

AGENDA

ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS

November 20th 2014

The Board meeting of the Association of Unit Owners of the West Oaks Condos was convened at the Market of Choice meeting room at 5:32pm by President Mary Fell. Directors Mary Fell, Denise Wells, Daniel Hough, and Katie Lanker were present. Kurt Powell, Willamette Community Management was also present. One resident was also present.

Minutes: The Board **APPROVED** the minutes from October 23rd 2014 with a motion made by Mary.

Financial Statements: The Board **ACCEPTED** the financial statements for October.

Owner Forum: Nothing to report.

Garbage Enclosure/Trash: The Board **APPROVED** a motion made by Denise to move forward with the garbage enclosure gate project with the revised 14 ft gate contingent on Republic Services being able to properly service a 4 yard cardboard dumpster. The Board requested that in demolishing the small garbage enclosure to also add a curb to the front of the enclosure so that dirt can be added to the location where the garbage enclosure used to be.

The Board **APPROVED** a motion to notify a resident that they did not break down cardboard in the garbage area and to issue a violation notice.

The Board **APPROVED** a motion to have WCM look for a company to give a quote to sweep through the garbage enclosure, break down boxes, and clean up the garbage area on a daily basis.

Air Conditioning Resolution: The Board **APPROVED** a motion made by Katie to adopt the AC resolution as amended. The resolution will be sent to owners in the December mailing.

Investments: The Board requested that Tyler Childers from RBC Wealth Management attend the next meeting of the Board to discuss structured CDs.

The Board requested that WCM research the possibility of purchasing a WOC unit for investment purposes and also for the possibility to explore the idea of hiring a "groundskeeper" to live in the HOA-owned unit.

2015 Budget: The Board **APPROVED** a motion made by Denise to adopt the 2015 budget for West Oaks Condos and raise the income by assessments line item by 5%.

The Board set the annual meeting to the 11th of December at 5:30pm at Market of Choice in Corvallis OR.

Collection: The Board **APPROVED** a motion made by Mary to file a lien on an owner if they don't respond to the certified letter demanding payment of the assessments.

Landscaping: The Board requested WCM contact a few landscape design companies and get references on their experience with sustainability. The Board requested a company present at the next meeting an appropriate designer for sustainability in landscaping and xeriscaping options. Daniel will lead the project for landscaping. WCM will get Daniel total water usage in West Oaks on a historic level.

Weed abatement: The Board **APPROVED** a motion to hire goats to treat the blackberries and invasive species in the common area at a cost of up to \$2,000 for the treatment and speak to Grand Oak Summit Owners Association to see if they would also be interested in having the goats treat their area as well. The Board or WCM will contact local media to notify them of this work and potentially local recognition for sustainability.

Dryer Vent Cleaning: The Board **APPROVED** a motion to hire Diamond Clean to clean the dryer vent in Denise Wells unit as it's on the bottom floor and would give a good representation of what it would cost to clean all of the dryer vents in West Oaks. The Board also requested WCM ask a dryer vent cleaning company on recommendations for duration between cleaning cycles of dryer vents.

Gas Fireplace Install Specifications: The Board **APPROVED** to a motion made by Mary to hire Morrison Hershfield to design a specification for installation for a gas fireplace venting in the West Oaks Condos and to see if Sean Gores Construction would be interested in performing the installation work for the gas fireplace venting on a contracted basis through the HOA for owners.

Crack in Floor: WCM gave a report regarding a crack in the floor of unit G103 in the West Oaks Condos. WCM has hired RamJack to come inspect the unit and called Morrison Hershfield engineering as well to take a look. The Board suggested having soil surveys taken regarding a possible underground spring behind building G.

House Rules Update: The Board **APPROVED** new wording for the house rules that preclude owners from stealing the newly installed lightbulbs in the different light fixtures.

Sign at West Oaks: The Board reviewed a sign proof to be installed in the entrance to West Oaks Condos and made additional changes to the proof. The Board **APPROVED** a motion made by Denise to have the sign created after the Board signed off on the final design independently to WCM via email.

Stair Tread work: An owner notified WCM that some of the stair treads are missing washers underneath the screws. WCM will perform an inspection of the stair treads and have ARMOR Contracting add the washers to the treads that don't have any installed.

Insurance: The Board **APPROVED** a motion to hire the cheapest insurance company who sends back a quote that matches the current coverage of the current carrier.

Remaining Stair Repairs: WCM reported that it is speaking with the City of Corvallis to see what will be required when the stair stringers of building A are replaced due to rot and whether a redesign of the staircases will be required when this repair takes place.

Light Fixtures: WCM showed the Board a replacement light fixture for the condos that was recently purchased. The fixture will replace another fixture in the condo that has finish that is wearing down significantly.

Windows: WCM has finished performing an inspection for West Oaks Condos for window and will contact owners with condensation on their window panes that their units might have excessive moisture.

Food Recycling: The Board postponed any further discussion on food recycling until the new dumpster is installed and the gate is installed at the large dumpster enclosure.

Enforcement: WCM gave a report on enforcement to the patios and entryways.

Maintenance: The Board **APPROVED** a motion to have ARMOR Contracting fix the trapezoidal block retaining walls that have been pushed out of alignment.

Adjourned at 8:16pm