

## West Oaks Condos Board Minutes 3/06/08

Attendance-Brian Egan, Jane Wright, Colt Leonard, David Doughman, Doris Tirado, and Brad Achley  
Owners Forum-no owners in attendance

Approval of previous Minutes-February was an abbreviated meeting because of a special session. Minutes included election of new board member Doris Tirado, approval of conducting a financial review with Schwindt & Co. and approval of Morrison Hershfield inspection phase two.

Board@West Oakscondos.org-Brian suggested that in the future, all board messages go to board members at west oaks.org instead of reply all.

Treasures Report-Brad explained the financial statement and discussed delinquent payments. \*Brad will send a spread sheet to the board to help the board understand this better. Our collection process was also discussed. Brian made a recommendation that in the future, the treasurer look over the budget and comment if it seems reasonable and appropriate.

CMI Report-Brad stated that many construction defect surveys have been returned. \*Brad will write a letter to Willamette Builders about the maintenance plan because Tom Goddard had agreed to pay for it at one time. Brad also reported that according to CMI records, 72% of the units are owner occupied.

New Business-Morrison Hershfield inspection Phase two had been approved at the February meeting\*Brad will notify M.H. of this decision. It was voted on and passed to increase the Directors and Officers liability insurance to 3 million dollars. \*Brad will proceed with this.

Satellite Dishes-The board is consulting Morrison Hershfield engineers as to recommendations and procedures for satellite dish use. The board has determined that any penetration of external walls cannot be allowed and that unit owners are responsible and must therefore give permission also. \*Matthew will reply to various inquiries to say that this is still in process.

Rental and Real Estate signs-Brad suggested that a small permanent sign be placed at the entrance to alleviate the amount of for rent and for sale signs. \*Jane will talk with Jon the person who did the garbage doors to discuss the process but will get board approval before starting it. \*Jane will review the procedure for realtor signs and have Brad remind realtors.

Old Business Budget Adequacy-There is 15,000 in the budget to allow the Morrison Hershfield inspection.

Garbage Issues-Jane met with Mark of Allied Waste in Corvallis. He noted that the garbage areas are poorly designed. He also reported that recycling can only be picked up one day which is Thursday and cardboard on Wednesday. \*Doris will check with the city to see if the front dumpster needs to be open because of ADA accessibility. If this is not the case, the board voted unanimously to close the front dumpster.

Maintenance and Handyman Services-Jane has been in contact with Jon Voltz who is licensed, bonded and insured. He was procured to repair the broken door on the garbage area. After some discussion, it was voted on to proceed with having him do stair well cleaning, general property cleaning and garbage area cleaning on a regular basis. \*Jane and Brad will work on a contract for this.

Wood cutting-Steve Hunter from the West Oaks apartments has asked to harvest any downed wood on the wooded property to donate it to a senior citizens group. The board approved this after a letter from our lawyer releasing liability has been signed by Steve. \*Brad will contact the lawyer for this letter which will be sent to Jane.

Trees-\*Colt will contact an arborist about removing any trees that may be leaning. The board voted that this expense not exceed five thousand dollars.

Tabled until next meeting-Reserve funding, email only communication with owners, parking lot sweeping, and bark dust findings.

Next Meeting- April 3rd (Jane will be out of town)

\*Asterisk by a name indicates a task to be done