

## **West Oaks Condos HOA Board Meeting October 27, 2011**

**Attendance:** Doris Cancel-Tirado, Brian B. Egan, Mary Fell, Jane Waite (née Wright) – board members. Kurt Powell of Willamette Community Management – property manager. Laura Benzing, Timothy Rabas, and Robert and Medora Stevens – owners/residents.

**Approval of Minutes:** The minutes from the September meeting were approved as posted on the web site.

**Treasurer's Report:** Mary Fell, Treasurer, reported the finances were in order.

**Owner's Forum:** Laura asked whether the assessment surcharge would continue in 2012. The board responded that this would be covered later in the meeting.

### **Property Manager's Report:**

- Three accounts are delinquent. One account is out of state. \* Kurt will send a note to the debtor in Bldg E.
- Gutters: All gutters have been cleaned; no roof anchors were installed.
- Carport repairs: The board voted to approve \$1,200 for carport gutter and roof repairs, to fix damage caused by unknown trucks running into two carport buildings.
- Dryer vent cleaning: Jon of Armor Contracting is cleaning three units' dryer vents as a feasibility study.
- Gas Lines: NW Natural has inspected them, and they will be inspected again in 2012.
- Directors' and Officers' (D&O) insurance: no action at this time is necessary. In 2012, the board will investigate changing to a \$10,000 deductible.
- Sprinkler Repair: All sprinklers are fixed and are now turned off. \* Kurt will talk to TRU-Green about filling in a hole remaining from a tree removal between building G&H.
- Yellow jackets: Have left the property.
- Pressure Washing: Jon of Armor has completed the work and submitted an invoice.
- Bark Dust: Applied. \* Kurt will contact the vendor about some starved spots.

**Post-Lawsuit Repairs:** Morrison-Hershfield's initial proposal for consultation was received via email. There are 3 options: go with this contract as is, go through an open process, or get one more competitive bid. The board voted to have Sean Gores Construction give a bid, and to get 1-2 additional bids (at an estimated \$1,000 each). \*

Brian will call T.Gerding and ask for a bid and talk to Mark Rose about J-2 Building Consultants.

**Deck and Patio Maintenance:** Owners own the decks and patios but the Association can put restrictions on what can be done to them. An owner requested permission to paint his deck; the board disapproved the request because exterior repairs will be started early in 2012. Future requests will go directly to the Architectural Review Committee.

**Budget:** The board discussed whether the reserves are adequate, because all repairs have not been made. The board voted to adjust lines 571 (Allocation to Construction Defect Reserves) and line 581 (Allocations to Operating Budgets), and to eliminate the current 33% surcharge effective January 1, 2012.

**Hazard Insurance:** This item was delayed until the January 2012 meeting.

**Parking:** Kurt has been driving through the parking lot and putting notes on cars that are parked improperly. Kurt himself must be on site to do any actual towing.

**Open Meeting Law:** The board reviewed Kurt's input that Oregon's Open Meeting Law states that important topics cannot be discussed over emails, but rather must be discussed at the regular meeting.

**Barking/Dangerous Dog:** An owner reported a dog in Bldg I to be a constant barker and aggressive when off-leash. \* Kurt will talk with the dog owner.

**Hodgekinson Street LLP Mediation Bill:** The board approved payment of the final mediation bill.

**Email Invoice:** Brian B. Egan hosts and maintains the HOA's web site at no charge. He requested reimbursement for the extra cost GoDaddy charges for the HOA's email: \$39.95 every four years. The board (Brian abstaining) voted to pay this bill.

**Videoconferencing with Morrison Hershfield:** This topic was tabled until the next meeting.

**The Annual HOA Meeting** and December board meeting will be Thursday, November 30 at 6:00 p.m. at NW Hills Community Church, 3300 NW Walnut Blvd. \* Kurt will purchase two \$20.00 Starbucks gift cards for a drawing among for attendees and those whole mailed in their proxies.