

**West Oaks Condos HOA Board Meeting  
May 24, 2012  
Market of Choice Community Room (9<sup>th</sup> and Circle)**

**Call to Order**

Meeting called to order at 6:32 PM.

**Attendance**

Brian B. Egan, Denise Wells, Mary Fell, and Robert Stevens - Board Members; Kurt Powell of Willamette Community Management; Christopher Allen – Tenant/Owner's Representative

**Approval of Minutes**

The minutes from March and April, as well as, the April Emergency Meeting were not finalized. These minutes will be reviewed and approved at the June Regular Board Meeting.

**Treasurer's Report**

Mary reported that the accounts were reconciled. Mary moved to transfer funds from the trust account with Vial Fotheringham to the Association Savings Account in whatever amount is needed to bring the Savings Account up to the \$250,000 FDIC insurance limit (Denise seconded). The purpose of the motion was to earn a little more interest on our money prior to it being disbursed. The Board APPROVED the motion unanimously.

**Owner's Forum**

It was reported that the trash dumpsters are overflowing more frequently. The Board agreed to request more frequent trash pick-ups for the next three weeks in anticipation of the end of the school year.

**Construction Project Update**

- Mary and Brian have been attending the weekly construction meetings on-site and these meetings will continue every Wednesday at 12:30 PM until further notice.
- The construction schedule will be ready in about two weeks. The reason we do not have a schedule yet is that it takes time to for Sean Gores Construction (SGC) to do mock-ups and determine an exact construction plan.
- It was reported that SGC will need unit access during window removal and replacement; this will require owners or tenants be home for at least a 4 hour time period and possibly most of a day.
- MH/SGC reported that inspections of the roof showed it was in better condition than originally thought.
- Very extensive water damage was reported around windows in Building 'G' and the damage spans all three floors. Some of this work will probably be out of the scope of repairs because the damage spans all three levels.
- Brian proposes that any window leak problems that are reported be turned over to SGC. Board Members agreed. Additionally, Kurt will go through his email archives to find and report to SGC any and all previous building envelope problems.
- It was agreed that the website will be updated as frequently as possible so owners can be directed there to answer questions. Chris will post pictures of construction activity to a photo sharing website and share the link with Robert. Robert will add the link to the website.
- The Board agreed that notifications of owners/tenants would occur one week ahead of work starting on a particular building. The Board Members also agreed to leave most notifications to SGC so as not to have conflicting information coming from multiple sources.
- The process for emergency calls is that SGC or Brian fields the questions.
- A fund disbursement process was APPROVED for during construction to streamline the process. Mary has been given the authority to approve all predicted invoices related to construction. Any unexpected, unusual, or questionable invoices must be brought to the full board for discussion and approval. All invoices approved for payment must be reported at the next monthly meeting as a check and balance.

**Community Manager's Report** (Kurt)

- Parking enforcement is continuing. The last few times Kurt has started doing them at night.
- There are three serious delinquent accounts and one is in collections. Vial Fotheringham will send monthly email updates about any accounts in collection.
- A lender questionnaire was completed for OSU FCU.

**Discussion, Decision, and Information Items**

Brian proposes that all FYI emails that do not require action be sent grouped with other FYI emails and sent only periodically by Board Members to reduce email messages being sent about the construction project and to avoid confusion.

**Next Meeting**

The next Regular Board Meeting will be held on June 28, 2012 at Imagine Coffee (53<sup>rd</sup> Street and Philomath Boulevard).

**Adjournment**

Meeting was adjourned at 8:00 PM.