

# THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES

December 12, 2016

In attendance were the following:

Neal Sanders, Chairman

Ann Arnold, Assistant Treasurer

Irene Jordan, Treasurer

Clare Engle, Secretary

Jean Madrid, Maintenance Director

Barbara Stayton, Communications Chair

Guest: Nancy Schade

Bonnie Sanders, Neighborhood Watch Chair

Maryann Smith, Landscape Director

Joan Mathews, Newcomers Welcome Chair

The meeting was called to order at 3 p.m. by Chairman Sanders.

The Minutes of the November were approved as read.

## **Assistant Treasurer's Report**

November HOA dues payments/deposits

Paid dues: 108 units

Unpaid dues: 1 unit

Unpaid dues: 1 unit in foreclosure

Transfer fee: \$50

## **Treasurer's Report**

1. Funds on hand 11/30/2016

a. Total Reserves Funds on hand \$622,856

b. Total Operations Funds on hand \$ 49,896

c. Total funds on hand \$672,652

The propose budget for 2017 was approved as presented.

## **Communication's Director's Report**

Unit number 20 is for sale; unit number 65 has been sold; unit 68 is sale pending; units 70 and 79 are vacant.

## **Landscape Director's Report**

The year 2017 is the first year of Treecology's five year plan. The lower fountain was shut down again with a problem relating to the over-spray of water, which depletes the water in the fountain faster than it can refill. Landscaping company, Willamette, will assess why this is recurring. Willamette will also groom plant beds in January. Between January and March, 2017, detailed grooming and dormant grooming of various shrubs will be performed.

### **Maintenance Director's Report**

Raised sidewalks continue to be an issue and a potential hazard and once a contractor who can remedy this problem is found, it will be addressed. Other maintenance requirements such as clogged drains, gutter down spots overflowing due to heavy rains, and exterior lighting issues are being reported and scheduled for repair. Many of the incomplete maintenance concerns are remedied as contractors are located to perform the repairs. More than seventy (70) maintenance reports have been addressed/completed since January 2016.

Unit owners are advised to read the by-laws and areas of responsibility document, provided to them in the "welcome" packet and shown on the website, to determine what repair expenses are incurred by the homeowner and what are paid for by the HOA. As a reminder: The repairs required inside owners' unit are his/her expense as are costs relating to windows and doors. The HOA is responsible for expenses relating to common areas and the exterior of the units, e.g., the exterior walls, landscape maintenance, garage door painting, gutters.

### **Neighborhood Watch Chair's Report**

Block captains' Emergency Information has been updated and completed by Captains Piercy, Engle, and Rieder for their blocks. Block captains are invited to the annual meeting on January 11, 2017, and will, along with his/her spouse sit at designated tables at the luncheon. The Summerfield Disaster Preparedness team will meet with the Neighborhood Watch group in the Lakeview room on Monday, January 2, at 1:30 p.m.

### **New Business**

Joan Mathews, the Fountains newcomers greeter will, in future, provide a report at the monthly board meetings.

The Fountains HOA board voted to increase the monthly dues by \$20 to a total of \$285/month, effective in January 2017. A notice about this increase will be provided to each unit owner before the monthly payments are due to the HOA.

Monthly dues are due the first of the month and are late after the 10<sup>th</sup>. A \$10 fee is assessed for late payments.

The annual meeting will be held on Wednesday, January 11, 2017. All unit owners have been notified and the Board anticipates there will be the required 51% of owners in attendance for this luncheon meeting beginning at 11:30 a.m. The 51% attendance requirement is predicated upon the Fountains by-laws.

The meeting was adjourned at 4:26 p.m.

Respectfully submitted,  
Clare Engle, Secretary

## THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES

November 14, 2016

In attendance were the following:

Neal Sanders, Chairman

Irene Jordan, Treasurer

Clare Engle, Secretary

Jean Madrid, Maintenance Director

Ann Arnold, Assistant Treasurer

Bonnie Sanders, Neighborhood Watch Chair

Maryann Smith, Landscape Director

Joan Mathews, SCA Newcomers Welcome

A unit owner attended the meeting.

The meeting was called to order by Chairman Sanders at 2:59 p.m.

The visiting unit owner proposed that the Board consider instituting a new rule relating to the type of floors owners of second floor condominiums place in their dwelling. Excessive noise emanating from second floor owners with tile or hardwood floors causes continual distractions and hardships for the owner(s) below. A requirement that all second floor condo owners place carpeting on their floors to preclude the noise factor was recommended by the visitor. The Board informed this owner that there is nothing in the By-Laws that states carpeting on all second floor condos is required. A vote by 75% of eligible owners would have to "grandfather" this requirement into the By-Laws.

The Minutes of the October meeting were approved as read.

### **Assistant Treasurer's Report**

October HOA dues payments/deposits:

Paid dues: 109 units

Late fees: \$20

Unpaid dues: 1 vacant unit (foreclosure)

### **Treasurer's Report**

1. Funds on hand 10/31/2016

a. Total Reserves Funds on hand \$616,281

b. Total Operations Funds on hand \$ 49,614

c. Total funds on hand \$665,895

The treasurer reviewed the budgets, analyzed various expenses, primarily the cost of water usage, and announced that during the December meeting the proposed new budget will be presented for approval.

### **Communications Director's Report**

Two units, numbers 65 and 68, are in escrow; numbers 70 and 79 are vacant. Unit 31 will be occupied by its new owner by December 1. The Web site needs to be updated to reflect these changes.

### **Landscape Director's Report**

Treecology has addressed, and will continue to assess in 2017, issues relating to tree limb removal as required. Discussions were held with Willamette, Fountains' landscaper, relating to the irrigation system and the high water usage here. Being considered is not watering all of the areas all of the time; using Rainbird Smart Controllers to conserve water; and assessing various methods to control hose water usage. Proposed was turning off the irrigation system at the end of September each year. Also discussed was whether the Fountains had any responsibility relating to Fountainwood tree clean-up; it was concluded there is none.

### **Maintenance Director's Report**

Since January 2016, more than sixty maintenance requests have been addressed. Maintenance continuing to be required include sixteen requests, many of which relate to exterior lighting and are being resolved. The light pole near units 58-60, which was apparently hit by a vehicle, will be replaced by approximately 11/21/16. A number of the maintenance requests relate to concrete repair, which will be fixed once a contractor is contacted. Throughout the complex, path lights need to be adjusted. Clackamas Electric is scheduled to do this.

### **Neighborhood Watch Chair's Report**

All unit owners are asked to fill out a new "Emergency Information" form if their current one was dated prior to 2015. The Summerfield Preparedness group is planning to train all of the residents in disaster preparedness. If any residents already have this training and want to share their expertise, contact Robin Nash at 503-372-5980. The committee consists of Lee Wilcox, Rich Pfeiffer and Robin Nash.

### **New Business**

The Board Secretary announced that when her term ends in January 2017, she will retire from the Board but has offered her assistance to various Board members when she can be of service.

The Board Secretary shared for review copies of information relating to the forthcoming **annual meeting, scheduled for January 11, 2017**. These include an attendance form, distributed to unit owners and filled out and returned to the Secretary by December 31, plus the Annual Meeting Agenda, including important information such as a summary of the HOA Master Insurance Policy, recommended maintenance and service providers, and the HOA 2017 calendar. The Board is committed to encouraging all Fountains residents to attend this vital and informative annual meeting, where questions will be answered and information about

Fountains' owners' welfare discussed.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Clare Engle, Secretary

THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES  
October 10, 2016

In attendance were the following:

Neal Sanders, Chairman

Maryann Smith, Landscape Director

Irene Jordan, Treasurer

Bonnie Sanders

Ann Arnold, Assistant Treasurer

Jean Madrid, Maintenance Director

Bonnie Sanders, Neighborhood Watch Chair

Clare Engle, Secretary

Absent were Board members Barbara Stayton and Joan Mathews

A unit owner also attended the meeting, without comment.

The meeting was called to order by Chairman Sanders at 3:02 p.m.

The Minutes were approved as read.

**Assistant Treasurer's Report**

September HOA dues payments/deposits

Paid dues: 109 units

Late fee: \$10

Unpaid dues: 1 vacant unit (in foreclosure)

**Treasurer's Report**

Funds on Hand 9/30/2016

Total reserve funds on hand: \$609,260

Total operations funds on hand: \$ 50,872

Total funds on hand: \$660,022

Checks numbered 2581 through 2593 issued for total of \$23,447.40 for month of September.

**Communication Director's Report** (in absentia)

Unit #65 paid Fountains refuse collection service for excess waste collected from that unit.

### **Landscape Director's Report:**

Treecology removed the gum tree on the grassy knoll.

Plants that have died in the newly renovated areas will be replaced in the spring as the other areas are being refreshed.

A walk-through with the landscaper, Willamette, will be scheduled before the end of fall, 2016. The contract with Willamette goes through September 2017. Fountains' monthly rate will be \$3,892, beginning this month, October 2016.

### **Maintenance Director's Report:**

There are 16 incomplete maintenance requests, some requiring multiple actions. Raised sidewalks continue to be an issue and attempts are being made to get a contractor to resolve this problem, along with providing repairs to concrete steps. From January to date more than 60 maintenance requests have been completed, along with screen replacements, all unit windows cleaned, and all unit backflow testing completed.

Faucet covers are in the process of being replaced. Unit owners should not have a hose hooked up to a faucet; it should be used only on an as-needed basis.

### **Neighborhood Watch Chair's Report:**

A block captain meeting is scheduled on October 20, 2016.

### **Unfinished Business:**

Unit owner requests regarding replacement/repairs of heat pumps were discussed from various perspectives. Three vendors were interviewed by Chairman Sanders and Board members. The conclusions drawn were these: The units in use now can be repaired or replaced with a new updated unit built by the same vendor. Using a different vendor/unit would require a change in the by-laws, precluding a vendor change.

### **New Business:**

The Fountains HOA Board secretary introduced the topic of the annual meeting, tentatively scheduled for January 11, 2017. Once the Summerfield Association staff publishes its final version of the 2017 events calendar, a date confirmation will be published. A luncheon caterer,

Dalton's Northwest Catering, has been engaged, predicated upon the final schedule. Board members voted on the luncheon menu and vendor, both considered successful in 2016. The cost for the lunch will be \$18.00 per person and is covered in the budget.

Respectfully submitted,

Clare Engle, Secretary

## THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES

September 12, 2016

In attendance were the following:

Neal Sanders, Chairman

Barbara Stayton, Communications Director

Maryann Smith, Landscape Director

Bonnie Sanders, Neighborhood Watch Chair

Ann Arnold, Assistant Treasurer

Clare Engle, Secretary

Joan Mathews, Non-voting Member

Irene Jordan, Treasurer, was absent

A unit owner also attended the meeting and requested a hearing.

The meeting was called to order by Chairman Sanders at 3 p.m.

Chairman Sanders asked the unit owner how the Board could be of assistance. The unit owner related various concerns and asked that the Fountains Board pay for work done by a contractor, who made several repairs on the owner's condo. The owner was advised to use Box 31 for the purpose of submitting requests of the Board.

The Minutes were approved as read.

### **Assistant Treasurer's Report:**

#### **August HOA dues payments/deposits:**

Paid dues: 108 units

Unpaid dues: 1 unit

Unpaid dues: 1 vacant unit (foreclosure)

Transfer fees: \$150

## **Treasurer's Report:**

Funds on hand 8/31/2016

- |                                   |           |
|-----------------------------------|-----------|
| a. Total reserves funds on hand   | \$602,012 |
| b. Total operations funds on hand | \$ 66,517 |
| c. Total funds on hand            | \$668,529 |

Total Reserve balance is down from last month due to difference between payment of landscape renovations (\$14,552) and addition of reserve allocation of \$6,400.

## **Communication Director's Report:**

New Residents:

- #79 - (Mink) vacant
- #70 - (Blakely) vacant
- #27 - Sale pending

## **Landscape Director's Report:**

The Fountains received a bill from the landscaping firm as reflected in the Treasurer's report. Landscape renovations have been completed on budget. The landscapers will return to prune shrubs and hedges predicated upon seasonal requirements.

## **Maintenance Director's Report:**

Painting contractors are being interviewed for estimates to paint garage doors and related facilities. The painting will be done in two phases next year. Deck repairs will also be done but none of those inspected by a contractor were unsafe, he concluded. The concrete work that needs to be done will be addressed once a contractor to do the work can be located.

Fifteen maintenance jobs, some with multiple requirements, will be addressed in September and thereafter. From January 28 through August in excess of fifty maintenance requests were addressed, most of them completed. In addition, all units' windows were washed and multiple screen replacements done. Some of the maintenance requests required a contractor's expertise.

## **Neighborhood Watch Chair's Report**

Residents continue to turn in to their block captains their Emergency Information forms, a reflection of residents' recognition of the importance of this as a safety issue. The chair will conduct a meeting with all block captains to cover the following issues:



- \*Tools block captains can use and block captains' duties
- \*Distribution of new Fountains maps
- \*Introduction of block captains
- \*A list of residents in each block captain's area of responsibility
- \*New Neighborhood Watch Emergency information handout
- \*Greetings to fellow Fountains condo owners

### **Unfinished Business**

Barbara Stayton advised the Board that the Corporation papers renewal notice will arrive in October. These papers must include a street address.

The August Town Hall Meeting was attended by 57 residents, representing 47 of the 110 units in the Fountains. Board members presented reports relating to maintenance, landscaping, a treasurer's report, and a block captains' report. Chairman Sanders provided a report on "What Your \$265 Pays For..." This is the fee that condo owners are required to pay each month for various services, e.g., utilities, cable, taxes.

### **New Business**

Plans for the Fountains annual meeting were discussed. The Board Secretary assumes the responsibility for scheduling and execution. A proposed date for the meeting is Wednesday, January 11, 2017.

Chairman Sanders read a letter from our American Family insurance agent, Jared Walthard, who proposed members meet with their agent to evaluate their insurance policies to preclude higher rates or unnecessary coverage.

Meeting adjourned at 4:26.

Respectfully submitted,

Clare Engle, Secretary

## THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES

August 8, 2016

In attendance were the following:

Neal Sanders, Chairman  
 Barbara Stayton, Communications Director  
 Maryann Smith, Landscape Director

Irene Jordan, Treasurer  
 Ann Arnold, Assistant Treasurer  
 Clare Engle, Secretary

Bonnie Sanders, Neighborhood Watch Chair

Joan Mathews, Non-voting Member

The meeting was called to order by Chairman Sanders at 3:01 p.m.

The Minutes of the July meeting were approved as recorded.

**Assistant Treasurer's Report:**

July HOA dues and payments/deposits:

Paid dues: 108 units

Unpaid dues: 1 unit

Unpaid dues: 1 vacant unit (in foreclosure)

Transfer fees: \$100

**Treasurer's Report:**

Funds on hand 7/31/2016

- a. Total reserve funds on hand \$609,322
- b. Total operations funds on hand \$ 52,773
- c. Total funds on hand \$662,095

**Communication Director's Report:**

#79 is vacant

#109 is for sale

#27 is for sale

#10 sale closing date- July 29, 2016

**Landscape Director's Report:**

Portions of phases four and five of the landscape plan were planted during the past month. Proposals for further grounds planting is under discussion. Sprinkler repairs were completed.

**Maintenance Director's Report:**

Maintenance requests completed: 42

Screen maintenance/replacement requirements addressed: 10

New name plates: 14

Phase one of the painting projects is scheduled to begin this summer. Where required, garage doors will be painted. During phase two a contractor will address deck and gable repairs. The Board is waiting for a response from a contractor to repair damaged sidewalks.

**Neighborhood Watch Chair's Report:**

Emergency information forms are in the process of being updated. The importance of this information to our unit owners is a topic to be addressed during the Town Hall meeting on August 9.

Clare Engle has assumed responsibility as Block Captain for Block #4.

**New Business:**

The Fountains Board is conducting a Town Hall Meeting on Tuesday, August 9, 2016, at 6:30 p.m. Owners in each of the units were notified of this meeting. The agenda includes a treasurer's report, a review of what our monthly \$265 fee covers, reports from directors of maintenance, landscape, a Block Captains report, and an explanation of the upcoming SCA CC&R vote.

The meeting was adjourned at 4:34 p.m.

Respectfully submitted,

Clare Engle, Secretary

**THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES**

July 11, 2016

In attendance were the following:

Neal Sanders, Chairman

Barbara Stayton, Communications Director

Maryann Smith, Landscape Director

Bonnie Sanders, Neighborhood Watch Chair

Irene Jordan, Treasurer

Ann Arnold, Assistant Treasurer

Clare Engle, Secretary

Guest: Joan Mathews, SCA Welcome  
Committee Member

The meeting was called to order at 2:56 p.m. by Chairman Sanders.

The minutes of the June meeting were approved as read.

Guest, Joan Mathews, SCA Welcome Committee member, reported that one of the new residents whom she visited had not received the SCA Welcome packet, which provides Summerfield orientation information, including HOA dues requirements. Barbara Stayton, who conducts the Fountains orientation, also expressed the need to receive new resident's contact information, including a phone number and email address. Joan and Barbara agreed that Joan would, in future, deliver the SCA and Fountains packages and provide both orientations. Barbara will supply the necessary Fountains orientation materials.

**Neighborhood Watch Chair Report:**

A new system has been initiated for delivery of the Welcome Packets given to new residents. In future,

these will be mailed by the SCA office directly to new residents. Joan Mathews, SCA Welcome Committee member, contacts these new residents and provides various information, including the name of their block captain. The block captain is responsible for providing neighborhood watch/emergency information, and advising newcomers about the protocol regarding condo keys and residents' out-of-town visits. Mary Shute and Sue Christianson are retiring as block captains.

### **Treasurer's Report:**

The treasurer reported on the month of June Income/Expense Statement, the Balance Sheet, and the Operations and Reserve Funds.

### **Assistant Treasurer's Report:**

Received dues from 109 units, with one late payment. One unit is vacant and is bank owned.  
Transfer fees: \$150

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### **Communications Director's Report:**

Number 79 is vacant. Number 27 is for sale. Pending sales are numbers 10, 63, 109, and 20. Sold were numbers 56 and 88.

### **Landscape Director's Report:**

Treecology's five year tree care plan for the Fountains was voted upon and accepted. A tree replacement plan is to be determined for those trees that were removed. The center fountain nozzle needs to be redirected and is scheduled for repair by our landscape contractor, Willamette.

### **Maintenance Director's Report:**

Ten maintenance requests were completed during the month. All unit window washing was completed and unit screens were removed and delivered for rescreening/repair. Completion/delivery date: June 30. Maintenance requests remaining include those that may require bids from outside contractors, e.g, painting, raised sidewalks, and dry rot on decks.

### **New Business:**

Requests by Fountains residents regarding varied heat pump replacements require further investigation, including CC&R reviews and final Board approval. More information about specific heat pumps being considered by Fountains residents is required by the Board before a final decision is made.

The Fountains Board has scheduled a Town Hall Meeting for Tuesday, August 9, at 6:30 p.m. Board members will present reports relating to the budget, maintenance, landscape, block captains, and CC&R changes. An open discussion will follow.

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

Respectfully submitted,

Clare Engle, Secretary

THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES

June 13, 2016

In attendance were the following:

Neal Sanders, Chairman

Barbara Stayton, Communications Director

Maryann Smith, Landscape Director

Bonnie Sanders, Neighborhood Watch Chair

Irene Jordan, Treasurer

Ann Arnold, Assistant Treasurer

Clare Engle, Secretary

The meeting was called to order at 2:59 p.m. by Chairman Sanders.

The minutes of the May meeting were corrected to read "The next screen replacement date is June 30." Then they were approved.

**Assistant Treasurer's Report:**

Collected Fountains PMB105 mail at post office.

Continue to track submittals to box 31 and deliver these to the individuals designated responsible for addressing them.

The monthly HOA dues and fees recorded/deposited in May are as follows:

Dues: 109 units paid

Late: 3 units

Late fees: \$30

Transfer fees: \$100

Foreclosure/vacant: 1 unit

**Treasurer's Report:**

Funds on hand 5/31/2016

- |                                   |           |
|-----------------------------------|-----------|
| a. Total reserves funds on hand   | \$595,842 |
| b. Total operations funds on hand | \$ 59,395 |
| c. Total funds on hand            | \$655,237 |

The Fountains Board will hold a Town Hall Meeting on August 9, at 6:30 p.m. in the Ballroom, for the following purpose: (1) A revised budget discussion; (2) A Neighborhood Watch discussion; (3) A Maintenance update; (4) A breakdown of how the monthly \$265 dues are expended; and (5) The SCA election. Light refreshments will be served.

### **Communication Director's Report**

Vacant unit: #79

For sale units: #10 and #67

Sale pending units: #20 and #56

Sold unit: #88

Welcomed newcomers Yvonne Marcellus, #31, and Dave and Sue Harris, #75.

### **Maintenance Director's Report**

The raised sidewalk between the Fountains and Estates, which is a tripping hazard, is being addressed and has been budgeted.

Spring window cleaning of all units, which will take 3-5 days to complete, will commence on June 20.

Inquiries regarding portable air conditioning units are being reviewed. Units on patios can be for medical purposes only and must be approved by the Board. Other units that require outside venting must also be approved. See Article 9, Section 5, of the by-laws. Requests should be submitted to Box 31.

Gutter cleaning is being done where it is required. Submit requests to Box 31.

Quotes are being collected from painters to address the need for paint on garage doors and other areas as required. Some decks have deteriorated. Bids are being collected to address these structural problems.

### **Landscape Director's Report**

Several notes from residents in Box 31 regarding landscaping issues have been resolved; some are still pending.

Treecology, the arborist for Fountains, has removed four dead or dying trees. They are in the process of setting up a five year management plan for the trees in the Fountains. The date to start phase V of the landscape renovation has not yet been set.

Fountainwoods expressed a desire to cut down the Sequoias growing between Fountainwood and the Fountains. Because these trees belong to Fountainwood, we do not consider them ours and whatever decision Fountainwood residents make regarding the trees must fall with them.

### **Neighborhood Watch Report**

A letter was sent to block captains concerning the placement of PODS used by people moving in or out of the Fountains. They decided that a plan to implement this issue is required, as follows:

\*People using PODS while moving in or out should contact the Fountains' chairman.

\*The chairman will contact the appropriate block captain to determine the best place for the location of the POD, to preclude disturbing and inconveniencing residents in the area.

### **Old Business**

The "Homeowners Association Master Policy Insurance Information" was updated by the agent for the Fountains' insurer, American Family Insurance, and approved by the Board. This form can be located on Fountains' Web site and is included in the packet presented to all new unit buyers. The Board addressed the issue of a hose that is hanging from an upper patio and concluded it must be removed.

The meeting was adjourned by 4:34 p.m.

Respectfully submitted,

Clare Engle, Secretary

## THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES

May 9, 2016

In attendance were the following:

Neal Sanders, Chairman

Irene Jordan, Treasurer

Barbara Stayton, Communications Director

Ann Arnold, Assistant Treasurer

Maryann Smith, Landscape Director

Clare Engle, Secretary

Bonnie Sanders, Neighborhood Watch Chair

Absent: Jean Madrid, Maintenance Director

The meeting was called to order at 3:01 p.m. by Chairman Sanders.

After the roll call the minutes of the April meeting were approved as recorded.

### **Assistant Treasurer's Report:**

Continued to track box 31 submittals then delivered them to individuals designated responsible for addressing these requests. One units April HOA dues and fees continue to be unpaid. To date, four units' dues are unpaid, and one unit is in foreclosure.

### **Treasurer's Report:**

Funds on hand 4/30/2016:

- a. Total reserve funds on hand \$589,374
- b. Total operations funds on hand \$ 64,197
- c. Total funds on hand \$653,571

### **Communication Director's Report:**

The Fountains has new residents in #53 and #108. Sales are pending on units #31 and #88; unit #75 sale closes May 26. Vacant are units #20, 56, and 67.

The next screen replacement date is June 31. Residents are asked to place their replacement requests in box 31 several days in advance of that date.

### **Maintenance Director's Report:**

Four maintenance requirements were completed during the month. Eleven requests are pending completion. Spraying for ants, hornets has begun.

### **Landscape Director's Report:**

Brass nozzles on both fountains have been replaced.

Aeration of the Fountains' lawns was done with soil plugs remaining in place.

Received a proposal from Treecology regarding removal, pruning, and stump grinding of trees.

A motion was made, seconded and approved to accept the \$1292 irrigation equipment repair bid.

Revisited areas in Phases 2 and 4 of the landscape renovation proposal, with the objective of reevaluating which portions require attention this year. A motion was made, seconded and approved to accept the Phase 2, and Phase 4 landscape renovation proposals.

### **Neighborhood Watch Report:**

Block captains received the announcement regarding the Red Cross disaster preparedness course being offered on Wednesday, May 11, at 3 p.m. in the Summerfield Ball Room. The emphasis in this program will be upon earthquake preparedness. The announcements were distributed to Fountains' buildings and placed upon the outside window as a reminder of this important session.

### **Unfinished Business:**

The Board requested that the Fountains American Family Insurance agent update the "Homeowners Association Master Policy Insurance Information," which is distributed to new Fountains residents.

### **New Business:**

Guidelines for the placement of PODS used by homeowners were established: Initial contact should be made with the Board chairman, who will contact the Block Captain. Together they will direct where the POD can be placed so that it is convenient for the homeowner as well as owners who may have obstructed garage door openings.



It is moved, seconded, and approved that the Fountains owned pressure washer be sold to the SCA.

The meeting was adjourned at 4:25 p.m.

Respectfully submitted,

Clare Engle, Secretary

## THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES

April 11, 2016

In attendance were the following:

Neal Sanders, Chairman

Barbara Stayton, Communications Director

Maryann Smith, Landscape Director

Bonnie Sanders, Neighborhood Watch Chair

Jean Madrid, Maintenance Director

Irene Jordan, Treasurer

Ann Arnold, Assistant Treasurer

Clare Engle, Secretary

The meeting was called to order at 3:05 p.m. by Chairman Sanders.

After the roll call, the minutes of the March 2016 meeting were approved as recorded.

### **Communications Director's Report:**

New residents: #34 – Jim and Lee Cunningham; #7 – Terry and Bonnie Higdon; #63 – Lorry Christian, moved from #7; #74 – Tim and Leslie Nielsen; and #98 – Marcia James.

Sales pending on #31, #53, and #108. For sale are #20, #67, and #75; #79 is vacant.

Requested from Jared Walthard, who represents American Family Insurance, our insurer, a new insurance certificate to post.

Created an "Important Phone Numbers" list for use by Fountains residents.

### **Landscape Director's Report:**

The old, now unused, propane tank that was located under a pine bush was removed at a cost of \$5.

Discussed a proposal for a landscape renovation with our landscaping company. But because of the exceedingly high price tag, we will have to prioritize what needs to be done this year. We have requested an itemized list of costs.

One of the unit owners requested we address root invasion up to her building as well as weed removal and bush grooming around the building in which she lives.

### **Treasurer's Report:**

Adjusting entries from Schwindt, the auditors, as a result of review for 2015, have been booked. The entries were booked with December dates. There is no impact to 2016 P&L statement. Balance sheet accounts are restated.

Returned sign-off sheet to Schwindt for audit. Will follow up to see when we will get finalized statements.

Closing checks and copies of deed transfers were received for units 7 (Terry and Bonnie Higdon) and 63 (Lorraine Christian).

A check for \$4,567.78 was received from Pinnacle NW/Reverse Mortgage Solutions, Inc. to clear past due amounts for unit 108. The amount covers from the date of the sheriff's sale (January, 2015) through April, 2016. This will clear the lien on the property. Notification was sent to lawyers.

### **Assistant Treasurer's Report:**

Tracking submittals to Box 31 and delivering these to the designated individual responsible for addressing them. Dues unpaid in April: 1 resident late; 1 unit in foreclosure.

### **Neighborhood Watch Report:**

Printed, laminated and distributed Important Phone Numbers list to unit owners in 19 buildings with 30 entries. This list covers numbers for various agencies, including those who conduct welfare checks, adult protective services, medical emergencies, NW Natural and PGE. The Neighborhood Watch chairwoman's goal is to contact each block captain once a month during 2016.

### **Maintenance Director's Report:**

A total of 23 maintenance requests, some for multiple units, were completed in March.  
A total of 12 maintenance requests, some for multiple units, are incomplete.  
A total of 18 screen replacement requests, some for multiple screens, were addressed on March 31. Anticipated replacement of screens is during the month of April.

Adjourned at 4:16 p.m.  
Respectfully submitted,  
Clare Engle, Secretary

## THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES

MARCH 14, 2016

In attendance were the following:

Neal Sanders, Chairman	Jean Madrid, Maintenance Director
Barbara Stayton, Communications Director	Irene Jordan, Treasurer
Maryann Smith, Landscape Director	Ann Arnold, Assistant Treasurer
Bonnie Sanders, Neighborhood Watch Chair	Clare Engle, Secretary
Guest: Jared Walthard, American Family Insurance Agent	

The meeting was called to order at 2:55 p.m. by Chairman Sanders.

After roll call, the Minutes of the February 2016 Minutes were approved as read.

Chairman Sanders stated March is the month during which the Fountains property insurance is renewed. To provide the Board members with a comprehensive understanding of this coverage, he introduced Mr. Walthard of the Jared Walthard Agency, who represents American Family Insurance, the company that insures the Fountains property. Mr. Walthard provided Board members with an outline of the coverage, including property, earthquake, building ordinance, general liability, directors and officers, crime, coverage limits, and addition optional coverage, and workers compensation for associations. Included in this information were the limits of this coverage. Mr. Walthard also provided an example of American Family Mutual Insurance Company's Homeowner Policy Rate Quote for condo units and stated that, given the above outlined coverage, personal homeowners insurance may be redundant. He emphasized that the insurance agent is the first to call if there is a conflict with a contractor. He confirmed that the policy conforms to Fountains by-laws. Barbara Stayton requested a copy of the new insurance certificate with coverage, effective April to April.

At 3:20 p.m., Chairman Sanders resumed the general Board meeting.

### **Communications Director's Report:**

A new residents list will be published before the April Board meeting. Recent new residents include Tim and Leslie Nielsen, #74; Jim and Leonette Cunningham, #34. Gene Piercy resides in #39; his wife, Donna, is

recently deceased. Numbers 7, 31, 53, 63, and 108 are all pending sales in March and April. An updated residents list will be published before the April board meeting.

### **Treasurer's Report:**

#### 1. Funds on hand 2/29/2016

a. Total Reserves Funds on hand	\$575,145
b. Total Operations Funds on hand	\$ 59,708
c. Total Funds on hand	\$634.853

2. The Fountains accounting firm was consulted about tax filings; the following were the topics of this discussion: a. One unit owner has applied for an extension for filing both federal and state tax returns. b. Because we were advised last year to make quarterly payments, we do not owe any money with the extensions. Unless our taxable earnings changed significantly, we should not expect to owe either agency when we file our taxes.

3. The accountant informed us that there will be adjusting entries for 2015 to clean up the balance sheet. A notice has been sent to Diane Ragsdale regarding this.

4. The draft version of the review for 2015 financials should arrive in two weeks.

5. We were advised we may be able to write off some costs relating to abandoned units.

### **Assistant Treasurer's Report:**

March deposits were made as follows:

3/3	69 checks/payments
3/11	27 checks: payments included \$50 transfer fee for #34
	7 prepaid
	2 direct deposits
	Total: 105 deposits

March unpaid: 2 homeowners

- 1 new homeowner- #7 (3/16 closing)
- 2 foreclosures - #79, #108

### **Maintenance Director's Report:**

Fourteen units and/or areas require attention. Two sidewalks need to be repaired to preclude accidents; they are a tripping hazard. A vendor is being sought to do the repairs. Ant infestation inside and outside of buildings is being addressed, including exterior spraying. Frequent and heavy rains have created outdoor and indoor leakage problems that must also be repaired. The squirrel damage to one unit reported last month is being addressed. The Board voted to approve the expenditure for this repair, done by Pro Circuit Electric. The owner will assume the cost of her portion of the work performed. Glenn Jay was asked to instruct Ken Walker of Willamette Landscaping regarding the two fountains' maintenance. Handyman, John Erickson, was given details regarding the various tasks that require his attention. Any patio door

replacements must be paid for by the owner. Owners must pay for most other screen door parts replacements. Screen pick-ups are scheduled on March 31, June 30, and September 30. Absentee owners should identify and place the screens on the downstairs patio on designated pick-up days.

Maintenance/service was completed on fifteen units during February.

**Landscape Director's Report:**

The two fountains have been cleaned, repaired, and filled. Times of future inspections will be determined. The cost for inspections, plus the initial clean-up, was voted upon and approved by the board. Replacement parts for the brass fountain nozzles were found. Conducting aeration of the lawn once a year received approval from the board. This will be done after the lawn dries out. Stage four of the architectural landscape design was conducted along with a landscape company representative: plants were inspected, some of which require replacement, others may require substitutions for species not doing well. Ivy growing around the perimeter of Fountainwoods was cut back; the Willamette crew will clean up the dead vines and other debris. Fountainwoods is responsible for cutting back the vines to preclude their invasion onto our property. Phase four, and the portion of phase two of the landscape plans that had not been completed, will be included into the proposal that will be part of the April meeting discussion.

**Neighborhood Watch Report:**

One of the block captains, Gene Piercy, informed the board that his wife, Donna, passed away in early March. The board sent its condolences. Block captain director, Bonnie Sanders, requests assistance with finding a replacement block captain. Medical emergency forms were delivered to block captains, who were asked to distribute them to unit owners who should be encouraged to complete them and place them in a conspicuous place in their unit in case of emergency. Block captains were sent a letter encouraging them to attend the Red Cross Earthquake and Disaster Preparedness presentation, scheduled for May 11, in the Summerfield clubhouse ballroom. Attendance is essential to gain awareness of what should and can be done in preparation for an earthquake.

Respectfully submitted,

Clare Engle, Secretary

**THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES**

**FEBRUARY 8, 2016**

**Present were**

**Neal Sanders, Chairman**

**Barbara Stayton, Communications Director**

**Maryann Smith, Landscape Director**

**Bonnie Sanders, Neighborhood Watch Chair**

**Jean Madrid, Maintenance Director**

**Irene Jordan, Treasurer**

**Ann Arnold, Assistant Treasurer**

**Clare Engle, Secretary**

The meeting was called to order at 3 p.m. by Chairman Sanders.

The new format for recording the minutes is being followed.

The minutes from the January 11, 2016 board meeting were approved.

**Treasurer's Report:**

**Funds on Hand 1/31/2016**

- a. Total Reserves Funds on Hand \$568,688
- b. Total Operations Funds on Hand \$ 59,001
- c. Total Funds on Hand \$627,689

The amount of \$9485 was paid by Freedom Financial for unit 53's unpaid dues from 2013. It was deposited to the Operations Money Market Account rather than the checking account.

The unit is now for sale.

We are in the process of filing our taxes for 2015.

Renewal of the master insurance policy will occur in March.

The Income/Expense and Operations and Reserve Funds statements for the month of January 2016 were reviewed.

**Assistant Treasurer's Report:**

A report on current homeowner monthly assessments was provided.

**Communications Director's Report:**

New residents: Tim and Leslie Nielsen, #74. This is a second home for them. Diane Nibley, #28, and Nancy Schade, #105. Each new resident has received a Welcome Packet.

The contract for Zebra Graphics, our Web site provider, extends until March, 2017.

**Renewal**

would include the following: Domain renewal for 5 years - \$55; Web hosting renewal for 5 years - \$250, for a total of \$305. Annual or As Needed Changes are billed at \$50/hour (this involves changing the Minutes folder in January of each year).

### **Landscape Director's Report:**

Cleaning and repair of the fountains continues to be under discussion.

The landscape proposal for lime application to the grass in the Fountains areas, at a cost of \$1,324, was approved by the Board.

Phase four landscape renovation will be given to Willamette, the contractor, for a bid on deconstruction and plantings.

The pine trees along the chain link fence on the east side of the fountains will not be trimmed at this time.

### **Maintenance Director's Report:**

There were 16 maintenance requirements reported, 5 of which have been completed; 11 continue to require attention. Most of the latter can be resolved by a handyman. The primary exception is damage done by squirrels to one unit's wiring, which requires a contractor's resolution. Pro Electric, the contractor selected, will do the repair and will bill the HOA.

Requests for screen replacements, scheduled for March 31, have commenced. These should be should be placed in Box 31.

Sidewalk damage along Summerfield Drive needs to be addressed to preclude pedestrian accidents and/or fines from the City of Tigard. Jean Madrid will work to resolve this issue.

### **Block Captain's Chair Report:**

A letter of thanks was sent to each block captain. Included in the letter were the following: Thanks for attending the annual Fountains meeting. A request to inform those who occupy a unit that it's important to share a key with his/her block captain for security reasons. New medical emergency information sheets are now available. And, each block captain should inform Bonnie Sanders if he/she is going to be away for any length of time.

Block captains also need to be informed if unit owners are going to be away for a length of time. In which case, owners are asked to leave their temporary address with their block captain.

### **Old Business:**

**The Board is in the process of updating a Recommended Maintenance and Service Provider list.**

**Box 31 users do not always get their envelopes to fall into the mail box; they rest on the door. Therefore, it was recommended that a note be placed on the box to remind users to check to see if their deposits/messages fell into the box.**

**New Business: None**

**Adjournment: 4:30 p.m.**

**Respectfully submitted:**

**Clare Engle, Secretary**

## **THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES JANUARY 11, 2016**

### **PRESENT:**

Neil Sanders, Chairperson Director	Jean Madrid, Treasurer/Maintenance
Barbara Stayton, Communications Director	Ann Arnold, Assistant Treasurer
Maryanne Smith, Landscape Director	Clair Engle, Incoming Secretary
Bonnie Sanders, Neighborhood Watch Coord.	Irene Jordan, Secretary

**GUEST:** Glenn Jay, Former Chairperson, Landscape Director, Maintenance Director

The meeting was called to order at 3:00 pm.

The minutes from December, 2015 board meeting were approved.

Barbara Stayton presided as acting Chairperson for this meeting.

### **TREASURER'S REPORT:**

The current income and expenditure reports were reviewed. Jean indicated that our bookkeeper needed to make a couple of reclassifications in order to have a final 2015 financial statement.

The quarterly interest payments were posted to the CD's. Also, the expiring CD with Washington Federal for the Reserve account was reissued for an additional 18 months.

There was a general explanation of the layout of the statements and the differentiation between operating expenses and reserve expenses.



Jean indicated that she had been in communications with One West Bank and Financial Freedom about the past due assessments for Unit 53. She prepared a number of documents for them including the past due details. It looks like they will pay at least some portion of the amount past due. The unit went into foreclosure in 2013. One West Bank purchased the unit on September 23, 2014.

**COMMUNICATIONS REPORT:**

Unit 98 has sold. The new owner is Paige Cook and her mother, Marcia Janes will be the resident and she is expected to move at the end of February. 16 units have been sold this year. This is a new record for The Fountains.

Units 53 and 34 are for sale.

**AREA COORDINATOR BLOCK CAPTAIN REPORT:**

Bonnie provided a document to be included in the handout at the Annual Meeting. All Block Captains are signed up to attend.

**LANDSCAPE REPORT:**

Maryanne reported that she met with Erin Hollenbach, Landscape Architect, of Otten Landscape about the 5 year plan for updating our landscape that ended in 2015. Evidently, not all the work was completed.

Maryanne also met with Warren Tichner. The Ph level in our grass is low and as a result the fertilizer isn't being completely absorbed into the lawns. He recommends a lime treatment which will cost \$1,324.00. This needs to be done; but will be approved at the February meeting to be completed in March.

The contract with the Arborist has expired; but Glenn recommended that we go on a year-to-year basis. Also, per Glenn, there are 6 blow down trees that need to be replaced per Tigard regulations, but the city isn't in any hurry.

**MAINTENANCE REPORT:**

Barbara reported that complaints have been received about "tripping hazards" on the sidewalks bordering Summerfield Drive and The Fountains property. Jean will contact Richard Smith, Concrete to initiate the repair process. The cost isn't known at this point.

**ANNUAL MEETING:**

Irene reported that we have had responses from 79 units with 66 attendees and 20 proxies. 3 residents declined and did not assign proxies. The quorum has been reached.

The handout packet was reviewed. The Agenda was finalized. Copies will be made.

**OLD BUSINESS:**

<None>

**NEW BUSINESS:**

Barbara reported that "The Shed" is a mess. It needs to be organized. There was discussion about moving the equipment to a locked garage.

**Adjournment** was at 4:52 pm.

Irene Jordan  
Secretary