

## **West Oaks Condos 2007 Annual Meeting**

Annual Meeting — called to order at 6:45 on December 06, 2007 at Fair Oaks Fire Station by Brad Atchley, C.M.I.

Attendance — Brad Atchley and Matthew Souza (C.M.I.): Jane Wright, David Doughman and Colt Leonard (Board): and Brian Egan and Christopher Allen (Owners). Debra Ricciotti gave a phone proxy for a quorum.

Election of officers — There were two vacancies. Brian Egan was elected and was appointed president by acclamation. A notice will be sent to owners stating there is a vacancy on the board.

Budget — The annual budget was presented in preliminary form. It will be looked at further so it was not approved at this time.

Meeting adjourned at 7:15

Jane Wright - Secretary

### **December Board Meeting 12/06/07**

Attendance — Brian Egan, David Doughman, Colt Leonard and Jane Wright

The minutes for the October board meeting were approved. There was no Nov. board meeting.

Because of time constraints, the meeting was temporarily adjourned and reconvened on 1/10/08

### **Continuation of December Board Meeting 1/10/08**

Attendance — Brian Egan, Jane Wright, David Doughman. Colt Leonard was absent

Liability Insurance — It was voted on and accepted to increase the liability insurance for the board and association to a two million dollar umbrella. Jane made the motion and David seconded it. Brad\* will proceed with this.

Landscape — Jane reported that TruGreen Landscape Co. has been hired and will start on Jan 1st, 2008.

Gutters — It was decided to keep the gutter co. we have because it is working and gutters are cleaned on a regular basis.

Parking — Issues around parking were discussed once again. This will be added to the Feb. meeting.

Property Management — The question of long distance property management was discussed. C.M.I. management fee is 1/6 of our budget. No action is proposed at this time.

Late Payments — We discussed the number of late payments. Brian\* will try to get data on how many there are and who the worst offenders are and will make contact with them.

Garbage — Issues around garbage were discussed. Shutting down the front garbage bin is one suggestion. This topic will be on the agenda for the February meeting.

Roof — Brian\* will call our lawyer to discuss the roof and inspection report concern.

Apt Pool — Brian\* will contact the apartments to investigate the issue of using the pool.

Budget — By an email vote, the 2008 budget was approved.

Because of time constraints, the meeting was temporarily adjourned and reconvened on 1/17/08.

#### Continuation of December Board Meeting 1/18/08

Attendance — Brian Egan, Jane Wright, David Doughman, Colt Leonard

Board Trip — Colt and Brian will take a field trip to Portland to review documents.

Monthly Board Meeting — The first Thursday of each month. The next meeting will be on 2/07/08. David\* will check to see if King's Crossing meeting room is available.

E-Mail — Brian\* will ask Brad to send him all email addresses so that owners can have notices and information via email.

C.M.I. — Brian\* will get information from C.M.I. regarding several budget line items.

Late Fees — Any money due to the homeowners puts a lien on the property. Brian\* will call the owners who are chronically overdue. Brian\* will invite Dave Stubbs to the Feb meeting to explain this.

Reserve Study — This was done in 2005. There was discussion but no decision as to whether it should be redone.

Financial Review — Brian suggested a financial review be done in 09 with the cost being about 2,500. No action was taken. This will be revisited during the 2009 budget planning.

Construction Issues — Our lawyers have sent to the attorneys of Willamette Builders, a

request to remedy construction defects. We are under budget for follow up inspection and legal fees. We may need to levy a special assessment, depending on the result of the letter.

Contracts — Jane has copies of most of the contracts.

Sweeping — David\* will contact the apartments to see who does the sweeping of their parking lot and see if we can use them also. If not, other sweepers will be investigated.

General Maintenance — Jane\* will check with the apartment maintenance person to see if he could maintain the condo site also.

Next Meeting — 2/07/08 at King's Crossing.

Jane Wright Secretary

\* after a name denotes a task to be completed