

MINUTES
ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS
November 17th 2016

The Board of Directors meeting of the West Oaks Condos Owners Association came to order at 5:19pm in unit G104 at West Oaks Condos located at 6298 SW Grand Oaks Dr. Board members Katie Lanker and Denise Wells were present. Daniel Hough was present with a conference call. Resident David Moore was present. Owner Chip Clough was present. Kurt Powell of Willamette Community Management was also present.

Owner Input: The resident present appealed the cost of the towing to the Board of Directors. The Board **ADOPTED** a motion by Katie to deny the appeal.

The resident also noted that his garage flooded a month ago. The Board requested additional information from resident and will contact the current landscaper to ensure the drains are cleaned from leaf debris to ensure this doesn't happen again.

Morrison Hershfield Conference Call: The Board made a conference call with Morrison Hershfield to discuss the upcoming project of correcting flashing on the northern elevation of buildings E-I.

The Board **ADOPTED** a motion to have Morrison Hershfield to contact at least two other vendors to bid on the project at West Oaks Condos at a cost estimate not to exceed \$2000 with the idea that the vendors could do the project whenever they had time, to contact Sean Gores to see if he was interested in the project if he could use his own timeline, and to send the Board the specifications for the bid work for West Oaks.

WCM Report:

Outdoor Fence project Funding: The Board **ADOPTED** a motion to pull the Outdoor Fence cost from Reserves.

Monthly Financial Report: The Board **ACCEPTED** the financial statements for the month of November.

WOC - Puroclean - A102-202 - Puroclean is investigating a leak in the ceiling of unit A102. The investigation is not complete at this time.

Resident Incidents- WCM gave a report on different complaints that happened during this past month.

Trash Can for Dog Stations/New Locations: The Board **ADOPTED** a motion to install two trash cans on site at West Oaks under two stations and to install two additional dog stations in the complex.

Gutter Cleaning: The Board **ADOPTED** a motion to have WCM gather additional quotes for gutter cleaning prior to the next Board meeting.

Shonnards - WOC Front landscape additions: WCM reported on the inadequate performance of Shonnards during the past month for leaf cleanup and weed control. The Board **ADOPTED** a motion to have WCM speak to the president of Shonnards to notify them of the deficient work with the desire to have the work corrected.

At the request of the Board, WCM has asked Shonnards to give a bid to install new landscaping at the front of the association.

Crooked Railing - Building D: ARMOR Contracting will be performing this work. WCM will gather photos from the change to determine if Outdoor Fence will pay for the cost to adjust the railing to be straight.

Garage Repairs: WCM contacted two owners about their garage units. One owner has a lock that is missing from the door while another had run into the side of the door causing a trim piece to be knocked loose. ARMOR Contracting has repaired the unit with the damaged trim.

Bicycle Notices: Bicycle notices have been attached to 4 additional bicycles at West Oaks. These bikes will be removed in a few weeks if the owner does not repair them or remove them.

CAI (Community Association Institute) Membership: The Board **ADOPTED** a motion to have WCM sign up Katie Lanker for the CAI membership.

Bark at West Oaks: New barkdust will be applied in a few weeks. Notices will be distributed at least one week in advance of the barkdust.

Parking Lot Maintenance Update: Nothing new to report. WCM called back McGovern Maintenance to correct the striping work in the community and has not yet paid for the work.

Gutter Downspout Repair: WCM called out ARMOR Contracting to repair a broken downspout on building D as noted by Daniel.

Budget 2017 Review: The Board **ADOPTED** the 2017 budget.

Monthly Financial Report: The Board **ACCEPTED** the financial report for the month of October.

Minutes: The Board **ADOPTED** a motion to accept the minutes as amended from October 2016.

Board: The Board **ADOPTED** a motion to appoint Chip Clough to Mary Fell's vacant Board position.

The Annual meeting will be on December 22nd 2016 at G104 at 5:15pm.

The meeting adjourned at 8:23pm.