

**MINUTES**  
**ASSOCIATION OF UNIT OWNERS OF THE WEST OAKS CONDOS**  
**September 29th 2016**

The Board meeting of the Association of Unit Owners of the West Oaks Condos was convened at 644 SW 13th Street in Corvallis OR at 5:15pm 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. Jeff Forell, Morrison Hershfield, was also present.

**Construction Preparation:** Jeff Forell discussed the construction project, scope of work, calendar, bid process, and on site meeting preparations with the Board of Directors. Morrison Hershfield will begin the scope of work and its revisions in preparation to be sent out to bid this coming Monday. MH estimates the bids will be sent out to vendors by mid October after the finalizing of the scope of work. MH will give the vendors an estimated two weeks to send back bids for the work. Then, MH will review the results and contact the Board of Directors to discuss the next steps. The Board of Directors tentatively has a meeting with MH in Corvallis or over the telephone on November 17th, 2016 at 5:15pm to discuss the progress by MH.

**WCM Report:**

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

**Building Maintenance:** WCM has given a proposed copy of the building maintenance contract to Work Unlimited to sign. They are reviewing the contract and will get back in touch with West Oaks after they decide what they would like to do.

**Monument Sign:** The Board of Directors reviewed a sign quote from Sign Wizards out of Portland for a new stone and concrete monument sign and decided they did not want to move forward on replacing the monument sign at this time due to the high cost of the proposal.

**Board Action Items:**

**Minutes:** The Board **APPROVED** a motion by Katie to accept the minutes from August 25th 2016.

**Landscape:** The Board of Directors reviewed the work completed by Shonnards on site at West Oaks Condos. The Board **ADOPTED** a motion to have WCM contact Shonnards and request a response by the end of the business day tomorrow on whether Shonnards will pay to replace the dead barberries in front of building G and whether they will replace the ground cover removed during weeding processes on site. Following that response, the Board of Directors will draft a letter to send to Shonnards expressing their displeasure with the work and the lack of timely communication.. The Board **ADOPTED** a motion to release payment to Shonnards. The Board also asked WCM to follow up with Shonnards about monitoring issues, coming up with a solution, and proposing them to WCM for the Board.

**Safety Railings:** The Board of Directors reviewed the work that Outdoor Fence completed on site with the powder coated railings. The Board **ADOPTED** a motion to have WCM contact Outdoor Fence and request a response by the end of the business day tomorrow on whether Outdoor Fence will pay for the repairs to the safety railings in front of building F and building G. Following that response, the Board of Directors will draft a letter to Outdoor Fence expressing their displeasure with the work. The Board **ADOPTED** a motion to release payment to Outdoor Fence.

**Parking Conclusions:** The Board reviewed a draft parking letter to residents and owners regarding the change of removing the GUEST spaces and turning them into PERMIT spaces and will continue to make changes on the document. The Board **ADOPTED** a motion to send the final version of the letter via email to WCM to distribute.

The Board reviewed the parking resolution and made changes to the resolution. The Board **ADOPTED** a motion to pass the newly revised resolution and send it out to owners and residents in a special mailing along with the parking letter.

**Republic Services Food Waste Program:** The Board **ADOPTED** a motion to have WCM contact Republic Services and call them to remove the food waste bin and ensure West Oaks isn't paying an additional fee for the food waste bin. In addition, the Board **ADOPTED** a motion to ask Republic Services to replace the recycle bins on site or add new stickers to them to describe what can or can't go in the bins. WCM will follow up with Work Unlimited to make sure all the bins are put back into the garbage enclosure.

#### **New Business:**

**Bicycle Removal:** WCM reported that it marked 8 bicycles for removal that are considered abandoned. However, 4 bicycles had their tags removed as the residents still use the bikes. WCM has scheduled to have the remaining 4 abandoned bicycles removed.

**Noxious activity complaints:** The Board discussed a current complaint regarding alleged noise coming from an upstairs unit to the unit below in building F. The Board did not have conclusive evidence that noise was occurring and did not ask WCM to begin any enforcement action against the upstairs neighbors but will encourage the owner to speak to their neighbor or contact a Board member the next time the noise is occurring so that they can confirm the noise.

**Annual meeting date:** The Board set the annual meeting date to be December 22nd at the Valley Library on campus at Oregon State University.

**HOA portal:** The Board discussed having an internet portal on the website for West Oaks or the website for Willamette Community Management. No definitive decision was made.

The Board meeting adjourned at 8:05pm.

The next meeting of the Board of Directors will be at 5:15pm on October 27th 2016 at unit G204 on site at West Oaks Condos.

