

THE FOUNTAINS BOARD MINUTES

JANUARY 11, 2010-----Next Meeting February 9, 2010

Those Attending: Barbara Stayton, president, Carolyn Fennern, Secretary, Donna Allen, Acting Treasurer, Ellen Marlow, Asst. Treasurer, Jack Shannon, Landscaping, Karen Kaady and Gaylon Huff, Maintenance.

Guests: Fred Gains son-in-law of Maybelle Heinrich #69.

Willamette Landscaping: Suzanne Spencer and Dan Herzing

Barbara opened the meeting and asked Mr. Gains, our guest, to share his concern with the Board. His mother-in-law, Maybelle Heinrich tripped over the stepping stones outside her patio door sustaining injuries. His request is that a concrete sidewalk be located where the stepping stones are currently so she would have a safer and convenient entry to her condo. There are several steps to her main entrance and her garage is just outside of her patio door.

Barbara explained that the association would like to have all stepping stones removed as they are a hazard. The association is not responsible for placing the stepping stones, the original owner or Maybelle has had the stones put in place. The association did not place the stones and have sidewalks available. Any additional sidewalk will be at the owners' expense. The association will get contractor's bids making sure that all specifications and codes that the association must abide by are covered. The sidewalk will be at the homeowner's expense. If this is acceptable to Mrs. Heinrich, Barbara will proceed. Mr. Gains agreed and requests a copy of the bid be sent to him at 23282 Boskydell Lane, West Linn, Or. 97068. Barbara agreed. Mr. Gains was excused.

Barbara went to Unfinished Business on the agenda. She introduced **Jack Shannon** and asked the board members for a motion to appoint Jack as the **Landscaping Coordinator**. Carolyn moved that Mr. Jack Shannon be officially appointed as the **Landscaping Coordinator, motion/seconded/passed.**

Back to the Agenda: The **December minutes** were read by the secretary and **approved** as read.

Treasurer DONNA ALLEN: Donna gave out the treasurer's report and it is attached. She said that a CD is coming due and will be rolled over this month. Donna said that Mary Haise will be giving the yearly treasurer's report at the Annual Meeting this month.

Asst. treasurer ELLEN MARLOW: Reported all of December has been collected and January fees are being received.

Willamette Landscaping representatives, Dan and Suzanne were asked to report. Barbara introduced Jack Shannon to Dan and Suzanne. Then asked about the drainage bid for Units 49-27-28, Dan will have it prior to February meeting after checking the old files. Wilamette Landscaping will be trimming in February. The area around the lower

fountain was discussed and Suzanne asked about the number for seating in this area. Barbara replied 6-8 places. Discussion followed and Jack asked some questions and made suggestions. Dan then asked about the Arbor Vitae issue and Barbara said that Summerfield Civic Association will allow a variance and they asked for a map of the area. Dan and Suzanne were excused.

Maintenance LINDA KAADY & GAYLON HUFF: Barbara reviewed the stepping stone problem, suggested we get bids for sidewalks according to code and cost per square foot. Barbara said that the association will give the other owners that have stepping stones the option of putting in a sidewalk according to the bids received at the owners' expense. Otherwise the use of the stepping stones will be at the owners' risk. Linda has a file for contractors and she will select and request bids.

Linda reported that there is a bid for concrete steps that are damaged, to repair, remove and haul, from Richard P Smith, Concrete Inc. for \$1,690.00 from last November. A bid that Helen Bird our former coordinator received. Smith said they would provide access to the entrances while working. Barbara asked the coordinators to get 2 additional bids. The association needs 3 for the concrete work.

Moss removable was discussed and scheduling the roof inspections for the garages and possibly the buildings. This will help to determine the moss situation. Linda said that Action Window and Gutter Cleaning is bidding on the moss removal.

Gaylon said that any additional insulation must be paid by the owners of the upper condominiums to get a tax credit. The need for this was discussed at the December meeting. He also presented the entryway wallpaper concern for discussion.

Unfinished Business: The Annual Meeting was discussed and Barbara suggested door prizes. She asked who would like to speak at the annual meeting and Jack and Gaylon responded.

New Business: Barbara has an appointment with Dish Network. One large dish can cover the entire Fountains area.

The **Annual Meeting is January 26, 2010**, check in at 1: 30 p.m. Pie and drink to be served

Respectfully Submitted,

Carolyn Fennern

THE FOUNTAINS BOARD MEETING MINUTES

DECEMBER 14, 2009-----Next Meeting -JANUARY 11, 2010

Present: Barbary Stayton, president, Carolyn Fennern, Secretary, Mary Haise, Treasurer, Donna Allen, Treasurer in Training, Ellen Marlow, Asst. Treasurer, Helen Bird, Maintenance, Gaylon Hoff, coordinator for Maintenance..

Willamette Landscaping: Dan Herzing and Suzanne Spencer

The president began the meeting at 3 p.m. She welcomed Gaylon Huff as a new co-coordinator for Maintenance.

The **November minutes** were approved as corrected. The October minutes were revisited and approved as corrected

Mary Haise: Treasurer's report is attached. Mary reviewed the report with the Board.

It was moved and seconded that the Board will allow the Treasurer to transfer year end left over moneys into the reserve account even if less than the usual fixed amount. **Mary Haise made the motion. It was seconded and passed.**

Mary requested that it be in the minutes that she is resigning as of January 1, 2010.

Barbara stated that the Fountains are in compliance with the HUD Guidelines.

Dan and Suzanne from Willamette Landscaping arrived, so we moved to landscaping. Barbara read a letter from Ken Haas, Summerfield Landscape Committee stating some of our Arbor Vitae exceed the height limit. Discussion followed and Barbara will get back to the Fountains Landscape committee to discuss specifics of a variance. Dan suggested that a variance for specific trees be allowed.

Barbara reported she walked with the Arborist to determine which trees need to be removed and pruned. His report and bid is attached. Dan said the pruning will be done in January and February. Barbara asked that a decision be made on the bid by the Board..

Carolyn moved that we accept the arborist's bid of \$2300.00. **Motion seconded and passed.** The amount budgeted is \$3,321.00 for 2010, and it was determined that any other work will not exceed this amount.

Barbara reported on a drainage problem around building 15525, #27 & 28. She also cited a letter from Jesse received in April 2008 stating a cost for building 15522 #49. Barbara requested that Dan & Suzanne submit a bid for 27-28 & 49. Dan stated he will have one for the January Meeting.

We have budgeted \$1,410.00 to inspect and service the 9 areas of the drainage system. The president requested that this be scheduled in January – February 2010. Dan agreed.

Barbara also requested that the lawns not be mowed until next year because of the mower's deep tire tracks. Dan will direct the crews to clean up the area and not mow. Clean up will be done December 16 and 22, 2009.

Gaylon Huff, Maintenance, suggested a cement slab for an area near the lower fountain. This was discussed and suggested that when the steps are repaired, check with the contractor and Willamette too, for the cost for this to be done.

Dan gave the Board a Christmas card and said Willamette appreciated the help given by the volunteers.

Ellen Marlow, Asst. Treasurer: Reported that the HOA fees are coming in. Also discussed the updated residents list, we have one new resident, Inez Hahn #53.

Helen Bird, Maintenance: Discussed moss removal and moss treatment for the garage roofs. The Roof Inspection is budgeted so it was decided to ask the roofing company to inspect the moss situation and give a bid on the treatment and/or removal. A new light is needed at the end of the garage #6. Helen has a bid for \$245.00, to be placed in January 2010. She will give this memo to the new co-chairs Gaylon Huff and Linda Kaady.

Helen asked if the Fountains are responsible to pay for the repair on the push out windows wicket screens. Determination is The Fountains will pay for the repair. Also discussed about the Service Providers being put on the Website and this will happen. Barbara complimented Donna on the Website and asked her to add the Service Providers. The McRivett's have a moisture problem on the window sill. Helen asked them to monitor the problem and report back..

Helen Bird is retiring end of December 2009. Barbara asked for a motion stating that Linda Kaady's and Gaylon Huff's appointment be confirmed as the new co-directors for Maintenance and are members of The Fountains Board of Directors.. **Carolyn so moved, the motion was seconded and passed.**

New Business: Gaylon shared about the lack of depth of insulation in the upper units. More insulation will result in energy efficiency. Gaylon will get more information to share with the Board. He also shared about checking out other television providers.

The appointment for the new Treasurer, Donna Allen, will be starting January 1, 2010. This position will be voted on by the residents at the annual meeting 1-26-2010.

The annual meeting was discussed and Mary Haise said the budgeted amount for refreshments is \$300.00. Barbara requested that paper plates and cups be used.
MEETING ADJOURNED @ 4:45 P.M.

Respectfully submitted: Carolyn M. Fennern Approved:_____

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Respectfully submitted: Carolyn M. Fennern Approved: _____

THE FOUNTAINS AT SUMMERFIELD HOMEOWNERS ASSOCIATION

FINANCE COMMITTEE MEETING
NOVEMBER 9, 2009

Present: Barbara Stayton, President; Mary Haise, Outgoing Treasurer; Donna Allen, Incoming Treasurer; Ellen Marlow, Assistant Treasurer; Helen Bird, Outgoing Maintenance Coordinator; Linda Kaady and Gaylon Huff, Incoming Maintenance Coordinators; Bob Young, Irrigation Systems; Jim Allen, Ken Miller, Art Schmidt, and Pat Shute, Finance Committee Members.

In considering our budget needs for 2010, the following were mentioned and discussed: Repair of decks #14, #30, and 39; Inspections and cleaning of drains; Inspection of the roofs; Pressure washing to remove moss on sidewalks, and Checking for water intrusion by a Building Envelope Contractor.

After a careful examination of the treasurer's proposed budget it was moved and seconded to increase the monthly assessment by \$15 per month, making the new monthly assessment beginning January 2010 \$245. The motion passed. It was also moved and seconded that the proposed amount of \$7700 to be transferred to Reserved each month be increased by \$220 per month making our monthly transfer to Reserves \$7920. The motion passed. While we have no large expenses to pay for out of Reserves for the next year, we are still short of the target of a Reserve Fund that is 90% funded. We are currently funded at 75%.

THE FOUNTAINS BOARD MEETING MINUTES
OCTOBER 12, 2009-----Next meeting 3 p.m. November 9, 2009

BOARD: Barbara Stayton, President, Carolyn Fennern, Secretary, Mary Haise, Treasurer, Donna Allen, Treasurer in Training, Asst. Treasurer, Ellen Marlow, Maintenance Director Helen Bird.

RESIDENTS: Chuck & Glenda Imus #50, Sandy Zahnle #56

Willamette Landscaping: Dan Herzing & Suzanne Spencer

Barbara opened the meeting at 3 p.m. She welcomed the residents attending and gave each an opportunity to speak. All said they were here to attend the meeting.

The president then read a letter from the Summerfield Civic Association regarding the success of the open house in September which we participated in both days. There has been some movement of real estate since then.

The second letter she read was a **resignation** from **Oie Lood, Director Landscaping**. Oie stated that Jack Shannon has all of the committee's landscaping reports. She said that she and Henry will continue to be the Co-Chairmen of the Neighborhood Watch program. Oie's resignation was accepted.

MINUTES: September minutes had been distributed and were approved as written.

TREASURER'S REPORT: **Mary Haise** gave the report and it is attached to these minutes. Mary said some of our CD's come due the end of November and December and a determination of where to place them will be made at that time. She shared that the Reserve Study gave us an excellent report, the best we have received. Our standing now is 75% funded.. Also to remember that the November meeting will be the Financial Meeting with the officers, Bob Young and the Budget and Finance Committees. There will not be a Board Meet that day. She commented that building the reserves is paying off. We have caught up with all of our maintenance projects. The Comcast negotiation is coming up and will impact our operating budget for five years.

ASST. TREASURER: **Ellen Marlow** said the HOA fees have been collected for October. Juanita Kincaid's son is leasing #37 to Lynn Powell. Phone # 503-890-0996. Robert and Leslie Casey purchased #67 and #53 sale is pending.

LANDSCAPING: Dan Herzing and Suzanne Spencer reported. Barbara shared the tree specifications from the Civic Association. Dan said the trees have been trimmed and meet the specs. Barbara asked about the planting and the splash board and they reported all the work has been completed. Dan also said the sprinklers have been turned off and starting in October they will be doing a bi-monthly mowing. There will be only one mowing in December. Unit 49, the trench is in process.

Jesse has recommended the drains in our lawn be cleaned every 3-4 years. They were last cleaned in 2005. It has been budgeted for February 2010. Our fountains will be turned off in November and Jesse has recommended installing covers for the debris

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baskets after the sprinklers are turned off. **Barbara signed this order.**

Barbara thanked Dan and Suzanne and stated that she has toured the area and all looked great.

MAINTENANCE Helen Bird: Helen made a motion that the gutters and down spouts be cleaned in November 2009. Cost \$2,300. **Motion was seconded and passed.**

Due to bad cement Unit 49, east sidewalk, the wall board had to be cut because of moisture and a trench was dug.. The damaged spots were removed and replaced with a hydraulic concrete. The cost for the entire job was \$255.00.

UNFINISHED BUSINESS: Barbara asked for suggestions to go on the SCA Website. Discussion ensued regarding the By-laws. Donna Allen suggested a calendar of events for the Fountain Residents. The Board liked this idea. More about the website will be discussed later.

SNOW REMOVAL: The Board has decided that we will **not** pay for the snow to be removed if we have a heavy snowfall again this winter. The residents will be encouraged to keep in touch with their neighbors. It was suggested that we contact the Neighbor Watch Captains if we have a heavy snowfall. Both Deicer and Rock Salt cause the sidewalks to deteriorate and the residents will be asked not to use these products. Kitty Litter was suggested to use for the snow. This will be in the Forum.

Helen asked if the moss will be removed, Barbara responded that a plan will be made for removal. **Helen** to check on moss on a certain roof close to her home.

The garbage bill was discussed and Mary said we are charged extra if the lids do not fit tight on the barrel and if extra trash bags are in the trash area. This will go in the Forum also.

Volunteering was discussed since we have two resignations on the Board, Maintenance and Landscaping. Barbara will put this in the Forum and encourage the residents to volunteer. Especially since these two positions will be costly if they are hired out. It was stated that volunteers make our Association work and saves considerable dollars for each homeowner.

All are to remember the Financial/ Budget meeting on November 9, 2009. Members are the Board and home owners Bob Young, Art Schmidt, Ken Miller and Pat Shute

The meeting was adjourned at 4:20 p.m.

Respectfully submitted,
Carolyn Fennern

Approved _____

**THE FOUNTAINS BOARD MEETING
MINUTES FOR SEPTEMBER 14, 2009-----Next meeting 3 p.m.October 12, 2009**

Attending: Barbara Stayton, President, Carolyn Fennern, Secretary, Mary Haise, Treasurer, Donna Allen, (Treasurer In Training), Coordinators Oie Lood, Landscaping and Helen Bird, Maintenance. Excused-- Asst. Treasurer Ellen Marlow. Residents: Bob and Darlene Young 19, Jim Allen #9, Chuck & Glenda Imus #50, Bill & Phyllis Phillip #41, Sandy Zahnle # 56 Willamette Landscaping Dan Herzing and Suzanne Spencer. Mary Ann Smith #80 came later.

President Barbara began the meeting welcoming all the residents attending the meeting. She asked each to introduce self and to share with the Board if they had a specific concern. Jim Allen said he had no concern. Sandy Zahnle requested a large container to be placed in the area for the residents gardening and soil debris. Bill and Phyllis Phillips and Chuck and Glenda Imus said they had a landscaping concern and would share when we discussed landscaping. Bob & Darlene Young said they would like to have the grassy knoll used for a community garden for flowers, vegetables and fruit..

Barbara welcomed them again and said the Board will investigate and consider each request.

The minutes of the August 10, 2009 meeting were read and approved. The minutes of the Executive Board Meeting, 8-26-09, were read and approved.

Mary Haise, Treasurer, gave the financial report and it is attached to these minutes. She reported that our water bill for the past 2 months was \$13,000 because of our extremely hot weather. Also our new sprinkler heads will help to conserve our water. The landscaping cost was up because of the Crane Fly grass treatment and repairs on our aging irrigation system. A garage door was replaced and other repairs increase our expenses. There are 9 units for sale. **Note:** Mrs. Phillips suggested the riding mower not be used in her area as it struck a sprinkler head. Barbara asked Dan Herzing to take care of this item.

Ellen Marlow, Asst. Treasurer was excused.

Oie Lood, Maintenance: Barbara said the Association requests a 5 year plan that specifically states the area for improvement and the plant name by the next meeting. Oie stated that the Landscaping Committee meets once a month at her Condo. Oie and the Board reviewed the current plan with Dan and Suzanne, WLC, item by item. Changes were made which would decrease the cost so Dan, Willamette, will get a new cost to our treasurer by Sept. 15, and the Board will vote by phone on the new plan. Two items on hold are the Crepe Myrtle tree by 15510 garbage area and the **trees by the brick barrier, 114th.** There was discussion concerning the Aborvitae trees, and the Phillips and Imus's presented their concerns and suggestions. This part of the **WLS improvement plan** is to be re-evaluated. Barbara requested the landscaping committee made a line item for this issue to fit with the long range plan. Oie stated that the committee will report at the next meeting and they are working on the entire area.

Water Systems & Irrigation: Bob Young reported that replacement is in the process. There is some difficulty because of the timing system. The water conservation will be by zones. Bob said he is making a diagram of the system. Mary, treasurer, said all of the sprinkler heads could be replaced now according to the water conservation letter as it is in the budget.

Mary Haise moved that the irrigation conversion zones 4-5-6, be completed this year.
The motion was seconded and passed.

Helen Bird, Maintenance: Helen said she will be retiring from the Board at the end of 2009. Those present expressed appreciation and complimented her on the many accomplishments for the Association. Starting with the asphalt sealing and the recent painting of the garages, both look really good. Next project is the striping of the steps and curves, she will be getting bids for this job. Barbara told the Board of a vision impaired friend that suggested we stripe right on the edge of the step. The crumbling steps project will be surveyed and bids requested.

Unfinished Business: Collection Policy Revision was presented and Mary Haise moved that the policy presented be adopted as it is in agreement with our By-Laws . **Motion2nd/passed.** This will be given to all residents and owners along with the Resolution Review, Enforcement Policy and the Collection Policy. All approved by the Board.

Resolutions included are: Awnings & Umbrellas to be Burgundy, Fire Pit, Smoking Ban and Resolution Enforcement Policy and Collections Policy.

Sue Christiansen #14 has volunteered to make name signs for the doorbells. Thank you Sue.

New Business: Attempted break in of Garage #3. Repair completed.
Barbara requested we develop a snow & ice removal plan for the coming winter to be discussed at the meeting in October.

Mary is purchasing more door bells and Chuck Imus volunteered to replace the bells when necessary. Thank you Chuck.

The Summerfield Civic Association needs our dates for the annual calendar.
New date for our Annual Meeting is January 25, 2010, time 2:00 – 4:00 p.m. with pie or cookies and drinks.

Barbara thanked all in attendance and adjourned the meeting at 5:20 p.m.

Respectfully Submitted, **Addendum:** Board voted as of 9-16-09 to move ahead with Land-
Carolyn M. Fennern scaping plan as corrected, new figure is, \$5,281.
Secretary Approved: _____

THE FOUNTAINS EXECUTIVE BOARD MEETING
AUGUST 26, 2009

PRESENT: PRESIDENT BARBARA STAYTON, SECRETARY
CAROLYN FENNERN, MARY HAISE TREASURER, ASST. TREAS.
ELLEN MARLOW, HELEN BIRD MAINTENANCE AND OIE LOOD
LANDSCAPING.

MEETING HELD AT BARBARA'S HOME

I. OUR TREASURER MARY HAISE ANNOUNCED SHE IS
RETIRING FROM THE BOARD. REPLACEMENT AND
ASSISTANCE WITH THE FINANCIAL EXPERTISE WERE
DISCUSSED.

II. DISCUSSED ENFORCEMENT OF SMOKING BAN AND
OTHER RESOLUTIONS

- PROCEDURE AND FINES
BARBARA SHARED THE ATTORNEY'S HOA
GUIDELINES WITH THE BOARD.

INCORPORATION PROVIDES MORE OF A SAFETY NET
FOR THE ASSOCIATION

- RULE AND ENFORCEMENT PROCEDURE FOR RESOLUTIONS
TO BE PUBLISHED IN THE FORUM.
- THIS PROCEDURE TO BE PLACED WITH THE BYLAWS
- THE FOLLOWING RESOLUTIONS TO BE INCLUDED IN THE
BYLAWS.
- PARKING
- BERGUNDY PATIO/DECK UMBRELLAS
- SMOKING BAN

PAGE 2 EX BRD MINUTES
AUGUST 26, 2009

MARY MOVED THAT WE DRAFT AN ENFORCEMENT PLAN TO BE ADOPTED AT THE NEXT GENERAL HOA BOARD MEETING IN SEPTEMBER. MOTION: 2ND/PASSED.

A COPY OF WHICH IS TO BE GIVEN TO ALL HOMEOWNERS AND ATTACHED TO THE BACK OF THE BYLAWS.

IV. COLLECTION POLICY WAS DISCUSSED: FINE SCHEDULE, ENFORCEMENT PLAN AND DELINQUENT ASSESSMENT POLICY WILL BE DETERMINED AT THE SEPTEMBER HOA GENERAL MEETING.

V. OUR LAWFIRM'S COLLECTION POLICY WAS DISCUSSED AND THE BOARD DECIDED IT DID NOT MEET OUR CURRENT NEEDS.

RESPECTFULLY SUBMITTED,

CAROLYN FENNERN
SECRETARY

Cmf 9-1-09

THE FOUNTAINS BOARD MEETING

JULY 13, 2009-----Next meeting 3 p.m. August 10, 2009

Present: Barbara Stayton, President, Carolyn Fennern, Secretary, Mary Haise, Treasurer Ellen Marlow. Asst. Treasurer, and Coordinators Oie Lood, Landscaping, Helen Bird, Maintenance, and Hospitality Committee Member, Jeanne Rehder

Residents: Donna Allen, #9, Al Hoop, #103, Larry Reinholt, #88, Alyce & LeRoy Nich, #60

President Barbara called the meeting to order at 3:00 p.m. She greeted the residents attending and asked if they had any concerns.

Al Hoop, new resident #103, asked about the insurance letter we received. Barbara said the letter was in error and a new letter is being sent. She will address this issue later in the meeting.

Donna Allen, # 9, shared that she saw a vagrant going thru the dumpsters and the bed of a truck and looking in the windows of cars about 5:30 one morning. We will put this alert in the Forum.

Also the French drain by #5 has been placed incorrectly when the new lawn was put in. The drain needs to go down another 10 feet as water is still collecting.

Larry Reinholt, #88, requested a revision of Article 9 Section 5 Paragraph F. His letter requests permission to put in a new heat pump, with reduced noise, at his expense. His wife had a medical problem and needs air conditioning for the entire unit area. The current unit's air conditioning does not cool their bedroom. They have an upper unit and the conversion equipment will go through the attic.

The Board asked several questions regarding change in the exterior appearance and the noise level. Larry explained the minor exterior change with the heat pump sitting on his deck and weights 30 pounds. And has the noise level of a new refrigerator, so much quieter.

The Board discussed this and it was stated that exceptions are allowed with Board approval. The question arose regarding other medical condition requests have been denied so how will this affect former and future requests? How will this new heat pump affect other residents? There was considerable discussion regarding the questions and explanations.

A motion was made per requested to amend Article 9, Section 5 Rules of Conduct, Paragraph F and allow a new heat pump for Condominium 88. **It was seconded and passed.** Mr. Reinholt thanked the Board.

Dan Herzing, Wilamette Landscaping arrived so we moved to Landscaping.

Oie Lood, Landscaping: Reported that the committee met on June 18th. She gave a report to Barbara and it is attached to these minutes. There are 10 areas where they are suggesting work be done. One of the areas needs to be done, the cost is \$768.00. The treasurer said the cost can be taken out of Landscape Renovation. **A motion was made by Carolyn, seconded and passed.**

Oie reported that the residents close to the ravine trees did not want the trees removed. In the June minutes the tree removal was approved with the consent of the resident in #2 and #4. The residents wanted the shade of the trees so not to be removed.

The Fountain timer will be set sometime in August to start at 9 a.m. and turn off at 9 p.m.

Dan was asked to correct the sprinkler system. Helen reminded Dan about the sealing of our streets. The Board also asked Dan to not cut the grass so far back around the patios and lights. These areas keep getting larger. Dan stated that Willamette is behind in pruning and will complete this in July. Also the grass will not be cut the Friday of the street sealing.

Oie reported a 20 ft. branch broke off under the Apartment's management and they took out the tree. Also the City of Tigard removed a dead Bobcat. Beware as there is another Bobcat in the area.

Donna Allen told Dan about the drain by #5.

The **June Minutes** were approved as corrected.

Mary Haise, Treasurer distributed her report and it is attached to these minutes. Mary reviewed the report with the Board. Sealing of streets, painting and siding repair will cost approximately \$50,000. Insurance and Bark Dust cost is increasing. Units 71 and 12 are closing. She will have the Regenesys reserve study prior to November for budgeting.

Asst. Treasurer Ellen Marlow reported that all of June and most of July fees are collected. Also #96 is moving and Helen Bird said the movers will be there on Friday morning.

Helen Bird, Maintenance, reported the Mr. Iboushi, the contractor approved in June to do the siding does not meet the insurance requirements for replacing the siding. The Board, per Helen's **motion for the Superior proposal, which was seconded, passed** the Superior contract at a cost of \$9,772.00. This replaced Mr. Iboushi. Superior will repair the damage, flashing, insect problem and hand nail. All three references gave Superior high marks. They are bonded, licensed and fully insured.

Mary asked Helen to give her a copy of the Bid.

Unfinished Business: Insurance letter follow up – insurance covers from the studs out. Sewer backup if on the ground floor is covered. Helen asked if the letter heading from the insurance company could be changed when resent and Barbara said she would suggest this.

NEW BUSINESS

- **REQUEST TO BAN SMOKING IN THE COMMON AND LIMITED COMMON AREAS. BARBARA RECEIVED A LETTER FROM UNIT #105, REGARDING PROPERTY RIGHTS, RULES AND REGULATIONS. BARBARA READ THE LETTER FROM OUR LAWYERS REGARDING SMOKING.SHE STATED WE NEED A RESOLUTION PER PAGE 35 BY-LAWS. WE CANNOT ELIMINATE SMOKING IN THE UNITS BUT WE OWN THE PATIOS, DECKS, AND ENTRANCE AREAS. AND SECOND HAND SMOKE IS A HEALTH HAZARD. BARBARA PROPOSED THE FOLLOWING RESOLUTION – SMOKING BE BANNED IN THE LIMITED AND COMMON AREAS. THESE ARE THE PATIOS, DECKS AND ENTRY AREA AND ALL COMMON AREAS. SMOKING IS PERMITTED INSIDE THE UNITS. OUR ATTORNEYS HAVE APPROVED THIS RESOLUTION. DISCUSSION ENSUED.**

OIE MADE THE MOTION TO BAN SMOKING PER THE RESOLUTION. IT WAS SECONDED AND PASSED

THIS WILL BE IN THE JULY FORUM AND IN THE NEW RESIDENT PACKETS.

- **THERE IS A REQUEST TO ALLOW MORE COLORS FOR THE PATIO UMBRELLAS. THERE WAS CONSIDERABLE DISCUSSION.**
- **A MOTION WAS MADE BY BARBARA THAT THE COLORS OF BROWN, DARK GREEN, BEIGE AND BURGUNDY BE THE COLORS FOR THE DECK AND PATIO UMBRELLAS ONLY. THE MOTION WAS SECONDED AND DEFEATED.**
- **JIM ALLEN IS WILLING TO REPAINT THE ARROW SIGNS ON THE FOUNTAINS AFTER THE SEALING. APPROVED**
- **JAN BLAKEY #70, RESIDENT, PRESENTED WATER CONSERVATION INFORMATION AND THE KITS THAT ARE AVAILABLE, FREE OF CHARGE FROM THE TIGARD WATER BUREAU. THIS INFORMATION WILL GO INTO THE FORUM. BARBARA THANKED JAN FOR SHOWING**

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- THE KIT AND SHARING THE INFORMATION. THE CONTACT PERSON AT THE WATER DEPARTMENT IS JENNIFER JOE.

THE MEETING WAS ADJOURNED AT 5:20 P.M.

RESPECTFULLY SUBMITTED,

CAROLYN M FENNERN
SECRETARY

THE FOUNTAINS HOA MONTHLY BOARD MEETING

June 8, 2009.....Next Meeting July 13, 2009 at 3:P.M.

BOARD AND COMMITTEE MEMBERS PRESENT: Barbara Stayton, President; Maryann Smith, Acting Secretary; Mary Haise, Treasurer; Ellen Marlow, Assistant Treasurer; Oie Lood, Landscape Coordinator; Helen Bird, Maintenance Coordinator; Jeanne Redder, Hospitality, Dan Herzing, Area Manager from Willamette Landscape Services

HOMEOWNERS IDENTIFIED ALONG WITH ANY CONCERNS: Jan Blakely, Oregon Energy Trust and possible benefits for our HOA

Minutes for the May 11, 2009 meeting was reviewed by Board Members and was approved as corrected.

TREASURER'S REPORT: A written report was given to those present. The report is attached.

ASSISTANT TREASURER'S REPORT: All of May's dues have been paid. We have new residents – Albert and Patricia Hoop, #103 and Judy Hoffman, Unit #106.

MAINTENANCE'S REPORT: Painting project is on hold until the asphalt project is completed. Graffiti problem has been resolved. Bee problem was resolved. After reviewing three bids, Helen recommended Allan Iboushi, contractor, to do the replacement siding on the garages at a cost of \$5635 for time and material basis. A motion was made, seconded and passed to offer him the job. Cement cutting on #15385 and 15435 was completed to remove trip hazards.

LANDSCAPING: A motion was made, seconded and passed to have Willamette Landscape remove bark dust and dirt a foot out from the garages where needed at a cost not to exceed without customer approval of \$2,500. This is to help reduce deterioration of siding that comes in contact with dirt and bark dust. Also approved by motion were the removal of one planting and the addition of three plantings that Oie deemed necessary for a cost of \$325.

Irrigation repairs to be finished today. A motion was approved, seconded and passed to replace an irrigation timer at #15615.

Aeration of the lawns will be done this week.

The work order to improve the drainage around the patio at Unit #49 was tabled.

Discussed: Re-seeding in front patio of Unit #49, Increasing irrigation behind building 15525 to avoid yellowing strips of lawn where drainage work had been done, and Removal of diseased alders in the ravine estimated to cost \$1200 (Oie will ask those living near these trees if they want them removed or allow them to continue to shade there homes). Dan will include the trimming of photinias hanging over the sidewalk on 114th Court and the Weeping Atlas Blue Cedar behind the garages facing the back of Units #107 – 110 as part of our contract with Willamette.

UNFINISHED BUSINESS: Discussed increasing of property claims deduction to \$10,000, no resolution as at this time. Keeping track of HOA owners' insurance carriers will not be done at this time.

Barbara will contact Deb Schumacher to have her sent out to our homeowners a letter of explanation about the HOA's insurance and their personal insurance. Barbara will supply Deb with names and addresses.

NEW BUSINESS: Law Seminar Report (see attached) Our HOA is in compliance with State statutes. Official HOA handbook, 3rd edition for \$35 will be ordered.

Oie Lood asked that the moss in front of the large garage door for Units 65, 66, and 67 be looked at for possible removal. The reason was appearance, not safety.

Meeting was adjourned at 4:50P.M.

Respectfully Submitted,

Maryann Smith, Acting Secretary

THE FOUNTAINS BOARD MEETING MINUTES

May 11, 2009-----Next Meeting June 8, 2009

BOARD AND COMMITTEE MEMBERS PRESENT: Barbara Stayton, President, Maryann Smith, Acting Secretary; Mary Haise, Treasurer; Ellen Marlow, Asst. Treasurer; Helen Bird, Maintenance Coordinator; Jeanne Rehder, Hospitality; Oie Lood, Landscaping Coordinator; Dan Herzing, Area Manager from Willamette Landcape Services

The meeting was called to order at 3:00 PM. President, Barbara Stayton called for a clarification of the Board Voting Procedure. For this board the following standard will be observed: The board will consist of 6 voting members (President, Secretary, Treasurer, Assistant Treasurer, Landscape Coordinator, and Maintenance Coordinator) with a 7th added when a Vice-President is appointed. All members of the board will have one vote on matters coming before the board and may vote, YES, NO, or ABSTAIN. Any homeowner serving as an Acting member of the board will vote in the absence of the board member.

Minutes for the April 13th meeting had been reviewed by Board Members and were approved as corrected.

TREASURER'S REPORT: A written report was given to those present. The report is attached. A motion that the 3 CD's at Washington Federal coming due in June be rolled over and left in Washington Federal was made and seconded. The motion was approved.

ASSISTANT TREASURER'S REPORT: All of April's dues have been collected and all of May's except for 2 have also been collected.

MAINTENANCE'S REPORT: Number 27's window is etched from the sprinkler head washing the window. The sprinkler head was readjusted and no longer hits the window. A motion for Oregon Window Installer to put in a new window was made, seconded and passed.

Cemented areas are in need of repair; cracks and uneven surfaces are a safety hazard. A motion was made to suspend bidding process for the repair project as Safe Sidewalks has worked for us before and the work was satisfactory. It was seconded and passed. Motion to approve expenditure of \$1,178.78 for the concrete repair was made seconded and passed. O. Lood abstained on both.

Painting project to start after road repair is complete.

Roof Moss Removal: roofs were swept and chemical applied.

The repair of the light pole in front of patio #86 revealed a bird's nest to be the problem; no other work required.

LANDSCAPING: Landscaping work on order dated April 18 (from spring's walk around) has been completed. Bark dust application is completed.

The guidelines for the long-range landscape plans continue. Members of the Landscape Committee are to note areas of need and prioritize the projects with water conservation in mind.

Flower beds at the entrance to the Fountains on 114th and Summerfield Drive may need new plantings and Dan Herzing will look at the area and assess.

The fertilizing has been finished.

WATER SYSTEMS AND IRRIGATION: Immediate and recommended repairs to the sprinkler system as outline in letter of 4-13-2009 from Willamette. A motion was made and seconded. The motion was approved to go ahead with the repairs costing \$1892.12

Plans for repairs to the flower box sprinkler heads as outlined in the May 11, 2009 letter (to get better coverage of just the flower boxes thereby conserving water). A motion was made, seconded and approved to proceed with the recommendations costing \$429.00.

The long-range plan for improving irrigation and conserving water by replacing our sprinkler heads with MP will be put off until the end of summer. See letter of 5-11-2009 from Willamette. This conversion will need to be considered during the budgeting process.

UNFINISHED BUSINESS: Report on meeting with insurance advisor. We have Increased our Fidelity Insurance from \$50,000 to \$450,000 with a new policy from Travelers Insurance. The premium is \$500 a year. This is necessary in order to satisfy mortgage lenders.

The possibility of raising property claims deductible to \$10,000 was presented and will be discussed in future. At present the deductible is \$2,500.

The need to verify a contractor's insurance coverage with a certificate of insurance was discussed with the possible negative ramifications if this was omitted. Helen Bird is in the process of collecting these certificates.

The Insurance Agent also suggested that the HOA keep track of individual homeowner's insurance carriers. This will be discussed at a later meeting.

Outdoor open dish fire put appliances are not allowed on decks. Gas/charcoal/electric grills are okay.

The wall on Naeve may need extra brickwork to prevent climbing over the wall. This will need to be considered when budgeting for next year.

Meeting was adjourned at 5:00P.M.

Respectfully Submitted,

Maryann Smith
Acting Secretary

THE FOUNTAINS BOARD MEETING MINUTES

April 13, 2009-----Next Meeting May 11,2009

BOARD AND COMMITTEE MEMBERS PRESENT: Barbara Stayton, President, Maryann Smith, Acting Secretary; Mary Haise, Treasurer; Ellen Marlow, Asst. Treasurer; Helen Bird, Maintenance Coordinator; Bob Young, Irrigation Coordinator; Jeanne Rehder, Hospitality; Oie Lood, Landscaping Coordinator; Landscape Committee Members, Karen Earl, Sandy Zahnle, Jan Blakely, Pat O'Brien, Dan Herzing, Area Manager from Willamette Landscape Services

HOMEOWNERS IDENTIFIED ALONG WITH ANY CONCERNS: No Homeowners attended the meeting who were not on the board or on a special or standing committee

Minutes from the March 9th meeting had been reviewed by Board Members and were approved as corrected. Minutes from the February 9th meeting were also corrected.

TREASURER'S REPORT: A written report was given to those present. The report is attached. Two CD's at Washington Federal were coming due the 21st and the 27th of the month and a motion to allow the two CD's to roll over at Washington Mutual was made and seconded. The motion was approved.

Monies were taken out of reserves for caulking and tree work from storm damage. Mary also noted that the water bill was for a two month period and reviewed the percentage of expenditures year to date on page three of attached treasurer's report. Also the Financial Review of 2008: Books are closed and they were audited by Schwindt and Company. Thank you to Mary Haise for the help with this.

ASSISTANT TREASURER'S REPORT: Automatic Bill Pay payments have been a problem, but these are being corrected.

LANDSCAPING: Revision of Landscaping dated March 18th (see attached) were made with input from the Landscape Committee. A motioned to accept revised walk thru proposal was made, seconded and passed. Revised proposals will be E-mailed to B. Stayton and M. Haise. Lawn core aeration to be done yearly in the spring and vote stands from previous minutes. Mulching the grass instead of grass collection was accepted (as an overall look if it is not acceptable D. Herzing stated he would return to the grass collection).

The landscape committee was asked to provide a long range plan for landscaping by late summer to have in time for the budgeting meeting. The committee will meet in June so that Jack Shannon can participate. Water conservation, general guidelines to include: types of ground cover; replacement plantings that are disease free, indigenous, low maintenance, attractive and are colorful year round; prioritizing areas that need plantings now, and plantings needed in the future.

Bark dust of the upper half of The Fountains is to take place prior to pest treatment for ants. A motion was made, seconded, and was approved to use Rexus Company for the application of the bark dust for \$5,339.

WATER SYSTEMS AND IRRIGATION: Long range plan for improving irrigation and conserving water to be presented at the May 2009 meeting as well as the plans for changes to the flower box sprinklers-reducing the number and changing the sprinkler heads. Sprinklers that spray on windows will still need identification because of the difference in water pressure at night.

The lights for both fountains will be installed soon so that the fountains can be activated.

Back flow testing was done without a problem.

MAINTENANCE: Calking is almost completed. Six dryer vents required repair and H. Bird has contracted with Top Hatter Company to make the necessary repairs for \$450.

Regarding the moss of the roof of some of the garages, Action Windows and Gutter will sweep off the moss, apply herbicide and if it is still there after several weeks a second application will be done free of charge. The charge will be \$850.

Three bids for the paint companies are attached. A discussion with agreement to eliminate the red paint on the garages except for the gable vent. The bid to do the garage painting went to Native Sons.

Concrete and sidewalk repair to be assessed and reported on at future meeting.

UNFINISHED BUSINESS: Comcast switch over seems to be complete, however, what was promised by salespersons was not carried over into their billing.

NEW BUSINESS: Insurance to be reviewed. Barbara and Mary will meet with our insurance agent.

*****FORUM NEEDED TO:** Notify date of bark dust application, reminding homeowners that there is no service currently engaged by the HOA to pick up cigarette butts, what to do if the sprinklers do spray on your windows, the date of the window washing in late June, the dates of the painting and asphalt application if known, and wandering cats.

Meeting was adjourned at 5:15 P.M.

Respectfully Submitted,

Maryann Smith
Acting Secretary

Approved

THE FOUNTAINS BOARD MEETING MINUTES

MARCH 9, 2009-----next meeting April 13, 2009, 3 pm

Attendance: Barbara Stayton, President, Mary Haise, Treasurer, Ellen Marlow, Asst. Treasurer, Helen Bird, Maintenance, Oie Lood, Landscaping, Maryann Smith, LC, Donna Allen, Volunteer, Carolyn Fennern, Secretary

Barbara began the meeting at 3:00 p.m.

Minutes were approved as read.

Treasurer's Report – Mary Haise (report attached)

Mary moved through her report. There is another CD due March 17th, last of State Farm's, request the money be moved to Homestreet Bank. She made this motion to move the CD to Homestreet Bank, **motion seconded and passed**. C.D's as outlined on the Balance Sheet, are the same as last month. Barbara questioned about the Comcast revenue and if we pay taxes on this money. The answer was no taxes paid because it goes toward the cost, and the amount varies.

Lighting wires that were replaced under ground cost \$886.00.

Condo #71 has sold. There is an offer on #88.

Barbara asked Helen about the outside crack around the roof line and water stains on the ceiling in #71. **Helen will follow up**.

Ellen Marlow, Asst. Treasurer reported that she has all February payments .

Water Systems: Bob Young reported to Barbara that the lights, lower fountain, were defective and Willamette Landscape Co. has replaced these lights at no cost to the Association. The Sprinklers are to be turned on when the weather is more stable.

Maintenance: Helen Bird. Barbara read a letter from Dennis Robberson requesting an additional hand railing in the entrance of his building because of a health condition. A precedent has been set as the Association has previously denied the request from other residents. Our buildings have been built to code (1982) and the second railing is not required. Barbara will respond to Mr. Robberson denying the request.

Landscaping: Oie Lood. Dan Herzing arrived and he and Oie gave the Maintenance Report (letters attached).

Dan gave out a report on aeration of the lawns. They walked the property in February, and reported the storm damages in a letter given to the Board which is attached. Results of the walk around will be followed up by Willamette Landscape Co.

When the fountains are turned on Barbara, Bob Young and Jesse, W.L will inspect the entire area on Thursday, April 2, 2009 at 8 a.m. Summer planting will be completed before Mother's Day 2009. Annuals are in the contract. Begonias are a good flower for around the fountains.

Willamette Landscape Co. will do weed control, and continue to cut the grass on Fridays. The first cleaning of the ravine will be in April.

Barbara thanked Dan and Oie. Oie reported on the arborist's visit, there was much storm damage and a tree was removed. The stump was to be grounded by the arborist. Maryann said the arborist sawed the stump just below the ground line and covered it with dirt. **Oie will check on this.** Oie also said that all the work and removal has been completed. The annual visit was included and will be all in one bill. "DAVEY TREE EXPERT COMPANY" is the arborist. Oie said that Patrick O'Brien wants to join the Landscaping Committee.

Unfinished Business

Comcast was discussed again.

Helen said that the concrete steps are crumbling and suggested she survey the property to check on all concrete steps and then talk with contractors to see what can be done and get estimates. The Board directed Helen to move forward.

Helen also discussed the condition of the dryer vent flappers, those at ground level. Barbara suggested Helen ask Chris to check to see if flappers are OK and for bird nests. Also to clean around those at ground level.

Helen also mentioned that there are five garage buildings that need the moss cleaned off of the roofs and 2 or 3 buildings.

New Business

Unit #92 - Phyllis Wilson, a letter was received. **Helen will call** her regarding the cable installation.

Donna Allen said there is an ant problem and this was given to **Helen for follow up** on the problem.

She also said the Oregon Window Installers have completed their work and did an excellent job and reasonable. She requested they be added to our contractors list.

Meeting adjourned at 4:40 p.m.

Respectfully Submitted, Carolyn Fennern, Secretary

Approved:

THE FOUNTAINS BOARD MEETING MINUTES

FEBRUARY 9, 2009-----Next Meeting March 9, 2009

Attendance: Barbara Stayton, President, Carolyn Fennern, Secretary, Mary Haise, Treasurer, Ellen Marlow, Asst. Treasurer, Helen Bird, Maintenance, Oie Lood, Landscaping, Maryann Smith, Landscaping, Jeanne Rehder, Hospitality

President Barbara started the meeting at 3:00 p.m.

Minutes were read and approved as corrected.

Treasurer's report: Mary Haise gave the written report to those present. The report is attached. She stated the second \$40,000 as previously discussed, purchased a CD at Washington Federal. She reviewed the financial report with the Board.

The amount of \$4,114 was budgeted last year and not spent. Mary suggested we move this amount to Reserves. Ellen Marlow made the motion to move the \$4,114 to the Reserves Account. **Motion was seconded and passed.**

Landscaping – Oie Lood

Dan Herzing, Willamette Landscaping arrived and Barbara asked about the following Buildings – 15435, area between buildings and garages, 15510, around building, and 15655, all having soggy lawns. Scrape mowing was discussed and it was decided to avoid these areas. Barbara asks Dan if he would continue to meet with us monthly. Dan said yes. He reported that Willamette has finished trimming the trees to 15 feet. The committee will meet with Dan for a walk around the grounds on February 19th at 9 a.m. at Oie's door #64. Other swamp areas were discussed.

Helen Bird suggested hardy Daphne for planting. The ravine is to be cleaned in April. Oie Lood said she has called the arborist and he will be here 2-11-09. Oie and committee thanked Dan for the pine tree clean up.

The last Backflow Valve has been replaced. **Barbara** asks Dan when Jesse will be turning on the sprinklers. She and Bob Young want to dry out the swampy area if they can so she will **contact Jesse**. Barbara thanked Dan for the job Willamette is doing. Dan said he would see us next month.

Treasurer's report continued: Mary stated other HOAs charge \$25 for being late with the monthly fee. The Board discussed this and decided to change the \$10 fee to \$25. This motion was made by **Oie, seconded and passed**. We will announce this in the Forum.

Ken Miller a member of the financial committee, and a realtor, suggested a charge for the information given to realtors. Other HOAs charge for this information. This was

discussed and **Mary made a motion to charge \$35** to cover the cost of time, preparation and copying. **Seconded/passed.**

Barbara stated that Comcast will give the residents two boxes free, no charge for the digital turnover. She suggested reading the February issue of the Summerfield Summary for more information.

Assistant Treasurer, Ellen Marlow reported that January is 100% paid and she has received payment for #106 through February.

Maintenance – Helen Bird reported that a Pressure Regulator Valve was replaced and cost \$940. She stated that Jim Allen monitors the outside lights and some problems require an electrician. The Pagoda lights at #15695, have remained on for 24 hours as a test. As a result the thinking is that the problem is underground. Number 15483 also has a problem and this is in process of repair.

Unfinished Business

Barbara said the pots at #15437 have been removed. She also stated that the ravine is on our property, and the trees along Safeway also.

Annual Meeting: Barbara suggested a change to an evening dessert. This was discussed and will be decided at a later date.

We discussed the Forum that will be sent out in February and what it will cover. Mary sighted the CCRs stated that the cleaning of the dryer vents is a cost responsibility of the owner.

Empty buildings were noted and **Barbara** said she will inform the gentleman that vacuums the entries. She will also **check** the carpet in **Building 15514.**

Meeting was adjourned at 4:25 p.m.

Respectfully Submitted

Approved: March 9, 2009

Carolyn Fennern

cmf 2-13-09

c: 3-9-09