The clubhouse was used seven times for FSHOA business. Fees collected in December \$15.00

New Business

Anti-slip strips were applied on the decking in the clubhouse entry

Morrison Hershfield did an engineering study on the clubhouse foundation, final analysis due the first week in January 2012

Rental fee for clubhouse increased to \$20.00 a day effective January 1, 2012

**Pool
James Henshaw, Director**

Hello and welcome to the New Year 2012. Just a note to let all HOA members know I will not be running for Pool Director in 2013. Yes, this will be my last year taking care of the pool. If you are interested in taking over this position, I will be glad to show you what I have learned over the last four years.

Timers were put on pumps in December. This allows the water to be cycled four hours per day. The savings in energy will be a plus for our budget.

**Maintenance Committee
Bob Bowles, Chair**

The Four Seasons sign repainting, renovation, and visibility enhancement project has been completed with the replacement of the refurbished sign at our 160th Street entrance.

Over 30 sidewalk grinds were accomplished in an effort to keep the common areas in compliance with the City of Beaverton's code which requires no greater than a ½ inch elevation of any slab adjacent to another slab on a public sidewalk. There remain a few additional areas that need grinding, and several sections of sidewalk need replacement.

Northwest Tree Specialists conducted some tree removal, thinning, dead branch removal, removal of branches from leaning trees, and stump grinding on the 19th and 20th of December. Since this is an ongoing problem, if you have any concerns over trees in our common areas please contact me.

I anticipate placing some dirt over exposed roots of trees in our common areas this month followed by some bark dust. We are also looking at options with regard to better drainage and water removal on the downhill slope of tract P running north to south in the middle of Village Circle. Any suggestions would be appreciated.

Monaghan Landscaping will again be doing our landscape maintenance during 2012. There will not be a yard debris/chipper service this month. The next yard debris service will be on Saturday, February 18.

If anyone would like to assist in some selection of shrubs and flowers to plant this spring, please contact me.

**Social Committee
Lisa Helfrich, Chair (not present)**

No report this month.

Unfinished Business:

Ralph Ebbutt, President gave an update regarding the 2012 Reserve Funding Study.

Bob Bowles, Maintenance Chair gave an overview of drainage concerns on Tract P (common area pathway from Village Lane to the top of Village Circle). He is in the process of getting bids on various proposals to address this concern. Ralph will distribute letters to homeowners adjacent to this area requesting a special

meeting to address concerns, proposals. The Board will re-evaluate at the March HOA Meeting.

New Business:

Ralph Ebbutt, President gave a visual presentation with aerial views of proposed boundaries for Clubhouse & Pool areas of responsibility.

Bob Bowles, Maintenance Chair presented information on a Beaverton City program to fund neighborhood improvements. Discussion was generated on whether adding some benches to Four Seasons common areas would benefit our neighborhood. The Board will elicit homeowner feedback and continue this discussion at the March HOA meeting. There has been homeowner concern regarding transients congregating near the east entrance to Four Seasons off Murray. This may best be addressed by plantings which discourage trespassing. Bob Bowles will obtain more information and the Board will discuss at the March meeting.

There will be a discussion at the March HOA meeting regarding maintenance of our several neighborhood bridges.

Next HOA meeting: Tuesday March 13, 2012, 7:00 pm at the Clubhouse.

The meeting was adjourned at 8:35 pm.

Organizational Meeting

Ralph Ebbutt, President, called the meeting to order at 7:00 pm, December 21, 2011.

Present were: Robert Bowles, Ruby Bradley, Ralph Ebbutt, James Henshaw, Susan Payne and Susie Smith.

Election of Board Members and Officers

Ruby Bradley made a motion to elect Ralph Ebbutt as President for the second year of his two-year term. The motion was seconded and passed without objection. Ralph Ebbutt, President will continue in this role until his term ends at the December 2012 Board Meeting.

Ralph Ebbutt made a motion to elect Ruby Bradley as Clubhouse Director for a two-year term. The motion was seconded & passed without objection.

Ralph Ebbutt made a motion to elect James Henshaw as Pool Director for the second year of his two-year term. The motion was seconded & passed without objection. James Henshaw, Pool Director will continue in this role until his term ends at the December 2012 Board Meeting.

Ralph Ebbutt made a motion to elect Linda Beachell as Architecture Director for the second year of her two-year term. The motion was seconded & passed without objection. Linda Beachell, Architectural Director will continue in this role until her term ends at the December 2012 Board Meeting.

Ralph Ebbutt made a motion to elect Susan Payne as Treasurer for the second year of her two-year term. The motion was seconded & passed without objection. Susan Payne, Treasurer will continue in this role until her term ends at the December 2012 board meeting.

Ralph Ebbutt made a motion to elect Susie Smith as Secretary for the first year of her two-year term. The motion was seconded & passed without objection. Susie Smith was appointed as Secretary by the Board for a two-year term.

HOA Board Member Positions that remain open: Vice President & Maintenance Director.

Board Meeting Schedule

The Board will continue to meet the second Tuesday of each month. Exceptions are: No meeting in February or August 2012.

Director's Books

Ralph Ebbutt, Bob Bowles, Ruby Bradley and James Henshaw each have a copy of HOA Books.

Board Action Recap Binders

2011 recap is required for the binders, and is currently being compiled by Margo Russell.

Authority to Sign Checks

Ruby Bradley will be added as a Director with check signing authority. Susan Payne will facilitate a meeting to update HOA check-signing authority at Wells Fargo bank.

Board Meeting Agendas

The annual rotation of recurring agenda items was set for 2012 (attached).

Reserve Study

Several items of discussion from the Reserve Study were addressed:

- A. The threshold for including items in Reserve Funding will be \$2,000. Items below \$2,000 are to be identified in the Operating Budget. There is a buffer in the Reserve Funding to cover

emergency expenses. The current DRAFT of the reserve study, allows for up to \$15,000 in emergency expenses in any given year.

- B. Reserve Funding will include \$3000 each year for sidewalk grinding/repair.
- C. There are five bridges in Four Seasons. Current reserve funding covers maintenance/replacement for three bridges (the large double bridge over Johnson Creek, the bridge to Cranberry Court, and the bridge to Crystalbrook). Two bridge structures are currently excluded from the Reserve Study; they are the small foot bridge in Tract M adjacent to Plot 132-I and the "Bridge to Nowhere" in Tract B. Establishing a bridge priority is necessary. This will be discussed at the March meeting.
- D. The physical property boundaries for Director's areas of responsibility (especially for the Clubhouse and Pool) were discussed. Ralph will use a map to propose boundaries and present at the January meeting.
- E. The estimated cost for replacing neighborhood signage will be increased from \$3,000 to \$6,000 in the Reserve study (\$3K for large sign by Murray Ave, and \$1.5K for each of 2 small signs at SW 150th Ave and SW Village Lane)
- F. Sprinkler maintenance/replacement will be included in operating budget.
- G. Ralph will continue his investigation of whether or not residents of the Heights bear the responsibility to maintain their private street. The assumption is that maintenance of this private street is the responsibility of residents' whose properties abut this private street.

A request was made for Directors and the Maintenance Committee Chair to submit their Ralph comments and recommendations for the HOA's reserve study by Feb 29, 2012. The 3rd party reserve study conducted by the Huntleys shall be used as a reference to ensure that we have considered all the appropriate items.

Follow-up from December HOA Meeting:

Bob Bowles gave an update regarding water run-off concerns from Tract P (this narrow tract of commons runs parallel to the west side of SW Village Circle; runoff from resident yards saturates this area and spills out onto SW Village Lane). The initial bid to address this drainage issue is in the range of \$5,000. The run-off concern appears to be compounded by homeowners along the west side of Tract P who have drain outlets for their roof and yards dumping out onto Tract P. Ralph

will draft a letter for the Board to consider before it is sent to homeowners adjacent to Tract P.

Ruby Bradley reported that an engineering assessment of clubhouse foundation concerns has been completed. The actual written report has yet to be received, however the initial verbal recommendation from a Morrison & Hershfield structural engineer is to withhold repairs, and monitor the situation over the next 3-4 months. Bob Bowles subsequently recommended using strain gauges to monitor/measure changes.

Adjournment: Ralph Ebbutt adjourned the meeting at 9:00 pm.

ARCHITECTURE

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.

Any architectural changes, such as new roofing, painting, storm windows/doors, landscaping, tree removal, fencing, etc. need prior approval from the Architectural Committee before the project can begin. Mail plans or requests to Director of Architecture, Four Seasons Homeowners' Association, PO Box 2105, Beaverton, OR 97075. Requests can also be sent via email to fourseasonsarch@msn.com. Please submit requests 3-4 weeks prior to the date work is to begin. All requests will receive a response.

Homeowners in Crystalbrook Homeowners Association should contact the Architectural Director for Crystalbrook Homeowners Association for architectural approval.

Homeowners in The Villas should contact the Architectural Director for The Villas Homeowners Association for architectural approval.

**Four Seasons Homeowners' Association * PO Box 2105, Beaverton, OR 97075 *
www.fourseasonshoa.net**

Beaverton Non-Emergency Non-Emergency Police # (503) 629-0111

President (Director)	Ralph Ebbutt	ralphebbutt@gmail.com	503-482-7253
Vice President (Director)			
Architectural (Director)	Linda Beachell	lbeachell@hotmail.com	503-469-1215
Architectural Committee	Wendy Chapman	fourseasonsarch@msn.com	
	Shelly Evans		
	Bob Nordstrom		
Clubhouse (Director)	Ruby Bradley	rubysbradley@yahoo.com	503-927-7607
Interim Maintenance Committee Chair	Robert Bowles	bowlesr1@frontier.com	503 350 1749
Pool (Director)	James Henshaw	James_Henshaw@corvel.com	971-732-6695
Secretary	Susie Smith	tumornurse@yahoo.com	503-608-0352
Treasurer	Susan Payne	treasurer.fourseasons@comcast.net	503-784-1442
Communications Committee Chair	Virginia Scanlon	virginiascanlon@comcast.net	503-747-7218
Newsletter Editor/Website Manager	Virginia Scanlon	virginiascanlon@comcast.net	503-747-7218
Newsletter Distributor	Carolyn Palmer	dollygirlme@gmail.com	503-430-1937
Social Committee Chair	Lisa Helfrich	lisahlfcrh@yahoo.com	503-890-4410

It is the responsibility of the homeowner to notify Four Seasons Homeowners' Association if the property has been sold. If the homeowner is renting the property, the homeowner's new address is needed by the Homeowner's Association. Please send all correspondence to FOUR SEASONS HOMEOWNERS' ASSOCIATION, PO Box 2105, Beaverton OR 97075

NEW HOMEOWNERS – who have moved into Four Seasons: please complete this registration form so that we may keep our records up to date. Mail to FOUR SEASONS HOMEOWNERS' ASSOCIATION, PO Box 2105, Beaverton, OR 97075.

RENTERS – Please do not respond, but send this notice to the homeowner if there has been a recent change in ownership.

Name _____

Address _____

Email _____

Telephone _____ Date you moved into Four Seasons _____

Prior Owner's Name _____

You may access the Four Seasons Homeowners Handbook online at www.fourseasonshoa.net.