

FOUNTAINS HOA AT SUMMERFIELD

BOARD MEETING-----December 13, 2012

Next Meeting-----January 10, 2012

BOARD: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Lana Burch, Landscaping Director Maryann Smith, Maintenance Director Glenn Jay,

Residents: None in Attendance

The meeting began at 1:00 pm.

The November minutes were approved as corrected.

Treasurer's Report Lana Burch: Lana gave out copies of her report and lead the Board through the report. Our Budgeting, Operations and Reserves process was thoroughly discussed by the Board. The Board is in agreement that the unused budgeted dollars for 2012 are needed and will be used to complete remaining 2012 proposed items.

Barbara informed the Board of the delinquent homeowners and collection letters have been sent. This issue has been given to our attorneys. Barbara also shared that twelve (12) units have been sold in 2012.

Payment for water leak repair, #18, has been received by the unit owner.

Glenn moved that a transfer of \$18,898 of unused funds be transferred to the specific 2013 Reserve Accounts and used for 2013 projects. Motion seconded by Carolyn. After discussion motion pass unanimously.

Landscaping Director Maryann: Maryann shared information regarding the attached document, Otten Landscape Architects design proposal. After discussion the Board agreed to pay the \$5610.00 for five design areas out of the December Budget. We will begin collecting bids for landscaping around the Fountains and other design work to be paid out of the 2013 Budget. It was noted that Pam Zuger, Kay and Bill Norton are new members of this committee.

Maintenance Director Glenn Jay: No report on Irrigation. The Vault for the upper fountain to house the pump and filter will be installed soon. Glenn explained in detailed the work to be completed.

New Business: The Board discussed the benefits and disadvantages of approval for FHA and VA loans for the Fountains community. The Board decision was that it is not advantageous for our community.

Annual Meeting preparation to be made by Carolyn and are in process. Barbara will contact the insurance speaker with specifics regarding the HOA insurance, what the policy covers and what it does not cover to be shared with the homeowners. Treasurer to be elected in January 2013, Secretary in 2014, President in 2015.

A temporary director's position to assist the president was discussed with further discussion scheduled for the January meeting.

Meeting adjourned at 2:45 pm

Respectfully Submitted; Carolyn Fennern, Secretary

FOUNTAINS AT SUMMERFIELD HOA

BOARD MEETING-----NOVEMBER 8, 2012

December Meeting-----December 13, 2012

BOARD: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer (excused), Lana Burch, Landscaping Director Maryann Smith, Maintenance Director Glenn Jay Finance/Budget Committee, Art Schmidt, Julie Helle, and Dennis Murphy.

Agenda Items

The **October 2012 minutes** were **approved** as written.

Treasurer's Report – Lana Burch: Lana reviewed the current Profit/Loss figures. A copy of the report is filed with the Secretary. There are current three delinquent accounts. Barbara is following up with all three. Second notice letters will be sent to two accounts on November 11, 2012.

2013 Budget: The Board and the Finance/Budget Committee reviewed each line item of the proposed 2013 Budget. There was lengthy discussion on the configuration of the new pumps for the fountains, insurance deductibles, and the amount to put in the Reserve Account for 2013. **It was moved and seconded that we accept the proposed 2013 budget with no changes. The motion was approved. There will be no increase in the monthly assessment for 2013.**

Landscaping Director Maryann Smith: Maryann reported that boulder weirs have been added to the drainage area east of 15478. The French drain in this area needs to be cleaned out. New plantings have been installed in the garage bed near garages 41-44. Trees that have been hitting the buildings have been trimmed.

Irrigation Director Glenn Jay: The irrigation is turned off for the season. The caps on the outside hose bibs will be installed as the weather turned colder. If we anticipate a lengthy below freezing stretch of weather, we will ask homeowners to shut of the water supply to the outside hose bibs.

Maintenance Director Glenn Jay: Glenn reported that the standard ongoing maintenance issues – light bulbs, nameplates, screens - are being address as the need arises. The power washing of the garbage enclosures is one third complete.

New Business: There was discussion about letting homeowners in the lower units resurface their patios with tiles. It was decided that more information was needed such as: approved contractors and type and color of tile allowed. The Fountains Forum will be published this month. Suggestions were made as to the items to include.

Meeting adjourned at 2:35 pm.

FOUNTAINS AT SUMMERFIELD HOA

BOARD MEETING-----OCTOBER 11, 2012

Next Finance Committee----- November 8, 2012

December Meeting-----December 13, 2012

BOARD: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Lana Burch, Landscaping Director Maryann Smith, Maintenance Director Glenn Jay

RESIDENTS: Mary Lou Lynch

The meeting began at 1:05 pm. President Barbara welcomed Mary Lou Lynch and asked her to share her concerns with the Board. Mary Lou explained her plumbing problem and why she is withholding her monthly assessment. The Board listened to her explanation of the problem occurring inside of her home. Members then explained that the Board's responsibility stops at her front door. The Board encouraged Mary Lou to pay the monthly assessment as withholding the fee incurs interest and a late charge.

Her second concern is her garage gutters are full and seem to be leaking. Director Glenn said the gutters will be cleaned as soon as all the leaves are off of the trees, possible December. This should take care of the problem.

Mary Lou's third concern is a dead tree outside her dining room window. Director Maryann said that the tree is distressed and the committee will take another look to see what can be done.

The Board thanked Mary Lou for coming to the Board with her concerns.

Agenda Items

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

Treasurer's Report – Lana Burch: Lana gave a copy of her report to the Board Members, questions were asked and explanations given by Lana. She informed us that Margaret Jay has agreed to make the bank deposits which will be a great help. It was suggested that lamps and doorbells come out of the operations budget for next year. Lana also said that Art Schmidt, Julie Helle and Dennis Murphy have agreed to serve on the Finance Committee with the board members.

Barbara informed the Board that we have two delinquent accounts and first notice letters for the amount and late fee due have been sent. The Board talked about budget items to be discussed at the Finance Committee meeting November 8, 2012.

Landscaping Director Maryann reported that the Arborist said we have two trees on the grassy knoll that have to be removed. Also a large shrub by building 15480 is to be removed. Cost estimated at \$1200. The Board also discussed having a third tree

removed. Maryann said that Willamette Landscaping has suggested the cedar planks on the knoll be removed and boulders used. The board suggested using the boulders that were placed on the grass strip on Summerfield Drive.

Maintenance Director Glenn reported that the sprinkler heads have been checked and turned off. If necessary they can be turned on temporarily.

Lower fountain pump and vault etc, has been placed under ground. Really looks very nice.

Barbara said we have three new residents needing nameplates. She asked when the power washing of the garbage enclosures will begin and volunteered to help. Glenn said possibly next week depending on the weather.

Unfinished Business: Corrections for the Reserve Study have been submitted and the final draft will be here soon.

New Business: Barbara and Lana attended the Sub-Association meeting and reported to the Board.

We have new residents and they are: #29 Alice White, #71 Fran Thompson, #82 Inez Martinez.

We discussed changing the outside lighting, more on this later. Glenn explained where there is a need for additional lighting for safety. The area is around the garages for Buildings 15432 and 15430. Barbara moved that new lighting be purchased and installed for this area. **Motion-- 2nd -- passed.**

Glenn alerted the Board that one of the garages seems to be having an electrical problem and he has an electrician coming next week. He will keep us posted.

Meeting adjourned at 2:45 pm.

THE FOUNTAINS HOA MEETING-----September 13, 2012
Next Meeting-----October 11, 2012

Board Members: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Lana Burch, Landscaping Director Maryann Smith, Maintenance Director Glenn Jay

Residents: Helen Bird, Ellen Marlow, Sandy Zahnle

Barbara began the meeting at 1 pm.

She asked the residents if they wanted to speak to the Board, Ms. Marlow said she was just attending. Ms. Bird said she came to thank Director Glenn Jay for the new lighting

by the steps and show her appreciation.

August minutes were approved as written.

Treasurer's Report – Lana Burch: Lana gave each Board member a copy of her report. The September monthly report has a new column, providing the current available budget amount. Lana received our thanks for satisfying the Board's request.

The Budget meeting will be November 8, 2012. Committee members will be selected and contacted.

Landscaping Report – Director Maryann Smith: A tree on the grassy knoll must be removed. Tree to be replaced at a later date. The boundary line for the grassy knoll has been cleared of debris. Scheduled planting for 2013 will begin this Fall. Maryann said she will be contacting the arborist. She will discuss the wet bed planting, building 15478, and other issues with Willamette Landscaping Services. Glenn volunteered to draw a sketch for Willamette.

Maintenance Report – Director Glenn Jay: Irrigation clocks have been changed to twice weekly for watering. Tuesday and Thursday are eliminated. The fountains should be completed this month. Glenn has scheduled the garbage areas to be power washed soon.

It has been determined that the Association needs to do touch-up painting every year. Verge boards will be replaced when the roofs are replaced.

Unfinished Business: The Board reviewed the Reserve Study for additions and corrections. Next we discussed changing the appearance of the decks. Glenn shared pictures with the Board.

Summerfield Sub-association meeting is scheduled for Friday, September 21, 2012 at 11am-12:30 pm.

New Business: Board meeting date was discussed and decided to continue with the 2nd Thursday, 1-4 pm, of each month. The Annual Meeting will be January 21, 2013, 2 – 4 pm with setup at 11 am.

We discussed Earthquake Insurance next, Barbara suggested that we have a speaker at the Annual Meeting to present insurance information. After discussion Board members agreed.

Meeting adjourned at 2:05.
Respectfully Submitted;
Carolyn Fennern, Secretary

THE FOUNTAINS HOMEOWNERS BOARD MEETIN----- AUGUST 9, 2012 Next meeting----- September 13, 2012

BOARD MEMBERS: Carolyn Fennern, Acting President/Secretary, Treasurer Lana Burch, Landscaping Director Maryann Smith, Maintenance Director Glenn Jay (President Barbara Stayton excused)

Residents: Ellen Marlow, Helen Bird, Craig Currie

The meeting began at 1:00 pm. Carolyn recognized the homeowners present, thanked each for attending the meeting. Each resident was asked to share their concerns, if any, with the Board.

Helen Bird asked about pruning the bushes that are keeping the light away from the steps/sidewalk at night. Glenn Jay answered Helen saying that another light will be installed for lighting the steps.

Ellen Marlow said she came for the meeting and was also concerned about the sidewalk and steps needing more light.

Craig Currie said he came to express his "Thanks" to Glenn Jay and the Board for all the new updates that are happening in our Fountains community. He also mentioned the cleaning of the pole lights and the installation of the new bulbs that will be brighter and lasting longer as a great improvement.

The minutes for July were approved as presented.

Treasurer Lana Burch gave the broad members copies of her report. The report came with a new column that will show the amount remaining in each budgeted item. Lana mentioned that she isn't very happy with Homestreet Bank as our vendors names were not transferred to computers. However the bank is in the process of correcting this now. We discussed the budget needs for the new year which will include line items for bark dust and one for the arborist.

Maryann Smith Landscaping Director asked about timing for the Fountains. Glenn said that the pump being placed underground will be completed in a few weeks. One fountain to be done at a time. Maryann said she will be requesting additional planting in the garage areas. New plantings for the fountains were discussed.

Glenn Jay Maintenance Director: Irrigation - some of the new plants have died and Glenn will call the provider for replacements. (Note: suggestion for the Forum to include a message to the residents to leave the dead plants in place as a guide for the new plants.) Glenn will be working with the Consultant checking the irrigation plan. Every clock and station head will be examined for need and conservation measures will be considered. New plantings need to be watered every day. Glenn said he will have a plan at our September meeting.

Maintenance: All of the pole lights have been cleaned and new LED blubs that are longer lasting and shed more light are in place. The signage is all in place and looking beautiful and very informative. Glenn suggested that new planting for around the fountains be no higher then the brick row. Plants close to the concrete need to be aware of the heat coming from the pavement. Planting to start after the vault and plate covering are in place.

Glenn shared his thoughts about new lighting along the walkway that will look much better then we have currently. Back of building 15522 more light will be on the ground. He will be improving the walkway lighting little at a time.

Maintenance continued: In September moss will be cleaned off the sidewalks and garbage areas. Some of the garbage gates need to be shimmed to remain closed. Deck railings were discussed for the new budget and the remaining pedestrian garage doors will be installed. Another item discussed was replacing the casing around these doors which is really needed. Glenn will get bids for the door casing for the next meeting. He also suggested a darker paint color for the doors, and he will bring samples **too**.

Unfinished Business: Glenn told us about a new type of paint that contracts and expands with the weather for the doors and other areas. "Elastimeric"

New Business: It was suggested that we update our phone list with Tigard City Hall because some of our neighbors were not called about the water problem. Another suggestion was that we list the Building Captains with an alternate for emergencies.

Meeting was adjourned at 2:15 pm.

Respectfully submitted;

Carolyn Fennern Secretary

THE FOUNTAINS HOMEOWNERS BOARD MEETING-----JULY 12, 2012 Next meeting-----August 9, 2012

BOARD MEMBERS; President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Lana Burch, Landscape Director Maryann Smith, Maintenance Director Glenn Jay

Residents: Ellen Marlow and Helen Bird

Barbara started the meeting at 1:05 pm. She asked the guests if they had a concern to share with the Board. Helen Bird spoke to her concern regarding landscaping. Her building 15565 has a very large Rhododendron bush creating a hazard along the walkway. It also blocks the Pole Light coverage.

Helen's second concern regarding building 15485 # 35, there are 3 large shrubs completely covering the window. Both of these concerns were discussed and will be investigated.

Ellen Marlow's concern is the walkway to the condos in Building 15522, there is very little light late at night. Lana Burch said she shares Ellen's concern. This concern was discussed and will be investigated.

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

Treasurer's Report - Lana Burch: The former treasurer, Donna Allen, and our new treasurer, Lana Burch worked together on this report. Questions were asked and answered. In the future #6300 will be a transfer instead of an expense and Lana will designate this on future reports. Barbara requested information to be on future reports Barbara shared information regarding delinquent accounts, a Lien has been filed. There is a concern regarding new legislative ruling which may cancel the Lien. Our attorneys informed us and are working with us.

Landscaping Report - Director Maryann Smith: Bark dust to be spread July 25th and 26th. It was requested that Maryann have someone monitor the Bark Dust to make sure that is away from the wood on the garages. Maryann said she will have a committee member available. Windows will be washed after the Bark Dusting, July 31st thru August 4th.

Maryann has received two letters from Homeowners regarding trimming and she will follow up with these residents. On Condo #34 the shrubs are overgrown and moss is on the sidewalk. After the trimming Glenn Jay will remove the moss from the sidewalk. Building 15525, Pines on the West side to be removed. Also trimming is needed on the fence side of Buildings 15435 and 15485.

Maintenance – Director Glenn Jay: Irrigation – July 3rd the system was started. So far all is green and if we have brown areas Glenn will check with the consultant.

Garage doors, all 38 are installed and Deadbolts installed on those without one. The doors will be painted and other painting touch up work to be completed.

Glenn will be selecting a qualified company to place the fountains plumbing underground.

Signs The concrete will be poured Saturday, July 14th. A Power Washer has been purchased and will be in use soon. Glenn is planning to clean the garbage areas. Window Cleaning Barbara will print a notice to be placed in each entryway prior to the cleaning.

Unfinished Business: Barbara shared a letter she has received regarding resident/visitor parking, it was discussed and she will respond.

New Business: Concrete walkways were discussed and information will be given to those requesting it. Glenn stated that new walkways must comply with the Handicap Rules. We will be having some concrete work done and it may be possible for the residents requesting a walkway to have the same company complete their work also. Residents are to plan with and pay the contractor directly and comply with the HOA guidelines.

It is time for the Landscaping negotiations to begin prior to expiration of the contract September 30, 2012. Bids will be requested to arrive by September 5, 2012.

The July 4th Picnic was very successful, forty people attended. Meeting was adjourned at 2:40 pm.

Respectfully submitted;

Carolyn Fennern

Secretary

THE FOUNTAINS HOA BOARD MEETING _____JUNE 12, 2012

Next meeting is -----July 12, 2012 at 1 pm.

BOARD: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen (excused), Landscaping Director Maryann Smith, Maintenance Director Glenn Jay

RESIDENTS: Sandy Zahnle (Landscaping Committee member)

The president began the meeting at 1:05 pm.

May 2012 minutes were approved as written

Treasurer's Report – Donna Allen: All homeowners accounts are current except # 35.

With a new treasurer to begin board members are requested to resign with the bank.

Donna emailed the Treasurer's report to the board members.

Landscaping Director Maryann Smith: The landscaping renovation around buildings 15480 & 83 is not completed. Planning continues with the committee and the architect.

Bark dust bids are being received and the bark dust will be applied soon. All of the Cotoneaster has been removed and the area is looking much better.

Maintenance Director Glenn Jay: French drains need to be placed to improve the

irrigation. This will be done June 19 & 20, 2012.

The light poles are going to be cleaned and bulbs replaced. LED lights were discussed. They last seven years and use less electricity. An electrician will assist Glenn with confirming that all the pole lights are working properly. Other areas of maintenance needs were discussed. Fountains update, Glenn will get bids for placing the pipes and pump below ground. We are looking at finishing this before the end of summer.

Unfinished Business: Barbara shared with the Board the events of the Summerfield wide HOA meeting. Foreclosures were discussed and other important issues. She said the meeting was very educational.

New Business: The July 4th picnic is on Wednesday this year and plans for this event were discussed.

The Board decided to continue meeting on the second Thursday at 1 pm for the monthly HOA meetings.

We also changed the name of “Coordinator” to “Director” as the Board is called Board of Directors.

Currently there are four (4) condominiums for sale.

The Board decided against putting the agenda on the website to protect the homeowners.

Meeting was adjourned at 2:25 pm Respectfully submitted:

Carolyn Fennern Secretary

THE FOUNTAINS HOA BOARD MEETING-----MAY 10, 2012 Next Board Meeting is-----June 14, 2012

Board Members: President Barbara Stayton, Secretary Carolyn Fennern, Director Maryann Smith, Director Glenn Jay, Treasurer Donna Allen excused Residents: Ken Miller

Meeting began at 1:07 pm.

Barbara welcomed Ken Miller and asked him if he had any concerns to bring before the Board. Ken said he came to attend the meeting.

Minutes: March and April minutes were approved as corrected.

Treasurer's Report: Donna Allen emailed the report to the Board Members. We reviewed the report and noted to asked Donna about the Reserves account. The Pest Control item caused discussion about the ant problem some of the owners are having, it was suggested that we include some of the solutions in the next Forum. Report is filed with these minutes.

Landscaping: Director Maryann said the renovation project for building 15480, 83 & 85 is beginning today. The Vine Maple tree by building 15518 needs to be removed and the cost is \$110. This was discussed and decision to be made at a later date. The gulch needs to be cleared out and Maryann said that Willamette Landscaping Service will remove the debris at no charge. Also WLS is replacing some of the new plants that have died.

Glenn moved that the Board approve the revision for Bldg. 15478 which includes removal of the grass for the proposed landscaping design. **Maryann seconded and the motion passed.**

Maintenance/Irrigation: Director Glenn said that the irrigation MP Rotors will be installed soon. A new Garage Doors, #38, is scheduled to be installed this year. Next year

the remaining garages will get new doors and the project will be completed. We discussed installing dead bolts for these doors at \$30 per dead bolt. **Glenn moved** that 38 new doors be installed, 26 with new dead bolt, Garage numbers 1 through 44 at a cost for the doors of \$12,616 and the dead bolts cost of \$780, this year. **Motion passed.** (Five new doors have already been installed.)

Directional Signs: Glenn has arranged for the use of resident garages to store the framework for the signs. He said he will need to hire two other men to help with the installation. Holes have to be dug, signs placed and braced, cement mixed and poured.

Fountain update: Front fountain has had the first coat of black paint. Wiring will happen when the vaults are placed underground. Brick will be placed around the upper edge of the pond before the end of June.

Unfinished Business: Carpets in the entryway in Buildings 15454 and 15373 need to be cleaned. Barbara will make the arrangements for a carpet cleaner.

Follow up on the parking problem, Barbara said the letter she sent requesting the unit owner to park one of the cars in the garage has produced positive results. She has thanked the unit owner for cooperating.

New Business: Next we discussed the resignation of the Treasurer Donna Allen as of July 1, 2012. The Board was very sorry to hear about Donna's resignation as she has done a terrific job. Barbara stated the criteria needed for the job and the names with those she has discussed this opportunity. After discussion **Glenn Jay made the motion to appoint Lana Burch** for the remaining term of the current treasurer. **Motion seconded and passed.** Barbara will let Donna and Lana know of the Board's decision. She will also tell Donna of our deep appreciation and thanks for all she has contributed to the Fountains Homeowners Board.

The Board next discussed the delinquent payment of the homeowner's fee for Unit 35. Foreclosure of one of our units and property liens was discussed, along with first, second notices and the "10 Day" letter. Next step for this particular unit is the "10 Day" letter. Barbara will talk with Donna regarding this process and also confer with our attorney. The meeting was adjourned at 2:20 pm. Respectfully Submitted;
Carolyn Fennern Secretary

THE FOUNTAINS HOA BOARD MEETING-----APRIL 12, 2012
Next meeting-----May 10,
2012

PRESENT: President Barbara Stayton, Secretary Carolyn Fennern, Director Maryann Smith, Landscaping, Director Glenn Jay, Maintenance. Treasurer Donna Allen was excused.

Residents: Helen Bird and Sandy Zahnle Landscaping Committee member **Barbara** opened the meeting at 12:59 pm.

Home Owner Concerns: Resident Helen Bird said she had a Landscaping concern. The problem is that the lawn in front of her patio looks terrible and is swampy. The mowers leave large tracks and footprints, the grass no longer grows, is always muddy. Helen is requesting someone inspect and improvements be made. Barbara and Maryann said we

have this situation in other areas. President Barbara thanked Helen for bringing this to the Board's attention and that the area will be inspected.

Minutes of the March 8th meeting need to be corrected and revisited at the May meeting.

Treasurer's Report: Donna has sent a complete report to each Board member and Barbara reviewed the report with the Board. All in good order. Report attached to these minutes.

Landscaping Report: Maryann Smith said all of the storm damaged trees have been trimmed. Willamette Landscaping Services will treat the Moss around Buildings 15510, 15514 & 15437, cost \$385. **Motion made by Glenn Jay** to approve the work and cost of \$385.00. **Motion passed.** Bark dust and the ant problem caused some discussion. Several products were mentioned for extinguishing the ants.

We have three bids for Plan 1B renovation around Buildings 15483, 15480 & 15478. Low Bid selected, Tuefel's Nursery. Contract includes Tuefel's being responsible for the irrigation placement, design and plants guaranteed for one year. **Carolyn Fennern moved** that the Board accept the low bid for Plan 1B at a cost of \$13,532.00. **Motion passed.**

Maintenance Report: Glenn Jay said that the back flow testing will be April 16, 2012. Signage is being made and Glenn will need help with placing the signs.

Glenn suggested that we have a test area for Ballard lights along 114th toward 109th to improve the lighting and appearance. Ballard lights are taller than we currently have, lighting more area and will be wired with the garage lights. Lamppost light cleaning was also discussed.

Hose Bibs will be removed within the coming week.

Unfinished Business: Barbara reported that she attended the SCA sub-association meeting on 4-16-12.

Plans are being made to have an attorney to discuss Foreclosures. Also the sidewalks will be ground that are adjacent to the SCA common property, to prevent accidents. She suggested that we need to inspect the Fountains area sidewalks also.

Barbara reported that she has a notebook with all pertinent information in it such as our Insurance that she keeps current. She also brought an Oregonian article about the possibility of a housing association being sued, she shared with the Board to keep us informed.

New Business: One of our homeowners has written a letter that Barbara read regarding parking. The complaint is that another owner close by is taking two spaces and not using their garage causing a lack of spaces for guests. Barbara will send a letter addressing the concern of two parking spaces being used and not the garage.

We **"Welcome"** our new resident in #40, **Ms: Julie Helle.** Meeting adjourned at 2:45 pm

Respectfully;

Carolyn Fennern

Secretary

THE HOA FOUNTAINS BOARD MEETING-----MARCH 8, 2012

Next meeting----- April 12, 2012

BOARD: President Barbara Stayton, Secretary Carolyn Fennern, Landscaping Director Maryann Smith, Maintenance Director Glenn Jay. Treasurer Donna Allen was excused. No homeowners or committee members in attendance.

Barbara opened the meetings at 1:00 pm.

February minutes were approved as written.

Treasurer's report: Barbara gave each of us Donna's report for the month February. There were questions regarding taxes and if consultant fees were a deductible. Our accountant said these were not deductible. Treasurer's report will be attached to the minutes.

Landscaping Report: Maryann Smith said we will be doing aeration once a year. We discussed planting and reseeding where certain trees have been removed. For cleanup and reseeding the cost will be \$178.00. Planting plans for around the Fountains were discussed, cost \$500.00 for each. The brickwork will be done in May, before plants are put into the ground. Moss in the lawn was discussed and Maryann will get a cost from Willamette Landscaping Services. The garbage areas are NOT included in the contract for cleaning, just the lawn and sidewalks. Residents must clean their garbage area. Maryann invited Glenn to do a walk around with Dan Herzig, WLS the week of March 16th. The Board was shown the landscaping plans for two sections that will be bid separately. It was noted that if the irrigation needs to be modified for new plants, the bidder getting the contract is responsible to make the corrections. Other needs for the area will be discussed when they take the walk through next week.

Maintenance Report: Glenn Jay reported that in the Spring some carpet cleaning will happen and the irrigation system will be inspected. We also discussed the new signage.

Unfinished business: Barbara has sent letters the Summerfield Civic Association Board regarding our concerns. There is a sub-association meeting April 6, 2012.

Website concerns were discussed and having our own website was discussed. Barbara had done some research and had two bids. Zebra Graphics was the low bidder and will transfer and set-up at a cost of \$150.00. This will give us the ability to make the changes as needed. The cost for five years is \$305.00; this is \$61 per year. The Board moved, seconded and passed that we have an independent Website. **Provider will be Zebra Graphics.**

INSURANCE: There was a lengthy discussion over the three plans; we poured over two, line by line. Resolution was to continue with our current carrier as the **benefits exceeded** the other plans. The carrier is Community Association Underwriters of America, Inc. A motion was made to keep the \$2,500 deductible, to purchase the \$500,000 Liability Umbrella raising our coverage to \$7 million, to add a \$500,000 code compliance upgrade rider to our policy and to increase our fidelity coverage from \$400,000 to \$550,000. Premium will be \$19,500 annually. The insurance coverage selected was more complete than two other quotes. **Motion** was made by Maryann Smith and seconded by Glenn Jay, passed.

The meeting date was discussed at length and it was decided to continue with the 2nd Thursday through July and at that time discuss the issue again.

Meeting Adjourned at 2:50 pm.

Respectfully submitted; Carolyn Fennern, Secretary

**THE FOUNTAINS HOME OWNERS BOARD MEETING FEBRUARY 9, 2012 Next meeting
March 8, 2012**

BOARD: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen,
Landscaping Director Maryann Smith, Maintenance Director Glenn Jay

Committee members: Opal Rorex, Landscaping

Barbara began the meeting at 3 pm.

January Minutes were approved as written.

Treasurer Donna Allen reported on our finances. Her report is attached to these minutes. She will be depositing 2011 surplus money into our Reserves. Donna said we would be purchasing an additional Certificate of Deposit (CD) before the next Board meeting. **Landscaping Report:**

The Landscape Committee are discussing new planting ideas with the consultant before the end of February. Trees are going to be removed by Building 15480

along 114th Court. The stump grindings that remain will be removed. Plans for Buildings 15483 and 15485 were discussed.

Maintenance Director Glenn Jay: Glenn said the irrigation system will be turned on sometime in April, Glenn and the irrigation consultant will inspect the system at that time. Glenn reviewed options and expenses of new locks and door knobs. The Board discussed dead bolts and Glenn reminded us that to exit the building in case of emergency, State safety code requires one motion, dead bolts are not recommended for the outside door. Lock changes will be scheduled in the Reserve Study for future planning.

Other items discussed were the entry hall and steps carpet in Building 15373 and various door locks that need to be checked, along with security issues that will be addressed in the February Forum. In response to an owner inquiry, the Board discussed the cement under- layment below the floor of the upper units; this is an important fire protection and a sound barrier. Barbara will send a letter to this owner to respond to the inquiry. In response to an owner who has asked how we can improve the lighting along 114th Court toward 109th, we are researching the options and will determine how this can be improved.

Unfinished Business: Parking about Building 15371 – 15373 -15432 and 15525 was discussed and this issue will be addressed in the February Forum.

The Board also discussed By-Laws concern about those condominiums being rented in the Fountains, also the age restriction rules.

Pride Disposal guidelines will be in the February Forum.

Barbara told the Board that condominiums 101 and 71 are closing soon.

New Business: The Board discussed items for the February Forum. Meeting adjourned at 4:30 pm

Respectfully Submitted:

Carolyn Fennern, Secretary

THE FOUNTAINS HOA BOARD MEETING-----JANUARY 12, 2012 Next Meeting-----February 9, 2012 **BOARD:**

**President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen,
Landscape Director Maryann Smith, Maintenance Director Glenn Jay**

Committee Member: Opal Rorex

Homeowner: Ellen Marlow

Barbara began the meeting at 2:00 pm. Beginning in 2012, Board meetings will be held on the second Thursday of each month.

December minutes were approved as presented.

Treasurer's Report: Donna Allen reviewed the report she distributed. Donna reviewed the

report she gave out for December. She reported that the Association has been charged for cans overflowing with the lids not being closed tightly. We must continue to check the garbage areas. For the Annual report she will prepare a Balance Sheet, Income & Expense Statement and a breakdown for the \$245 Association Monthly Fee.

Landscape Director Maryann Smith: The cost for reseeded the two tree stump areas by Willamette will be \$65.00. **This was approved.** We discussed the removal of the tree by building 15480. This was part of the Treecology Five Year Plan and was approved earlier in the year. Maryann shared the names of the trees to be planted in Building area 15480. Treecology will be trimming the Ash Grove on January 19, 2012. We also discussed our concerns regarding the Summerfield Civic Association Landscape Committee.

A letter is to be written to request permission to remove four trees to the City of Tigard. These trees will be replaced. We will purchase Bark Dust again this year and ground level will be three inches and not touch the siding around the garages.

Maintenance Director Glenn Jay: Irrigation: We will have a work party to change the sprinkler heads because of the earlier malfunction. Willamette Landscaping Services will turn on the system this spring, when they do Glenn will inspect and list what is required for the system to work properly

Maintenance: Glenn explained that not all of the gutters had been cleaned in 2011 and we were having an overflow problem, all have now been cleaned. It was agreed after some discussion that all gutters will be cleaned annually. This will be annually, in early Spring. Decks were the next topic and how they should be cleaned and by whom. Since the decks are the property of the HOA it was decided that the HOA should have the decks cleaned and the patio below the deck. Glenn will inspect the decks/patios and the homeowners will be notified when a date is determined. Barbara ask Glenn for a list of garage door numbers that he will need keys to open and she will notify the specific homeowners to have the keys available.

Unfinished business: Carolyn provided a copy of the annual meeting notification for the homeowners. Barbara said the room to be arranged as it was last year. Door prizes were discussed.

The website will be updated by the end of the month.

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New Business: Ellen Marlow reported that a Willamette Landscape Services' employee blew leaves into the outside part of her heater. Ellen also stated that they are not blowing leaves off of the sidewalks. Barbara asked Maryann to talk with WLS to correct this problem. Ellen had additional concerns regarding a resident walking a pet close to her patio where it defecated on the lawn. She requested that pet owners keep their dogs closer to the sidewalk and away from homeowners patio. Barbara will do further investigation.

Please note the changed meeting day and time, the second Thursday of each month and the time will be 1:00 pm.

Meeting was adjourned at 3:25 pm.

Respectfully Submitted;

Carolyn M. Fennern

Secretary