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**MINUTES OF THE MEETING OF THE WEST OAKS CONDOMINIUMS
BOARD OF DIRECTORS HELD ON DECEMBER 13, 2006 AT 6298 SW
GRAND OAKS DRIVE, UNIT H-101 CORVALLIS, OREGON 97333, AT
7:00 PM.**

PRESENT: Debra Ricciotti, Chairman
Colt Vincent Leonard, Treasurer
Kim Turpin, Secretary
Jane Wright, Director
David Doughman, Director

BY INVITATION: Brad Atchley, Community Manager, CMCA
COMMUNITY MANAGEMENT, INC.

I. CALL TO ORDER

Chairperson Debra Ricciotti called the meeting to order at 7:07 p.m.

II. AGENDA

The Agenda was approved as submitted.

III. OTHER BUSINESS

The following items were discussed:

A. Board positions were discussed.

AGREED: A motion was made, seconded and carried to allow Kim Turpin and Jane Wright to change Board positions. Jane Wright will hold the office of Secretary and Kim Turpin will hold the position of Director.

B. The 2007 Budget was discussed.

AGREED: A motion was made, seconded and carried to accept the 2007 Budget as submitted. CMI will send a news letter to notify unit owners immediately.

C. A collection and late fee resolution was discussed, as well as selecting an attorney to represent the Association.

AGREED: A motion was made, seconded and carried to approve a \$25 late fee. The Board selected the firm of Vial Fotheringham to write the collection and late fee resolution and represent the Associations in collection matters.

D. House rules were discussed.

AGREED: The Board will review sample house rules and come up with a draft set of rules specifically tailored for West Oaks Condominium. The Association's attorney will review the rules prior to formal approval.

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E. Committees were discussed.

AGREED: It was agreed the following committees will be started:

1. Architectural, Maintenance and Landscape: Debra Ricciotti, will chair this committee.
 2. Finance and Budget Committee: will chair this committee.
 3. Rules and Communications: will chair this committee.
- Owners are encouraged to contact CMI to sign up for the committee of their choice.

F. A website for the Association was discussed.

AGREED: The Board will look into the feasibility of obtaining a website for the Association.

G. Selection of a professional team was discussed.

AGREED: It was agreed the Board will retain CPA David Schwindt for the time being. David is currently CPA for the Association. It was further agreed Vial Fotheringham will represent the Association in collection matters. An attorney for general council will be selected in the near future by interview process.

H. Building inspection by engineer/architect was discussed.

AGREED: It was agreed a building inspection would be prudent. The Board will interview several engineers/architects before making their selection.

I. Maintenance Manuals as required by Oregon State Statute Senate Bill 955, effective January 1, 2006, was discussed.

AGREED: It was agreed a maintenance manual should be in place to comply with Oregon State Statute. The Developer is in the process of obtaining bids to provide this document to the Association.

IV. NEW BUSINESS

The following items were discussed:

A. Association communications.

AGREED: It was agreed all communication should go through CMI and CMI will distribute communications to the Board.

B. Janitorial Services were discussed.

C. Garbage pick-up dates and recycling was discussed.

D. Lights were discussed.

AGREED: It was agreed lights should be changed as they go out; CMI will have lights inspected on a monthly basis.

E. Gutter cleaning was discussed.

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F. Parking was discussed.

AGREED: The Board will continue to seek a parking solution to discourage visitors from parking in reserved spaces for West Oaks Condominiums residents.

G. Snow removal was discussed.

AGREED: It was agreed snow should be removed as necessary and as soon as possible for safety reasons during inclement weather.

H. Bulletin boards for posting information were discussed.

AGREED: It was agreed Kim will research bulletin boards.

I. Entry flags were discussed.

AGREED: It was agreed the entry flags will be removed in the near future. Debra will contact the Developers office for further details.

J. Location of future Board of Directors Meetings was discussed.

AGREED: David will research meeting locations close to the condominium.

V. NEXT BOARD MEETING

The next board meeting will be held on Wednesday, February 7, 2006 at 7:00 p.m. Meeting locations will be announced.

VI. ADJOURNMENT

With no further business, the meeting was adjourned at 8:15 p.m.