

BOARD MEETING MINUTES

ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS – May 29th 2014

The Board meeting of the Association of Unit Owners of the West Oaks Condos was convened at the Market of Choice meeting room at 6:35pm by President Mary Fell. Directors Mary Fell and Denise Wells were present. Kurt Powell, Willamette Community Management was also present. Two owners from West Oaks were also present.

Minutes: The Board **APPROVED** the minutes as amended from March 27th 2014.

Owner Forum: One owner asked questions on the following topics:

*Will West Oaks consider implementing a food recycling program on site? [The Board wishes to get the current garbage cleanliness issues in the east garbage enclosure under control before they begin considering a new food recycling program].

*There seems to be a continuing issue with gas lines behind the range in some units that appear to be misplaced causing the range to sit farther out from the wall than normal. [The Board asked WCM to look into whether NW natural would be willing to perform an inspection at the units at West Oaks on this topic. WCM will also send an email to owners asking them if they would like units checked after WCM gets information from NW Natural on the topic].

*Is there any interest in having solar power be installed at West Oaks? [The Board hasn't considered this topic before but is interested in reviewing the topic after some of the current issues are resolved (stair tread installation, garbage enclosure installation, etc)].

*Is there any interest in replacing the light fixtures on the outside of units with a higher quality fixture? [The Board has not considered this item before but will review it in the future].

*Are there any current leaky toilet issues in the community causing high water bills? [Units are not individually metered at this time at West Oaks. WCM continues to monitor the water bills for West Oaks and currently there is no indication that any building has issues related to leaky bathroom fixtures].

*Is the Board interested in offering automatic payments or electronic statements for West Oaks? [The Board currently offers electronic statements to owners and will put a new note at the bottom of statements giving indication of this. Owners currently have an option to use a bill pay system to pay West Oaks through their local financial institution].

WCM Report:

Some of the painting on the railings is failing. WCM will contact owners in the community with an email to ask if any owner has current flaking happening on their railings and to draft and send a letter to Sean Gores Construction noting this issue and requesting they come back to paint the railings at West Oaks. WCM will research the topic of painting and find the exact dates on when the painting occurred.

Sean Gores Construction arrived on site during the past month to repair stuck vents in the sides of buildings and to perform warranty caulking on site.

The Board reviewed on quote for pressure washing in West Oaks. WCM noted that the Board will receive another quote for this work in the coming weeks.

WCM noted that the parking lot will be restriped at no cost by Darin's Stripe-a-lot for warranty reasons. In preparation for this project, WOC will be pressure washing the area to be painted in July or August.

The Board requested that WCM send enforcement letters to owners with patios in need of being cleaned up.

The Board reviewed maintenance to limited common areas such as the patio and who maintains the concrete, painting, and cleaning. [Owners are responsible for the cost of the maintenance, but WOC will pay for and perform the maintenance].

The current landscaper is removing the dead shrubs in the neighborhood and WOC is getting quotes for the plant replacements from multiple vendors as well. The current landscaper also performed irrigation repairs to the irrigation in front of building I as well.

WCM is having the electrician perform an electrical repair to the ballast in front of building H.

WCM reviewed collections activity with the Board at West Oaks. The Board **APPROVED** a motion made by Mary and seconded by Denise to send one account to Vial Fotheringham for collections.

WCM gave a report of the last round of enforcement of personal items left in the entryways of units in West Oaks.

The Board reviewed the WCM report on parking enforcement at the condominium complex and its effectiveness.

WCM gave a report of a noise complaint in the community.

The Board **APPROVED** a motion made by Mary and seconded by Denise to have Stover Neyhart perform a financial review for the association for the calendar year of 2013.

The Board reviewed a gutter repair situation in the community and **APPROVED** a motion made by Denise and seconded by Mary to have the gutter repaired, to have one gutter downspout installed at West Oaks.

WCM reviewed the status of window replacements in West Oaks from failed seals or failed insulated glass units.

The Board reviewed the insurance requirements to owners and those owners who have not yet provided proof of insurance to WOC. The Board **APPROVED** a motion made by Denise and seconded by Mary to fine those owners 29 days of fines for not having provided proof of insurance to the HOA.

The Board **APPROVED** a motion made by Denise and seconded by Mary to increase the employee dishonesty coverage for the HOA to be \$350,000 total.

The Board has been meeting every two months and would like to move to monthly meetings – especially in the summertime. The next meeting of the Board will be June 26th 2014.

The Board **APPROVED** raising the Board members from 3 members to 5 members with a motion made by Denise and seconded by Mary.

The Board **APPROVED** a motion made by Denise and seconded by Mary to appoint Katie Lanker and Daniel Hough to the Board of Directors.

The meeting adjourned at 7:45pm.