

**THE FOUNTAINS HOA BOARD MEETING-----DECEMBER 12, 2011**

Next Meeting-----Thursday, January 12, 2012

**BOARD;** President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance Glenn Jay, Landscaping committee member Sandy Zahnle. Maryann Smith excused

**Barbara** began the meeting at 3:00 pm.

**November Budget Meeting Minutes** were approved as written.

**TREASURER'S REPORT – DONNA ALLEN:** Donna gave her printed report to the board members. Donna questioned the Buyer's Fee which is currently \$35.00, a Transfer Fee for certain materials required by a Real Estate agent, discussion followed. **Donna moved** that the fee be increased to \$50.00 because of increased cost to the Association. Seconded by Carolyn Fennern. **Hand vote in favor, was unanimous.**

Donna then went over November's report and compared to what had been budgeted. Ground Maintenance account is under budget so a portion will be transferred to Professional Fees for the Landscape architect fee in the amount of \$1,829.00.

She reviewed the CD report and all is in good order.

**Barbara reported on Units Closing/Sold:** Unit 57 is closing on December 15<sup>th</sup>, 2011, new owners are William & Sharie Harrigan. Unit 36 closing December 19<sup>th</sup>, 2011 and Unit 55 is also sold.

**LANDSCAPING REPORT:** Barbara gave the report as Maryann was excused. The committee will start the work for 2012 approved earlier in the 5 Year Plan. Trimming will be in the Ash Tree area, plus other items. The Landscape Committee will review plans with residents at the Annual Meeting, January 30, 2012. Barbara asked Sandy to report this meeting events to Maryann Smith.

**MAINTENANCE REPORT – GLENN JAY: Irrigation –** Glenn said the lights for the fountains haven't arrived. Barbara suggested that when they do arrive that Glenn hire people to help him with the cleaning of the fountains and installation. Glenn said that his computation for water usage isn't complete. This computation is for the consultant to use in making recommendations.

**General Maintenance:** All faucet covers are in place. The contact relay, Buildings 15435 and 15437 for the outside lights has been repaired. There was discussion regarding the resident entry door for 7 or 8 garages, Glenn will need keys so he can check the electrical boxes. Glenn is to get the specific numbered doors and Barbara will send a request letter to the owners for a key.

**UNFINISH BUSINESS – None**

**NEW BUSINESS:** Barbara has written a letter to resident regarding dog outside without being leashed.. The By-Laws were quoted in the letter, Article IX Section 5C, Rules of conduct, regarding pets.

Annual Meeting, Barbara asked the committee directors to be prepared to report and the secretary to prepare the proxy letters for the owners. Also to contact the hospitality committee and make preparations for the meeting. Barbara said Officer Jim Wolf, Public Information Office, Tigard Police Department, will make a presentation at the meeting on January 30, 2012.

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Fountains HOA

The meeting was adjourned at 4:05 pm.

**Please note the following meeting change, starting in 2012 the Association Meetings will be on the second THURSDAY of each month.**

Respectfully Submitted;

Carolyn Fennern  
Secretary

The Fountains Board Meeting & 2012 Budget Meeting

November 14, 2011-----Next Board Meeting December 12, 2012

Board: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance Glenn Jay. Excused: Maryann Smith, Landscaping Chair

Budget Committee: Pat Shute, Dennis Murphy, Bob Young

Landscaping Members: Opal Rorex, Sandy Zahnle

Guest: Mary Shute

Barbara began the meeting at 3:00 pm. She welcomed the budget committee members and guests.

October minutes were approved as written.

Treasurer Donna Allen gave out her monthly report. Donna reported on the current CD's. She shared that all of our accounts have been rolled over into the Homestreet Bank and explained why the association has changed banks. The treasurer's reports are attached to these minutes.

Barbara explained the Reserve Study and answered any questions.

We then began the process for budgeting for 2012 and Donna and Barbara walked us through the proposed Budget.

Maintenance Chair Glenn Jay, shared with those present the maintenance items completed this year, 2011. He sited the Smoke Detectors and CO Alarms installation at a cost of more than \$3000.

Maintenance Issues for 2012 are as follows:

Irrigation issues: Glenn said that our two fountains will be flowing all year, making the fountains more efficient and attractive. In 2013 there is a possibility of making other decisions for the fountains. We now have an Irrigation Specialist and he commented on our controls as being simple and should be maintained. With one exception, Building 15655 area should be replaced. Glenn explained the way in which this specialist is helping the association to control our water cost. Irrigation was taken out of the Landscaping contract and we can get bids when there is a problem.

Concrete Steps/Porch areas: The exposed aggregate is crumbling as well as some of the sidewalks. The plans are for five to be replaced this year.

The pedestrian door for the garages is in need of replacement and ten (10) are scheduled for 2012. These are the doors that are out of view of the condominium occupants. We have had some trouble with break-ins so we are going to a fiberglass door. The plan is to have all pedestrian doors replaced by the close 2013.

A question was asked about motion lights. Barbara stated that at the Annual Meeting in January 2012 we will have a speaker from the Police Department to tell us how to better protect our area. Motion lights and garage security are being investigated.

Glenn explained now that all the fences are down we need better directional signs for the area. He shared with those present his plan and cost for the improved signage.

Landscaping: Barbara shared that our former chairman resigned causing the Board to review our contract and become more cost effective. We discovered that the Association will be in a better position if we call for bids on particular landscaping issues. Willamette Landscaping Services appeared to be on the high side with particular services so we had a test area and called for bids to increase our knowledge. We also have a better understanding for the Bark Dust and Arborist for next year.

Barbara noted that our Board Meeting time will be changed to Thursdays at 3 p.m. starting in January 2012.

Barbara asked for questions: Bob Young asked if our insurance covers Earthquakes. Barbara said we are insured for the structure of all buildings. The resident must have Earthquake Insurance for any inside damage to their condominium.

Another question, are there any current safety issues, Barbara said that there are not any that we are aware of at this time.

Motion to accept the 2012 Budget as presented asked for by Treasurer Donna Allen.  
Seconded by Pat Shute  
Vote passed by raised hand was unanimous.

Barbara noted that Suzanne Spencer is no longer with Willamette and Dan Herzing will be the association's Willamette Landscaping Services representative.

Mr. Bob Young, our resident irrigation specialist, presented his letter of resignation and wants to be relieved of materials he has collected. Bob said he has enjoyed his work with the Board. Barbara thanked Bob for all he has given to this Association and for his many hours of labor.

Mr. Jim Allen has requested to be relieved of his duties of replacing burned out light bulbs. Barbara accepted his request and offered names of others that may help our Maintenance Chair Glenn Jay.

Meeting adjourned at 5:10 p.m.

Respectfully Submitted;  
Carolyn Fennern, Secretary

**THE FOUNTAINS HOA BOARD MEETING**  
**OCTOBER 10, 2011-----Next Meeting November 14<sup>th</sup>, 2011**

**BOARD:** President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen  
Landscaping excused, Maintenance Glenn Jay

Barbara started the meeting at 3:00 o'clock.

September **minutes** were **approved** as written.

**Treasurer's Report – Donna Allen:** Donna gave her printed report to the Board and she reviewed the report. Current banking issues were discussed, Donna proposed that we do all that we can electronically. She also suggested that we have a "no cash" debit card. She listed the problems with our current Banking Institution and moved that our association place our account with the Homestreet Bank, Tigard/King City Branch, motion was seconded. After discussion and consideration a vote was taken and **was unanimous to move our account to Homestreet Bank.** The Bank has recommended that the signers be the president, secretary and treasurer.

Our next meeting will be the **Budget Committee meeting** and Donna will provide each board member a suggested budget. **The date is Monday, November 14, 2011, at 3 p.m.**

We have two new condominium owners and currently have five for sale. Number 11 is Natalie Horne and Number 29 is Norman Cramer. A hearty "**welcome**" to the new owners.

**Landscaping:** Barbara reported the Landscaping contract with Willamette Landscaping Services has been renewed for one year. Cost for one year is \$42,864, dated October 1, 2011 through September 30, 2012.

The Landscaping plan will proceed on the West side of Building 15342, area 2, as propose. The committee is working with the architect. The bids (3) for the planting are due October 17, 2011. The successful bidder will be responsible for irrigation in each particular area and the planting to be completed by the end of October 2011.

**Irrigation/Maintenance – Glenn Jay:** Glen has walked the property with the irrigation consultant and the consultant has recommended new sprinkler heads. He also said our system is not as antiquated as we thought. He suggested replacing one entire zone at a time and using the same type of MP Rotor through the system. Glenn also reported the consultant's other recommendations to the Board for consideration.

Glenn said that Lou's Painting Company has submitted a bid for the Verge Board painting. The bid selected for **the moss on our roofs** will be Fisher Roofing at \$1,610.

Barbara asked Glenn to put the hose bib covers on for cold weather protection and he will do this in November or early December.

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Barbara reported that Unit 38's dining room light exploded and she referred the owner to Frahler Electric for repair purposes.

**Unfinished Business:**

Barbara said our revised Reserve Study is looking good and the minimum contribution to the Reserve Fund for 2012 is \$72,000.

**The meeting date for the Board for 2012 has been changed and will be on the second Thursday of each month at 3:00 o'clock.**

**New Business:**

The date for the Annual Meeting is January 30, 2012 at 2 o'clock. It was suggested we ordered cookies from Summerfield Estates. And Glenn suggested music be played prior to the start of the meeting.

Respectfully Submitted:

Carolyn M. Fennern  
Secretary

THE FOUNTAINS ASSOCIATION  
BOARD MEETING ----- SEPTEMBER 12, 2011  
Next meeting -----October 10, 2011

Board Members: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen,  
Landscape Co-Chairs Maryann Smith & Sue Christenson, Maintenance Glenn Jay

Committee Members: Kathleen Van Loozen

President Barbara opened the meeting at 3 p.m.

August Minutes were approved as written.

**Treasurer Donna Allen reported:** Donna gave copies of the P&L statement to the Board and went over the figures. The new proposals for next year were discussed. Beginning in 2012 there will be line items for Irrigation Repair, Bark Dust and Arborist. All is in good order.

Barbara stated that there are eight condominiums for sale two of which are pending.

**Landscape Report – Maryann Smith/Sue Christenson:** Barbara and Glenn have composed and sent a letter to Willamette Landscaping Services and have received a response from Suzanne Spencer, WLS. Barbara will email the written letter and response to the Board. The letter requesting a break down of cost for contract work and out of contract work such as: irrigation, planting and other additional work. We also discussed a one year contract instead of three years. The Board decided on a one year contract for 2012.

Glenn Jay suggested that irrigation be included in Maintenance, not in WLS contract, and to hire irrigation repair as needed. Glenn also suggested that we have an overall cohesive Landscape Plan. He suggested we hire a landscape designer and he is willing to share some of the 2011 maintenance budget to have these suggestions happen.

This caused discussion and a vote was taken. The **vote was unanimous** to hire a Landscape Designer. Since the Landscaping Committee does not have a chairperson Barbara will join Maryann and Sue when they meet with the Landscape Architect.

It was also agreed by the Board to switch Irrigation to Maintenance and to have this item out of the Willamette Landscaping contract. Glenn will contact an irrigation specialist for consultation.

Maryann Smith and Sue Christenson were concerned about the impending projects and those that are on the docket at the current time are to continue. Maryann and Sue will meet with the designer and share the current landscape plan and what has been completed to date.

**Maintenance – Glenn Jay:** Reported that another bid is needed for the Verge Board painting for possibly five roofs. Glenn presented a bid, \$1640.00 for the moss on the roofs and **this was approved**. The issue is the cricket area of the roofs has not been installed properly and is an expensive fix. Glenn will speak to the original roofers and possibly get another bid.

Signage, Glenn brought a display for location of the specific Condominium area. Sixty signs are needed and the cost for each is about \$200. It is in the Reserve Funds for 2012. The Board liked the idea, action to be taken later.

Glenn said that our post lights need to be washed for better lighting and he will follow up on this.

Unfinished Business: Barbara reported the Renewal of Corporation status needs to be paid and is \$50.00. This was **approved**. The Budget Committee was discussed and Donna will contact those suggested and report back. Barbara also asked about the Hospitality Committee, suggested names for new members and we will continue this discussion.

No New Business

Meeting was adjourned.

Respectfully Submitted; Carolyn Fennern Approved \_\_\_\_\_

Note: Prior to this meeting the Board met with Mike Poirier regarding the Reserve Study for 2012.

**THE FOUNTAINS BOARD MINUTES-----AUGUST 8, 2011**  
**Next meeting-----September 12, 2011**

**BOARD MEMBERS:** President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Landscaping Jack Shannon. Absent – Maintenance Chair Glenn Jay

**Landscaping Committee:** Asst. Chair Maryann Smith, Opal Rorex

**Residents:** Diana Mati, and Bill Drezen

**Willamette Landscaping Services:** Suzanne Spencer

**President** opened the meeting and asked the guests to introduce themselves. Then she asked if they came for the meeting or had concerns to share with the Board. (time 3:03 p.m)

**Diane Mati, resident,** said she was there to speak to the fences being removed and the Board communication surrounding this event.

1. Concerns were that the notices were incomplete and not legible.  
Diana suggested that the Board communicate all information by email to the residents.
2. Second concern now that the fences have been removed that those outside have a view of her master bedroom causing a lack of privacy. Car lights shine through the window and only the curb is separating her bedroom from the street also the noise is greater. Diana is concerned about “out of control automobiles”. She said the fences were positioned for privacy After a walk about she thinks her condo is the only one affected

**Bill Drezen** was also concerned about communication and noted that new name plates have been installed. The plate for his condo was blank and he requested one with his name to be placed by his doorbell.

Barbara said to Diana that the Board would respond to her concerns in writing and asked if she preferred a registered letter or email. Mrs. Mati said email would be fine. Barbara stated she would receive a response by August 15, 2011.

Barbara said that since Mr. Drezen no longer lived here and his condo is vacant and for sale, the plate was blank but we will have one engraved with his name and placed appropriately.

Barbara thanked Mrs. Mati and Mr. Drezen for coming and invited them to come again explaining that the Board Meetings are on the second Monday of every month at 3 p.m.

**The meeting returned to the August agenda.**

**Minutes:** June minutes were approved as corrected and July minutes approved as written



**Treasurer's Report:** Donna Allen said she is receiving checks for the CO and Smoke Detector monitors. We are over budget for the gutter cleaning however the budget is in good shape. Barbara asked Donna to list the arborist and bark dust in "operation account" rather than "reserve" in the 2012 budget. Also irrigation should be a line item.

**Landscape Report:** This will be Jack Shannon's last meeting so the landscape committee presented him with a gift. Maryann Smith and Susan Christenson are to be the co-chairs for the Landscape Committee. **Maryann Smith reported** the landscape plans have been scaled back due to finances. She made a motion for Building 15432 plant removal be delayed until the irrigation is upgraded. Cost to be \$6000, work to be done in 2012. **Motion-2<sup>nd</sup>-Passed.**

Maryann and Suzanne (WLS) reported that there are moles on the property and the cost for a month of trapping is \$185 and there was another suggestion for a cost \$175. The committee will determine who to secure and begin the process.

**Concerns** were Building 15471 and 15510 lawn is very dry. Bldg. 15373 irrigation nozzles are clogged.

**Irrigation Report:** Donna has uncovered several sprinkler heads and she shared the information with Maryann and Suzanne. Suzanne explained why the sprinklers are overflowing and solutions were discussed.

The Landscaping Five Year Plan and the current Forum will be in the New Member packets.

**Maintenance Report:** Barbara reported for Glenn Jay. Installation of the Smoke Detectors will begin August 15, 2011. The CO Monitors will be given out at the same time. Glenn is getting another bid for the Verge Board painting and he is also getting bids for spraying for Carpenter Ants. Donna moved that we accept the Orkin proposal for one intensive treatment and follow up with another treatment in 90 days, guaranteed for \$1,410. **Motion- 2<sup>nd</sup> – passed.**

**New Business:** The complex has 12 condominiums for sale, 2 sales pending and 3 in closing.

Willamette Landscaping Contract will be up last day of September. We have sent a request to Willamette Landscaping Services for detailed information on the cost structure.

Barbara moved that we pay the annual fee for the Reserve Study. **Motion – 2<sup>nd</sup> – passed.**

Annual Meeting in January was discussed.

Donna suggested we discontinue the July 4<sup>th</sup> picnic because of the turnout in 2011 or have a committee to plan the event involving more of the residents. The Board thought that the picnic was a positive for our community.

Barbara read the new Forum to the Board and asked for suggestions.

The Board discussed the personnel for the Financial Committee; it was suggestion to have three resident representatives in addition to the Board members. Also suggested was to have information given to the committee prior to the meeting in November for study and discussion purposes.

Leslie Casey was suggested as a possible resident to review our insurance portfolio.

**Meeting was adjourned at 4:30 p.m.**

Respectfully submitted,

Carolyn Fennern, Secretary

Approved \_\_\_\_\_

**THE FOUNTAINS BOARD MINUTES-----JULY 11, 2011**

**Next meeting-----August 8, 2011**

**BOARD MEMBERS:** President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Landscaping Jack Shannon, Maintenance Glenn Jay

**Landscape Committee members:** Maryann Smith, Sue Christenson, Sandy Zahnle

**Residents:** LeRoy & Alyce Vick

**Guests:** Suzanne Spencer, Willamette Landscaping Services

Barbara opened the meeting at 3:05.

**Treasurers report Donna Allen:** Report is attached to these minutes, all in good order. The June fees have been received - 100 %.

**Landscape Report- Jack Shannon:** Glenn Jay presented 3 bids for fence removal and that he recommends the approval of the Westwood Construction bid.

**Jack Shannon moved** that we accept the **Westwood Bid. Glenn Jay seconded, motion passed.** The removal of the fences will come from Unexpected Expenses #8000. These fences are to be removed for the safety and security of the residents.

**Treecology 5 year plan, 2011 – 2015.** This was discussed at the June meeting and each board member has a copy of the plan. **Motion was seconded by Maryann Smith and passed.**

Aeration of the lawn is scheduled for this fall. Two are usually scheduled but because of the wet weather only one this year. **Jack moved** to have this approved. **Motion-2<sup>nd</sup>, passed.**

We have previously discussed the landscaping contract language and Suzanne said she will be giving us copies of the new language. Barbara requested revision for the new residents information packet, **Jack and Maryann** will get back to her on this matter.

Jack noted that the landscaping committee requested approval of three items from the Summerfield Architectural Committee and approval was received and work completed.

**Fountains Board Meeting – July 11, 2011**

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**Irrigation concern:** Barbara asked Glenn if the concern near Building 15655 is resolved and it has been.

**Maintenance- Glenn Jay:** Glenn said many of the residents have not returned the request for the new CO monitors and smoke alarms. Barbara asked for a list of names

and she will make phone calls and let Glenn know the amount to order. He is scheduling the installation for August.

Glenn said that the street water meter keys for the water shut off will be mounted in each entry way. A card will be attached with specific directions for the turn off. Shut off valve for Unit 64 needs repair. **Maryann Smith volunteered** to do the typing for the cards.

The gutter cleaning will begin August 25, 2011. The Gable roof boards are cedar and are drying out from the South exposure; these boards need to be painted. He will get bids for the trim work. Jay recommended that the red concrete around both fountains be cleaned and he has a bid for \$750.00. The cleaning is to last at least four years. The curb, facing and red concrete will be cleaned. **Donna moved** that we clean around the fountains. **Jack seconded** the motion. **Motion passed.**

**Unfinished Business:** July 4<sup>th</sup> picnic report, 47 people attended, the food was very good and a good time was had by all.

Comcast contract will be up in 2015, it was suggested that at that time we negotiate Internet to be included in the contract.

The annual fee for the Reserve Study is \$705.00. We will be meeting in September to review this study. Ongoing operational expenses such as: arborist, bark dust, aeration and irrigation (new & repair) to be included. Jack and Glenn were asked to submit their area estimates for these.

It was suggested that we replace the garage door springs as they are aging.

**New Business:** Buildings # 58 & 60 are having an ant problem and have seen carpenter ants. Donna said she also has ants and has tried a long time and cannot eliminate the ants. It was suggested that Killers Pest Control be called for a bid to get rid of the ants.

Glenn walked the irrigation area with Jesse (WLS) for the new weather stations; these are supposed to save the Association 25% on the water bill.

Meeting adjourned at 4:45 p.m.

Secretary Carolyn Fennern

Approved\_\_\_\_\_

**THE FOUNTAINS BOARD MEETING MINUTES-----JUNE 13, 2011**  
**Next Meeting-----July 11, 2011**

**BOARD MEMBERS** President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Landscaping Asst. Chair Maryann Smith, Maintenance Glenn Jay

**Committee Members** – Landscape: Sandy Zahnle and Sue Christenson

**Residents:** Opal Rorex

**Willamette Landscaping Services:** Suzanne Spencer

Barbara began the meeting early at 2:55 p.m.

**May Minutes** were approved as read.

**Treasurer’s Report – Donna Allen:** Donna gave out copies of her monthly report, and she said all is looking good. She did go over some of the items. Donna also said that she has received all of the HOA fees for June, 2011.

**Landscaping – Maryann Smith:** The committee had met just prior to our meeting. She reported that we are not to be concerned with the black spots on the Red Maples. Contract with Willamette Landscaping Services (WLS) will be discussed at the July Meeting. There was another irrigation event May 27<sup>th</sup> and this was discussed. The sprinklers will be working two nights each week, Thursday and Sunday. The beds will get one day per week. Some sprinkler heads have been removed and others slowed down.

Barbara asked the committee to alert residents when landscaping work will be happening in their area a few days prior to the start of the work.

**WLS – Suzanne Spencer:** presented the three year irrigation plan. The costs will be given at the August 1, 2011. With the fence removal very few plants will be removed. On Naeve Street WLS services the trees and cuts the grass.

Glenn is ready to get bids for the fence removal. He recommended to cutoff at the concrete level if in concrete, if just in the ground to be taken out completely. Suggested 30 days to complete the work. Glenn will send the information to those bidding on the removal of the fencing. The reason for the removal is for security and safety and the Landscaping Committee will notify the residents being affected prior to removal.

Buildings 15432 & 15510, plants to be removed, will be cut level and roots taken out next year. The cost for # 15432, is \$1220. The committee presented their decision to only use Evergreen plants.

Summerfield Drive entryway will have rocks and mulch costing \$329.00, after beds cleared out.

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June 13, 2011

Landscaping continued. Maryann passed out area pictures where fencing will be removed. After the fence removal the cost for replanting will be \$1709.00. Area parking signs were discussed.

Suzanne reported that WLS has replaced 11 plants that died. The work has been completed and WLS absorbed the cost. Also discussed were the garage areas to be or not to be planted.

Barbara shared that the stepping stones behind the patio Bldg. 15485, have been removed and grass seed sowed.

**Maintenance – Glenn Jay:** Barbara has asked Opal Rorex to work with Glenn regarding the letters for the Smoke Detectors and CO monitors for the residents. This is scheduled for the week of June 13, 2011. These need to be signed by the residents and returned.

Glenn explained that for emergency purposes a shut off key for the water will be placed in each of the required buildings with specific “how to use” directions.

**Gutter Cleaning Bids:** The low bid was Greg Aranson, who washes our windows and does a great job.

Glenn said that the entryway window in building 15695 will be replaced as the seal is broken.

Glenn presented numerous design options for beautiful fountains for our complex, creating much discussion. These fountains will require less maintenance and water. Glenn will present the designs at the Annual Meeting.

The trim paint is starting to peel so Glenn will get bids. Glenn will get the painting touch up completed soon, weather permitting. Barbara asked if we can get paint to stand up to the sun and Glenn said “no” as the paint is all water based.

**New name plate needed** for occupants of Unit 1 – Tom and Dona Black.

**Unfinished Business:** The Summerfield Showcase was a success.

**New Business: July 4<sup>th</sup> Picnic 12-3 p.m.,** discussed notification, set up and food. Barbara said our insurance company offered to make a presentation at our Annual Meeting and the Board was not in favor of this.

Meeting was adjourned at 4:45 p.m.

Approved \_\_\_\_\_

Respectfully Submitted: Carolyn Fennern, Secretary

**THE FOUNTAINS BOARD MEETING MINUTES-----MAY 9 2011**  
**Next Meeting-----JUNE 13, 2011**

**BOARD MEMBERS:** President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance Glenn Jay, Landscaping Vice Chair Maryanne Smith

**LANDSCAPE COMMITTEE MEMBERS:** Sue Christenson, Kathleen Van Loozen, Sandy Zahnle

**GUESTS:** Suzanne Spencer, Willamette Landscape Services

The meeting started at 3 p.m.

**MINUTES:** The March minutes were approved as corrected. The April minutes were approved as written.

**TREASURER'S REPORT** – Donna Allen: Donna said she had not received bills for back flow testing and bark dust yet. Glenn said he will talk with the city personnel to learn if they have received a report. Donna gave copies of the Treasurer's report to the Board and one will be attached to the minutes. She reported all is going well and no concerns at the present time.

**LANDSCAPING REPORT:** Suzanne Spencer gave copies of the 5 year Plan to the Board and suggested examination take place when Chairman Jack Shannon is available to take part in the discussion.

Azalea Lace Bug infestation, Suzanne and Sue Christenson released 900 Lady Bugs the end of April and the Lace Wings bugs will be released the week of May 15th. Bark dusting has been completed.

There was another sprinkler incident caused by the time clock failure. This could happen again and Glenn suggested we replace the time clocks. **Glenn Jay moved that the two irrigation controllers that are not working be replaced. The cost is \$573 per clock. Motion seconded and passed. Barbara signed** the order for the repairs.

Glenn suggested that if this happens again that the Rainbird SMT irrigation controller be replaced without having to wait for a Board Meeting. **Maryann Smith moved that if the water incident happens again that the repairs take place and be paid as needed. M-2<sup>nd</sup> –P.**

The grass is to be removed on the parking strip and bark dusted.

Discussion took place regarding phase one of the grass knoll. Other items discussed were the removal of the various fences, relocation of the signage, and what will happen when the fencing is removed. Barbara stated that new signage is in the budget.

Discussion moved to the Fountain design. Glenn discussed his ideas and said he will be ready for a design presentation in September. He stated his design will be relatively maintenance free

**MAINTENANCE REPORT** – Glenn Jay: **Annual window cleaning will be June 8-9-10, 2011.** Glenn will put a notice by each entrance June 1st, 2011.

Glenn is will be checking on the gutters and doing some cleaning and determine if we need to have a general cleaning of the gutters.

Smoke Detectors and CO Monitors: Glenn has 2 bids, Willamette Electrical and Frahler Electrical. Willamette's charge for installation is \$75 for 1 and if 2 detectors \$100. Frahler's charge is \$30 per detector. The CO monitors are a plug in device. Cost for a hardwired smoke detector is \$22.10 and the CO monitor - \$24.12 and the resident's pay this cost. The association will pay for the installation of one smoke detector. If Frahler gets the bid the cost will be \$3,300, total for 110 units. The new Detectors have 2 sensors, one for smoke and the other for combustion products. Carolyn was asked to send the letters regarding this matter.

Next item was a new, more permanent plate for the doorbells. Cost \$4.00 each.

**Donna moved that we purchase the name plates. Motion passed**

Method for cleaning the sidewalks is being investigated.

Caulking around the heat/air units discussed. Glenn said that #42 is in need of the caulking being replaced. When caulking was discussed several of those present said that the outside air around their units is coming into the condo. Glenn was asked to get a bid for the caulking. **Carolyn moved that the cost of caulking for Unit 42 be paid.**

**Motion passed.** Next window replacement was discussed.

**UNFINISHED BUSINESS:** Petition for Homeowners, Units 19-20-21 & 22. The petition is requesting approval for (2) handrails to be installed in their building 15605. Estimated cost for their building is \$420.00. The petition was denied and is attached to these minutes.

**NEW BUSINESS:** We have two new residents Mark Adams, Unit 91 and Frederick Haise Unit 81.

The Summerfield Showcase is June 4 & 5, 2011. Barbara asked for volunteers. Maryann Smith, Carolyn Fennern and Barbara Station will be at the Fountains table for this event.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted: Carolyn Fennern

Approved\_\_\_\_\_



**THE FOUNTAINS BOARD MEETING MINUTES ---APRIL 11, 2011**

**Next Meeting-----May 9, 2011**

**BOARD MEMBERS:** President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance Glenn Jay, Landscaping Maryann Smith, assistant chair.

**Committee Members:** Landscaping - Sue Christenson, Kathleen Van Loozen

**Willamette Landscaping Services:** Suzanne Spencer, Jessie Stegman – Irrigation

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

**March minutes** need to be revised and presented at the May meeting.

**Treasurer's Report: Donna Allen** presented the monthly report with explanation to the Board and gave Board members copies. The P & L had three columns which included the Yearly Budget. The report is attached to the minutes and is filed for review.

**Landscaping – Suzanne Spencer and Maryann Smith:** Suzanne said she will reorganize the five year plan. She also said that memorial garden, wetlands garden and an arboretum have been suggested for the grassy knoll. Suzanne gave the Board members binders of our current contract with Willamette Landscape Services.

A line of communication needs to be developed with the owners of #15473 so all grass can be mowed. Also the Azalea pest "LaceBug" has caused 20 azaleas to be removed. Removal and treatment of the affected Azaleas for the entire summer is \$807.00.

**Motion made by Maryann Smith:** Moved that the association pay for the treatment and removal of the affected Azalea plants. **Motion passed.**

**Maryann's second motion** was to remove the South property plants prior to the blowing of the bark dust. **Motion passed.** It was decided to table the total 5 year plan until Chairman Jack Shannon's return in June.

**Jesse Stegman – Irrigation:** He discussed the water problem above Building 15483 past 15478 and to the street. Jesse said that there are 2 drains every 50 feet. He presented his proposal for repair, the cost \$1,665.00. Discussion ensued. This matter is on hold until June.

Regarding the spraying event on March 28th and the controller not working, he does not know the reason. Jesse has tested the controls and they are working properly now. He presented his recommendation for new Rain Bird controls with all the details. This will permit a set area and can be adjusted for new plantings. The current control was installed 1998/99.

Ha a five year warranty and we need eleven (11) of these and the device saves 10 – 25% water. Barbara mentioned we are looking for 50% water savings. No decision was made

**Fountains April 11, 2011 minutes Page 2**

Jesse said the backflow valve testing has been completed and the billing will be sent soon.

**Maintenance – Glenn Jay reporting:** Smoke Detectors with dual sensory and battery backup can be purchased for about \$22.00. Batteries need to be changed annually. Discussion followed regarding the annual check and change of the smoke detectors. CO Monitors with battery back up and plugs into a wall receptacle are \$24.21. The question is do we need an electrician to install the smoke detectors? We will follow up at the meeting in May.

Entry way lights are in the process of being replaced. Sidewalk cleaning and around the fountains to remove the dirt and moss was discussed. We discussed the machine that cleans the Tennis Courts and the cost is \$3,850 for the machine. After discussion purchasing the machine was tabled.

**Entry way renovation, Carolyn reported** that the painting and carpet installation has been completed. Entry rugs for outside and inside the doors will be decided before the May meeting.

**Unfinished Business:** Entry way modification.

Plexiglas to be placed on the wall for a resident to use when taking the steps was discussed. The Board decided against Plexiglas being used on the wall.

The Entry Window, building #15695, the seal is broken and needs to be replaced.

**New Business:** New resident Mark Adams, Unit 91 is Beverly Scott's son. Website needs to be updated, new pictures of planters, etc.

Meeting adjourned at 5:05 p.m.

Respectfully submitted:

Carolyn Fennern  
Secretary

Approved \_\_\_\_\_

## THE FOUNTAINS ANNUAL MEETING

March 16, 2011- Minutes

Summerfield Clubhouse Ballroom

The meeting was called to order by President Barbara Stayton at 2:00 p.m. She welcomed all those present.

Barbara stated we have 55 units represented with 27 proxies enabling business to be conducted.

Barbara introduced members of the Tualatin Valley Fire Department saying we would hear from their Department personnel first. Lieutenant Nokies was introduced and he spoke to us about the recent fire in Summerfield with a fatality. He stressed the importance of fire alarms in the home and to have a planned escape route. The essential parts to be how to leave if there is a fire and where family members should meet so all can be accounted for. He said opening an outside door could make the fire more intense so plan carefully. The meeting place can be across the street at the neighbors or by a specific building. Also **not to call the fire department until outside** of the home so take a cell phone with you or call from a neighboring home.

Lt. Nokies stated that most people die of smoke inhalation before the fire is discovered, while they are sleeping. This is the reason smoke alarms are so important and need to be working and checked often. Hard wired with battery backup are preferred. Batteries are to be checked every six months and changed every year. He noted that most fires start in the kitchen.

Lt. Nokies then answered questions from the homeowners.

Barbara then introduced Captain Spisla, King City, who is our Fire Department Captain. The captain explained more about the recent fire. He said a few days later they returned to check on the other homeowners and their fire alarms and found five of the alarms not working. Very important to make sure all alarms are working.

Barbara thanked the fire personnel and said they would be available for questions after the meeting.

Minutes were read by the secretary and approved.

Barbara thanked Linda Kaady and Gaylon Huff, co-chairs of Maintenance

Annual Meeting - March 16, 2011

Page 2

and Ellen Marlow, Treasurer Assistant, for their contributions and appreciation for their services on the Board.

An election for secretary was conducted, the nominee was Carolyn Fennern and Carolyn was elected.

Donna Allen, Treasurer, gave her report which is attached to these minutes. She stated that we bank on line and have a website. Do our billing through the internet. Donna asked that we conserve on water as the cost is increasing. Donna made the motion: the excess of the membership income for the year end December 31, 2010 be applied to the subsequent tax year pursuant to the IRS Revenue Ruling 70-604. Motion was seconded and passed per the homeowners vote.

Next Sue Christenson reported on our Landscaping. Suggested we view the images for possible new fountains on the easels just outside in the hall. The Fountains use 10.000 gallons of water; this is the reasoning for the suggested new fountain plans. The Landscaping Committee has a five year plan to improve the appearance and to increase the value of our property. Item mentioned are:

- Azalea Lace bug and the solution
- Bark Dust – April 6, 2011
- Area Spring and Summer color
- Suggestions place in Box 31

Barbara thanked Sue for the report. She then introduced Glenn Jay as our new Maintenance Director, and spoke highly of his credentials. Glenn said to call him if you have questions about checking your fire alarm and he will test it.

Barbara expressed her appreciation to all of the volunteers that help to make this a great community. She invited others to join in volunteering.

She suggested that we are looking for a Vice President to make the transition when her term is completed.

Annual Meeting – March 16, 2011  
Page 3, Minutes

Update: We have ten (10) units for sale and six are vacant. Realtors love our complex because we are sound financially and we show well.

If anyone hears water running for longer then necessary please call so this can be stopped.

Barbara asked Carolyn to give an update on the Entry renovation. The report is attached to the minutes.

June 4 & 5, 2011 is the Summerfield Open House.

Barbara invited all Fountain Residents to attend our July 4<sup>th</sup> picnic.

Meeting adjourned at 3:10 p.m.

Respectfully Submitted,

Carolyn M Fennern

THE FOUNTAINS HOA MEETING-----MARCH 14, 2011  
Next meeting----- April 11, 2011

**Board Members:** President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance -Linda Kaady & Gaylon Huff, Landscaping – Sue Christenson & Maryann Smith

**Guest:** Suzanne Spencer Willamette Landscaping Services

**Residents:** Glenn Jay, Bob Young, Dennis Murphy, Vicki Miller

Barbara opened the meeting by introducing our new **Maintenance Director Glenn Jay** and spoke of his credentials.

**Barbara** asked the homeowners if they were visiting or had concerns. Vicki Miller explained her Ant problem. Dennis Murphy also had an Ant problem and he suggested a remedy called “Combat Source Kill” which is a syringe spray used where the Ants are in the home. Cost is \$4.95. Also Barbara mentioned that Borax works as the Ants track the Borax back to the nest.. Linda Kaady spoke to the Ant problem and said they were coming from a damp place near the Hoops residence, a drain was installed, problem over. This issue caused considerable discussion.

**Bob Young** read a petition he and some of his neighbors had signed requesting a second handrail in each entrance. This was discussed. Bob gave the details of the cost and installation.. The next step is to check with Tualatin Valley Emergency technicians for their requirements in an emergency. The way is narrow and the units are in code and another railing may interfere with an emergency, is the concern.

The residents were excused if they chose to leave and we began the agenda.

The minutes were approved as written.

**Donna Allen** presented the Annual Financial Review that was prepared by Schwindt & Co. CPA’s. and provided copies for all Board members. Donna said there were few slight adjustments to the year-end review. Donna also reported that Schwindt made some minor corrections to the final 2010 return said that there would be no charge for the 2010 tax return. The review is attached to these minutes. Barbara asked that the annual budget be included on the monthly P & L report.

The president proposed an Administration Resolution stating Bill Pay may be used as a secure alternative for sending checks. **Donna moved** that we adopt the resolution. **Motion** passed.

**Landscaping – Suzanne Spencer WLS** reported that the Brick planter program has been completed. The Treecology work has been completed for the year. She told the Board about the Treecology Arborists five year plan 2011 – 2016.

March 14, 2011

Suzanne talked about the infestation of Lacewing bugs to be removed from the Blue Diamond Rhodes and the cost of the treatment. This is to be completed by May 1, 2011. Suzanne will call Jack, Landscape chairman, with the details. She was asked if this was included in our contract and she did not think so but would check

Lacewing bug decision to be made at the April meeting. Bark Dust is Hemlock and will be spread April 6, 2011. Carolyn said the drain by 15510 is always flooded and Suzanne will check on this. Backflow valve testing issue is finding a company to test. This information was given to Glenn Jay and he will check this out

**Sue Christenson** said she will have Fountain ideas with a rough cost by the September meeting. Barbara said she will form a Fountain Committee mostly from the Landscape Committee.

**Maintenance:** Carolyn Fennern was asked to report on the Renovation of the Entrances. She reported on the number completed and ready for carpet and that the wall paper was off all entrances. We then discussed mats for outside of each door and inside on the new carpet so all would be uniform. Details to be discussed at a later meeting.

**Maintenance – Glenn Jay:** Unit 42 water stains are caused by gaps around the vent above the window. This will be repaired when the weather is dryer. Gutter in front of the building on the right side has holes in it, bldg.15483. Glenn will inspect to see if it can be patched. Donna said that the drains are plugged on this building.

It was noted that we have a sprayer in the shed. Moss on sidewalks and roofs was discussed and Glenn said he will investigate this problem. Glenn talked about screens and their repair by True Value. Barbara will note screens in the next Forum.

Glenn is replacing doorbells as they are reported as not working.

**Unfinished Business:** All is in readiness for the Annual Meeting on Wednesday. Tualatin Valley Fire Dept. will give a presentation. Gaylon Huff asked if we have Earthquake Insurance, Barbara suggested a review of our insurance policy for the details. She will get back to him. Each homeowner if concerned needs to have Earthquake insurance for their unit. The Association's would not cover cost for alternate housing where the owner's insurance could.

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Carolyn Fennern, Secretary

## **THE FOUNTAINS BOARD MEETING**

**FEBRUARY 14, 2011-----next meeting March 14, 2011**

**PRESENT:** President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen

**COMMITTEE CHAIRS:** Linda Kaady, Maintenance, Maryann Smith, vice chair, Landscaping

**HOMEOWNERS:** Sue Christenson (landscaping), Opal Rorex # 73

**OTHER:** Suzanne Spencer, Willamette Landscaping Services

Barbara called the meeting to order @ 3 p.m.

**Minutes** were approved as written.

**Treasurer's Report, Donna Allen:** Donna gave out her report and went item by item on the P & L form. The budget is on the internet and it was decided to remove the budget. In the packet she gave us was the Year End Financial review that she will be giving out at the annual meeting on March 16, 2011. The Board gave her the go ahead for the report at the annual meeting. Her report is attached to these minutes.

**Landscaping, Maryann Smith:** Maryann asked Sue Christenson to tell us about the bark dust. Sue said that we are down to bare ground on the South side. Sue stated that 2" of bark dust to be spread on the South side in 2011 and 2" of bark dust on the North side in 2012. **Maryann moved that** Highway Fuel Company be employed to deliver, spread and cleanup after spreading the bark dust, for a cost of \$4,064.00. **Motion passed.** It will take 16.94 units, 127 cubic yards. Highway Fuel Company is to be cautioned by Maryann and Jan, to keep it off of the brick and away from the wood siding.

The bid for pruning by Treecology, Inc. is \$3,805.00. This to be completed in the winter of 2011. **Maryann made a motion** that this bid be approved by the Board. **Motion passed.** Maryann also said that a five year plan for pruning to be prepared. Suzanne Spencer said the raised beds planting will start tomorrow February 15, 2011 and some of the items scheduled for removal previously and missed, (Building 15478) will be removed.

Donna Allen raised the concern about moss on our brick and sidewalks and suggested that the bushes be kept trimmed away from the walks and brick.

**Maintenance, Linda Kaady:** Linda told us about the ant problem and Barbara asked if she had the list given out for items to be used inside of the home. Suggested she give a copy of this to those having an ant problem. Discussion ensued. In one outside area the problem continues so Linda will call the company to make a return visit.

Carolyn reported that all of the entry ways are clear. She gave out the new flexible schedule for the wall paper removal which will be done in the next 10 days giving



**Page 2 – February Board Meeting 2-14-2011**

time for the walls to dry before the paint is applied. Also new doorknob stops are purchased and will be installed to protect the walls. **Carolyn moved** that the cost of the carpet be paid for when picked up and the installation of the pad and carpet invoice be paid after the installation. **Motion passed.**

**Barbara reviewed the Bylaws regarding the entry ways. In case of an emergency, the hallways are to be completely clear for fire, police or other emergency personnel. This means no furniture, storage of any kind or garbage is to be in the hallway at any time.**

**New Business:** Barbara shared that a resident would like a gate in the fence to the Safeway. **The Board decided against a gate for security reasons.**

**The Annual Meeting** will be Wednesday, March 16, 2011 in the Ballroom of the Club House from 2 – 4 p.m. Sign in will be begin at 1:30 p.m. Tea, coffee and cookies will be served. Carolyn Fennern is to get the Hospitality Committee going for this event. Opal Rorex will be helping with the ballots. Reports will be given by Donna Allen Treasurer, Sue Christenson, Landscaping, she will talk about new style of fountains and year around operation, also water conservation. Carolyn will report on the hall way renovation. The office of secretary will be elected this year.

Discussion regarding additional colors for awnings and umbrellas was requested and was tabled.

**March Meeting is the 14<sup>th</sup> and the ANNUAL MEETING is March 16, 2011.**

Respectfully Submitted,

Carolyn Fennern

## THE FOUNTAINS BOARD MEETING

JANUARY 10, 2011-----next meeting February 14, 2011

Present: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen,  
Chairs: Landscaping Jack Shannon, Maintenance Linda Kaady & Gaylon Huff,  
Homeowners: Glen Jay #68, Sandy Zahnle #19, Maryann Smith #80  
Others: Willamette Landscaping Suzanne Spencer, Westwood Construction Nick Smith

Barbara called the meeting to order at 3:00 p.m. Our new homeowner Mr. Glen Jay was introduced.

Minutes: Had been emailed and Gaylon moved to accept the minutes as written.

M/Passed

Treasurer's Report: Donna Allen gave out copies of her report and said the books are to be reviewed by Schwindt this month. Barbara requested the report be received by March 5, 2011. Donna explained that the Gutter cleaning and repair bill was taken out of acct.6130 and put into 6140 before payment. Barbara mentioned that we have earmarked the \$35 transfer fees for various expenses. Barbara asked that the cost of removal of roof moss and the renovation cost of the entries be included in the 2011 Budget under regular maintenance. Report to be filed for audit.

Barbara asked Nick Smith to present his recommendations for the entry ways. Nick said they would remove the grass cloth paper, repair if needed and prime, retexture the wall and paint the walls and ceiling for a charge of \$1800 for each of the 30 entries. Questions were asked and answered. Access to each condo will not be restricted, chemicals will be paint only. And Smith will use fans for drying the paint. The wood railing and trim will be covered. They are fully insured. Nick was excused.

Landscaping: Jack Shannon presented the plan and the cost. The plan includes:

- Renovation of 3 Tiered Planters, and ground in front of bldg 15478,
- Proposal for grassy areas that are not thriving
- Removal of plum tree
- Bark dust
- Arborist – tree pruning

Jack moved that the cost of improvements be approved. Motion passed. Discussed bark dust and what type to select for the south side of the complex to be applied in May 2011. Note the windows to be washed after the bark dust is down. Mr. Shannon moved that the cost of \$5,544.00 for bark dust be approved for late May. M/Passed Tree pruning was discussed next and a 3-5 year plan was presented. Barbara requested a proposal from the arborist to be in hand prior to the February Board meeting.

Jack will be out of town so Maryann Smith will follow up and get this bid.

Back to the entry way improvement, this was discussed thoroughly; there were three (3) Bids:

The Fountains Board Meeting – page 2  
January 10, 2011

- Jordan \$1,510 per entry
- Westwood \$1,800 per entry
- BracMac \$3.395 per entry

Mr. Jay # 68 suggested that before proceeding to clarify the following:

- Weekly schedule
- Starting and ending point
- Payment schedule
- Insurance certificates

Carolyn moved that we pursue working with Westwood construction, have our questions answered to our satisfaction before a contract is signed.

M/passed

Unfinished Business: Barbara thanked Donna Allen for her efforts in removing the moss from the brick wall along Naeve Road. All concurred.

Updated Vendor List by adding Rayborn Plumbing

New Business: Items for the next Forum were discussed.

And Barbara said that King City Lions will continue collection of newspaper on Tuesday mornings.

NOTE: Our next meeting will be at #13, Barbara Stayton has graciously opened her home for this date, February 14, 2011. The clubhouse is being renovated.

Respectfully Submitted:

Carolyn M Fennern  
Secretary

**THE FOUNTAINS HOA BOARD MEETING  
DECEMBER 13, 2010-----Next Meeting --JANUARY 11, 2011**

**Presented:** Board Members: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen. Committee Chairs: Landscaping Mary Ann Smith (Vice Chair), Maintenance Linda Kaady & Gaylon Huff.  
Willamette Landscaping Services Rep. - Suzanne Spencer.

Barbara opened the meeting @ 3:05 p.m.

**Minutes** for November and October were approved as written.

**Treasurer's Report – Donna Allen:** Donna gave out the monthly report and alerted the Board of the increases. One of which was water and it was stated that the Water Bureau considers The Fountains complex multiple family dwellings. She also will be rolling over a CD with Washington Federal at 2.25%. Treasurer's report will be on file for audit. A review of the books is scheduled for January 2011.

The **propose budget for 2011** was discussed and Gaylon moved the budget for 2011 be adopted. **Motion passed.**

**Landscaping - Mary Ann Smith:** An arborist list was given to Mary Ann and she will get bids for trimming. Suzanne said that the city of Tigard is taking a hard stance on replacing trees that have been removed. Barbara said that the tree roots are buckling the asphalt and the tree should not be replaced. Also mentioned Bldg 15510, a recently planted bush was removed and another needs to be planted. Gaylon questioned the sprinkler system for the west side of 114<sup>th</sup> as it is not watering the new plants so Suzanne will get a meeting with Jesse and Gaylon to determine the problem and make corrections.. Suzanne will meet with Jack Shannon the Chairman when he is here and discuss adjustments and concerns. Suzanne was asked to have the bushes on the outside of the brick wall trimmed because of the moss collecting.

**Maintenance – Linda Kaady/Gaylon Huff:** Linda presented the gutter cleaning bids:  
All Surface \$2,959  
GNW \$3,668  
NW Surface \$4,700.

Discussion followed regarding these bids. **Carolyn moved** that we accept the bid from **Northwest Gutters – Service & Cleaning**, to clean, repair and haul any debris away. **Motion passed.** Northwest is available to do the job now. A list of the gutters needing repair and areas of concern will be compiled, Buildings 15510 and 15569 were noted.

The renovation of the entrances regarding the wall paper, to paint over the paper or remove the paper was discussed. Barbara has an informal bid of \$1500 for each entry way to remove the paper, texturize and paint the walls and ceilings.. This would give a much better finished look after being painted, paper seams would not be showing.

It was decided that a committee will be formed for the renovation and their plan to be presented to the Board for a decision.

On **another concern Gaylon** said that water runs constantly in front of 15605. He suggested that he call the Tigard Water Bureau and ask for a determination of the type of water to know the water's source. **Barbara asked him to make the call and report back.**

Barbara had invited the entire Board to the Budget meeting in 2010 and requested their presence for the meeting in November 2011.

**Unfinished Business: The 2011 Calendar was approved as presented.**

**New Business:** Frontier Communications was discussed and the Board chose to have just Comcast available. Barbara noted that a **home energy review** is available, free of charge, must include the entire building offered by PGE and NW Natural Gas. Also that severe weather will impact the garbage service.

Glenn & Margaret Jay have a sale pending on #68. There are ten(10) condominiums for sale.

Christmas Carolers may be visiting The Fountains and this is fine but decided that residents should not open their doors unless the resident recognized those singing. Carolyn was asked to talk with Oie Lood, Chair of the Building Captains about residents reporting "lights out" to their Building Captain so the captain could send the report to Jim Allen. Carolyn talked with Oie and she agreed this was the proper way for reporting.

Respectfully:

Carolyn M. Fennern  
Secretary

THE FOUNTAINS BUDGET/BOARD MEETING-----NOVEMBER 8, 2010

Those present: Board Members President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen.

Budget Committee Members: Jim Allen, Ken Miller, Dennis Murphy, Pat Shute and Bob Young.

Absent: Linda Kaady and Gaylon Huff

Barbara called the meeting to order at 3 p.m. The October minutes for the General Board Meeting were approved as written.

Treasurer Donna distributed the proposed Budget for 2011. Donna is proposing \$90,000 for the Reserve Fund. She went through the budget item by item.

Questions asked:

- Garbage cost – are the garbage cans well distributed.
- Bob was concerned about the irrigation system connections  
Suggested a long range plan

Answers

yes  
yes, in process

Other concerns were discussed:

- Gutter problem
- Moss removal
- Entryway Renovation

These were discussed at length.

We also discussed changing the style of the Fountains and the flow of water.

It was stated that the desired option for The Fountains complex is self management.

The treasurer reported a year-end combined total of 6 CD's and the reserve fund is now \$467,076.

The Association also receives \$1,800 annually from the Comcast Profit Sharing plan.

The meeting was adjourned @ 4 p.m.

Respectfully Submitted:

Carolyn Fennern  
Secretary

THE FOUNTAINS HOA BOARD MEETING

October 11, 2010-----Next meeting November 8, 2010

**Board Members: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen**

**Committee Chairs: Linda Kaady & Gaylon Huff Maintenance**

**Landscaping: Asst. Chair Mary Ann Smith & member Sue Christenson**

**Willamette Landscaping Services: Suzanne Spencer**

**Resident: Dennis Murphy #4**

Barbara opened the meeting at 3:25p.m.

**Barbara asked resident Dennis Murphy** if he had any concerns. His concerns are as follows:

- Moss on the roofs
- Outside lighting close to his unit, the pole has been broken and he asked for replacement, also this detracts from appearance of the condos.
- At the end of garage #6 is a dead tree, will this be removed.

Barbara answered the questions saying: moss removal is on the agenda today. We will confer with the arborist when he comes soon, and we will look into the possibility of replacing the light. Barbara thanked Dennis for bringing his concerns to the Board.

The **September minutes were approved** as written.

**Treasurer's Report: Donna Allen.** CD interest earnings estimated at 2-3%. Donna said all is going as scheduled. Report will be filed with these minutes.

Barbara reported that we have new home owners in #84, Marvin & Judy Gerr. Also renters in #89, Gary & Julie Stump.

She added that preparations were being made for the Budget Meeting in November. One of the Budget Committee members has moved so asked for names and Dennis Murphy's came up and was asked to join the committee.

**Landscaping: Mary Ann Smith reporting** for Jack Shannon. The Winter Emergency Response Service Contract was discussed and it was decided that we prefer the "consumer request" portion of the service. It was decided that the Fountains did not need the automatic deployment for inclement weather. Barbara signed the agreement with Willamette Landscaping Services and gave it to Suzanne Spencer.

October 19<sup>th</sup> is the day that the 114<sup>th</sup> Court Project will begin. The reconfiguration of this area's irrigation is also underway.

The Plum Tree removal will be delayed. Barbara also asked Suzanne to remind the crew to clean out the garbage areas. She asked her to have the irrigation timers checked also confirmed that the Arborist is in the budget.

**Maintenance:** **Gaylon Huff** asked that the moss removal on the garage and porch roofs be postponed. He stated that the moss is not compromising our roofs and that July 2011 would be a better time. Gaylon will get another bid from Northwest Cleaning Services prior to the time selected. **Request approved.**

Gaylon also moved that \$1,340 be the amount for the pressure washing of moss on the sidewalks. To be completed in October by Northwest Cleaning Services. After discussion it was decided that sidewalk bushes need to be trimmed prior to the pressure washing. **The motion tabled until November.**

**Barbara** said she would contact Willamette Landscaping Services about the trimming.

**Maintenance:** **Linda Kaady** reported that the materials are coming for the new gate for the garbage area by garage#6. It was **requested that the screws for the gate** at the end of **garage #65** (garbage area) be secured. There was also a question about a repair bill for garage #6 and contractor Rob Sell will be called to get a bill.

**Linda** said that gutters and downspouts are clogged in some areas and Barbara asked her to check and give her the **specific areas**. Linda also said the parking striping is coming off in pieces and she showed the pieces. Discussion about the striping ensued and no decision made at this time.

Linda also suggested that in the future window and patio screens be repaired by the Glass Doctor. Residents will be responsible for removal and replacing the screens.

**Unfinished Business:** The Board will be reviewing the Reserve Study following this meeting.

**New Business:** The Tualatin Valley Fire and Rescue sent a letter to Barbara requesting time to speak to the residents regarding safety at the annual meeting. This was discussed and thought to be important to have them there. **FYI-** Barbara also shared that a new heat pump requiring an outside unit, is more energy efficient and effective and is now available.

**REMINDER:** The November 8, 2010 meeting at 3:00 is a meeting devoted to planning and adopting the 2011 budget and is for the Budget and Board members only. The Budget members are Jim Allen, Ken Miller, Pat Shute, Bob Young and new member, Dennis Murphy. Board Members are Barbara Stayton, Carolyn Fennern and Donna Allen, and committee co-chairs Linda Kaady & Gaylon Huff, Asst. Chair Mary Ann Smith.

Respectfully Submitted,

Carolyn Fennern, Secretary

Approved \_\_\_\_\_



## THE FOUNTAINS HOA BOARD MEETING

SEPTEMBER 13, 2010-----Next meeting October 11, 2010

**Board members:** Barbara Stayton, President, Carolyn Fennern, Secretary, Donna Allen, Treasurer

**Committee Chairs:** Jack Shannon, Landscaping, Linda Kaady & Gaylon Huff,

**Committee Members:** Mary Ann Smith and Sue Christenson, Landscaping & **Suzanne** Spencer, Willamette Landscaping Services

**Barbara** opened the meeting at 3:10.

August minutes were approved as written.

**Treasurer's Report: Donna Allen** gave the Board her report and **sited the increased water cost.** Barbara requested that the general account and the reserve account costs be kept separate on the financial report for Landscaping referencing the Landscaping Five Year plan.

Donna suggested that we can charge a \$35 new owners fee for the transfer of required Real Estate information. Carolyn made a motion that the Fountains Home Owners Association charge a transfer fee of \$35 for those purchasing a condominium.

**Motion, 2<sup>nd</sup>/passed.**

**The Fountains at Summerfield Condominium Association is vested with the power and authority to, and shall, assess and collect a new buyer fee assessment upon the transfer of any individual unit.** The additional buyer fee assessment is the personal obligation of the purchaser, new title holder or transferee of the condominium unit. This buyer fee shall be effective for transfers occurring after September 13, 2010.

New home owner: #42, Charlene Palmer and #37 is being rented by Mary Morgan. (#37 is for sale) We have 12 Units for sale, two sales are pending.

**Landscaping: Jack Shannon** presented a bid of \$750 for the removal of four failed trees in November 2010. He made this into a **motion, was 2<sup>nd</sup> and passed.** There was discussion about the trees and current arborist and Suzanne, WLS suggested a new arborist.

There was discussion about shrubs needing more pruning along the sidewalks, Bldg. 15655 & 15695. **Suzanne, WLS, said this will be done.**

**Jack explained there will be additional cost of \$2,900, for the upgrade of the Irrigation System** along the West side of 114<sup>th</sup> Ct because the bed area is to be extended causing relocation and upgrade over 2 zones. **Barbara and Suzanne, WLS, after discussion, agreed this will be part of the phase 1 of the renovation of the Irrigation System.** Carolyn made this into a **motion/ passed.**

**Jack presented the plan for the East side of 114<sup>th</sup> Ct.:** Remove all Arbor Vitae and some plants, place sod to the sidewalk with new planting next to the Condos and between the patios. **The cost is \$3,055 for the East side of 114th Ct plus \$250 for replacement irrigation, total of \$3,305. He put this in the form of a motion.** Jack has talked with the home owners and they are happy this is planned. Arbor Vitae roots and all will be removed.

This includes 3 Arbor Vitae behind #41. After some discussion **the motion was passed.**

BARBARA NOTED THE IRRIGATION PROBLEM AND THE WATER CONSUMPTION FOR THE LAST BILL. A DRASTIC INCREASE FROM LAST YEAR, BUILDINGS 15565 & 15606, UNITS 15 THRU 26 HAD THE LARGEST INCREASE. METER READINGS NEED TO BE CHECKED, ALSO FOR BROKEN PIPES. JACK ASKED WLS TO CHECK BEHIND BUILDING 15510, THE GROUND IS SOGGY IN THIS AREA. **BARBARA REQUESTED, SUZANNE, WILLAMETTE LANDSCAPING INVESTIGATE AND REPORT BACK ON THIS AND THE FOLLOWING PROBLEMS.**

- IRRIGATION SYSTEM CONCERNS: VALVE AT THE CORNER OF 114<sup>TH</sup> CT AND 1<sup>ST</sup> DRIVEWAY IS STILL LEAKING.
- **INCREASED WATER CONSUMPTION HAS INCREASED 365,024 GALLONS FROM 2009 TO 2010, COST OVER \$2000**
- OVER WATERING AROUND PATIO # 9, REPORTED 8-13, FOLLOW UP
- THE FOUNTAINS CLOGGED 1 WEEK AFTER CLEANED?
- LOWER FOUNTAIN TIMING OFF, REPORTED 9-5-10?

**MAINTENANCE: LINDA KAADY REPORTED THAT THE DRYER VENT BIRD GUARD HAD BEEN INSTALLED AND BILL PAID.**

GARBAGE AREA GATE: SHE HAS A BID W/ PICTURES FOR ALUMINUM GATE, COST \$302.81.

THIS WILL REPLACE THE DECAYING WOODEN GATE AT GARAGE #5. JACK SHANNON MADE THE **MOTION TO REPLACE THE WOODEN GATE WITH THE ALUMINUM GATE AT THE COST OF \$302.81. MOTION PASSED**

GAYLON HUFF REPORTED ON THE **INSPECTION COST OF \$660 FOR MOSS ON THE GARAGE ROOFS. GAYLON MADE THIS MOTION/ PASSED.**

MOSS TREATMENT IS REQUIRED AND HE WILL GET BIDS.

HE ALSO HAD THE GUTTERS AND DOWNSPOUTS INSPECTED AND THEY ARE TOO SMALL AS SUSPECTED. THIS DISCUSSION WILL BE CONTINUED.

**PAGE 3 FOUNTAINS BOARD MEETING – SEPTEMBER 13, 2010**

GAYLON MOVED TO HAVE THE CONCRETE STEPS REPAIRED FOR BUILDING 15605. **MOTION/PASSED**

JACK MENTIONED THAT THE PLASTIC COVERINGS FOR THE DOORBELL PLATES NEED TO BE REPLACED. WE HAVE THE PLASTIC AND **LINDA WILL CONTACT CHUCK IMUS** AS HE HAS VOLUNTEERED HIS HELP WITH THE DOORBELLS.

NOTE: **MARGE ARNOLD** – UNIT 26 HAS A NEW PHONE # **503-260-3880**

UNFINISHED BUSINESS: WESTERN ARCHITECTURAL, MIKE POIRIER WILL BE DOING OUR RESERVE STUDY & MAINTENANCE PLAN. THE BOARD MET WITH MIKE AND COMPARED HIS WITH OUR CURRENT PLAN AND OTHERS. **THE BOARD VOTED TO GO WITH WESTERN ARCHITECTURAL.**

NEW BUSINESS: IT IS TIME FOR OUR INCORPORATION RENEWAL, COST IS \$50.

THE MEETING WAS ADJOURNED AT 4:35 P.M.

NEXT MEETING IS **OCTOBER 11, 2010 3:00 P.M.**

RESPECTFULLY SUBMITTED;

CAROLYN FENNERN  
SECRETARY

APPROVED \_\_\_\_\_

NOTE: ALL MOTIONS WERE UNANAMOUS

## **THE FOUNTAINS HOA BOARD MEETING**

**AUGUST 9, 2010-----Next meeting September 13, 2010**

**Board Members:** Barbara Stayton, President, Carolyn Fennern, Secretary, Donna Allen, Treasurer, Jack Shannon, Landscaping Chairman, Linda Kaady & Gaylon Huff, Co-chairs of Maintenance

**Landscaping Committee:** Jan Blakely, Sue Christenson, Sandy Zahnle, Suzanne Spencer, Willamette Landscaping Co.

The president opened the meeting at 3:05 p.m.

The July Minutes were approved as written.

### **Treasurer's Report – Donna Allen**

Donna presented the report; it is attached and will be filed for audit.

### **Landscaping- Jack Shannon**

Barbara read a note of thanks from Beverly Scott regarding the crew from Willamette Landscaping. She also told Suzanne that the rotor is no longer stuck and the grass is getting green. And across from Bldg 15510 the sprinkler continues to water the street and Suzanne will check on this.

**Jack reported** that he and the committee have a new objective along 114<sup>th</sup> Court, and made the following **motion:** Along 114<sup>th</sup> Street, past the Blue Spruce on the west side, plants to be removed and sod put in to the curb with smaller plants near the buildings. He proposed this be completed this Fall. The Board discussed this and added, the cost is not to exceed \$5,500. **M/2<sup>nd</sup> /passed**

Jack said he will have a proposal for the East side along 114<sup>th</sup> Ct, at the September meeting. The trimming has not been completed.

**Concerns – asked Suzanne** to check on the following

- Bldg 15510 – Plant missing at the entrance  
Brown behind the building
- Bldg 15483 – Plants being missed by sprinkler

The Landscaping committee members were excused.

### **Maintenance – Linda Kaady and Gaylon Huff**

Bird Guards for the dryer vents were discussed. The decision was to put the new bird guard in the vents in Units 2-49 & 57, this year, cost \$75.00 each. The other lower units to be discussed at the time that the dryer vents will be cleaned again, 5 – 7 – 10 years from now.

Gate and fencing of the garbage area by garage #5 needs to be replaced and Barbara asked **Linda to get Bids** for this item.

The ground lights were discussed and a decision made after proposed landscaping for the area is completed.

**Gaylon** stated that no one is willing to inspect our roofs because it isn't necessary. Barbara requested that we get **bids for Moss removal** for the garage roofs only. Currently the Moss is gone on the sidewalks, thanks to the sun.

### **Unfinished Business**

We have a new resident that will be taking possession in January 2011, Sue Raymond #47. Barbara will be getting a Forum out and Donna requested that a reminder of the \$25.00 late fee be included with the various ways that the HOA fee can be paid.

### **New Business**

Mr.Shannon stated that the downspouts & gutters are undersized. Discussion followed and we will look at this in the future.

Barbara shared with the Board her reasons for reviewing our contract with Regenesis. The Board is **meeting August 18th at 3 p.m.** at Barbara's and the chairs of Landscaping and Maintenance are invited. We will be meeting with Mike Poirier, Western Architectural to hear what they have to offer.

The meeting was adjourned at 4:05 p.m.

Respectfully submitted,

Carolyn Fennern  
Secretary

**THE FOUNTAINS - HOMEOWNERS ASSOCIATION BOARD MEETING  
JULY 12, 2010-----Next meeting August 9, 2010**

**Board Members:** Barbara Stayton, president, Carolyn Fennern, Secretary, Donna Allen, Treasurer, Landscaping – Jack Shannon, Maintenances – Linda Kaady & Gaylon Huff

**Landscaping Committee:** Sue Christianson, Sandy Zahnle, Maryann Smith

President began the meeting at 3:05 p.m.

**June minutes** were approved as corrected.

**Donna Allen- Treasurer reported:** ( report attached).

Cost of Screen replacement -----\$600.

Will prepare a list of options for the HOA monthly payment and will be in the next Forum, ( plans attached).

New resident: Sue Raymond # 47.

Donna questioned the French drains and rock variances and this was discussed.

Suggested Irrigation as a line item in the budget next year.

**Ellen Marlow** has submitted her resignation as assistant treasurer, it is accepted with regret. The president said Ellen has done an outstanding job. Donna Allen will continue these duties. Ellen was given a card with a gift certificate.

**Landscaping – Jack Shannon:** Introduced and welcomed new member Sue Christianson,

Glenda Imus resigned from the committee and Jack expressed appreciation for her contribution to the committee and Landscaping Plan.

Copy of the 5 year is attached.

Bldg 15565 suggest removal and replanting – cost \$450

Bldg 15525 removal of stumps & plants and replanting – cost \$361

Discussion ensued

**Jack made a motion** requested payment for the above items and to spend the remaining balance, \$5,762 for landscaping per plan..

**M/2<sup>nd</sup>/passed** (Landscape plans attached)

**Water Systems/Irrigation: Barbara reported** that the increase cost is for maintenance as the system is aging. She requested approval of \$1438.13 for repair and correction of the sprinkler heads. **Gaylon Huff made the motion** that the Board approves this payment. **M/2<sup>nd</sup>/passed**

**Maintenance – Linda Kaady** reported the following:

Dyer vent Cleaning is scheduled for July 19,20,21, 2010. She has requested the Top Hatter come back in August to catch those condos missed in July.

Entry way carpet vacuuming was discussed and will continue with Chris.

Concrete repair Bldg 15565 will be July 21 & 22. Residents in Bldg in 15605 could not come to a solution for entering and exiting so the repairs will not be done.

**Gaylon Huff reported** on the roof inspection and Moss treatment that he is getting bids.

**Unfinished Business:** July 4<sup>th</sup> picnic/pot luck was attended by 55 residents and all enjoyed. Expenses were \$100 for Chicken and paper products.

**New Business:** Glass recycle comes once a month, the last Friday, there are new containers for the glass. Area 103 – 110 problems with these areas were discussed.. Reminder that garbage lids must be tightly closed. Any overflow on the concrete will not be collected

Meeting adjourned at 4:15 p.m.

Respectfully Submitted,

Carolyn Fennern  
Secretary

**THE FOUNTAINS CONDOMINIUMS ASSOCIATION**  
**Board Meeting**  
**Summerfield Clubhouse**  
**3:00 PM, June 14, 2010**

**Board members present:** Barbara Stayton-President; Donna Allen-Treasurer; Linda Kaady & Gaylon Huff-Maintenance Coordinators; Jack Shannon-Landscape Coordinator

**Guests:** Bob Young

Chair Barbara Stayton called the meeting to order at 3:05 PM.

May 10, 2010 minutes were approved.

**TREASURERS REPORT**

Treasurer Donna Allen reported that the City of Tigard will be raising water rates as of the first of July. Allen and Stayton reported that most assessment fees for April and June have been received.

**LANDSCAPING**

In response to a Board decision to modernize The Fountains entrances, Landscape Coordinator Jack Shannon and Willamette Landscaping representative Suzanne Spencer, presented pictures and proposals for two landscape renovations. The first proposal was an upgrade to the corner of 114<sup>th</sup> and Summerfield that would include additional plants, a tree and decorative boulders at a cost of \$960. The second proposal was to replace the diseased ivy, removed in May from the bank bordering Fountainwood. Shannon provided a picture depicting the improvements that will include a tree, ornamental grass and bark mulch for a cost of \$2209. Shannon will be presenting the project plans to the SCA Landscape Committee for authorization. The Board unanimously approved the [2] proposed changes, paying for the renovations with reserve account funds.

Stayton presented a proposal, received via email from Willamette Landscape, in the amount of \$1438, for immediate recommended repair and replacement of the landscape irrigation systems. Noting additional sprinkler issues, Stayton requested that Willamette Landscape Irrigation Technician Steve Craig meet with Stayton, Shannon and Fountains resident Bob Young to review the proposed improvements prior to Board approval.

Suzanne Spencer left the meeting.



The Fountains Board Meeting  
June 14, 2010  
Page 2

### **MAINTENANCE**

Maintenance Coordinator Linda Kaady reviewed bids for the dryer vent cleaning that is to be done every five years, at individual owner's expense, to be in compliance with our insurance coverage terms. Kaady said she had received a bid from Top Hatter and was waiting for a final bid from Dr. Carpet. For reference, Allen said she would research and forward the invoice for the 2005 dryer vent cleaning to Kaady and Stayton.

In addition to the dryer vent cleaning, Kaady reviewed bids for Building 15565 and 15605 concrete repairs. She reported exterior window washing complete, gutter cleaning done and all reported damaged window screens will be replaced in near future.

Maintenance co-coordinator Gaylon Huff said he will be contacting multiple contractors for bids on moss treatment of roofs, sidewalks, driveways, decks and patios.

### **NEW BUSINESS**

Stayton briefly shared topics from the May 15th *HOA Survival Safari* seminar. The Board asked that the Collection Policy / Late Fee be posted on the Fountains website. Stayton reported the deck lattice on Unit #73 was in need of repair; Jim Allen will inspect and repair or make a recommendation to the maintenance committee for necessary repairs.

Stayton announced the annual July 4<sup>th</sup> picnic celebration will be held at the *lower fountain area* from 1:00 – 3:00 PM on Sunday, July 4<sup>th</sup>. The Board will supply fried chicken, eating utensils and napkins. Residents are encouraged to bring a salad or dessert. Announcement will be circulated to all residents on Thursday, July 1<sup>st</sup>.

Next Board meeting is scheduled for 3:00 PM, Monday, July 12, 2010 at the Summerfield Clubhouse.

Meeting adjourned at 4:50 p.m.

Respectfully Submitted,

Donna Allen  
Treasurer

**THE FOUNTAINS BOARD MEETING-----MAY 10, 2010**  
**Next meeting-----June 14, 2010**

**BOARD MEMBERS:** Barbara Stayton, President, Carolyn Fennern, Secretary, Donna Allen, Treasurer, Ellen Marlow, Asst. Treasurer, Committees: Linda Kaady, & Gaylon Huff, Maintenance, Maryann Smith, Jan Blakely, Karen Earl, Suzanne Spencer WLS, Landscaping.

**GUESTS:** Leroy & Alyce Vick, unit 60.

Barbara opened the meeting at 3:05.

The **April Minutes** were approved as written.

**Treasurer's Report:** **DONNA ALLEN** reported that we had extra charges for garbage last month because the bins were not completely closed. Gaylon Huff reported that his area is terrible and said more bins are needed. It was discussed that we all check the garbage area on Mondays to make sure the lids are tightly closed and area clear.

On Point CD was rolled over at On Point at 2% for 36 months.

Donna reported that the gutters are dripping over the front door of building 15695 and another gutter from upper unit is clogged over the patio of #14.

An invoice from Nichols Plumbing for unit # 59 for \$85.00 will be paid by the association.

There was discussion concerning the ant and mice problem. If the problem is inside the unit it is the resident's responsibility.

**Asst. Treasurer ELLEN MARLOW:** Fees for March and April have been received. The one exception is unit # 96. This situation was discussed. Barbara has called the owner and an agreement had been made for the back fees amount of \$2,675.00, the owner will be sending checks which will be recorded in a separate ledger. This had been discussed previously with the Board.

**Landscaping: MARYANN SMITH and SUZANNE SPENCER,** reporting. The removal of the dead Ivy on the boundary between The Fountains and Fountainwood needs mulch and plantings will be added within the next six months. The cost will be \$943.00 for the Ivy removal. Suzanne said Willamette Landscaping Services will keep it raked.

Barbara said our goal is to update the entrances. The Board approved the cost of \$943 for the dead Ivy removal, to be taken out of the Reserve Fund.. There was discussion about the fountains; proposals will be presented by the committee at a later date.

Page 2 The Fountains Board Meeting  
May 10, 2010

**Maintenance: Linda Kaady and Gaylon Huff** reporting. Barbara shared that there was a breakthrough in our fence. She read notes that Jim Allen sent to her after walking the fence line. The police were called and they are now patrolling the area.

Linda will be arranging for the dryer vents to be cleaned. Four residents have had their vents cleaned. Linda will call the Building Captains regarding this procedure with the date and cost to convey to the residents. The owners are responsible for the cost. The target date is sometime in July.

Linda is getting a 3<sup>rd</sup> bid for the cement repairs. She will discuss using the main floor patio doors with the residents prior to the repair work.

Gaylon has sent a letter regarding the moss on our roofs. He is also going to contact inspection and moss removal companies for composition roofs.

Unit 33 needs screens repaired. Linda is also making an appointment to have the outside of our windows washed.

**Unfinished Business:** It was decided that the budget will not be on the Website. Realtors can get mortgage information from clients and Declaration Of Insurance from the insurance company.

**New Business:** Energy audit, Barbara shared Jim Allen's notes with the Board. Energy audit was good.

Barbara and Donna will be attending The HOA Survival Safari on May 15, 2010.

Meeting was adjourned at 4:50 p.m.

Respectfully Submitted,

Carolyn M Fennern  
Secretary

**THE FOUNTAINS BOARD MEETING-----APRIL 12, 2010**  
**Next meeting-----May 10, 2010**

**BOARD MEMBERS:** Barbara Stayton, president, Carolyn Fennern, Secretary, Donna Allen, Treasurer. Ellen Marlow, Asst. Treasurer, Linda Kaady, Maintenance. Committee Chair: Bob Young. Excused: Jack Shannon, Landscaping and Gaylon Huff, Maintenance, committees.  
Guest: Suzanne Spencer, Willamette Landscaping Services

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

March minutes were approved as written.

**Moved to Landscaping on the Agenda: Suzanne Spencer,** WLS reporting. The lawn is to be aerated twice a year because of the clay soil. The cost is \$585.00 each time. Barbara read a letter from Jack Shannon stating that the aeration is in their Landscaping Contract. Suzanne will check to see if can be included in our contract and report back. Jack also noted they will be back here June 5, 2010.

We had a tree down in the wind storm and Willamette has removed the tree, they inspect after a storm. Suzanna reported that trees are replaced along the brick wall at the entrance. Today they are working on the fountains. The leak in the irrigation lines has been repaired. She displayed her research regarding our water table and we only have 12 inches to the water line down the middle of the property, and the outer area is 22" to the water line. This is the reason that our lawn area is soggy. Sprinkler heads will be adjusted. It was suggested days be skipped between watering.

Barbara requested that the Landscaping be focused on the entrances. Barbara thanked Suzanne for her researched information and the report given.

**Treasurer's Report – Donna Allen:** Donna reported that two Homestreet Bank CD's came due in April; one CD will remain at Homestreet for an additional 12-months and the larger of the two CD's was rolled over to Washington Federal Savings. Donna provided the Board the Financial Statements and Supplementary Information for 2009 and stated that we are sound financially.

**Asst. Treasurer – Ellen Marlow:** Ellen shared that we have 10 units for sale. Homeowner's fees have been collected or are in process. Barbara gave us a written report of all the units with phone numbers.

**Water Systems & Irrigation – Bob Young:** Bob Young reported on the conference he attended regarding Water Management. It was very professionally presented. Bob's report is attached. Both Dan and Jesse with Willamette Landscaping Services attended. Key points were, 1. We have excellent domestic water supply, 2. Why water and sewer rates will continue to rise. 3. How water is wasted. 4. How we can reduce our consumption, and 5. Major recommendation was to replace our lawn with native plants.

**Page 2 – Fountains Board Meeting April 12, 2010**

It was reported that our water consumption has decreased which is good. Bob noted that there are 11 water meters, one for each major building.

Barbara and the Board thanked Bob for attending the conference and his report.

**Maintenance – Linda Kaady:** Donna said she will give Linda our previous information on the Dry Vent Cleaning. Barbara noted that a date and amount per unit is needed. Linda said she will get the information and report back to the Board.

Concrete repair, buildings 15565 and 15605, the steps are not a safety hazard. She has two bids and will secure a third and at that time the Board will decide who will do the repair work. One concern is that the front doors will not be available during the day while the work is in progress so an agreement with residents to use the sliding glass doors in the lower units will have to be discussed.

Barbara requested that the roof inspections and moss removal be done at the same time, and to select a company that will do both tasks.

Electrical work Bldgs. 15432 and 15437 in process, Jim Allen has repaired the electrical problem on one garage. Barbara thanks Linda.

**Unfinished Business:** Following a report of mice in the garbage collection area, Linda reported that Killers Pest and Insect Control reported that they cannot control mice in open, outside areas.

**New Business:** Home remedy for ants is being delivered to each unit. Information is being requested from PGE regarding energy evaluation and will be shared with the Board when received.

Meeting was adjourned at 4:12 p.m.

Respectfully Submitted:

Carolyn M. Fennern  
Secretary

**THE FOUNTAINS BOARD MEETING-----MARCH 8, 2010**  
**Next Meeting-----April 12, 2010**

**Board Present:** Barbara Stayton, President, Carolyn Fennern, Secretary, Donna Allen, Treasurer, **Committee Members:** Asst. Treasurer, Ellen Marlow, Maintenance, Linda Kaady, Gaylon Huff, Landscaping: Maryann Smith ( reporting for Jack Shannon); Jan Blakey, Sandy Zahnle, and Glenda Imus.

Suzanne Spencer, Willamette Landscaping, Inc. And homeowner Chuck Imus.

**President Barbara** opened the meeting at 3 p.m.

We started with the landscaping issues as committee members were present.

**Landscaping: Maryann Smith** said the committee had just met and they are discussing the replanting issues. Replanting may require new sprinkler heads.

**Suzanne Spencer** continued with plans for the entrance at 114<sup>th</sup> Court, off of Summerfield Drive. Some Arbor Vitae and other plants will be removed and replaced with shrubs and plants that have color. Discussed how to rejuvenate the Ivy and is currently doing rejuvenating mowing every other week. The sprinklers will be turned on late April or May.

The splashguard issue was discussed, Carolyn made a **motion to accept the \$250.81 cost and have Willamette Landscaping do this work on Building 15435. Motion seconded/passed.** The drainage problem on the unit patios 27-28-49 was discussed and it was decided to try trenching to correct the water on the patios. Jim and Donna Allen will do the trenching this week.

Sprinklers and watering was discussed and Bob Young had given Barbara several suggestions that she shared with Suzanne and the Board.

Barbara thanked the committee and Suzanne.

The February minutes were approved as written.

**Treasurer's Report: Donna Allen** said two of our CDs will be expiring and she will roll them over. She will check with OnPoint and US Bank to compare interest rates. She also said that bank to bank deposit is available if anyone is interested. She called Pride Disposal about our bill for extra garbage and asked them not to collect if it is NOT in the cans. The Board agreed and this will be in a Forum to the residents. The treasurer's report is attached to these minutes.

**Assistant Treasurer: Ellen Marlow** said she is receiving the HOA fees. She also gave us an update on the residents list. New owner in #95 will sign on March 11<sup>th</sup>. Unit # 96 will be auctioned on March 10th. Units 57, 67, and 71 are for sale. Units 58 and 84 are

vacant. Also the McRivette's, Unit 105, cell phone is disconnected and they will have a new phone number.

**Maintenance: Linda Kaady** reported that Building 15695 was sprayed for ants. She mentioned that Carolyn called about seeing mice in and around the garbage area and in front of Building 15510. Linda will call Killer's Pest Control and inquire about this problem. Linda is having difficulty getting a third bid for the concrete work. She has two bids from Smith and Mark Bailey. **Donna and Carolyn** will review their records to find names of previous companies. The concrete work involves buildings 15605 and 15565.

**Gaylon Huff reported** that he continues to work on the moss problem and what liquid soaps will not damage the roofs. **Donna** will look for the roof contractor that did our roofing to find out the material used for Gaylon.

**Barbara reminded Linda that the dryer vent cleaning** is coming up and the question is how are we going to handle the vacant and for sale units. The Unit Owners are responsible for the fee. We need a key to get into the vacant units.

Barbara said the **Comcast Contract** has been signed and sent in.  
**Our insurance** is valid until April of 2012.

Barbara thanked the Board Members and residents attending the meeting.

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

Respectfully Submitted:

Carolyn M. Fennern  
Secretary

**THE FOUNTAINS BOARD MEETING-----FEBRUARY 8, 2010**  
**Next meeting-----March 8, 2010**

Present: Barbara Stayton, President, Carolyn Fennern, Secretary, Ellen Marlow, Asst. Treasurer, Linda Kaady, Maintenance, Gaylon Huff, Maintenance, MaryAnn Smith, Sandy Zahnle, Jan Blakely, Landscaping Committee. Donna Allen, Treasurer excused.

Willamette Landscape Services: Dan Herzing & Suzanne Spencer

**President Barbara** opened the meeting at 3:05 p.m.

Minutes were approved as written.

**Treasurer's Report: Donna is excused. Barbara** gave her report and it is attached to these minutes. She noted that the residents in unit 105, paid \$34.95 for their extra garbage. The report will be on file.

**Asst. Treasurer's Report: Ellen Marlow** reported that January fees have been paid and February checks are being received. Also Barbara & Ellen said there is one condo sale pending.

**Landscaping: Maryann Smith reporting for Jack Shannon:** The committee had their first meeting prior to this Board Meeting. The committee is planning Phase I and is discussing replacing the plants that are not thriving between buildings 15512 and 15518. The plants by 15525 & 15565 are overgrown and trimming is being scheduled. Also on the agenda is the Ivy in various places. Suzanne Spencer, Willamette, shared with the committee before and an after picture proposals. Bark dust was discussed and the committee is opposed to using bark dust. Plantings around the fountains during the cold weather months are being discussed. A walk around by the committee is scheduled for Monday, Feb. 15th and the following Friday Willamette Services will also walk around the grounds.

Barbara thanked Maryann and the committee members for the report.

**Barbara asked Dan and Suzanne** about the mowing and that will start the week of February 15, 2010. Suzanne, WLS, said they will be starting to clean the flower beds very soon. A splash guard was discussed for building 15435, Dan and Suzanne said they will take a look to determine what needs to be done for the water pooling.

Barbara thanked Dan and Suzanne and the committee and they were excused.

**Maintenance: Linda Kaady** reported that an owner's cat has torn off some wallpaper in an entryway. It was noted that entryways are scheduled for updating in the summer of 2011. The grass wallpaper was discussed and no decision was made.



The Fountains Board Minutes  
Page 2 – February 8, 2011

**Barbara asked Linda** to get two more bids for the concrete steps repair. She also read a draft she had written regarding stepping stones being replaced with concrete sidewalk, no action was taken, to be discussed at a later date.

**Maintenance Co-Chair Gaylon Huff** reported on the information he has collected regarding Moss removal. He is going to get samples of soap suggested by the Washington County Extension Services and give it a try. He will also check to see if the solution is safe for the roofs.

Unfinished Business: none

New Business: none

The meeting was adjourned at 4:00 p.m.

Respectfully submitted:

Carolyn M. Fennern  
Secretary

**THE FOUNTAINS BOARD MEETING-----FEBRUARY 8, 2010**  
**Next meeting-----March 8, 2010**

Present: Barbara Stayton, President, Carolyn Fennern, Secretary, Ellen Marlow, Asst. Treasurer, Linda Kaady, Maintenance, Gaylon Huff, Maintenance, MaryAnn Smith, Sandy Zahnle, Jan Blakely, Landscaping Committee. Donna Allen, Treasurer excused.

Willamette Landscape Services: Dan Herzing & Suzanne Spencer

**President Barbara** opened the meeting at 3:05 p.m.

Minutes were approved as written.

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The Fountains Board Minutes  
Page 2 – February 8, 2011

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**Maintenance Co-Chair Gaylon Huff** reported on the information he has collected regarding Moss removal. He is going to get samples of soap suggested by the Washington County Extension Services and give it a try. He will also check to see if the solution is safe for the roofs.

Unfinished Business: none

New Business: none

The meeting was adjourned at 4:00 p.m.

Respectfully submitted:

Carolyn M. Fennern  
Secretary

THE FOUNTAINS ANNUAL MEETING  
JANUARY 26, 2009

Board Members: Barbara Stayton, President, Carolyn Fennern, Secretary, Donna Allen, Acting Treasurer, Ellen Marlow, Asst. Treasurer, Jack Shannon, Chairman, Landscaping, Linda Kaady and Gaylon Huff, Co-Chairs, Maintenance.

There were 57 owners present and 17 owners gave a proxy.

Barbara called the meeting to order at 2 p.m. She introduced the Board Members. Pie and drink were served and Barbara invited those present to enjoy the pie.

The minutes were approved as read.

An election for Treasurer was held as Mary Haise has retired. Donna Allen has been treasurer in training and was nominated. The vote was unanimous. Donna Allen is now the treasurer for the Fountains Condominium Association.

Mary Haise gave the year-end treasurers report. She read a resolution which states: "The Board of Directors of the Fountains of Summerfield Condominium Association here by resolves to move the net year-end revenue from the 2009 operating fund to the reserve fund as authorized by the CPA firm of Schwindt & Company." The resolution was voted on and passed unanimously by the those present at the Annual Meeting, January 26, 2010.

Mary enlightened the owners by going through the financial report. She stated that Comcast television contract is to be renegotiated in May. She also stated our Association is on track with our reserve fund. The financial report is attached.

Barbara thanked Mary and reminded those present of two important items, the first is if you are planning to sell your unit the bank asks for our financial report. And the second is to check out our Reserve Fund on our website.

Barbara introduced Jack Shannon our new landscape Chairman. She thanked him for accepting the job and stated that he has a dynamic committee working with him. They are Maryann Smith, Karen Earl, Jan Blakeley, Sandy Zahle, Glenna Imus, and Patrick O'Brien. Each zone is represented on the committee. If residents have a grounds problem, please contact the person representing your area.

Jack discussed the five year plan for Landscaping which the committee will be developing. Jack asked the residents for their input as these are their homes that all of us want to look good.

Barbara thanked Jack, she then presented Linda Kaady and Gaylon Huff, new co-chairs for Maintenance. Gaylon stated his concerned about the shortage of insulation in the upper units. If more insulation is placed in the units, they will become more energy efficient.

Also this is the year for cleaning the dryer vents. You will be notified of the time and the resident's cost.

Bob Young – Water and Irrigation: Bob told us that water conservation is very important and gave us several suggestions how to conserve. He stated that we have a very good irrigation system with a 24- hour clock. He noted that when it rains the Irrigation System turns off to save water.

Barbara thanked Bob for his report.

The president then called on Helen Bird and Mary Haise to come forward. She said these women were retiring from the Board along with Oie Lood who was the Landscaping Chair. Oie isn't here today. Helen as the Maintenance Chair has served for four years and Mary as Treasurer has served for eight years. Both have done an excellent job and we are very grateful for their work. She presented them with a gift and card. Barbara also thanked Oie for her many years of service and the excellent work she contributed. We will get Oie's gift to her.

The president said that volunteering is sometimes a thankless job but so very necessary. If we were to have a management company it would be much more costly and the attention far less. So she asked those present to volunteer, if anyone has a special interest to give her a phone call.

Next she had some good news and some bad, the good news first. It is expected the rate increase for Comcast will not be as high as we had thought. In December 2009 the water rates were increased by 15% and the sewer rates will increase 30% in July 2010.

Barbara called for questions and then gave out the door prizes. She invited homeowners to the Board meetings held on the second Monday of each month at 3 p.m in the clubhouse. The meeting was adjourned.

Respectfully submitted,

Carolyn Fennern  
Secretary

## **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