

**MINUTES**  
**ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS**  
**June 18th 2015**

The Board meeting of the Association of Unit Owners of the West Oaks Condos was convened at the Market of Choice meeting room at 5:46pm by Kurt Powell of Willamette Community Management. Directors Denise Wells, Daniel Hough, Mary Fell, and Katie Lanker were present. Kurt Powell, Willamette Community Management was also present. One resident was present.

**Minutes:** The Board **APPROVED** the minutes from April 23rd 2015 with a motion made by Katie.

**Financial Statement:** The Board **ACCEPTED** the financial statements for April and May with a motion made by Mary.

**WCM Update:**

**AC Install Requests:** The Board **APPROVED** two AC installation requests and **DENIED** one request as the request did not match the new policy.

**Light Timer installation:** The light timer for building B has been installed. The Board **APPROVED** a motion by Denise to install a light timer for building F as one of the photocells have died.

**Concrete Curb and Fill Dirt:** Katie Lanker will give WCM the name of a vendor to do the concrete curb installation. If that vendor cannot do it for less than Stearns quoted, then WCM will have Ned Stearns Concrete install the curb.

**Garage Assessment Correction for 2016:** When the assessments were changed for 2015, the garage assessments remain unchanged when they should have risen slightly with the assessment as they were thought to be for reserves. WCM will make an adjusting journal entry in December 2015 for the Jan-Dec assessments for those owners with garages and assess each owner an additional few pennies per month for the calendar year of 2015. The Board **APPROVED** a motion made by Katie to accept the plan from WCM for the garage assessment correction.

**Comcast Boxes:** WCM reviewed the Comcast cable exterior boxes at West Oaks with the Board of Directors. The installed Comcast boxes on site at West Oaks will not change to be a new design. WCM will remove the flashing currently installed above these boxes as the flashing does not help prevent water intrusion.

**Sign at Entrance with Web address:** The Board **APPROVED** a motion made by Daniel to accept a design for the web address sign to be installed at the entrance for West Oaks.

**Gutter Repairs - Steelport and Shonnards:** The Board requested that WCM look into local sheet metal vendors to get a new design for the carport gutter fascia and to speak to gutter companies to see if they are able to retrofit a standard gutter to the carport design. If it is not economical to change the design, WCM will proceed with having Steelport repair the gutters as originally planned.

**Power Washing Costs - Unit Decks:** Three owners requested to have their decks pressure washed on site at West Oaks. Only one of them was pressure washed while the other two did not allow access to the vendors. The Board **APPROVED** a motion by Denise to charge the added costs from the pressure washing vendor to each owner who requested pressure washing on their decks.

**Deck Railing Repair:** One owner repaired their deck railing during the month.

**Doorbell issues on units:** A resident recently reported to the Board that some exterior doorbell covers in the community are beginning to show signs of cracking. The Board requested this be a newsletter item.

**Locks for Irrigation Boxes:** WCM attempted to get new locks with unique keys for irrigation controllers in the neighborhood but was unable to source new locks. The locks for the irrigation controllers will remain unchanged.

**Dog station Bags:** WCM purchased a supply of dog station bags for the association's new dog stations.

**Fence between Grand Oaks Apartments and Condos:** WCM checked briefly into the thought of putting a fence or gate between the apartments and the condos and found that the fence would not be easily approved by the City of Corvallis.

**LED Lights at carports:** WCM checked briefly into the thought of using LED replacements for the fluorescent bulbs in the carport fixtures and found that the change was not worth the effort at this time.

**Garbage Enclosure Painting:** The garbage enclosure should be painted this weekend at the very latest.

**Food Recycling:** WCM has contacted Republic Services to install a food cart in the new garbage enclosure and to remove one recycling container.

**Janitorial Specifications/Companies:** WCM is working on a janitorial specification. The Board will review the specification and send it to the Board for review as well. Once finalized, the Board requested that this be sent to vendors for obtaining quotes prior to the next Board meeting if possible.

**Units sold:** WCM gave a report on the number of units being sold at West Oaks over the past 30 days.

**Owner Notice:** One owner submitted a notice to the Board that they intend to begin a sound proofing design for their unit to alleviate noise coming from an adjacent unit.

**Light Bulb Replacement/Fixture Replacement:** WCM gave information to the Board on a recent fixture replacement in the condos that needed to happen as the fixture was broken.

**Owner Forum:** Denise noted that the grounds are in need of improvement as the current landscaper is not picking up trash on the grounds during their work. Mary expressed interest in conserving water in the landscaping.

**Landscape Specifications:** The Board reviewed the current set of landscape specifications. The Board will review them again over the next month and obtain quotes to hire a new landscaper with separate pricing with or without air blowers to clean the sidewalks and for leaf removal. The Board will review the quotes when they arrive.

The Board requested a quote to sweep the parking lot in West Oaks.

**Irrigation Work:** The irrigation renovation from Shonnards Landscaping is complete. WCM will begin the process of inspection on this landscaping over the next few weeks and will then issue final payment.

**House Rules Update:** The Board **APPROVED** a motion made by Mary to adopt the House Rules revisions for Bicycle Parking, Guest Parking, and BBQs. WCM will put these in a newsletter and distribute them to the community in a future mailing.

**New Revision and Allocation spreadsheet for future Budget Meetings :** WCM gave a new reserve allocation spreadsheet for the Board to review. The Board reviewed the document and made additional adjustments to the spreadsheet.

**Reserve activities:** The Board will be reviewing Asphalt Sealcoat/Striping Quotes, stair tread repairs, safety railing repair at a future Board meeting. The Board reviewed notices for bicycles and **APPROVED** a motion by Katie to notify owners that the residents must pump up the tires of the bicycles or the bicycles will be removed after a notice is posted on each bicycle whose tires are not pumped up.

The Board **APPROVED** a motion by Denise to have the stairs pressure washed by Valley Pressure Washing.

**Building Envelope Condition Assessment:** The Board **APPROVED** a motion by Katie to get a quote for the building envelope condition assessment for West Oaks and to begin the process of getting the specification finalized for the work to the northern elevations of buildings E - I next year.

**Structured CD Quotes:** The Board chose to get a 5 year certificate for \$50,000 from First Tech Federal Credit Union.

The meeting adjourned at 8:45pm.