

THE FOUNTAINS HOA AT SUMMERFIELD
DECEMBER 9, 2013

PRESENT: Chairman Glenn Jay, Treasurer Gunther Schulze,
Communication Director Barbara Stayton, Secretary Jean Madrid.

Residents: None in attendance.

Resident Bob Young came into Meeting to thank the board for their hard work in 2013.

Chairman Glenn Jay called the meeting to order at 3:07 pm.

The November minutes were approved as distributed.

Treasurer's Report: Presentation and discussion of Budget for 2014.
Fountains proposed budget to be distributed at Annual Meeting.
Discussion regarding proposed Operating Fund.

Communication: No units for Sale at this time. Unit #93 closing week of 12/19/13.

Landscape Report: Discussed trees in regard to low hanging branches. This item to be directed to the Landscape Committee.

Maintenance: Gutter cleaning began three weeks ago and will continue when weather conditions allow.

Old Business: Two units still in Foreclosure.

New Business: Discussed Final draft of Budget to be complete and to be distributed at Annual Meeting and mailed to Units not attending.

Meeting adjourned at 4:35 pm

Respectfully Submitted,
Jean Madrid, Secretary

THE FOUNTAINS HOA AT SUMMERFIELD
NOVEMBER 11, 2013

PRESENT: Chairman Glenn Jay, Treasurer Gunther Schulze, Communication Director Barbara Stayton, Secretary Jean Madrid.

Residence: Rod Kolbe #15

Budget Committee: Julie Helle #40, Dennis Murphy #4, Linda McCall #1, Pam Zugar #105.

Chairman Glenn Jay called the meeting to order at 3:05 pm.

The October minutes were approved as distributed.

Treasurer's Report: Treasurer's report discussed and approved. Insurance payment was discussed and future possible increases to General Expenses that may occur in 2014.

Communications: Snow removal for winter 2013/2014 will be based on conditions and arranged for accordingly. The next Fountains forum will be in December 2013.

Landscape Report: Gulch work is still pending. However, Contractor has been appointed.

Maintenance: Final winter gutter cleaning will proceed in approximately two weeks, and the two fountains are still collecting leaves so their cleaning should take place within the next couple of weeks.

Old Business: Two units still in foreclosure will affect the 2014 Budget.

New Business: Discussion of 2014 Budget and Reserve Study. Motion made and passed to accept 2014 Budget as presented.

Meeting Adjourned at 4:38 pm

Respectfully Submitted;

Jean Madrid, Secretary

THE FOUNTAINS HOA AT SUMMERFIELD
OCTOBER 14, 2013

PRESENT: Chairman Glenn Jay, Treasurer Gunther Schulze, Communication Director Barbara Stayton, Secretary Jean Madrid.

Chairman Glenn Jay called the meeting to order at 3:02 pm.

The September minutes were approved as distributed.

Treasurer's Report: Treasurer's report filed for financial review. Insurance payment was discussed.

Communications: Noted for Forum information. Checks for HOA dues beginning January 2014 cannot be deposited in 2013. The next Fountains forum will be in December 2013.

Maintenance: Discussion regarding individual maintenance requests for small non-emergency items which are becoming an increasing demand to volunteer time.

Old Business: The board has received the resignation of Carolyn Fennem and has appointed Jean Madrid as the board secretary to complete the term.

Meeting Adjourned at 4:07 pm

Respectfully Submitted;

Jean Madrid, Secretary

THE FOUNTAINS HOA AT SUMMERFIELD
SEPTEMBER 9, 2013 MEETING

Board Members: Chairman Glenn Jay, Secretary Carolyn F. Currie, Treasurer Lana Burch, Communications Director Barbara Stayton

Residents: Gunther Schulze, Jean Madrid, and Ellen Marlow

Chairman Glenn called the meeting to order at 3:00 PM.

Glenn welcomed the residents and asked if there were any questions or concerns.

Hearing none, he proceeded with the agenda.

The **August Minutes** were approved as distributed.

Treasurer's Report: Lana gave her report to the board members. She answered questions regarding certain items. Two items, the assessment and the bark dust figures, will be corrected on the October report. This is Lana's last meeting as treasurer as she is resigning and is going to be married. The Board thanked her for a job well done and expressed our good wishes.

Communications: Barbara asked for information for the next Forum. She noted the items already suggested by board members.

Landscaping: Glenn reported for the committee.

Irrigation: Sprinkler heads have been repositioned for the dried, patchy areas and these have improved.

- **Trees:** We have three large trees that cast a shadow blow the trees, causing patches of grass and moss. The landscape committee recommends that this grass and moss be removed and cover the area with bark dust and plant ferns. This will go under Ground Maintenance.
- **Gulch:** Glenn is suggesting low plants be removed and trees limbed up for a cleaner and safer area. He has received two bids for this project. The low bid is \$600. **Barbara moved we accept the low bid of \$600. Motion was seconded and passed.**
- **Fountainwood trees on the west side:** The Fountainwood residents have asked permission to limb up the trees along the property line between the Fountains and Fountainwood. The Fountains Board does not want any of the lower limbs removed.
- **Four dead trees:** These trees are on the south boarder of Fountainwood and need to be removed. The Fountainwood Board has asked for approval equipment to access our street below the trees. Permission was granted. Any damage to the landscaping, street, or personal injury is Fountainwood's responsibility.

2014 Budget: Items for the budget will be based on the plan provided by Otten and Associates Landscaping Architectural firm.

Maintenance Report: Singular repairs are costly. Therefore, we will have several maintenance issues before repair is initiated for cost effectiveness.

Old Business: We have been searching for a Secretary and Treasurer as both are retiring. A talented and willing person for each position has been found and is willing to serve. Gunther Schulze has volunteered to serve as treasurer. **Barbara moved that Gunther Schulze be appointed treasurer to complete the current treasurer's term, which expires January 2016. The motion was seconded and passed unanimously.**

Our thanks to Lana Burch for serving as treasurer.

New Business: A resident has requested permission to cover the unit's windows with tinted film. After discussion the Board approved with the following conditions: A sample of the product with written description be given to the Board prior to installation.

An owner has requested approval for an A/C line to penetrate the brick for a new ductless heat system. Questions regarding noise, vibration, mounting, and painting to be answered prior to approval.

A motion was made by Barbara and seconded by Carolyn Currie to give approval to the Board Chairman to spend \$500 in addition to the approved annual Operating Budget as needed for repairs to the buildings. If the amount exceeds \$500, the Chairman is to use email or call a special meeting for the approval to spend the increased amount. Motion passed.

Meeting adjourned at 4:43 PM

Respectfully Submitted,

Carolyn F. Currie, Secretary

**THE FOUNTAINS AT SUMMERFIELD
HOMEOWNERS BOARD MEETING
AUGUST 12, 2013**

BOARD MEMBERS: PRESIDENT GLENN JAY, SECRETARY CAROLYN CURRIE, TREASURER LANA BURCH EXCUSED, AND COMMUNICATIONS DIRECTOR BARBARA STAYTON.

RESIDENTS: GUNTHER & LORIE SHULTZ, LINDA MCCALL

Glenn called the meeting to order at 3:05. He welcomed the residents and asked for any comments or concerns, hearing none Glenn continued with the meeting.

Minutes for July were approved as distributed.

Treasurer's Report: Lana being absent, Glenn said we would have a full report next

month. Also that he is sending out the necessary checks in her absence. Glenn also said that the association is in the black and that currently, we do not do any computer banking.

Communications Director Barbara Stayton reported ten (10) properties have sold this year and three are for sale. Also we have filed a lien for our past due fees on number 53 and 108. There is only one condominium that can be rented currently.

The Forum will be out in October.

Landscaping: Glenn reported for the committee. Building 15525 will be receiving new plantings. Pruning for overgrown plants will start today. Irrigation system will be improved to correct the brown areas behind 15510 and other plans are in the works.

Maintenance: Glenn reported that white stripes would be painted on the sidewalk steps. The ducks will be leaving so the water in the Fountains will be changed soon.

Old Business: The new change of an assistant for the treasurer to do the Quick Books is going well.

New Business: The secretary and treasurer Board positions will be open and we are asking for suggestions. Also we are securing information about a “Knox Box” that holds a front door key for emergencies that will be placed above the door. If a “911” call is made the responders will be able to get into the buildings

The meeting was adjourned at 3:45 pm.

Respectfully submitted;
Carolyn Fennern Currie, Secretary

The Fountains at Summerfield
July 8, 2013 – Board Meeting

Board Members: President Glenn Jay, Secretary Carolyn F Currie, Treasurer Lana Burch, Communications Director Barbara Stayton
Residents: Gunther Schulze

Glenn called the meeting to order at 3:00 pm.

Glenn welcomed Mr Schulze and ask if he had a question or concern.

Mr Schulze said he was concerned about landscape watering around Building 15605. Also the steps on the sidewalk need to be washed. Glenn replied that he will check on this and the steps will be washed sometime this summer.

The June minutes were approved as written.

Treasurer Lana Burch reported that the Reserve Account was down because of the payments for recent improvements. All else is in good order. Lana thanked Glenn for replacing the light post lights.

Communication Director Barbara Stayton asked for items for the August forum. Glenn suggested that we again state resident requests need to be in writing and placed in Box 31.

- Gutters will be cleaned the end of October this year.
- New residents to be listed
- Another article on recycling to be included

Landscaping: Glenn reported for this committee. There will be a meeting of the committee soon. In July a few small areas will be planted. There will be a meeting with the Landscape Architect for the entrance areas on Tuesday the 9th. Landscaping plans have been submitted to the Summerfield Civic Association landscaping committee. A request for a shade tree was researched and the Board agrees that the cost is prohibitive.

President's Report: Miscellaneous painting to start this month. Installation of the interior railings have been completed.

Old Business: Our accountants have requested that we do more of our reporting using Quick Books to improve our accounting. Barbara moved that we hire a person to do the data entry, with the hours to be determined as there is a need. Our treasurer Lana will make the final report calculations. Motion seconded & passed.

New Business: None
Meeting adjourned at 4:00 pm

Respectfully submitted;
Carolyn F. Currie, Secretary

THE FOUNTAINS BOARD MEETING JUNE 10, 2013

BOARD MEMBERS: President Glenn Jay, Secretary Carolyn F. Currie,
Communications Director Barbara Stayton, Treasurer Lana Burch excused
RESIDENTS: Ellen Marlow

The meeting came to order at 3:00 pm.

President Glenn asked Ms. Marlow if she had something to share with the

Board and she replied that she came for the meeting.

May minutes were approved as written

Treasurer's report: Glenn gave out copies of Lana's report and reviewed it with the Board. The HOA funds are current and all is in order. One note, the HOA fees are being listed on an individual record.

Communications Director Barbara: June's forum has been distributed. Barbara shared about a House Bill regarding Home Owners Associations, and she will follow on this bill and keep us posted.

Landscaping Report: Glenn reported that there is new planting for Buildings 15437, 15432, 15480, 15478 and 15525. The gulch area clearing cost is being determined.

Maintenance: Glenn reported that the interior additional railings are being installed.

Miscellaneous repairs are continuing. Also Glenn asked Barbara to put notices regarding the dates for the entries carpets being cleaned on the involved buildings to inform the residents. Notice to included the removal of all items from the entryways to facilitate the cleaning.

Old Business: None

New Business: Glenn shared that an outside person may be hired to assist the treasurer.

The position may possibly requires eight (8) hours and \$200 per month. Glenn will pursue this situation and keep the Board informed.

Meeting adjourned at 4 pm

Respectfully Submitted;

Carolyn F Currie, Secretary

**FOUNTAINS AT SUMMERFIELD
HOA BOARD MEETING
May 13, 2013**

PRESENT: Chairman Glenn Jay, Treasurer Lana Burch, Communications, Barbara Stayton, and Secretary, Carolyn Fennern Currie who is Excused Absent

RESIDENTS PRESENT: Art/Jackie Schmidt, Ellen Marlow, Sandy Zahnle, Gunther/Lori Schulze, and Leroy/Alyce Vick.

RESIDENTS WITH CONCERNS: Art Schmidt asked about the date for the new landscaping around his building. It is scheduled for June 2013. Gunther Schulze asked about paint for flower boxes on the deck, nameplate engraving, window washing, and where to purchase a burgundy umbrella for the desk. All his questions were answered. Jackie Schmidt asked if smoking was allowed on decks/patios and whether feeding the wildlife was allowed. The board's response was "no" to both. Infractions of the Bylaws and Resolutions need to be reported in writing and placed in Box 31 before the board can take action.

April 2013 board minutes were emailed to the Board members and approved as written.

Treasurer's Report: Lana reviewed the report. The report is attached to these minutes.

Communications Report: Items for the June Forum were discussed. We have sold four properties and the new owners were announced.

Landscape Committee:

- The board has received a signed approval from the SCA Landscape Committee for our renovation plans.
- The irrigation system has been checked and is running.
- Five new trees were planted on the grassy knoll and we will be irrigating it this year.
- Moss control in specific areas is planned for this year.
- The shrubs along the west side of the property are being trimmed up to discourage homeless people camping under them.
- There is a plan to clean up the area behind garages 1 thru 5 known as the gulch.
- Lime treatment has been completed.
- Teufel's will replace dead plants that were planted last fall.

Maintenance Report:

- Garage man doors are installed and painted
- The entry doors on all buildings are currently being painted.
- The entryway carpet cleaning is scheduled for June 19th.
- The second entryway handrails will be completed before the end of June.

New Business: The Board will be organizing a Fourth of July Picnic again this year.

The meeting was adjourned at 3:55

Respectively Submitted,

Barbara Stayton, Acting Secretary

**FOUNTAINS AT SUMMERFIELD
HOA BOARD MEETING
APRIL 8, 2013**

PRESENT: Chairman Glenn Jay, Treasurer Lana Burch, Communications, Barbara Stayton, and Secretary, Carolyn Fennern Currie who is Excused Absent

RESIDENTS PRESENT: Art Schmidt, Ellen Marlow, and Jean Madrid

RESIDENTS WITH CONCERNS: Art Schmidt asked when the entryway carpets would be cleaned. The cleaning is scheduled for late June.

March 2013 board minutes were emailed to the Board members and approved as written.

Treasurer's Report: Lana reviewed the report and said there was a mistake on the bank statement that she plans to follow up and have corrected. The report is attached to these minutes.

Communications Report: The April Forum was delivered. There was discussion of items for the June Forum. The revised Collection Policy will be posted on the website on May 1st.

Landscape Committee: The Fountains Landscape Committee met with Glenn this morning to walk around the property, review the Landscape Architect's plans, what has been done, and begin to identify areas for renovation this year.

The SCA Landscape Committee has asked that we submit our current landscape plans indicating what has been done. Chairman, Art Krueger asked that we do this every two years to keep them current with our landscape renovations.

Treecology has completed the arborist work for this year as outlined in their Five Year Plan.

Maintenance Report: The work will begin April 18th on the garage man doors.

New Business: Glenn received a request to create a Dog Park in the space that is currently the grassy knoll. A motion was made, seconded and passed unanimously to deny the request based on cost of chain link fencing and maintenance required, resources needed to monitor the use, and the increased liability to the HOA.

Another request was submitted to create a Community Garden in the space that is currently the grassy knoll. A motion was made, seconded, and passed unanimously to deny the request based on the cost to build the garden, monitor the use, and redo the irrigation.

A third request was submitted to have a gate installed in the chain link fence that separates the Fountains from Safeway. A motion was made, seconded, and passed unanimously to deny the request based on security reasons.

A final request was submitted to purchase and install a bench across from the upper fountain on the grassy area adjacent to garage 45. After discussion, it was moved and seconded to place a bench across from each of the two fountains. The benches would be secured to a concrete slab that could be poured this summer when the rest of the concrete work is being done. The motion passed unanimously. The meeting was adjourned at 4:10

Respectively Submitted,
Barbara Stayton, Acting Secretary

**FOUNTAINS AT SUMMERFIELD
HOA BOARD MEETING
MARCH 11, 2013**

PRESENT: Chairman Glenn Jay, Treasurer Lana Burch, Communications, Barbara Stayton, and Secretary, Carolyn Fennern Currie who is Excused Absent

LANDSCAPE COMMITTEE: Sandy Zahnle, Bill and Kay Norton, and Pam Zuger

RESIDENTS WITH CONCERNS: Ellen Marlow asked about the trimming of a hydrangea bush near her unit.

February 2013 board minutes were emailed to the Board members and approved as written.

Treasurer's Report: Lana reviewed the report and said there was nothing new and the report balanced. The report is attached to these minutes.

Communications: Barbara reviewed information to be in the next Fountains Forum due out in April and asked for and received suggestions.

Landscaping: Glenn Jay welcomed the Landscape Committee and announced the resignation of Landscape Director, Maryann Smith. He will schedule a walk around with the committee members and a review of the Landscape Architects plans to determine future landscape renovations. He listed pending issues for the committee to consider.

Maintenance: Glenn noted the removal of moss to be a topic for future consideration. He noted that hired specialists would do any removal of moss from roofs.

- The Garage Man Doors are ordered and work will commence in April. Barbara will send out a request for keys from homeowners in units 52 through 110.
- A **motion was passed** to replace the emergency key access to garages without man doors. These are garages 58, 59, 62, 63, 72, 78, 79, 101, 109.
- The Board has received two bids for adding a second hand railing in each entryway. A **motion was passed** to accept the Westwood Construction bid of \$15,540 for the job. At this time, there is not firm date for starting the project.

Old Business: The board members discussed the legal ramifications of the contents of written documents.

New Business: Glenn led a discussion of a possible upgrade of the patios by covering the existing concrete with red tile. This is a consideration that will need research with regard to cost and scheduling.

- Following a discussion, a **motion was passed** to change the late fee from \$25 to \$10, effective May 1, 2013. Barbara will take care of changing existing documents and the website. The monthly assessment is due on the first and late on the 10th of every month.
- The board has received a notice for renewal of our insurance. Since the board did an extensive review last year, the board approved the renewal our policies.

The meeting was adjourned at 4:30 pm.

Respectively Submitted,
Barbara Stayton, Acting Secretary

**FOUNTAINS AT SUMMERFIELD
HOA BOARD MEETING
FEBRUARY 14, 2013**

PRESENT: Secretary Carolyn Fennern Currie, Treasurer Lana Burch, Communications Barbara Stayton, Landscaping Director Maryann Smith, Chairman & Maintenance Director Glenn Jay excused

RESIDENTS: Helen Bird

The meeting began at 1:05 pm. Helen Bird was welcomed and asked if she would like to share with the Board. Helen said she came to attend the meeting as a homeowner.

The **January 2013 minutes** were emailed to the Board members and approved as written.

Treasurer's Report: Lana reviewed the report and said there weren't anything new and the report balanced. The report is attached to these minutes.

Communications: Director Barbara said she attended one of the Town House meetings, a Comcast Service representative was there and she gained information regarding negotiations for when our Comcast contract is up for renewal. Currently Comcast will offer a contract **if all** of the homes/condominiums are part of the agreement. Fortunately the Fountains Comcast agreement for basic cable is for all 110 condominiums. Barbara has updated the Web Site with current information. Also the following:

- The phone number for Comcast is local not in another state or country.
- When a homeowner sells they must take the television black box back into the Comcast office, as the resident owns the box. A new resident must get a box at Comcast, or for a fee may schedule an appointment with Comcast for connection and the representative will bring the box with them. Cost for the service call is \$19 .

Barbara will have this resident's information in the next Forum, which will be out before March 1st.

Landscaping: Director Maryann said Treecology would be here February 25 & 26 to work in the Ash Grove. She reported that we do not have Tigard City permission as yet for the two Sweet Gum trees that need to be cut down. This should be coming soon. Also the architects continue to work on our landscaping plans.

Maintenance: Carolyn read Glenn's report. No irrigation issues currently. The Fountains Board thanks Glenn for his expertise and hard work as both Fountains are looking beautiful and the Board is happy that the fountains can run year around. We discussed bids for the second railing and another bid will be here before the March meeting.

- 52 Garage man doors have been ordered and will be installed in April
- Two residents have volunteered to change light bulbs in their immediate area, the garage and Pagoda lights only. Glenn will continue to change entry and interior lights.
- Pagoda light fixture will be replaced as the budget allows. The ladder required lights would be replaced with long-term LED lamps.

Old Business: Annual meeting went well. Glenn has prepared a “Need to know” list for the homeowners regarding insurance concerns discussed at the Annual Meeting. Barbara will post this list on the Web Site. Homeowners link on the Web Site has been updated with current information.

New Business: Glenn had sent a request asking for names for the Secretary position and Barbara gave a list of names that will be given to him.

The Board discussed changing the meeting day from Thursday to Monday. **Barbara moved** that we change the meeting time from the second Thursday at 1 pm to the second Monday at 3 pm each month.

Motion passed. Communications Director Barbara will complete the paper work and give to Sharon Strain, the Summerfield representative for the Calendar. The new time will begin in March 2013. After approved Barbara will get this in the Forum so our residents will know of the change.

Helen Bird asked how the new residents are being informed of our water situation. Barbara said the New Resident packets have specific information regarding the water “shut offs” in each packet. We thanked Helen, as she was the one who investigated and made the water on/off list for each building.

The meeting was adjourned at 2:00 pm.

Respectively Submitted;

Carolyn Fennern Currie
Secretary

CFC – 2-15-2013

**THE FOUNTAINS AT SUMMERFIELD
HOA BOARD MEETING
JANUARY 10, 2013**

Next Meeting will be February 14, 2013

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

Meeting began at 1:00 pm.

December Minutes were approved as presented.

Treasurer's Report: **Lana Burch** walked the Board through the report she gave us. The report is on file.

We discussed going with Swindt for the Reserve Study. Lana will make an appointment to discuss this with Mr. Swindt after the Annual Meeting on the 21st. Update on the delinquent accounts, #53 has been paid to the end of January 2013.

Landscaping Report: **Maryann Smith** said that Willamette Landscaping Services has cleaned the garbage areas. Next we discussed an anonymous petition being circulated. The Board does not respond to anonymous petitions. Treecology plan for 2013 is to thin and remove debris in the gulch area, second area grassy knoll to remove two trees. The cost will be \$3,300 and \$1,500 a total of 4,800. The Board decided after discussion to do both in February. The amount is over the budgeted amount for Treecology so **Carolyn moved the amount be paid. Motion was seconded and passed.**

Option A for the planting diagram around the Fountains was presented to the Board. The Board liked the plan, the plants are available and the plan is to have the plants in the ground before the Annual Meeting. The option includes irrigation and modifications. Diagram on file.

Maintenance: **Glenn Jay** said there was no report on irrigation. Regarding Maintenance, we discussed a letter from #20 regarding the installation of a second hand railing. The Board has had this request previously, we discussed the pros and cons. At this time the Board decided to put a second handrail in each entryway over a period of time. Hardware for the railings will have to be designed so it will take time and dollars. This is to be designated in our Reserve Study for the period of time needed. **Glenn moved** that we present the addition of a second handrail in each entryway to the homeowners at the Annual Meeting this month. **Motion seconded and passed.**

Next we discussed the need for temporary wheelchair access for a lower level unit because of a resident's serious illness.

There are necessary provisions regarding sidewalk access from the street to a unit for

approval:

- Must be less than 50% slope to the unit
- Street access
- Irrigation and current landscaping must be taken into consideration.
- Providing all three of the above are HOA Board approved, provisions can be made at the unit owner's expense.

The owner must put the request in writing to the HOA Board for approval prior to the start of any work.

The upper Fountain vault will be completed prior to the Annual Meeting on the 21st of January.

Unfinished Business: Barbara Stayton has given her resignation as president and the Board has appointed Glenn Jay as our acting president to finish Barbara's term which is until January 2015. Glenn has agreed to be our president. The Board has created a new position, that of Communications Director. This director will have one vote on the board and be responsible for the following:

- Managing the Website
- Writing and distributing the Fountains Forum (newsletter) every 2 months
- Welcome New Residents and provide them with a packet of information about the Fountains
- Attend the Summerfield Civic Association Monthly Meetings
- Maintain the residents list and update and monitor email addresses.
- Communicate with State Legislators regarding laws affecting Condominium Associations

The Board has asked Barbara Stayton and she has accepted the position.

New Business: Barbara gave us the insurance handout for the Annual Meeting. The insurance representative will be discussing coverage provided by the association. The representative will discuss the deductible. Glenn will have the HO-6 form for the homeowners telling what is required.

We will also discuss the Earthquake damage deductible.

We discussed the preparations for the Annual Meeting.

Barbara mentioned that 2015 will be the Fountains 30th anniversary.

Meeting was adjourned at 3:10pm.

Respectfully Submitted;

Carolyn Fennern Currie
Secretary