

**West Oaks Condos HOA Board Meeting
June 3rd, 2008**

Attendance: Brian Egan, David Doughman, Colt Leonard, Jane Wright – board members; Doris Tirado absent. Carl Rutledge and Mary Fell – owners. David Stubbs, DLS Associates – future property manager.

Owners Forum:

Mary Fell inquired as to why numerous fire trucks had been on site. Apparently smoke had been reported but no damage.

Mary also expressed concern about no irrigation sprinklers being on yet.

* Jane will check into this although it is believed that they are turned on at night.

Approval of Minutes: Colt moved to approve the May minutes; David seconded, and the motion passed unanimously.

Treasurer's Report: Colt had not yet received last month's report from CMI. It was noted that Debra still was being paid to sweep the stairwells; the board will ensure the work is being done, and will decide whether to continue this service.

Old Business

Construction defect lawsuit: Mark Rose of Morrison Hershfield has sent the report for the Phase 2 inspection to the HOA's lawyers and to the board. We do not know the cost of repairs yet. The suit has been filed officially.

When owners sell, they must state in their Seller's Disclosure that there is a current lawsuit for construction defects in the common areas (each owner also owns 1/95 of the common areas). There is a statement written by the HOA's lawyer on the home page of the WOC web site (www.westoakscondos.org).

Electrical Repairs: It was decided to replace parking lot floods that had defective ballasts with completely new fixtures. * David Stubbs will call Jon Voltz and tell M&H Electric to proceed.

Delinquent Accounts: Several owners are behind in monthly homeowners fees. C.M.I. has been sending each delinquent account to the collections attorneys. The owner with the highest delinquent fees is in foreclosure. Brian suggested that all accounts that are in collection stay in collection, but that future delinquent accounts first be handled by Dave Stubbs. David moved to formalize the recommendation: nothing will be sent to the collection attorneys unless instructed by the board after other dispute resolution techniques have been tried. Colt seconded; the motion was passed unanimously.

Board Treasurer Vacancy: Colt is resigning effective immediately, and will write a letter of resignation. Colt was thanked for his service. The Treasurer's position involves oversight of the monthly statements. * Brian will put up posters in the stairwell asking for volunteers.

Bark Dust: David investigated bark prices at the Bark Place. It is \$950.00 delivered but not spread, and \$1150.00 blown in. The estimate from TruGreen was \$4,500.00 but these prices are difficult to compare because the exact amounts of bark for each are not known. * Jane will give Dave Stubbs the name of our new TruGreen person, and have Dave ask for a site visit. * Dave S will also talk with the Bark Place in Philomath to get more information about the amount of bark dust in the bid. It was discussed and approved that we get some bark dust this year for Buildings A, B, and I, because those parts of the property are most visible.

New Business

DLS Associates: Dave Stubbs of DLS associates was introduced. Within the next three weeks Dave will announce the new payment process for HOA assessments. * Dave* will get a post office box for the Association. The board instructed Dave to a bank account for the Association at Washington Mutual; Brian, Jane, and Dave Stubbs will be signers. * Brian will request \$5,000.00 from CMI to open the account. Dave Stubbs recommended that we dissolve the petty cash system, since it is difficult to audit; the board agreed. Dave also asked if we could move from the Accrual accounting system that CMI uses to the Cash system that most associations use, once DLS Associates takes over. Colt moved for approval and David seconded; the motion passed unanimously. David Stubbs took custody of the \$150.00 in cash currently Petty Cash and will give Brian (as temporary Treasurer) a receipt for it.

Speed Limit: Speeding in the parking lot is a concern. A speed limit resolution may have to be made in the future.

Dog in H-201: A note was posted on the door reminding the residents to ensure that their barking dog does not disturb the peace.

Abandoned bikes: Brian removed two abandoned bikes from the property after due notice was given; one went in the dumpster and the other was donated to Goodwill.

Taxes and Corporate registration for the HOA: Are reported to have been paid by CMI; Dave Stubbs will follow up.

Water Meters: Each unit does NOT have its own meter, so the HOA must continue to be responsible for all water consumption in the complex, passing the cost on to all owners in their assessments.

Handyman request: Jon of A.R.M.O.R. has asked to put a small storage unit in the west garbage area; the board denied the request for the present. Permission was granted to make the door on the west garbage area stronger, and to get an outside electrical outlet in that area. John also will repair the dented downspouts in the carports.

Meeting Notification: Brian would like to move to email notification of meetings in the future. Dave Stubbs will arrange an “opt in” process in the next few months.

Posting of minutes: Jane will post each month’s minutes on the bulletin board.

Next Meeting: Tuesday, July 8th at 6:30 in Room D of the Northwest Hills Community Church, 3300 NW Walnut Blvd.

* after a name denotes a task to be completed