

**MINUTES**  
**ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS**  
**November 19th 2015**

The Board meeting of the Association of Unit Owners of the West Oaks Condos was convened at the Market of Choice Meeting Room in Corvallis OR meeting room at 5:46pm by Kurt Powell of Willamette Community Management. Directors Denise Wells, Daniel Hough, Mary Fell, and Katie Lanker were present. Kurt Powell, Willamette Community Management was also present. Chris Allen, resident, was also present.

**Minutes:** The Board **APPROVED** the minutes from October 22nd with a motion by Denise.

**Financial Statements:** The Board **ACCEPTED** the financial statements for October with a motion by Mary.

**Concrete Curb Update:** Callaway Construction installed the curb on site at West Oaks Condos.

**Building Envelope Assessment Report:** Morrison Hershfield finished the envelope assessment. WCM will pass along the report to the Board. The Board requested that WCM get a quote from the attorney for the cost to negotiate a new contract between West Oaks, Morrison Hershfield, and a contractor for the work this summer.

**Caulking/Painting Quotes to Garages:** WCM is gathering quotes to get the garages painted/caulked this coming summer.

**Gutter repairs:** ARMOR Contracting finished repairs to the gutters at approximately 14 locations on site. The Board requested that WCM get quotes to enclose the side of one of the garages for storage of spare gutters, steps, ice melt, etc.

**Safety Rail work - Sidewalk Repairs:** WCM is gathering quotes for sidewalk repairs on site that will happen when the safety rails are removed and reinstalled.

**CD Issues:** First Tech Federal Credit Union changed their policies and now requires all owners in West Oaks to be members of the credit union prior to opening any certificates of deposit. The Board **APPROVED** to open a CD with RBC Wealth Management instead for the same amount of \$50,000.

**Building B stringer work:** ARMOR Contracting will be installing new stair stringers on site at West Oaks for building B. The work is slated to begin December 7th.

**Decision Items:**

**NLS review:** The Board reviewed work by NLS on site and requested that WCM push harder to get good landscape results from the contractor.

**Alyrica Information:** An owner requested to get Alyrica to install a satellite dish on site at West Oaks. WCM will communicate with Alyrica and the owner that if Alyrica can use the existing poles, they may install the dish.

**Blackberry Remediation Work:** The Board hired Juan Padilla to remove blackberries on site at West Oaks.

**Janitorial Company Quotes:** The Board reviewed the janitorial quotes and chose to stay with ARMOR contracting at this time.

**Budget Discussion:** The Board **APPROVED** a motion by Mary to accept the 2016 budget as presented.

**New projects quotes - Concrete stairs for building E:** WCM is gathering quotes to add concrete stairs to the front of building E.

**Smoke Alarms in Units:** The Board requested that a note go on the next round of statements giving owners notice that the originally installed smoke alarms may need replacement after 10 years.

**Sign Request:** An attending resident noted that the logo for West Oaks is actually a maple leaf. The Board requested that WCM look into getting the logo switched for an oak leaf.

The next meeting of the Board of Directors is December 16th 2015.

The Board meeting adjourned at 7:53pm.