

MINUTES

ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS

December 21st 2017

The Board of Directors for West Oaks Condos meeting came to order at 4:02pm at E203 at the West Oaks Condos. Board member Chip Clough was present. Board members Daniel Hough and Mitch Mannio were present via telephone. Kurt Powell of Willamette Community Management was also present. Resident Chris Allen was also present.

Owner Input: Chip noted that his unit has a swollen baseboard on the southwest corner of the unit. He will follow up with the damage on the other side of the unit from a known leak that happened and whose owners repaired in the last month.

Chip noted that there are some leaves at the entrances to the unit on first floor and second floor stairwells. Work Unlimited has not been up to par on cleaning the stairways. Daniel Hough will ask NW Naturescapes on his cost to clean the stairwells and will follow up with Work Unlimited.

A resident's dog got into an altercation with another dog in the complex who was not on a leash. Daniel will attempt to find out who the owner of the dog is so that the association can contact the owner. The Board will send a general message to the community.

Solar Panels at Association: Solar Ki has not contacted the association to schedule a meeting.

Light Timers: Chris Allen noted that it's dark prior to sunset at the buildings in the winter time. The Board requested that the timers be adjusted 20 minutes before sunset and 20 minutes after Sunrise. WCM will take care of this on the last week of December.

Minutes: The Board **ADOPTED** the November 30th meeting minutes.

Platinum Final Check Update: H302 has not yet completed. Platinum has not yet removed the paint off the windows of E302 or the tape from the trees. West Oaks is still retaining a small percentage of the original contract until this is complete.

Roofing: The Board reviewed the topic of roofing replacement at West Oaks Condos, solar installation, and Morrison Hershfield's reserve study information on roofing.

Building Review: ARMOR has completed the review of the rails and gables in West Oaks. They submitted this report to the Board via Email earlier in the day. The Board did not review the report in detail.

Carport Repairs: The Steelport work has been signed.

Annual Meeting Scheduling: The annual meeting is scheduled for February 15th 2018 at 6pm at the Market of Choice Meeting Room.

Management Contract: The Board reviewed a new management contract. The Board **ADOPTED** a motion to give Daniel the authority to finalize negotiations and sign a contract with Sterling Management.

The Board meeting adjourned at 6:58pm.