

MINUTES
ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS
August 25th 2016

The Board meeting of the Association of Unit Owners of the West Oaks Condos was convened at New Morning Bakery in Corvallis OR at 5:25pm by Kurt Powell of Willamette Community Management. Directors Denise Wells, Daniel Hough, and Katie Lanker were present. Kurt Powell, Willamette Community Management was also present.

Minutes: The Board **APPROVED** a motion by Katie to accept the minutes from July 28th 2016.

Financial Report: The Board **ADOPTED** a motion to accept the financial statements from July.

Parking: The Board discussed different ideas on parking enforcement in West Oaks Condos to address residents use of guest parking. The Board **ADOPTED** a motion by Daniel to revise the parking resolution to remove all references to guest parking and to re-stripe the parking lot and change all GUEST spaces to PERMIT spaces. The Board requested that WCM wait 3 business days for all proposal requests for responses and to have the striping done the following month if the cost comes in around \$3000. The Board chose not to have the parking lot re-sealed this year. The Board discussed alternative ways of identifying PERMIT spaces at West Oaks that don't use paint on the asphalt.

Landscape: A member of the Board walked the property with WCM prior to the Board meeting. The Board is not satisfied with the attention to the landscaping from Shonnards and **ADOPTED** a motion to have WCM contact the supervisors to the crew on site as well as the owner of Shonnards, to alert them to the issues on site, to withhold payment to get satisfactory results, and to closely monitor the performance of Shonnards.

Republic Services Food Waste Program: Daniel Hough reported that the food waste bin on site at West Oaks was considered a "residential" food waste bin when it should have been designated a "commercial" food waste bin. The bin was not being picked up regularly. Republic Services noted that the additional service of the food waste bin will cost an additional \$54/month if the association chooses to keep it on site. Daniel will seek ways to keep the bin on site at no additional cost but will have it removed if the cost remains in place. WCM will have Work Unlimited or another vendor pressure wash the garbage area after this issue is resolved.

Janitorial/Building Maintenance Services: The Board **ADOPTED** a motion to have WCM draft a contract between Work Unlimited and West Oaks Condos to have Work Unlimited increase their current scope of work of picking up the trash on site and cleaning the garbage area daily to also wipe down all handrails, clean cobwebs on site, and sweep the stairwells. Once this contract is in place, WCM will request that ARMOR Contracting no longer perform monthly cleaning duties.

Bees at West Oaks: WCM called out Good Earth Pest Company to treat two areas of yellow jacket nests on site at building E and at the garbage enclosure. In the inspections, WCM discovered that Santiam Spray Service missed treating one of the trees for aphids in front of building E causing an aphid infestation that attracts yellow jackets. The Board **ADOPTED** a motion to have WCM request a credit for the fall service by Santiam Spray Service when they treat all of the trees again.

Monument Sign: Elite Signs from Portland declined to bid on the monument sign at West Oaks. WCM contacted two additional companies from the Portland area to give quotes for a new monument sign. The Board requested that WCM not wait more than 3 business days for responses from these companies.

Insurance Coverage: The Board **ADOPTED** a motion to renew the insurance policies with American Benefits.

Owner Appeal on Window and Crack on perimeter floor: A home inspector found cracking in the concrete floor slab around the perimeter of the unit C102. The Board requested that WCM call Stability Engineering to review the situation and give a report to the Board. The owner of C102 also requested that the association pay for the replacement of his window as one of the seals of the window needed repair and as he noted he had not used the window since the window was removed and re-set by the construction defect remediation work completed in 2014. The Board **APPROVED** a motion to deny the request.

WCM Report:

WCM took telephone calls and organized repairs to a leak from unit B201's refrigerator water feed hose to B101 over the past weekend.

The website for West Oaks Condos was recently hacked. WCM contacted GoDaddy to gather information on how to repair the site. WCM completed the repairs to the website.

The Board asked WCM to look into using an internet porthole for West Oaks' owners to update their information or look at their statements.

The Board **ADOPTED** a motion to give 1/2 sheet flyers to residents notifying them of the parking changes and to encourage them to update their vehicle information with the property managers. The Board discussed having a fine put in place for owners that don't update their vehicle information with West Oaks Condos.

The Board considered having quarterly meetings rather than monthly meetings. The Board also considered an investment property cap for West Oaks.

The Board entered into executive session to review the current contract between West Oaks and Willamette Community Management. The executive session ended at 9:00pm.

The next meeting of the Board of Directors will be at 5:15pm on September 29th 2016 at the New Morning Bakery in Corvallis OR.