

MINUTES
ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS
April 28th 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** a motion to re-write the minutes from March 31st 2106 with additional detail for the Board to review this situation. The Board requested that WCM organize future minutes by topic.

Agenda: The Board requested that WCM send a copy of future agendas to the Board one week in advance of the Board meetings.

Owner/Resident Input: Chris Allen noted that a resident has not moved his car out of guest parking that has remained in the spaces for more than two overnight durations. WCM will follow up with the resident to have the vehicle moved or towed.

The Board reviewed a complaint regarding a strong smell of marijuana cultivation from one unit to another. After reviewing the original resident's complaint, the owner's complaint, the testimony from the community manager, and the testimony of the Board member who was present in person during the alleged complaint, the Board **APPROVED** a motion to consider the strong smell as a "noxious and offensive activity" based on the house rules and the Board **ADOPTED** a motion to notify the owner per the house rules and thus begin the enforcement process. The Board **ADOPTED** a motion to have WCM draft new language for smells in the condominium complex for the Board to review at a future meeting.

Pool Membership Update: WCM again contacted Grand Oaks Apartments asking for an update to the request to allow residents to use the pool at the Grand Oaks Apartments.

Contract Expectations: Vial Fotheringham is working to finalize the contract terms between Morrison Hershfield and West Oaks Condos for the construction defect repair work slated to begin this summer.

Grand Oaks Apartments Notification: The Grand Oaks Apartments gave notice that residents of West Oaks may still be using the Apartment's dumpster. The Board **ADOPTED** a motion to send a notification to West Oaks owners with the next statement reminding them not to use the dumpster from the Apartments.

Building Maintenance:

ARMOR Contract Expectations: The Board of Directors reviewed responses to questions from ARMOR Contracting to the Board of Directors on contract changes in the building maintenance contract. The Board **ADOPTED** a motion not to sign a contract using ARMOR's suggested changes to the Board's last version of the contract. The Board reviewed options on hiring an onsite janitor and an onsite person to change light bulbs.

Monument Sign: WCM presented updated quotes for a stone monument sign. The original estimates from multiple vendors was \$3300 for the stone work and \$1900 for footing. The Board did not make any decisions on this topic.

Safety Railings Review - Warranty Work Review: WCM notified Outdoor Fence of deficient work including pin holes in the powder coating causing rust to bleed out onto the railings. Outdoor Fence is scheduled to meet WCM on site next week to review the powder coating issues.

Concrete Surfacing: WCM contacted Garage Works as well as other concrete vendors to repair the concrete in front of building H in West Oaks. WCM reported to the Board the process that Garageworks would use to put a new concrete sealer on the top of the surface. WCM will forward the quote from Garageworks when it arrives. WCM presented to the Board costs from another vendor to remove and replace the concrete on site. The Board made no decision on these items.

Garbage Enclosure Gate Pin: The Board reported that the pin going into the ground from the gate on the garbage enclosure has been bent and the gate to the garbage enclosure will not close completely. WCM will contact Allied Waste to repair this pin.

Bike Removal: In July, WCM will review the bicycles on site and see if any of them are currently abandoned. WCM will give owners/residents proper notice on the bicycles prior to having the bicycles removed from the site.

Small Dog Pickup Signage: WCM has ordered dog pickup signage for West Oaks and will have it installed in the following weeks.

Security - Outdoor Convex Mirror: The convex mirrors are on site and will be installed by ARMOR Contracting in the following weeks in the garbage enclosure area.

LED Bulb Update: WCM reported that the amount of LED bulbs purchased by ARMOR Contracting don't seem to match the amount of LED bulbs that are currently installed at West Oaks. WCM will research this further and speak with ARMOR Contracting and give the Board a report by the next Board meeting.

Landscaping:

Irrigation - Using an onsite well: Daniel Hough gave a summary regarding the use of well water for irrigation. He summarized that the installation and use of the well may make financial sense for the association. Daniel noted that he would have the vendor who would submit a proposal to the Board contact WCM to setup a time and date to review the idea on site and submit a proposal. Daniel also summarized the concept of rain water collection on site for the use of irrigation. The Board did not make any decisions on these topics.

Landscaping: Perennial planting choices from the Board: This topic was postponed until the next Board meeting.

NLS Performance: The Board reviewed landscape maintenance quotes from other vendors and **ADOPTED** a motion to send a 30 day termination notice to NLS and hire Shonnards to perform landscape maintenance at West Oaks from June 1st till Dec 31st 2016 at a cost of \$1,910 per month.

Landscape Plant Removals: Gaia Landscape is scheduled to remove the identified plants discussed in the last Board meeting minutes this following week. The Board **APPROVED** a motion to have WCM get a specific date for completion from the vendor if the removal is not scheduled for this week and to notify Gaia Landscape that the bid may be given to another vendor if the work is not completed within the scheduled timeframe.

The next meeting of the Board of Directors is May 26th 2016 at 6:00pm at New Morning Bakery.

The Board meeting adjourned at 8:26pm.