

**West Oaks Condos HOA Emergency Board Meeting
April 3 and 10, 2012
Timberhill Starbucks**

Call to Order

Meeting called to order at 6:40 PM on April 3rd.

Attendance

Brian B. Egan, Denise Wells, Mary Fell, and Robert Stevens - Board Members; Kurt Powell of Willamette Community Management

General Discussion

The Board agreed that all items not related to the rehabilitation construction project (i.e. landscaping) will not be discussed until the construction project is finished.

Construction Project Discussion

- Jason Grostz, Association Attorney, will be holding off on contract review with general contractor until the scope of work and cost estimate is fully developed with Morrison Hersfield (MH).
- Since the repair of stairs is a key component of the upcoming construction, Jon at Armor will not alter any of the stairs and only tighten bolts.
- The Board agreed that a homeowner notification letter will be sent to owners and Robert will prepare a draft for the Board to review prior to distribution.
- Board members agreed that the contingency fee of \$75,000 requested by MH to be added to the cost budget not be allowed.
- Board members agree that flash-in-place should be the default window repair technique if MH believes that it is the best option.
- Jon at Armor will do necessary unit inspections after a letter is distributed and a deadline has passed for owners to self-report the information.
- Updated Sean Gores Construction (SGC) costs were reviewed and there were contradictions in the numbers. Brian will clarify at a meeting on April 4th with MH.
- The potential of another assessment surcharge was discussed.

Continuation

The emergency meeting was adjourned until April 10th at Timberhill Starbucks. On April 10th the meeting was re-convened at 6:35 PM with the same people in attendance (Doris Cancel-Tirado arrived at 7:23 PM).

Additional Construction Project Discussion

- Brian reported on an impromptu site visit he made in a unit. He found issues with some windows and residents not following common sense maintenance practices. It took about 10 minutes to do a unit inspection.
- Brian reported on the outcomes from the April 4th lunch with MH in Albany.
- Brian called Scott Spears with MH at this point in the meeting to get clarification on the preliminary cost estimate. Based on this phone call, Brian reported that MH believes \$77,000 is a good estimate for the roof repairs. The phone call also indicated that MH does not think we need to do unit inspections. MH also indicated during the call that a structural engineer had inspected the stairs from thousands of photographs already taken during the lawsuit and submitted an assessment to MH. SGC will use the structural engineer assessment to determine whether the allowance budget of \$20,000 is sufficient for stair repairs.
- MH indicated that they do not recommend flash-in-place and Board agrees to follow this recommendation.
- Brian reviewed the required costs in the draft construction project (just over \$1 million). With roof and stair repair allowances, as well as, amount due to MH the amount of money from the settlement is just enough and any additional money would have to come from special assessments, loans, or reserves.
- Brian told MH in the meeting in Albany that the Board agreed that a simpler window trim should be used to save costs.
- Board Members were anxious to get the contract review with a contractor started. Brian agreed to call Jason and tell him to get this process started as soon as possible.
- The Board APPROVED an additional amount up to \$300 per month for WCM to bill the Association as needed during construction to cover additional costs.

- Robert reported that the initial homeowner notification letter was finished and he would revise it further before emailing it to the Board again. The letter will be reviewed at the April 26th regular meeting and the Board also wants to distribute it on unit doors to ensure tenants get the information as well.

Adjournment

The emergency meeting was adjourned at 7:54 PM.