

MINUTES
ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS
October 27th 2016

The Board of Directors meeting of the West Oaks Condos Owners Association came to order at 5:25pm in unit G104 at West Oaks Condos located at 6298 SW Grand Oaks Dr. Board members Katie Lanker, Denise Wells, and Daniel Hough were present. Owners Michelle and Gate Chanjamsri were present. Kurt Powell of Willamette Community Management was also present.

Owner Input: Gate and Michelle Chanjamsri came to the Board meeting to discuss the next steps of the enforcement on the noise issues. The Board **ADOPTED** a motion to give the owners information for the property manager of the unit above in the hopes of finding resolution.

WCM Report:

Monthly Financial Report: The Board **ACCEPTED** the financial report for the month of September.

Blackberry Treatment and Bids: The Board reviewed the bids for spraying and removal of blackberries behind the garage next to the garbage enclosure. The Board **ADOPTED** a motion to have Shonnards spray and cut down the blackberries.

Shonnards Review and plant choices: The Board **ACCEPTED** the suggested plant choice from Shonnards to replace the groundcover in front of buildings E and F. The Board reviewed a request from shonnards to use electric blowers. The Board **DENIED** the request and requested to continue using brooms and rakes.

Parking Lot Maintenance: The Board reviewed the parking lot striping work completed by McGovern Maintenance and **ADOPTED** a motion confirming that additional work must be completed in order to fulfill the contract.

Bark Dust: The Board **ADOPTED** a motion to allow Daniel to make the final decision on what bark product should be blown in on the grounds at West Oaks and to have WCM get the bark installed during the next 30 days.

Janitorial Services: Gate noted that some of the vendors may have swept leaves underneath the stairwells. The Board **ADOPTED** a motion to have WCM talk with both vendors on leaves underneath the stairwells.

Owner Input: Daniel noted that the recycling bins still do not have the new recycling stickers but that the Grand Oaks Apartments appear to have new stickers. WCM will follow up with Republic Services to have the stickers added to the recycling bins at West Oaks Condos.

Garage 6 has the lock broken. WCM will talk to the property manager to have the lock repaired.

One garage (25) has damage around the garage door. ARMOR Contracting is currently repairing the door. WCM will charge the cost of the repair to the owners.

Daniel noted that there are a few additional bikes with flat tires. Daniel asked that WCM put new tags on the bikes at the complex with flat tires. WCM will review these bikes and tag them for removal.

Building D 302 has a gutter that's coming off. WCM Will have a vendor repair the gutter during the next month.

The railing next to building D is 20 degrees crooked. WCM will have ARMOR Contracting take a look to repair this if it's possible.

The Board reviewed the lack of landscaping at the entrance to West Oaks. The Board **ADOPTED** a motion to ask Shonnards for a proposal for the entrance with new landscaping.

Gate noted that it would be helpful to have garbage containers to throw away the dog trash cans.

Gate noted that it would be helpful to have more dispensers. The Board **ADOPTED** a motion to have WCM install two additional dog stations on site and to add garbage cans with lids to all of the dog stations and to have the cans changed once per week with the current vendor.

Quarterly Newsletter started: The Board **ADOPTED** a motion to start with a quarterly newsletter to be out January 1st 2017.

Board Action Items:

Minutes: The Board **ADOPTED** a motion to accept the minutes as amended from September 29th 2016.

Pet Registration Resolution/Form for Owners: The Board reviewed a pet policy at West Oaks but made no decisions on the matter.

Gutter/Roof Cleaning Quotes: The Board **ADOPTED** a motion to expand the search for cleaning gutters and cleaning off the roof to get additional quotes.

Reserves Review / Budget Review 2017: The Board reviewed the 2017 budget. The Board requested that WCM notify owners that there will be a 5% increase in the assessment for 2017.

The Board **ADOPTED** a motion to change the transfer fee to be \$150 effective Jan 1st.

The next Board meeting will be November 17th at 5:15pm at G104.

The Annual meeting will be on December 22nd 2016 at G104.

The meeting adjourned at 8:23pm.