

THE FOUNTAINS HOA MONTHLY BOARD MEETING

April 8, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Maryann Smith, Landscaping Director; Barbara Stayton, Communications Director; Joan Mathews, Newcomers Welcome

ABSENT: Bonnie Sanders, Area Block Captain Coordinator

RESIDENT GUESTS: Carole Hanlin #15, Joanne McRae #27, Bob Markel #31, Patty McIntosh #46, Judith Carideo #50, Brenda Frank #52, Lorry Christian #67, Clare Engle #78, and Dick Reynolds and his daughter Sharon #101. All in attendance had concerns with regard to landscaping issues and use of BBQ's.

GUESTS: Jared Walthard from American Family Insurance, Spencer Stegman and Jesse Vroman from Brightview Landscaping.

Neal introduced Jared and he addressed concerns regarding the use of BBQ's. There was an open discussion. Open fire pits are not allowed. Gas grilling is acceptable and any fires/damage resulting are covered. He is checking on verbiage currently issued by the company and will provide that. Charcoal is considered dangerous and the Board will consider action on charcoal grills at another time.

SECRETARY:

Motion made, seconded and approved to accept Minutes of March meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand.	\$609,873
Total Operations Funds on Hand.	\$ 60,546
Total Funds on Hand.	\$670,429

Checks numbered 3059 through 3079 for a total of \$41,276.45 were issued in March. Debit card charges totaled \$1,659.93. \$12,455.15 was spent from Reserves. Total Reserve payments for 2019 YTD are \$60,095.63. Total Project costs to date are:

	2018	2019	Total to date
Deck Project	73,334.12	35,396.22	108,730.34
Siding Project	21,403.27	21,474.41	42,877.68

Final reports received from Schwindt including the Federal and State tax filings. This concludes the annual efforts of our CPA efforts. The 2019 Reserve Study is on the website.

Motion made, seconded and approved to accept Treasurer's report.

ASSISTANT TREASURER'S REPORT

March payments/receipts:

109 units paid

1 unit late fee paid

1 unit underpaid

COMMUNICATIONS:

#25 (Kennedy) sale pending Smith closing 4/17

#58 (Courson) for sale

#79 (Mink) sale pending Tricia Devine closing sometime in April

#92 (Wilson) for sale

#110 (Lynch) for sale

Forum sent for April 2019. A copy of the new Amendment was sent out, as well. The current Insurance Certificate is posted on the website. The new Amendment is posted on the Bylaws link.

MAINTENANCE:

The window screens were picked up from residents and taken for repair. Repairs have not yet been completed.

LANDSCAPE:

Lime application is finished and aeration is scheduled for some time this month. Maryann introduced Spencer Stegman and Jesse Vroman from Brightview. Discussion with Jesse regarding fountain maintenance and with Spencer asking workers to divide Fountains Landscape into quadrants to accomplish better clean up and attention to detail.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

The Board determined it would be a good idea to schedule a Town Hall Meeting for owners August 14, 6:30pm.

NEXT MEETING:

May 13, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:30pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

March 11, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT: Neal Sanders, Chairman; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Paul Brock, Maintenance Director; Jean Madrid, Assist Maintenance Director; MaryAnn Smith, Landscaping Director; Barbara Stayton, Communications Director; Joan Mathews, Newcomers Welcome

ABSENT: Nancy Schade, Secretary and Bonnie Sanders, Neighborhood Watch Area Coordinator

RESIDENT GUESTS: None

SECRETARY: Motion made, seconded and approved to accept Minutes of February meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand.	\$632,190
<u>Total Operations Funds on Hand.</u>	<u>\$ 63,498</u>
Total Funds on Hand.	\$695,688

Checks numbered 3035 through 3058 for a total of \$58,338.59 were issued in February. Debit Card charges totaled \$332.18. \$31,843.06 was spent from Reserve Funds. Total Reserve Payments for 2019 YTD are \$47,640.48. Total Project Costs are:

	<u>2018</u>	<u>2019</u>	<u>Total to Date</u>
Deck Project	73,334.12	28,139.50	101,473.62
Siding Project	21,403.27	19,500.98	40,904.25

A motion was made to roll over the WA Fed CD maturing on 3/26/19 and valued at approximately \$25,481.36 for two years. The motion was seconded and approved.

Schwindt has submitted a draft copy of 2018 Financial Review, and we are awaiting answers to questions before the final approval.

A motion was made to accept the revised draft copy of the 2019 Reserve Study. The motion was seconded and approved.

Motion made, seconded and approved to accept Treasurer’s report.

ASSISTANT TREASURER'S REPORT:

February payments/receipts: 109 units paid
1 unit underpaid
2 units late fee paid

COMMUNICATIONS: Units #79 and #110 are For Sale. The website is up to date with recently recorded Amendment added to the Bylaws. The Fountains Forum will be distributed for April 1st with the Summary.

MAINTENANCE: OneWay Construction has completed half of the gable siding project. Work is continuing on the decks; 9 of the 60 decks are completed. Gutter repair for building 15371 West Side is scheduled for repair. Screen repair is scheduled for March 29th pick up. Notices will be posted.

A motion was made that when the duckling nests are detected, funds will be available to purchase screens for the drain grates. The motion was seconded and approved.

LANDSCAPE: Treecology has finished pruning the trees along the fence next to Safeway and removed a dead tree behind the shed. Brightview has finished the winter pruning and has removed the leaves and debris from the garbage enclosures. **A motion was made to spend \$1500 on lime treatment of the lawn. The motion was seconded and approved.** There is a problem with Brightview as their mowers are destroying our path lights and sprinkler heads. Maryann will contact the management of Brightview for a meeting with the Board at 4:00 at the April 8th board meeting to discuss this.

UNFINISHED BUSINESS: Jared Walthard our American Family Agent for the HOA Master Policy was present for a discussion resulting from the recent Loss Control Assessment report on our property. Many questions were brought up by board members. It was decided that the board needs to pass a resolution banning charcoal BBQ grills on decks and patios. Before this is done the homeowners need to have a chance to ask questions, so the board will hold an informal discussion with interested residents from 3:00-3:20 before the next board meeting on April 8th. Residents will be notified of this meeting via a Fountains Forum newsletter distributed on April 1st.

NEW BUSINESS: None

NEXT MEETING:
April 8, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:40 pm.

Respectfully Submitted,
Barbara Stayton, Acting Secretary.

THE FOUNTAINS HOA MONTHLY BOARD MEETING

February 11, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Paul Brock, Maintenance Director; MaryAnn Smith, Landscaping Director; Barbara Stayton, Communications Director; Joan Mathews, Newcomers Welcome

ABSENT: Jean Madrid, Assistant Maintenance Director and Bonnie Sanders, Area Block Captain Coordinator

RESIDENT GUESTS: Clare Engle #78 and Patty McIntosh #46. Clare has spoken with AARP representative and has scheduled them to come present a Safe Driving Class May 16. She also wondered when PGE is planning to dig on our property near her garage.

SECRETARY:

Motion made, seconded and approved to accept Minutes of January meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand.	\$640,063
Total Operations Funds on Hand.	\$ 59,147
Total Funds on Hand.	\$699,210

Checks numbered 3019 through 3034 for a total of \$34,003.45 were issued in January. Debit charges totaled \$649.30.

\$15,797.42 was spent from Reserves. Total Reserve payments for 2019 YTD are \$15,797.42. \$14,785.50 has been charged to Deck Project YTD. \$1,011.92 has been charged to the siding project.

Project Costs Summary to date:

Deck Project \$73,334.12 for 2018, \$14,785.50 for 2019 - Total to date \$88,119.62

Siding Project \$21,403.27 for 2018, \$1,011.92 for 2019 - Total to date \$22,415.19

Received final 1099 report for 2018 from Schwindt. Received draft 2019 Reserve Study from Schwindt.

Motion made, seconded and approved to accept Treasurer's report.

ASSISTANT TREASURER'S REPORT

January payments/receipts:

110 units paid

1 unit late fee paid

COMMUNICATIONS:

#25 is vacant. Bubbles Kennedy has moved to assisted living. The Fountains website will be updated after the Annual Meeting. If the bylaws need to be changed as a result of the vote, this can happen concurrently.

MAINTENANCE:

The disposal bin for the Siding Project has been dumped once after eight buildings were completed. Jon Erickson's contract for the Deck Project was evaluated by our attorney and signed by Neal Sanders and Jon.

LANDSCAPE:

Treecology will prune the pine trees on the west side of our property where a tree was already removed since it was a hazard.

UNFINISHED BUSINESS:

Nancy will be at the Clubhouse at 9:30am to admit Dalton's so they can set up chairs and tables for the Annual Meeting. The remainder of the Board will arrive at 10:30am. Packets and Agendas have been printed. Nancy and Barbara will register owners and distribute ballots. Maryann and Ann will hand out name tags. Registration begins at 11:15am. Welcome and introductions will be followed by a catered lunch after which the meeting will begin.

A vote will occur with regard to charging a buyer's fee. A motion was made, approved and seconded to charge \$1200.00 to new owners for the remainder of 2019 and all of 2020. If the vote is favorable, this will be instituted once the Amendment is recorded with the county. Lorry Christian and Clare Engle will collect and count ballots. Dalton's will provide cleanup by 2:00pm.

NEW BUSINESS:

Clarification is needed by American Family Insurance with regard to BBQ's and propane tank placement/coverage on decks.

NEXT MEETING:

March 11, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 3:55pm

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

January 14, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Barbara Stayton, Communications Director; Joan Mathews, Newcomers Welcome; Bonnie Sanders, Neighborhood Watch Area Coordinator.

BOARD MEMBERS ABSENT: Nancy Schade, Secretary, MaryAnn Smith, Landscaping Director

RESIDENT GUESTS: Lorry Christian and Patty McIntosh.

SECRETARY:

Motion made, seconded and approved to accept Minutes of December 10, 2018 meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand.	\$631,730
Total Operations Funds on Hand.	<u>\$ 47,909</u>
Total Funds on Hand.	\$679,639

Checks numbered 3004 through 3018 for a total of \$36,653.43 were issued in December. \$13,629.30 was spent from Reserves. Total Reserve Payments for 2018 YTD are \$126,311.50. \$73,334.12 has been charged to Deck Project YTD. \$21,403.27 has been charged to the Siding Project. In December, \$2,178.09 was charged to the debit card for the Siding Project.

Washington Federal CD #118-405386-4 matured with a total of \$96,148.18. The funds were deposited in the HomeStreet Reserve MM as approved in November.

As approved in November, \$6,000 from the Operations Savings/contingency account and deposited in the HomeStreet MM account. This action brought the 2018 YTD contribution to Reserves to \$90,000, the recommended contribution in the 2018 Reserve Study.

Motion made, seconded and approved to accept Treasurer's report.

ASSISTANT TREASURER'S REPORT

December payments/receipts:

- 110 units paid
- 1 unit late fee paid
- 1 unit transfer fee paid
- 1 unit statement fee paid

COMMUNICATIONS:

#79 is still in foreclosure and vacant.

12 Units sold in 2018

NEIGHBORHOOD WATCH AREA COORDINATOR: Block Captains are trying to update Emergency forms with accurate information.

LANDSCAPING: A tree in back of building 15514, which seems to be on apartment property, needs to be examined to see if it needs to be removed before it falls. The path lights in front of buildings 15514 and 15518 have been mangled by what appears to be the mowers from Brightview Landscaping. Jean Madrid has pictures. This needs to be brought to their attention. Brightview also needs to be reminded that the garbage enclosures need to be blown free of leaves. 2019 is our last year of our contract with Brightview.

MAINTENANCE: Paul Brock has acquired permits from the City of Tigard for the siding project. The masonry on the deck project is moving along with 4 more decks to complete this season. There is gutter damage on the west side of building 15371 which will be repaired. A tree blew down damaging the fence owned by the storage company. The tree was behind the shed.

WELCOME COMMITTEE: No Report

UNFINISHED BUSINESS: Logistics and details for the Annual Meeting on February 13th were discussed including the agenda and the power point presentation.

NEW BUSINESS: None

NEXT MEETING:

February 11, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:08 PM.

Respectfully submitted,
Barbara Stayton, Acting Secretary