

# **West Oaks Condos HOA Board Meeting January 19, 2012**

## **Call to Order**

Meeting called to order at 6:30 PM.

## **Attendance**

Brian B. Egan, Mary Fell, Denise Wells, Doris Cancel-Tirado, Robert Stevens – Board Members;  
Christopher Allen (A-104) – Owner's Representative; Beth Powell of Willamette Community Management (WCM) – Community Manager

## **Election of Officers**

Brian Egan and Mary Fell were elected to continue as Chair and Treasurer, respectively. Robert Stevens was elected as Secretary.

## **Approval of Minutes**

The December 2011 Board Meeting minutes were unanimously approved as posted on the website.

## **Treasurer's Report**

Mary reported that the accounts were reconciled.

## **Owner's Forum**

No discussion

## **Community Manager's Report** (Beth)

- WCM has been doing parking enforcement and a few people were almost towed, but were able to talk their way out of it. The Board agreed unanimously that WCM should not stop the towing company from doing their job even if people try to stop it. Mary said people would only start following the parking rules if it impacts them financially.
- A letter was sent to an owner about a noise complaint.
- No more complaints were received about dogs.
- Four (4) accounts were three (3) or more months past due and three (3) already had liens filed. One of the delinquent accounts is 'for sale' and we will be paid when it sells.
- WCM has contacted several companies about dryer vent cleaning and none would do the work after the construction finishes. Sean Gores Construction (SGC) could add this work to the contract if the Board wants it done. Jon at Armor does not want to do this work anymore because it is out of his scope of services.
- SGC was to be onsite at 9 AM (January 19) to address the additional leaks reported in Buildings A and I.
- An inquiry about a satellite dish was received, but no formal request has been submitted.

## **Lightning Committee Report** (Christopher)

- It was reported that photocells were replaced.
- He walked the property with a representative from Solid Ground Electric who mentioned the Association could save money by replacing building wall pack units on buildings during construction.
- There is a 35% rebate from Oregon Energy Trust available for using LED technology.
- Kurt told him that Jon at Armor has already been replacing old sodium lights in building wall packs with new LED lights as needed. The Board agreed unanimously that replacement with LED lights should be continued since more efficient bulbs will save money.
- All Board Members agreed to have their units be used in a test of new LED lights in the fixtures adjacent to front doors. If the response is positive there is a possibility that all front door fixtures could be replaced.
- It was reported that Pacific Power fixed the street light on Grand Oaks Drive.
- Brian asked Chris to send him an email about his recommendations for lightning replacement that could be done with construction.

## **Discussion, Decision, and Information Items**

*Construction Project*

- Morrison Hershfield (MH) submitted their cost estimate for design and construction oversight in the amount of \$82,000. Brian told them he thought it would be about \$40,000. The costs are negotiable.
- Brian said the critical path is getting a contract signed with MH. Other tasks cannot happen if this step occurs.
- MH told Brian their total costs and the costs for SGC for work MH determines to be necessary will fit within the money we have available. MH indicated to Brian that no financing or special assessments would be needed.
- Brian asked Board Members to read the MH contract carefully and be ready to vote to approve at a future meeting.
- MH was fine following Jason Grosz's (HOA Attorney) recommendation with how a letter of intent with SGC should be worded.
- Brian reminded the Board we are here to make key decisions. MH is responsible for making tactical decisions.
- There was agreement not to continue pursuing a possible videoconference with MH.

#### *Landscaping*

- The Board agreed unanimously to tell TruGreen no changes to landscaping would be considered until after construction.

#### **Next Meetings**

A Special Meeting would be held on January 25, 2012 at 6:30 PM. The next Regular Meeting would be on February 16, 2012 at 6:30 PM. Both meetings would be at the Timberhill Starbucks.

#### **Adjournment**

The meeting was adjourned at 7:30 PM. The Board went into Executive Session after adjournment. No minutes are recorded during Executive Sessions.

#### **Following Executive Session**

The meeting was called back into order to vote on business discussed during Executive Session. The Board unanimously approved having WCM not take on project coordination work during the construction project because MH will handle those tasks. The meeting was adjourned again.