

West Oaks Condos HOA Annual and Board Meeting December 22, 2011

Annual Meeting

Attendance: Doris Cancel-Tirado, Brian B. Egan, Jane Waite, and Denise Wells (Mary Fell, absent) – board members. Lee and Bob Brown, Christopher Allen, Kathleen Lehman, Medora and Robert Stevens – owners. Kurt Powell of Willamette Community Management – property manager. Sean Gores of Sean Gores Construction, Mark Rose and Caleb VanderMolen of Morrison-Hershfield Engineers – guests.

Quorum: A quorum was established (Oregon law drops the quorum at a rescheduled meeting to 50% of the original quorum) and the Annual Meeting could proceed.

Approval of Minutes: The minutes from the 2010 annual meeting were approved as posted on the website.

2012 Budget and Assessments: It was announced that the assessment surcharge would not continue into 2012, and that the assessment rate would not increase.

Election of Board Members: Jane Waite's and Mary Fell's terms in office expired on December 31, 2011. In a call for candidates, Robert Stevens and Mary Fell were nominated and seconded. Both were unanimously elected to serve three-year terms.

The board and the community wish to express their appreciation to Jane Waite for her long service and hard work on the board.

Post-Lawsuit Repair Status:

Mark Rose did a presentation on the scope of repairs. We are hopeful that construction can begin in March. There are 10 specific areas of repairs. Morrison-Hershfield is the designer of record and will issue payments for work done. Tenants do not need to move out of the units. Mark Rose will communicate with the Board and WCM. It may be possible to set up a web conference to avoid travel costs.

Sean Gores of Sean Gores Construction did a presentation on his bid for repairs. Sean said that he does not subcontract out his work; he maintains a large and diverse full-time staff. He will work for a "not to exceed" price. A project manager will be on site. All work will be guaranteed for ten years.

Adjournment: The annual meeting was adjourned.

December Meeting

Attendance: Doris Cancel-Tirado, Brian B. Egan, Jane Waite, and Denise Wells (Mary Fell, absent) – board members. Christopher Allen, Medora and Robert Stevens – owners. Kurt Powell of Willamette Community Management – property manager.

Approval of Minutes: The minutes from the November meeting were approved as posted on the website.

Treasurer's Report: Brian reported for Treasurer Mary Fell that the finances are in order.

Owner's Forum: No discussion.

Property Manager's Report:

- Parking: WCM has been doing drive-arounds at a variety of times to monitor.
- Delinquent accounts: Two accounts are overdue to the point of concern, and liens have been put on two other units whose assessments are seriously in arrears.
- Dryer vents: Jon Voltz continues to work on dryer vent cleaning.
- Bldg. G complaint: Garbage is often set outside the door of G-201. * Kurt will send a letter to the owner and the tenants. After a discussion of this long-recurring problem, the board voted to fine the owner.
- Bldg. H damage: Unit H-201 has broken glass in one window. * Kurt will check on this.
- Exterior lighting: Christopher Allen, chair of the lighting investigation committee, will do a detailed investigation of lighting problems and solutions, and will report at a future meeting.
- Bldg. C lighting: both exterior lights are not working. * Kurt will check on this.
* Kurt will also continue to check on timers instead of photocells for the lights, and will replace photo cells in the buildings that are not safe.

Next Meeting: The January board meeting will be Thursday, January 19th, 2012 at 6:30pm at the Timberhill Starbucks.

After the January meeting was adjourned, the board conducted an executive session to discuss repair contract options.

* by a name denotes a task to be done