

# Bryant Woods Homeowners Association (BWHOA)

## Notice of the 2015 Annual Meeting of Members

The annual meeting of the members of the Bryant Woods Homeowners Association (BWHOA) will take place on **Thursday, September 24, from 7-8:30 pm, at the cafeteria in the Lakeridge Junior High School (f/k/a Waluga Junior High).**

The principal purposes of the meeting are to fill four seats on the Board of Directors, review a budget and capital expenditure plan, and answer questions from members.

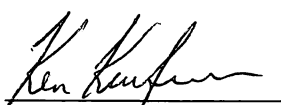
In an attempt to shorten the meeting and complete voting sooner, statements from the candidates for the open Board positions, and Committee Reports on activities of the last year, will not be given at the meeting but are enclosed herein. In lieu of member introductions at the start of the meeting, attendees are invited to meet their neighbors over cookies and punch following the meeting. **Attendees are requested to show up at 6:30 pm for sign-in; the meeting will begin promptly at 7:00 pm.**

Members whose dues are not current as of September 18 will not be eligible to vote. If you have questions about your status, please email [Treasurer@BWHOA.org](mailto:Treasurer@BWHOA.org).


### AGENDA

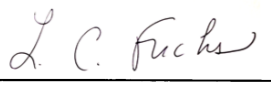
- 7:00 pm—Welcome, determination of quorum (at least 33 members)
- 7:05 pm—Approval of September 2014 Annual Meeting minutes
- 7:15 pm—Budget Presentation
- 7:25 pm—Q&A on Budget and Committee Reports
- 7:40 pm—Election of Board Members
  - Floor nominations (if any)
  - Vote for 3-3 yr. and announce results
  - Vote for 1-1 yr and announce results
- 8:30 pm—Adjourn
- 8:30pm-9:00pm—Reception with cookies and punch

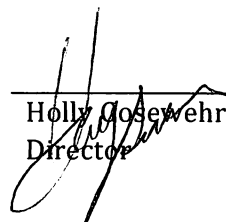
We hope you will attend this meeting. But if you cannot, please fill out the enclosed proxy so your vote can be counted. Thank you in advance for your participation.

  
Ken Kaufmann  
Vice President

  
Kathy Taylor  
Treasurer

  
Rebekah Smith  
Secretary

  
Linda Fuchs  
Director

  
Holly Josewehr  
Director

  
Gina Lochtie  
Director

  
Don Page  
Director

## STATEMENTS OF NOMINEES FOR THE BOARD OF DIRECTORS

**Statement from the Nominating Committee.** Our Bylaws require the Board president to appoint a Nominating Committee to recommend at least one candidate for each open position on the Board. The Nominating Committee recommends candidates it believes are well qualified to serve and will strive to maintain and improve our neighborhood. This year, the Nominating Committee is very pleased to nominate four excellent candidates: Claudia Kehoe, JoAnn Lee, Gina Lochtie, and Stacey Freyer. Each candidate has written a brief biographical statement, below. We thank them for generously agreeing to volunteer their time to improve our neighborhood and ask that you please give them your support.

**Claudia Kehoe (Candidate for 3-year position).** My husband Jeff and I have lived in Bryant Woods for 18 years. Our two children were raised here and Jeff is a past BWA president. I feel I have lost touch with my neighbors, not having school-aged children to hang out at the pool with any more, and would like to correct that by getting involved with the Association. I have a special interest in our dedicated green spaces as our property backs up to one and is unfenced.

I have past work experience as a journalist and volunteered extensively for the schools, serving on the Bryant PTA and the (then) Waluga J.H. and Lakeridge H.S. School Advisory Councils, to name just two. I'm currently employed by the West Linn-Wilsonville School District as a Library Assistant at Wood Middle School; this will be my sixth year in that position.

I plan to be a thoughtful, attentive and conscientious member. I look forward to being a voice on a board that prioritizes civility among us all and is able to listen and consider issues carefully and then come to consensus.

**JoAnn Lee (Candidate for 3-year position).** My family and I have been residents of Bryant Woods for the last 21 years. Our 3 children all attended Bryant Elementary, Waluga Junior High and Lakeridge High School. During their years in school, I served on numerous boards and committees including PTA treasurer, PTA president, president of PEERS parent group at Lakeridge and served on the School Advisory Committee at Bryant for three terms, Waluga for one term and Lakeridge for one term.

Over the years I have heard both positive and negative about our Bryant Woods Homeowners Association. When I heard there was a need for more people to serve on the board, I felt that it was my time to serve and contribute to my neighborhood in a positive way.

I currently work fulltime as an elementary Special Education teacher for Tigard/Tualatin School District.

**Gina Lochtie (Candidate for 3-year position).** My name is Gina Lochtie and I have lived in Bryant Woods over 20 years. I have raised three of my own children here and now raise Leo and Scarlett along with their father, Julius. I work as a dental hygienist when I'm not keeping up with children and our house. We all enjoy nature and sports, and our neighborhood.

For the past year I have served on the board as your Social Chair. I love our traditions and I feel it is important for our children to have these connections with their friends and neighbors.

Thank you for your past support, and future consideration.

Gina Lochtie

**Stacey Freyer (Candidate for 1-year position).** My name is Stacy Freyer and I have lived in Bryant Woods for 16 years. With my husband we have raised 2 amazing kids with the help of this neighborhood. It is time to give back. I have my own company called All In One Accounting and have been doing bookkeeping and accounting for small businesses for 11 years. I would like to use my experience with small businesses to help Bryant Woods Home Owners Association be successful and financially responsible to all other homeowners in Bryant Woods.

## REPORT OF THE COMMITTEES

2015 has been a busy year. Here is a summary of what the Board and its committees have accomplished:

**Pool Committee.** The Pool Committee cares for the pools. This includes hiring and supervising lifeguards and maintenance workers, maintaining pool equipment, complying with applicable regulations, reviewing and enforcing pool rules, scheduling pool parties, and maintaining the pool grounds. In 2014-2015, major tasks completed included:

- Re-plastered small pool and added new Virginia Graeme Baker Act compliant drain for safety;
- Replaced wood fence along western border of small pool;
- Replaced sand filter material in the two filters for the big pool;
- Added lifeguard shed beneath the solar pergola;
- Hosted 13 pool parties (through August 31<sup>st</sup>);
- Provided two sessions of swim lessons, serving 11 children; and
- Served nearly 3,000 users (and counting): May; 401 bathers, 34% guests, June; 943 bathers, 56% guests, July 1418 bathers, 33% guests.

Projects planned for 2015-2016 include:

- Purchase 8 additional striped chairs for pool and 10 white resin chairs for special events;
- Resurface large pool;
- Do comparison of other pool service companies available;
- Add additional staffing in May for lifeguards; and
- Price new lifeguard chair and new decking surface for wooden deck.

**Architectural Committee.** The Architectural Committee interprets and maintains the integrity of the CC&R's with regard to architectural matters within the Association. The committee's duties include: responding to homeowners' written requests for exterior changes to their properties; providing the correct forms; responding to all requests within 30 days of receipt; and advising homeowners on recommended guidelines per the CC&R's and architectural policies. During the 2014-15 year, the committee:

- Scanned and archived all past architectural records in the HOA's database;
- Revised all 4 Exterior Change forms and posted them on the HOA's websites;
- Enforced and collected two fines for violations of the CC&Rs; and
- Approved 44 Exterior Change Requests (Nov. 1, 2014 through Sept. 1, 2015), including:
  - Paint house - 10
  - Replace fence - 5
  - Replace roof - 5
  - Replace/install new windows - 4
  - Replace/ install doors - 4
  - Replace driveway - 2
  - Enlarge/extend deck -3

**Financial Committee.** The Financial Committee works with the Treasurer to oversee the financial health of the Association, review and improve policies, and work on special projects. This year, the committee:

- Updated the chart of accounts of the Association to better characterize expenditures;
- Reorganized and streamlined accounting practices and budgeting to meet professional standards;
- Generated detailed financial reports for the Board and summary reports for the *Woodsman*;
- Prepared and presented the 2015 budget (adopted in December 2014);
- Changed insurance providers to increase coverage for General Liability (\$3M to \$6M) and Directors & Officers (\$1M to \$6M, adding coverage for volunteers);
- Implemented *Tsheets* and *Zen Payroll* applications to enable employees to input their time via smartphone and enable the bookkeeper/Treasurer to run payroll, directly deposit paychecks into employees' accounts, pay payroll taxes and files our payroll tax returns electronically;
- Implemented electronic scanning of checks, eliminating several steps including trips to the bank;
- Wrote procedures for accounting, budgeting process, reserve study and financial reporting; and
- Adopted a credit card policy and issued credit cards for Board members to eliminate numerous manual reimbursement checks and allow up-to-date reporting information.

**Encroachment Committee.** The Board appointed an Encroachment Committee to resolve instances where fences or other structures owned by others have been erected on the Common Area. This year, the committee:

- Implemented a Fence Policy to prevent future encroachments into the Common Area;
- Settled a legal dispute with neighbors on Deerbrush Avenue resolving all claims against the Association;
- Sought and obtained approval from BWHOA members of the above legal settlement;
- Determined the western boundary of the West side Common Area by professionally surveying the line, recording the survey in County records, and marking the line with visible markers;
- Amicably negotiated agreements with three neighbors on Timbergrove Court with fence encroachments, whereby they will move existing fences to the boundary line within two years; and
- Commissioned a survey of remaining unsurveyed portions of the Common Area.

Projects planned for 2015-2016 include:

- Resolve two remaining external fence encroachments on the East side Common Area boundary; and
- Identify and remedy existing internal encroachments.

**Common Area Committee.** The Common Area Committee cares for the Common Areas. This includes maintaining Friendship Park and pool landscaping, maintaining natural areas in a safe condition, controlling invasive vegetation, and preserving capital assets, such as the paths and sprinklers at Friendship Park. In 2014-2015, the committee:

- Mulched Friendship Park and Pool shrub beds;
- Repaired and seal coated pathways, widened entryways, and installed new barrier posts at entries;
- Cleaned moss and debris from blacktop area in Friendship Park;
- Removed trees downed during March wind storm from main pathway and from Indian Creek Dr;
- Removed three hazardous trees, twelve dead trees and two invasive trees from the Common Area,
- Expanded Signature Landscape Care tasks to keep the grass in the West side Common Area cut to guard against fires and to comply with city ordinances;
- Obtained Silver *Backyard Habitat Certification* for Common Area along main pathway; and
- Installed mailbox at 18275 Indian Creek Drive (which will eventually eliminate the need for a PO. Box).

Projects planned for 2015-2016 include:

- Installation of an information bulletin board in Friendship Park near pool entrance.
- Replacement of French drain along the West side of pool area.
- Replace trees and add shrubs in Friendship Park.
- Refresh bark nuggets, both in and out of pool area (i.e. picnic table area);
- Finalize Common Area Maintenance and Management Plan.

**Communications Committee.** The Communications Committee prepares and distributes the *Woodsman* and supports other Board efforts to communicate with members via its websites and direct mail. The committee also maintains and grows the Board's cloud-based electronic repository for Board records. In 2014-15, the committee:

- Prepared and delivered monthly *Woodsman* to BWHOA residents and members;
- Reduced *Woodsman* production costs 20% by recruiting persons to accept electronic delivery;
- Added BWHOA.org, member-only, website to:
  - Replace i-Neighbor discussion forum;
  - Make available governing documents, Board resolutions, minutes, agendas, etc.; and
  - provide links to other content relevant to members.
- Improved BWHOA Recordkeeping by scanning and uploading historical documents and uploading documents from the 8-year old BWHOA hard drive.

**Social Committee.** The idea of our Social Committee is to bring together our neighborhood and neighbors through traditional and fun events and activities. This year's highlights were our Holiday Caroling with the horse drawn wagon followed by our party with snacks and treats. It is always fun to see everyone out in the cold winter months. In the spring we have our Egg Hunt; always full of excitement for the little ones! We planned the Annual Garage Sale and Trash pick up in June. And most recently we had our 4th of July Parade and BBQ, during which we started a new tradition of having a Grand Marshal! Another function of the social committee this year is welcoming new families to Bryant Woods as they move in. The coming year promises to be packed with more fun and merriment. Volunteers are always appreciated at any of our events. Special thanks to all of those who come out and participate!

## Proxy (use only if you won't attend the meeting)

If you won't attend the meeting, you may appoint a proxy to vote for you using the form below. The form must bear your name, address, name of your proxy, date, and signature, and must be presented and surrendered at the Annual Meeting by your proxy. If you don't know anyone to appoint as your proxy, you may complete and return this form to a Board member (fax, mail, and email are acceptable), who will vote for the Board's nominees, or as otherwise instructed by you. **Proxy holders, please come to the meeting early (6:30pm) to sign in!**

I, \_\_\_\_\_ (print name), being an owner of the home at \_\_\_\_\_ (street address), give my right to vote at the 2015 Annual Meeting of the Bryant Woods HOA to \_\_\_\_\_ (print name). This proxy expires at 11:59 PM on September 30, 2015.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**Optional directed vote:** You may direct the holder of your proxy whom to vote for by filling out the options, below. If you do not give directions, your proxy may vote for any candidate. If you direct your proxy how to vote, your proxy will not have the discretion to vote for any other candidate, including candidates nominated from the floor at the Annual Meeting (if any). If you choose not to vote, but want to be counted towards a quorum, please select that option at the bottom of this form.

### First Election-To Fill 3, 3-year Positions (Vote for 3):

\_\_\_ Claudia Kehoe (nominee)

\_\_\_ JoAnn Lee (nominee)

\_\_\_ Gina Lochtie (nominee)

\_\_\_ Write-in 1: \_\_\_\_\_

\_\_\_ Write-in 2: \_\_\_\_\_

\_\_\_ Write-in 3: \_\_\_\_\_

### Second Election--to Fill 1, 1-year Position (Vote for 1):

\_\_\_ Stacey Freyer (nominee)

\_\_\_ Write-in: \_\_\_\_\_

\_\_\_ (Check if this applies). I choose not to vote but wish to have my proxy counted towards a quorum.

[  
[  
[

]  
]  
]