

MINUTES
ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS
March 31st 2016

The Board meeting of the Association of Unit Owners of the West Oaks Condos was convened at New Morning Bakery in Corvallis OR at 6:02pm by Kurt Powell of Willamette Community Management. Directors Denise Wells, Mary Fell, and Katie Lanker were present. Kurt Powell, Willamette Community Management was also present. Resident Chris Allen was present.

Minutes: The Board **APPROVED** the minutes from February 22nd 2016 with a motion by Denise.

Light Timers: The remaining light timers replacing the previously installed photo cells for the exterior lighting at West Oaks have been installed and programmed on site at West Oaks Condos. [This project began back in December and started due to an effort to save long term costs from having to replace photo cells every two years for the exterior lights].

Pool Membership Update: WCM is still waiting to hear from Grand Oaks Apartments to give a final answer on whether they would offer pool memberships to residents of West Oaks for a fee. [At a previous meeting, the Board felt that giving owners an opportunity to have a pool membership at the adjacent facility at Grand Oaks Apartments would be an added value to owning a condominium at West Oaks].

Sewer backup in building H: There was a sewer pipe that got clogged a few hundred feet from a unit causing backups in the condo in two units. Roto Rooter repaired this clog and the bill has been paid. No units reported damage to the interior of their units. Roto Rooter was not able to establish the cause of the clog.

Food Waste Issues: Republic Services has not been regularly picking up the food waste bin on site at West Oaks. WCM will continue to monitor the performance of Republic Services on this matter. [WCM and residents at West Oaks have noticed over the past few months that the food waste has not been picked up regularly.]

Carport Downspout Curves: ARMOR Contracting has installed the downspout curves on the bottom of the downspouts in all of the carports. [The downspout curve keeps rain from hitting the asphalt adjacent to cars and splashing mud or debris onto vehicles].

Financial Review: Schwindt and Co has begun the financial review for West Oaks Condos as approved by the Board in a previous meeting..

H301, H202 purported bathtub leak: The resident and property manager of H301 notified WCM that there might be water damage in the ceiling of H202 due to a cracked bathtub in H301. WCM reviewed the property at H202 at the request of the owner and did not see any damage at that time.

Website Encyclopedia - Trash references: WCM has removed references to the smaller trash enclosure at West Oaks Condos in the online "encyclopedia" on the website to remove any confusion regarding a second trash enclosure.

Tax Return - Finished: WCM completed the federally required tax forms for the association and has sent them to the government.

Landscape Plant Removals: The Board signed a proposal at a previous meeting to remove winter damaged plants on site using Gaia landscape. Gaia Landscape is set to remove the plants on site this next week.

Concrete Surfacing: WCM is still working to obtain quotes for concrete resurfacing at West Oaks Condos. [The concrete surfaces leading to the unit front doors appears to be chipping in some places. WCM is working to find qualified vendors to repair this work and/or replace the concrete leading to the unit front doors].

Old Business

Owner Input: Chris Allen presented concerns regarding noise, alleged businesses on site, and parking enforcement. The Board reviewed the concerns presented by Chris.

Building Maintenance: In the Feb 22nd, minutes, it stated: Maintenance contract by email for janitorial: The Board reviewed the janitorial maintenance contract and requested that the Board review the specifications for the janitorial maintenance contractor to clarify expectations moving forward.

The Board reviewed the contract as stated in the email the Board received from WCM earlier this month and signed it to clarify expectations moving forward with the janitorial maintenance company and nail down expectations moving forward. The **APPROVED** a motion to sign the contract with ARMOR Contracting only for those provisions of the contract that the Board wished to undertake.

On site janitor/craigslist work: The Board reviewed the idea of having an employee or casual, minor, or inconsequential work happen on site at West Oaks Condos but came to no conclusions. Items discussed included tax liability, definition of casual, minor, or inconsequential work, independent contractors, and employees.

Landscaping Perennial plantings: The Board chose not to review the idea of adding perennial planting choices at the condominium due to other topics needing discussion at the meeting.

Soil Amendment Quotes: The Board **APPROVED** a motion to hire Stutzman Services to perform the application of lime and fertilizer on site at West Oaks per their proposal requested by the Board.

NLS Performance: The Board reviewed the performance from NLS on site and discussed the contract with them. The Board is not currently satisfied with the performance of Northwest Landscape Services. The Board requested that WCM acquire contract proposals for landscaping from at least three other landscape firms to review at the next meeting.

WCM Items:

Monument Sign: WCM obtained a quote for a new monument sign made of stone. The estimated cost was \$3300 for the stone work. This would exclude the sign and concrete footing. The Board did not make any decision on this information as they requested costs for the concrete footing as well.

Safety Railings Review: WCM reviewed the scope of work for the safety railings and determined there were some rust spots still on the new railings. WCM notified the vendor of the deficient work. The Board will review the response from the vendor on this topic at the following meeting.

Entryway/Balcony tidiness: The Board reviewed questions regarding what items could be on the entryways to the buildings. The Board determined that small plants would be allowed in front of units, but no other item may remain in the front entries.

Quiet Downspouts: WCM obtained a quote to install new drain lines that attach to each downspout in order to reduce the amount of noise that comes after a heavy rain event. The Board **APPROVED** a motion to have these drains replaced for buildings B and G.

Small Dog Pickup Signage: The Board reviewed small signs encouraging owners to pick up after their dogs. WCM will look at Wilco for signs and will order 4 signs to install on site at West Oaks.

Security - Outdoor Convex Mirror: The Board reviewed a concept of installing small convex mirrors on site at West Oaks. The Board **APPROVED** a motion to have ARMOR Contracting install two convex mirrors on site at West Oaks.

Building Project 2016:

Contract Expectations - Morrison Hershfield: The Board **APPROVED** a motion to accept the scope of work as drafted by Morrison Hershfield for the work to be done on the upper elevations to buildings E - I on site at West Oaks and to have Vial Fotheringham use these expectations when drawing up the contract between Morrison Hershfield and West Oaks Condos.

Asbestos Review: Daniel Hough emailed Bryan Costa with Morrison Hershfield and notified him that state law requires an asbestos survey be conducted by an asbestos surveyor licensed in the State of Oregon prior to any demolition work beginning. Bryan acknowledged and confirmed that the required survey will be conducted. Daniel will verify the survey was done through his position at Oregon Department of Environmental Quality.

The next meeting of the Board of Directors is April 28th 2016.
The Board meeting adjourned at 8:26pm.