

THE FOUNTAINS HOA MONTHLY BOARD MEETING

December 10, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

RESIDENT GUESTS: Patty McIntosh #46.

SECRETARY:

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

TREASURER'S REPORT:

| | |
|---------------------------------|-----------|
| Total Reserve Funds on Hand. | \$631,232 |
| Total Operations Funds on Hand. | \$56,862 |
| Total Funds on Hand. | \$688,094 |

Checks numbered 2992 through 3003 for a total of \$36,919.72 were issued in November.

\$15,987.27 was spent from Reserves. Total Reserve payments for 2018 YTD are \$112,682.20. \$65,681.12 has been charged to Deck project YTD. \$15,426.97 has been charged to the siding project.

A number of years ago, the former Board President obtained a debit card to handle miscellaneous maintenance purchases. In November, \$588.79 was charged to the debit card for City of Tigard building permits for the siding project.

Notice received from Washington Federal CD #118-405386-4 indicating that the actual maturity date is Monday, December 17. The bank lists the CD value as approximately \$95,793 plus quarterly interest. As approved in November, the CD will be cashed out and deposited into the Reserve Money Market Account at Home Street Bank.

At the November Board Meeting, the Board approved the 2019 budget. Since the siding project was started later than originally planned, the monies originally thought to be spent in 2018 will occur in 2019. Motion made, seconded and approved to modify the 2019 budget figure for the siding project (Account 8240). The revised budget figure for the 2019 siding project budget is \$55,000. Note that this change does not impact any other item/condition in the budget.

Motion made, seconded and approved to transfer \$6,000 from the Home Street Operations Savings/Contingency Account to the Home Street Reserve Money Market Account in December.

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

ASSISTANT TREASURER'S REPORT

November payments/receipts:

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

COMMUNICATIONS:

#79 is still in foreclosure. #74 closed, Karen Austin is new owner. #83 was purchased by Tamsen Leachman and Phil Keene.

LANDSCAPING:

Jesse Stegman at Brightview would like to clean the fountains now that the leaves have fallen. The excess leaves surrounding the grates and in the refuse enclosures will be removed.

MAINTENANCE:

Building permits were obtained for the first nine buildings. The project is ahead of schedule. Seven decks are finished. Five of the thirty-two capped, masonry support columns will require external support posts.

WELCOME COMMITTEE:

New owners were welcomed and provided with packets.

UNFINISHED BUSINESS:

The Annual Meeting for 2019 will be held February 13. Ballroom reservations were made and catering arrangements made with Dalton's for the luncheon.

NEW BUSINESS:

Ballots will be distributed to people when they register at the Annual Meeting. Unit numbers will be written at the top of the ballots as they are handed out.

NEXT MEETING:

January 14, 2018

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

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

November 12, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

RESIDENT GUESTS: Lorry Christian #67, Clare Engle #78 concern regarding removal of a tree and Patty McIntosh #46 concern about everything.

SECRETARY:

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

TREASURER'S REPORT:

| | |
|---------------------------------|-----------|
| Total Reserve Funds on Hand. | \$640,227 |
| Total Operations Funds on Hand. | \$56,141 |
| Total Funds on Hand. | \$696,368 |

Checks numbered 2978 through 2991 for a total of \$24,091.99 were issued in October.

\$697.40 was spent from Reserves. Total Reserve payments for 2018 YTD are \$96,694.93. \$64,423.42 has been charged to Deck project YTD.

Washington Federal CD #118-405386-4 will mature December 15, 2018. Motion was made, seconded and approved to cash this CD and deposit it into HomeStreet Bank Reserve Money Market Account. CD value is approximately \$95,793 plus current quarter interest and will bring the Money Market Account to over \$150,000. This will provide ready access to funds for on-going reserve projects. A second Washington Federal CD will mature in March 2019. Four additional CD's will mature in 2019.

A motion was made to approve the 2019 budget as presented. The 2019 budget includes the increase in the monthly assessment of \$50.00 per month. The new HOA dues will be \$335 per month beginning in January 2019. The last dues increase was January 2017.

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

ASSISTANT TREASURER'S REPORT

October payments/receipts:

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

COMMUNICATIONS:

Sale is pending on #83 and #79 is still in foreclosure. Karen Austin is new owner of #74. #109 new owners are Larry and Margo Hutchinson.

LANDSCAPING:

Spencer Vroman, a manager at Brightview, will be our landscape contact now. A barkdust estimate was submitted by Rexius. If 2" coverage is decided upon, cost will be around \$18,000. It should be done in the spring prior to windows being washed. The tree removal outside unit #73 was revisited.

A plat map was suggested for identifying sprinkler heads and controller valves. A further suggestion was made to have someone walk the grounds with Brightview employee in the spring when irrigation is turned back on to determine coverage of each sprinkler and make appropriate adjustments.

MAINTENANCE:

The One Way siding repair/replacement contract was reviewed by our attorneys. Appropriate changes and inclusions were incorporated to our satisfaction. A motion was made, seconded and approved to accept the adjusted contract. A disposal receptacle will be placed by the brick wall adjacent to Naev St. for materials to be removed. Rental/dump fees for a 3-month period will not exceed \$1500.00.

AREA BLOCK CAPTAIN:

Don Madden, Emergency Preparedness Group Chairman's concerns regarding representation from the Fountain residents were shared.

UNFINISHED BUSINESS:

To create equity, it was determined that an amendment to the bylaws should be implemented to levy a new owner fee. A motion was made, seconded and approved, as written, to present this for a simple majority vote at the Annual Meeting in 2019.

NEW BUSINESS:

The Annual Meeting for 2019 will be held February 13. Ballroom reservation and catering arrangements will be taken care of by the Secretary.

NEXT MEETING:

December 10, 2018

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:20pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

October 8, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

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

RESIDENT GUESTS: Lorry Christian #67, and Patty McIntosh #46. Patty wanted some clarification on the Bylaws.

SECRETARY:

Motion made, seconded and approved to accept Minutes of September meeting and notes taken at both Budget meetings held recently.

TREASURER'S REPORT:

Funds on hand 09/30/18

| | |
|------------------------------|------------|
| Total Reserve Funds on Hand, | \$639,286. |
| Total Operations on Hand. | \$ 55,694. |
| Total Funds on Hand. | \$694,980 |

Checks numbered 2961 through 2977 for a total of \$41,127.62 were issued in September. \$3,608.37 of that amount was insurance pass through to resident for water damage due to water heater leaking from upper unit.

\$8,686.04 was spent from Reserves. Total Reserve payments for 2018 YTD are \$95,997.53. \$64,423.42 has been charged to Deck project YTD.

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

ASSISTANT TREASURER'S REPORT

September payments/receipts:

110 units paid
1 unit late fee paid

COMMUNICATIONS:

Sale is pending on #109 which will be closing 10/09. New owner is Larry Hutchinson. #79 is still vacant. #74 sale is pending. New owner is Karen Austin.

LANDSCAPING:

The Hickory tree near unit 73 will be removed. Rexius will provide an estimate to barkdust the planting areas. Brightview will provide an estimate to replace the trees dying outside of units 64 and 71. Those trees needing to be replaced on the grassy knoll will not incur a charge as they are still under contract.

MAINTENANCE:

Paul was able to repair those entry key locks that were failing. The fence on the west side of the property near #2 has been repaired. One Way Quality Construction Representative, Vyacheslav Kalinin, gave a presentation on the estimate for siding repair/replacement. The final contract will be updated and provided to us prior to the next Board Meeting. Jon Erickson reported on repair solutions for the deck column supports. The pod will be replaced by a temporary, portable structure which Jon will build.

NEW BUSINESS AND GENERAL COMMENTS:

There was discussion regarding a buy-in fee to affect new buyers when purchasing. A motion was made, seconded and approved to have our attorneys prepare a document that would amend our By-laws to institute a \$1200.00 fee for new buyers. This fee would be deposited into the Reserve fund. The proposed amendment would be presented to the residents prior to the next Annual Meeting and voted on at the 2019 Annual Meeting where a simple majority vote is required.

NEXT MEETING:

November 12, 2018

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

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA SPECIAL BUDGET MEETING

October 4, 2018

AGENDA:

Called to order at 1:00pm.

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Paul Brock, Maintenance Director; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Maryann Smith, Landscape Director; Barbara Stayton, Communications Director; Joan Mathews, New Owner's Welcome Committee

ABSENT:

Jean Madrid, Assistant Maintenance Director; Bonnie Sanders, Area Block Captain Coordinator

RESIDENTS: Joy Reedy #6, Ellen Marlow #49, LeRoy Vick #60, Lorry Christian #67, Clare Engle #78, Vicki Massengale #86, Rita Fish #88, Marilyn Katz #97, and Fran Rieder #104

Notices were posted five days prior to the meeting, as required. Neal called the meeting to order and directed Irene to conduct.

This meeting was a follow up to the last one, held to discuss budget requirements for the upcoming year 2019. Irene reviewed operating expenses and the contingency fund, proposing various solutions. After this discussion, a motion was made, seconded and approved to leave the contingency fund at \$34,000 and not increase it by \$6,000. The increase in operating costs will result in an increase to the monthly fees to unit owners. The amount of the increase will be determined at the next Board Meeting, after submission of information from the Maintenance and Landscape Directors.

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 1:45pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA SPECIAL BUDGET MEETING

September 17, 2018

AGENDA:

Called to order at 10:00am.

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Barbara Stayton, Communications Director; Joan Mathews, New Owner's Welcome Committee

ABSENT:

Bonnie Sanders, Area Block Captain Coordinator

RESIDENTS: Joy Reedy #6, Joan Whittemore #10, Joanne McRae #27, Bob and Karen Markel #31, E J Cutler #37, Reno Tortora #48, Ellen Marlow #49, Brenda Frank #52, Sandy Vick #54, Sherry Harrigan #57, Lorry Christian #67, Jacki Bauer #89

Notices were posted five days prior to the meeting, as required. Neal had residents introduce themselves and the meeting was called to order.

This meeting was held to discuss budget requirements for the upcoming year, 2019. Irene conducted this portion of the meeting and presented the expenses we experienced in the various areas of maintenance, repairs, irrigation, and landscape. A rough draft budget was presented to the Board. Operating expenses were reviewed and there was discussion

regarding projection of increasing costs for the coming year. Some account budget amounts were made.

A discussion of a Contingency Fund bank account occurred and it was generally felt the fund should be replenished in 2019, but no vote was taken on this item. Increased operating expenses along with the major costs associated with finishing the deck renovations, column repairs, siding replacement/repair, and the projected roof replacement prompt the Board to suggest there be an increase to the current monthly dues of \$285.

No determination was made at this time and no motions were made. Another Budget Meeting will be held prior to the next Board Meeting October 8, 2018 where a decision will be reached and motions will be made.

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 11:15am.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

September 10, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; MaryAnn Smith, Landscaping Director; Barbara Stayton, Communications Director; Bonnie Sanders, Area Block Captain Coordinator; Joan Mathews, Newcomers Welcome Committee

RESIDENT GUESTS: Jim Smith #68, D J Van Lom #65, Sherry Harrigan #57, Alyce and Leroy Vick #60, Lorry Christian #67, and Patty McIntosh #46.

Jim inquired about AC units to further reducing summer temperatures. D J, Sherry and the Vicks brought up concerns about the lack of irrigation in the yards back of their building. Patty asked why the building components are designated "unfunded" on the Reserve study.

SECRETARY:

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

TREASURER'S REPORT:

Funds on hand 08/31/18

Total Reserve Funds on Hand, \$638,492

| | |
|---------------------------|-----------|
| Total Operations on Hand. | \$64,210 |
| Total Funds on Hand. | \$702,702 |

Checks numbered 2944 through 2960 for a total of \$51,426.20 were issued in August . \$5,751.63 of that amount was insurance pass through to resident for water damage due to water heater leaking from upper unit. \$21,579.48 was spent from Reserves. Total Reserve payments for 2018 YTD are \$87,311.49. \$55,737.38 has been charged to Deck Project.

Because of timeliness, it was determined that a Budget Meeting should be held in the near future. Irene will schedule it, reserve a room, and notifications will be posted five days prior to meeting.

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

ASSISTANT TREASURER'S REPORT

August payments/receipts:
110 units paid
2 unit late fees paid
2 unit transfer fees paid
2 unit statement fees paid

COMMUNICATIONS:

#74 is for sale. #109 will be closing 9/30. #79 is still vacant.

LANDSCAPING:

A Rainbird controller needed to be replaced and a mainline back flow was repaired. \$79 was spent to have a sprinkler adjusted.

MAINTENANCE:

One Way Quality Construction and Stanley Construction have submitted estimates to repair/replace siding. After discussion and consideration, it was determined that One Way would be the best choice. Before making a final decision, a representative from their company will be invited to attend our October Board Meeting so that we can meet and talk with him.

Resident owner nameplates will now be obtained from Award Presentations, since they are less expensive and can provide a one-week turn-around.

After examination of the boundary line near the south end of the gulley outside unit #2, the Board will consider what deterrent is most effective. It seems ivy and other foliage has been cut by some to allow access and passage to adjoining property. This exposes the HOA to possible lawsuit if injury results. Fencing was discussed as a possible resolution.

UNFINISHED BUSINESS:

There was some discussion regarding the outcome and success of the Town Hall Meeting. A representative from Comcast, Bobby Stemmer, stopped in at this point, to offer and clarify

changes to our current contract. Their contract ends in March 2019. Comcast will prepare a renewal contract for our review.

NEW BUSINESS AND GENERAL COMMENTS:

Cameras are placed in the swimming pool area and an intruder was observed jumping the fence to gain access. He was filmed swimming and using narcotics causing burn damage to one of the pool chairs. A resident going for an early morning swim captured a picture for future identification and told him he needed to leave. Owners are cautioned to make certain both their garage and unit doors are closed and locked.

NEXT MEETING:

October 8, 2018

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:25pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

August 13, 2018

AGENDA:

Called to order at 2:58pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Barbara Stayton, Communications Director; Bonnie Sanders, Area Block Captain Coordinator; Joan Mathews, Newcomers Welcome Committee

ABSENT: Maryann Smith, Landscaping Director

RESIDENT GUESTS: Lorry Christian #67, Clare Engle #78, Leroy Vick and Alyce Vick #54, Bill and Sherry Harrigan #57, and Patty McIntosh #46.

The Vick's and Harrigan's were unhappy with the brown grass and plants dying due to lack of water. Although Neal personally spoke with Sherry, she wanted a written response to her notes put in Box 31.

GUEST: Jon Erickson, deck project coordinator.

Clare thanked Barbara for addressing her request to have owners notified so that visiting vendors don't block garages.

Patty questioned reference to "visual site" on page 16 of the on-site study. Also, the reference to \$17,000 components over 3-year period for site study.

SECRETARY:

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

TREASURER'S REPORT:

Funds on hand 07/31/18

| | |
|------------------------------|-----------|
| Total Reserve Funds on Hand, | \$656,680 |
| Total Operations on Hand. | \$ 58,834 |
| Total Funds on Hand. | \$715,514 |

Checks numbered 2925 through 2943 for a total of \$47,628.74 were issued in July. \$22,297 was spent from Reserves. Total Reserve payments for 2018 YTD are \$65,732.01.

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

ASSISTANT TREASURER'S REPORT

July payments/receipts:

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

COMMUNICATIONS:

A sale is pending on #109. #50 and #73 sold. #74 is for sale. #79 is still vacant. Barbara will take notes at the Town Hall Meeting August and prepare a summary.

NEWCOMERS WELCOME:

New owners were welcomed and given packets.

LANDSCAPING:

Barbara reported on Maryann's behalf. The landscape spaces have been planted and were verified with Brightview. Plantings will be watched closely to see that they survive during the heatwave. All shrubs were pruned. Warren has been informed that the grass is not looking healthy. A motion was made, seconded and approved to have Brightview eliminate the crab grass for the \$508 estimate they provided. Irrigation during July had numerous breakdowns and after discussions with Jesse, it was determined that repair of the existing system was the most cost effective as opposed to replacing the entire system. Repairs were made in July and checked by Brightview on August 8.

AREA BLOCK CAPTAIN COORDINATOR:

Block Captains are promptly providing emergency contact information for new owners.

MAINTENANCE:

Yellowjackets on patio of #35 and damage from squirrels in attic of #97 were addressed. All attics will be inspected soon for mold, mildew, rodent damage and proper ventilation. One Way has provided an estimate of \$52,000. to replace any damaged siding. Any damaged will be replaced with HardiePlank. Cost of deck repair/replacement will be about \$180,000. this year. Hayden Engineering was consulted regarding replacement and repairs to masonry and column supports. There are sixteen brick, support columns, ten of which have been inspected. Only one is without dry rot. Wet and Forget will be applied to some of the sidewalks in the hope it will eliminate the moss.

UNFINISHED BUSINESS:

Board will meet in clubhouse at 5:00 August 29 to set up chairs and prepare for Town Hall Meeting. Board assignments of the various topics were discussed.

NEXT MEETING:

September 10, 2018

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:15pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

July 9, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Barbara Stayton, Communications Director; Bonnie Sanders, Area Block Captain Coordinator; Joan Mathews, Newcomers Welcome Committee

ABSENT:

RESIDENT GUESTS: Lorry Christian and Patty McIntosh.

SECRETARY:

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

TREASURER'S REPORT:

Funds on hand 07/31/18

| | |
|------------------------------|-----------|
| Total Reserve Funds on Hand, | \$668,432 |
| Total Operations on Hand. | \$ 57,684 |
| Total Funds on Hand. | \$727,116 |

Checks numbered 29 through 29 for a total of \$44,898.96 were issued in the month of July.
Total Reserve payments for 2018 YTD are \$43,435.01.

ASSISTANT TREASURER'S REPORT

July payments/receipts:

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

COMMUNICATIONS:

Several units have sales pending. #73 is still on market. Website is undergoing some changes. Complaints have been received regarding damage of wood trim and railings which occur as a result of building entries being cleaned and vacuumed. Email will be sent to cleaners requesting more care be taken. Mark Bisbing, #16 inquired about considering changes to the resolutions with regard to use of open fire pits on deck, canvas colors on decks, and use of outdoor water spigots.

NEWCOMERS WELCOME:

Welcomed

LANDSCAPING:

Aeration completed. \$240.00 spent to replace solenoid and repair sprinkler behind building which houses units 27-30. Not heard back on tree sampling of the blood wood maple by upper fountain bench.

MAINTENANCE:

Trying a product to get rid of moss on masonry after receiving a complaint about it. Deck #4 renovation is completed. Masonry work is being done on Deck #10. Jon Erickson has been invited to attend Town Hall Meeting to speak about deck renovations.

UNFINISHED BUSINESS:

Board will meet in clubhouse August 29 to set up chairs for Town Hall Meeting. Suggested topics for discussion are total smoking ban in units, evaluation of management company, banning wood floors in upper units, fee increase, canvas colors, recycling/garbage regulations, and deck refurbishing. Comcast representatives will give a presentation and provide refreshments. 3x5 cards will be provided for those with questions that were not addressed when the topics were discussed during the Town Hall. Plants on railings, parking, financial handouts and water usage were also discussed.

NEXT MEETING:

September, 2018

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:15pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA CONFERENCE CALL BOARD MEETING

June 21, 2018 begun via email at 12:10 PM

AGENDA:

Neal Sanders called an emergency Conference Call Meeting of the board to authorize payment for the deck repairs. Information on cost of the project that was not available at the June 11, 2018 board meeting was now available. The board now needs to authorize payment from the Reserve Funds for the project before the next board meeting in July.

As of June 13, 2018, the majority of our homeowners are in favor of replacing the lattice on the deck railings with aluminum rods. Also available are the figures for the deck repair including the repair of the brick columns by a brick mason.

Neal asked for a motion to authorize payment for the project and the hiring of services of Dave Otis Masonry and Restoration.

Paul Brock, Maintenance Director, explained that we are currently involved in a three-year project to refurbish all 60 decks at the Fountains. Refurbishing a deck includes replacing the wing joists and the end joist, installing a new 42" deck railing with aluminum balusters instead of lattice, and resurfacing the deck. The project is divided into three phases, Phase 1, Phase 2, and Phase 3; Phase 1 is to be completed in 2018, Phase 2 is to be completed in 2019, and Phase 3 is to be completed in 2020. In the original plan for this project, 20 decks were to be refurbished in each phase. We recently revised the plan for Phase 1 to include all 16 decks with masonry support columns. These 16 decks are decks attached to Units 10 (small deck), 17 (large deck), 18, 36 (small deck), 51, 52 (large deck), 63, 64 (large deck), 70 (small deck), 80 (small deck), 87, 88 (large deck), 95 (large deck), 96, 101 (large deck), and 102. The reason for revising the plan for Phase 1 is to incorporate a mason into the project to repair, recap, and extend the height of all 32 capped, masonry support columns for these 16 decks in 2018. The masonry support columns need to be extended because the new deck railings are 6" higher than the old railings. Phase 1 also includes the other deck attached to Unit 10 and the deck attached to Unit 4 for a total of 18 decks. We began Phase 1 of this project by hiring a contractor, Jon Erickson (CCB #162397) to take the lead on construction. Jon Erickson's contract was signed by Neal Sanders on June 5th, 2018, and Jon has started work on three decks: both decks attached to Unit 10 and the deck attached to Unit 4.

Paul proposes that we now hire a mason to work alongside Jon in Phase 1 to repair, extend and recap the masonry support columns for the decks. Refurbishing the 16 decks mentioned in paragraph 1 will require a coordination of labor between Jon and the mason. On most decks, it will be necessary for Jon to remove the old railing before the mason can repair the columns, and once the mason has repaired the columns, it will be necessary for Jon to install the new railing. On these decks, Jon and the mason must work together closely during the same period of time. For this reason, Paul claims that we urgently need to hire a mason immediately so that Jon and the mason can begin working together on these

decks. They already need the mason on one of the decks attached to Unit 10 and will need him continuously throughout Phase 1. Jon and Paul already have a mason in mind. Based upon internet reviews and a few conversations among the three of them, they also believe that he is an excellent mason. His name is Dave Otis (CCB #172221), and he is the owner of Dave Otis Masonry and Restoration here in Tigard. Paul called him because he is local, but also because he is the only mason Paul found with the word "restoration" in his business title. ("Restoration" was one of his search parameters.)

On the bright side, there are some decks for which Jon will not need to remove the railing before the mason can work on the masonry support columns; for example, all 32 masonry support columns can be extended and recapped without removing the railings. Thus, the mason will be able to work ahead of Jon sometimes.

Hiring the mason brings some clarity into financing the three-year deck project. The proposal for Phase 1 includes 18 refurbished decks, all the masonry work, and one-third of the contingency for a total of \$152,154.

Paul made a motion that we approve the expenditure of funds from the Reserve Fund for Phase 1 of the 2018 Deck Project to include 18 decks not to exceed \$153,000.00. The project will include replacing wing and end joists, installing new railings with aluminum balusters instead of lattice, and repairing the masonry support columns.

The motion was seconded and approved unanimously by the board members.

Neal Sanders, Chair adjourned the Conference Call Meeting on June 22, 2018 at 8:35 AM

THE FOUNTAINS HOA MONTHLY BOARD MEETING

June 11, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Barbara Stayton, Communications Director; Maryann Smith, Landscape Director; Joan Mathews, New Owner's Welcome Committee; Bonnie Sanders, Area Block Captain Coordinator
Nancy Schade, Secretary, Absent

RESIDENTS and GUESTS: Gabe White and Jon Erickson, guests; Patty McIntosh, Clare Engle, Reno Tortora, and Marilyn Katz who had several questions about the upcoming deck repair project.

SECRETARY:

Motion made, seconded and approved to accept Minutes of last meeting, May 14, 2018

TREASURER'S REPORT:

| | |
|-----------------------------|--------------|
| Funds on hand 05/31/18 | |
| Total Reserve Funds on Hand | \$684,920.00 |
| Total Operations on Hand. | \$ 52,449.00 |
| Total Funds on Hand. | \$737,369.00 |

Checks numbered 2889 through 2905 for a total of \$28,900.34 were issued in the month of May. \$3,446.45 was spent from Reserves. Total Reserve Payments for 2018 YTD are \$28,150.51.

ASSISTANT TREASURER'S REPORT

May payments/receipts:
110 units paid
1 unit late fee paid
2 Transfer Fees paid
1 Statement Fee paid

COMMUNICATIONS:

One unit For Sale, three units Sale Pending.

LANDSCAPING:

The maple tree planted earlier this year has suddenly failed. Samples were sent to the lab to determine the cause. Eight sites on the property were identified during the walk around that need attention in addition to the regular weekly maintenance. A motion was made, seconded and approved to spend \$2991.00 to improve these eight sites. The cutting back of the ivy will take place in the next two months.

MAINTENANCE:

Gabe White from Forensic Building Consultants who completed our Building Envelope Inspection (BEI) presented the findings and answered questions. He emphasized that this inspection was only the exterior shell of the buildings. He recommended doing an inspection of the attics to check for ventilation and moisture. A summary of the report is added to these minutes as an addendum. If residents want a complete report which is many pages long, it can be requested. The complete report can be sent in a pdf file via email at no charge, however a hard copy of the report will cost \$50.

WELCOME VISITS:

Joan welcomed the two new owners in Units 15 and 37.

BLOCK CAPTAIN COORDINATOR'S REPORT:

Bonnie recognized Joan for her excellent work as Block Captain. All the Block Captains are appreciated.

UNFINISHED BUSINESS:

The Town Hall has been scheduled for August 29th at 6:30 PM in the Clubhouse Ballroom. Possible topics to be discussed are: smoking ban in units, hiring a management company, banning wood floors in upper units, 2019 assessment increase, burgundy color for umbrellas and awnings, and presentation by Comcast representative.

NEW BUSINESS:

A proposal to change the Fountains email from yahoo to gmail. The board was generally in favor of the change.

NEXT MEETING:

July 9, 2018

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

Respectfully submitted,
Barbara Stayton, Acting Secretary

ADDENDUM

BEI FINDINGS

Forensic Building Consultants BEI has identified multiple nonconforming and water leakage-facilitating conditions at the Property, which individually or in combination have resulted in property damage or have the potential to result in future property damage.

| The Fountains at Summerfield is a community of 110 units over 19 buildings. The Buildings are predominantly brick clad with cedar lap siding accents at upper triangular gables. The decks are a waterproof system with the majority being a polyurethane pedestrian coating over plywood. Limited decks have had repairs and are now covered with a vinyl sheet membrane. Deck railings are built with wood posts and lattice. Windows appear to generally be the original aluminum frames. It was reported to Forensic that the roof was recovered approximately 8-10 years ago.

| Overall the pedestrian coated decks are in poor condition with widespread failures at the outer faces and deck railings. Several decks showed signs of sagging deck framing and extensive damage to the plywood sheathing while others appear to have limited damage to just the posts, rails and infill lattice panels. A stronger and more durable infill panel may better suited to meet the safety requirements. The repaired decks with the vinyl sheet waterproofing are in better condition in regards to the deck surface but are showing signs of failure and damage at railings and transitions to the brick columns. Decks with exposed brick columns were observed to be in

various stages of failure and overall in poor condition. The exposed top of the pilaster is a direct pathway for water

intrusion causing the damage. The structural member inside the one column reviewed was observed to be a pressure treated post and still structurally sound despite the extensive damage to the bricks.

I The exterior brick masonry is generally in good-fair condition. Minor cracking of bricks or mortar joints were observed throughout the community and predominantly concentrated at window sills, deck transitions and unsealed utility penetrations. Moss and debris build-up is common at shaded areas as well as at chimneys causing additional deterioration of the mortar joints. Weep provisions at horizontal brick terminations such as the foundation were observed to be present but lacking at window and door heads, and at deck terminations. The omitted weep provisions is of greater

concern at the decks where deck waterproofing and counter flashings have been integrated over the surface of the brick and could cause water accumulation inside the brick cavity. The cedar lap siding at the gables are typically in poor condition at west and south facing walls and fair condition when facing north or east. Repainting of the aging cedar is not likely going to be effective.

I The aluminum windows are generally in fair-good condition given the age of the units. Minor water staining was visible from the exterior along the window trims and may be due to condensation on the non-thermally broken frames or previous water intrusion. Sealant joints at the windows are in various stages of service and it appears that many have been redone. Sealants used were found to vary in material types which may limit their service life.

I The roof appears to be in serviceable condition with the exception of concerns regarding the flashings and counter flashings to the brick and roof transitions. The flashings were poorly installed or secured leaving areas of potential water intrusion. Ventilation in the roof and attic cavity was also observed to be potentially inadequate given the minimal eave overhangs and no eave vents. Static vents were placed at the lower portion of the roof but are likely not balanced to create the proper airflow. Signs of staining were visible below several roof overhangs and may be an indication of condensation events occurring in the attic or roof cavity.

RECOMMENDED NEXT STEPS

Forensic believes that the conditions identified in this report need to be remediated in order to help ensure that the longevity and weather-resistance of the Property are not compromised. As such, we recommend pursuing the following course of action in a timely manner. See Appendix B for additional information regarding a particular unit or deck assembly.

I Decks

Vinyl sheet membrane decks should have the proper flashings installed at the brick columns and railing post connections. Preformed coated metal saddles with counter flashings or termination bars should be implemented. Deck to building wall flashings require invasive investigation to determine the appropriate repair if needed.

Due to the varying degrees of damage to the pedestrian coated decks it may not be feasible to do targeted repairs. Complete removal of the deck coating and plywood sheathing would be recommended prior to installing a new waterproofing membrane such as the one present on the repaired decks.

Brick columns should be repaired where cracked and an appropriate cap be installed atop the exposed columns.

All deck posts, rails and lattice infill panels should be closely examined during the deck repairs or modifications and replaced as necessary. Alternative infill panels should be considered.

Brick Masonry

Cracked bricks should be replaced and any failed mortar be repointed. All areas of moss and debris should be cleaned and the mortar examined. Sealing or waterproofing the sloped brick sills would additional weather protection and prevent water intrusion. Pending further investigation weep provisions may be recommended. All penetrations through the brick should be properly sealed.

Cedar lap siding

Remove and replace all deteriorated lap siding with a focus on the south and western elevations. North and eastern elevations should be individual examined and repainted.

Windows and Doors

Annually inspect sealant joints at window and door perimeters. Replace as necessary

Roof and Flashings

Install new counter flashings at roof to brick side walls and chimneys. Some flashings may be reusable.

Invasive Investigation

Removal of brick at select locations such as deck to wall junctions and window sills / heads would allow Forensic to better understand the concealed system and water management in place as well as document any resultant damage.

Attic and Crawlspace Review

Have Forensic perform a visual review of a representative sample of the Property's attic cavities. Visual review of these locations will allow Forensic to more effectively document and evaluate ventilation concerns, moisture accumulation, and/or microbial growth (if any) at the Property.

THE FOUNTAINS HOA MONTHLY BOARD MEETING

May 14, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Barbara Stayton, Communications Director; Joan Mathews, New Owner's Welcome Committee; Bonnie Sanders, Area Block Captain Coordinator

Maryann Smith, Landscape Director, Absent
Nancy Schade, Secretary, Absent

RESIDENTS and GUESTS: Leroy and Alyce Vick, Sandy Vick, Fran Rieder, Jon Erickson, Patty McIntosh expressed thanks to Paul Brock. Clare Engle complimented the Board on the garage painting, entryway carpet cleaning, window cleaning and grate covering. She also reported an abandoned ladder.

SECRETARY:

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

TREASURER'S REPORT:

Funds on hand 04/30/18

| | |
|-----------------------------|--------------|
| Total Reserve Funds on Hand | \$677,819.00 |
| Total Operations on Hand. | \$ 62,438.49 |
| Total Funds on Hand. | \$720,257.49 |

Checks numbered 2860 through 2862 and 2867 through 2888 for a total of \$42,071.17 were issued in the month of April. \$11,269.29 was spent from Reserves. \$7,389.34 of that was for unexpected unit repairs. Payments for Reserve expenses were made out of the Operations checking account and were reimbursed via a fund transfer. The funds transferred from the first quarter were made in April for \$13,434.77.

A Motion was made and seconded to transfer \$150,000 of Reserve funds from Home Street Bank to OnPoint Credit Union to set up a Money Market account. Motion passed.

A Motion was made and seconded to reimburse Irene Jordan for \$299.95 for the Quick Books Annual Application Fee. Motion passed.

ASSISTANT TREASURER'S REPORT

April payments/receipts:

110 units paid

1 unit late fee paid

COMMUNICATIONS:

Four units are currently For Sale.

LANDSCAPING:

The Irrigation system will be fully activated once the leaks that were noted are addressed. A walk about is scheduled for May 25th at 10 AM with Warren from Brightview.

MAINTENANCE:

Forensics Building Consultants have completed the Building Envelope Inspection. The issues identified were not surprises. The report will be used to inform the Reserve Study updates.

Jon Erickson, contractor, reported on the Deck Repair Project. He identified the difference in cost to replace the lattice with bronze aluminum rods on the railing and indicated a cost savings as well as a lower maintenance factor by using the aluminum rods. A Model is being put up on the deck of unit 4 so that it can be viewed by our residents. Jon reported that all the decks have been inspected and explained about the water damage on some of the decks and how it will be repaired. Paul will submit an application to the SCA Architecture/Landscape Committee for approval of the proposed work. Jon has consulted with the City of Tigard regarding building codes and permits.

WELCOME VISITS:

Joan welcomed the new owners of Unit 31.

BLOCK CAPTAIN COORDINATOR'S REPORT:

Bonnie reported that the communication among the Block Captains has improved since she took over as Coordinator. She feels that they are being very conscientious about their responsibilities.

UNFINISHED BUSINESS:

Barbara reported on the Smoke Free Toolkit made available through CAI. She explained that the first step in making The Fountains smoke free both inside individual units and outside is to survey our residents. She passed around a sample survey. The process for distributing and collecting completed surveys will be discussed at the next meeting.

NEW BUSINESS:

Dates were discussed for the Town Hall. Several dates in August were proposed. Neal will schedule the Clubhouse Ballroom.

NEXT MEETING:

June 11, 2018

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

Respectfully submitted,
Barbara Stayton, Acting Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

April 9, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Maryann Smith, Landscape Director; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Barbara Stayton, Communications Director; Joan Mathews, New Owners's Welcome Committee; Bonnie Sanders, Area Block Captain Coordinator

GUESTS: Jon Erickson, Lorry Christian, Clare Engle, D J Van Lom and Patty McIntosh. Clare wanted to bring to our attention the smoking policy and ask if we had entertained the idea of becoming smoke-free.

SECRETARY:

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

TREASURER'S REPORT:,

Funds on hand 03/31/18

| | |
|------------------------------|-----------|
| Total Reserve Funds on Hand, | \$684,156 |
| Total Operations on Hand. | \$69,756 |
| Total Funds on Hand. | \$753,912 |

Final 2017 Financial Review received from Schwindt. It is available electronically to residents upon written request in Box 31 or email. This document is not put out on our website.

The draft version of the 2018 Reserve Study from Schwindt was received. Sign-off was returned to Schwindt and we should receive final version within the next few weeks. The final version will be put on our website.

Checks numbered 2838 through 2859 and 2863 through 2866 for a total of \$38,018.77 were issued in the month of March. Checks 2860 through 2862 were issued April 1. \$10,854.15 was spent from reserves. \$5,420.75 of that was for unexpected unit repairs greater than \$1,000.

It was proposed that, in addition to the \$50.00 transfer fee, we charge a Statement fee of \$50.00 per form, applicable to both new buyers and residents refinancing. Motion was made, seconded and approved.

Motion was made, seconded and approved to charge a fee of \$10.00 per report, payable in advance, for any report beyond the monthly Balance Sheet, Income Statement and the Final Budget as is distributed to all Board Members. Also, the Board will make available, free of charge, an e-copy of the annual review of financials. If a hard copy is required, a charge of \$10.00 will be made, payable in advance, to cover the expense of making the copy.

ASSISTANT TREASURER'S REPORT

March payments/receipts:
110 units paid
1 unit late fee paid
1 unit transfer fee paid

COMMUNICATIONS:

#37 sold to Elma Cutler. Units #15 and #31 have sales pending. Unit #21 going on the market the end of the week.

LANDSCAPING:

Treecology finished the remainder of the pruning. Two stumps were removed. New planting's will be done in the coming weeks. Aeration fee for one year is \$561.00.

MAINTENANCE:

Foyer carpet cleaning was completed 4/3. The ceiling in #50 has stains from renovations which occurred in #52. Owner of #52 will rectify issue. Screens were picked up for repair 3/30 and will be returned in a few weeks. Briton completed the back flow. Request for estimates on building envelope inspections were issued to Forensic Building Consultants and J2 Building Consultants.

Jon Erickson reported that he did an inspection of a few of the decks to determine their integrity. They were in pretty good condition and few decks, if any, will need to be completely replaced. Beams where soffits were removed, showed very little water damage. All upper decks will need to be recoated. Joists, rails, trim, and beams will be replaced as needed.

WELCOME VISITS:

Michael Gavin, #45, was welcomed and provided with pamphlets.

BLOCK CAPTAIN COORDINATOR'S REPORT:

Efforts continue to urge owners to provide emergency contact information.

UNFINISHED BUSINESS:

Neal will look into obtaining entry mats for buildings to prevent tracking debris into foyers. In the up-coming forum, owners will be encouraged to review their insurance policies to determine if they include an earthquake, loss and assessment endorsement clause.

NEXT MEETING:

May 14, 2018

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

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

March 12, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

ABSENT:

Bonnie Sanders

GUESTS:

Fran Rieder, unit 103

SECRETARY:

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

TREASURER'S REPORT:,

Funds on hand 02/28/18

| | |
|------------------------------|-----------|
| Total Reserve Funds on Hand, | \$675,791 |
| Total Operations on Hand. | \$ 75,414 |
| Total Funds on Hand. | \$751,205 |

Checks numbered 2820 through 2836 for a total of \$23,767.79 were issued in the month of February. Total reserve spending in January was \$2,580.62 for water damage from common plumbing in unit 5. Motion made, seconded and approved to accept Treasurer's report.

ASSISTANT TREASURER'S REPORT

February payments/receipts:

110 units paid
1 unit late fee paid

COMMUNICATIONS:

'Units 31 and 37 are for sale; unit 79 still vacant. A Fountains Forum will be distributed with the next Summerfield summary to alert Fountains owners to check with their insurance agents with regard to earthquake loss assessment coverage.

LANDSCAPING:

An estimate from Brightview for \$1,774.00 was received for new plantings. A motion was made, seconded, and approved to accept the bid not to exceed \$1,800.00. Treecology provided an estimate to prune shrubbery around units 71 through 110. A motion was made, seconded, and approved to begin pruning provided the cost does not exceed \$1,800.00.

MAINTENANCE:

Paul proposed that foyer carpets be cleaned 4/3 for an estimate. A motion was made, seconded and approved to clean carpets for a total not to exceed \$1,500. Notices will be placed in the entries reminding occupants of the need to remove items prior to cleaning.

Plumbing leaks in units 5 and 45 were repaired. Drainage systems have been overwhelmed by the heavy rains. Drainage Masters have provided an estimate to clean and replace overflow storm drains. A motion was made, seconded and approved, at a cost not to exceed \$3,100, to proceed with the project. The funds will come out of the Reserve fund.

Window screens will be repaired 3/30. Notes need to be placed on those that need attention. Notices will be placed in the foyers of each building to remind owners.

Screening has been placed over the grates on the catch basins to protect the ducklings. Nameplates have been ordered for new residents.

WELCOME VISITS:

Michael Gavin, unit 45, has moved in and was provided with welcome packets

NEXT MEETING:

April 9, 2018

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

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

February 12, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Maryann Smith, Landscape Director; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Irene Jordan, Treasurer; Barbara Stayton, Communications Director; Bonnie Sanders, Area Block Captain Coordinator; Joan Mathews, New Owners's Welcome Committee

ABSENT: Ann Arnold

GUESTS:

Patty McIntosh, unit 46, came to inquire why Maintenance Plans and Reserve Studies haven't been done in the past few years. She was told that they'd occurred and were posted on The Fountains website.

Lorry Christian, unit 67.

Joan Mathews reported police had come to her to inquire about someone reporting that she had placed a nail in the parking area which resulted in a resident's flat tire. No consequences resulted.

SECRETARY:

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

TREASURER'S REPORT:

Funds on hand 1/31/18

| | |
|------------------------------|-----------|
| Total Reserve Funds on Hand, | \$668,704 |
| Total Operations on Hand. | \$ 79,592 |
| Total Funds on Hand. | \$748,296 |

Commented [1]:

Checks numbered 2803 thru 2819 for a total of \$24,266.46 were issued in the month of January. In addition, \$147.38 was spent using the Home Street Bank debit card for light bulbs and door bells. There was no reserve spending in January.

Schwindt:

- a. 1099's have been mailed to vendors, as required, and information has been sent to the appropriate government agencies.
- b. Schwindt has started the review process for our audit. All required information has been submitted.
- c. Contacted Schwindt to arrange for on-site inspection.

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

ASSISTANT TREASURER'S REPORT:

January payments/receipts:
110 units paid
1 unit late fee paid
1 unit transfer fee paid

COMMUNICATIONS:

Renovations are occurring in unit 37. Owners will be moving into unit 52 early March. Unit 45 will close February 26.

LANDSCAPE:

City of Tigard inspected the fire hydrants on the premises to determine if foliage needed to be trimmed away for easier access. They will prune as needed. Valve was loose on the sprinkler near unit 24 and water was turned off. Pump for the lower fountain needs to be replaced. The cost will be between \$935 and \$972. Motion was made, seconded and approved to replace it. Funds will come out of the reserve fund.

MAINTENANCE:

Drainage issues were identified. Drainage Masters and HOA Maintenance Services have been successful reducing the flooding and saturation of the sod. Owners will be asked to identify those screens needing repair/replacement which will occur March 31. Garage lights needing replacement were installed. A meeting with Cascade is scheduled for February 14 for get an estimate for moisture testing on decks.

UNFINISHED BUSINESS:

Nancy contacted Dalton's to advise them of final head count for Annual Meeting luncheon. List was prepared and owner responses were tabulated for attendance requirements at the meeting.

NEW BUSINESS:

An owner expressed concern for new ducklings falling into the drainage grates in the spring. Those owners who wish to participate in installing devices to help prevent this may do so when it's posted.

It was proposed Irene and Neal meet with Jared of American Family Insurance to discuss our policy with regard to earthquake coverage and reclassification.

A motion was made, seconded and approved to amend October 9, 2017 Board Minutes: The Board adjourned to Executive Session to discuss a confidential matter regarding a maintenance issue and possible contractors. The Board returned with no action taken as a result of the session and returned to the agenda.

NEXT MEETING:

March 12, 2018

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

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

January 8, 2018

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Barbara Stayton, Acting Chairman; Nancy Schade, Secretary; Maryann Smith, Landscape Director; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Irene

Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Bonnie Sanders, Area Block Captain Coordinator

ABSENT:

Neal Sanders, Chairman, Joan Mathews, Welcome Committee Director

GUESTS:

Jim Smith, unit 68, came to ask about HVAC changes to his condo and was told bylaws prevent changes to the exterior of the condos. Joanne McRae, unit 27, came to inquire about ongoing drainage issue by her patio and was told a temporary fix of sandbags would be placed. She also inquired about faded parking lines and was told they would be repainted after paving occurred in the dry weather. Patty McIntosh, unit 46, came to ask about drainage problem adjacent to a tree stump. We need to assess. Lorry Christian, unit 67, attended.

SECRETARY:

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

TREASURER'S REPORT:

Funds on hand 12/31/17

Total Reserve Funds on Hand, \$661,612

Total Operations on Hand. \$ 72,887

Total Funds on Hand. \$734,499

Commented [2]:

Checks numbered 2790 thru 2802 for a total of \$38,236.18 were issued in the month of December. Total reserve spending in December was \$15,224.50 for sidewalk on Summerfield Drive and landscape renovation. Total reserve spending YTD \$59,001.80.

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

ASSISTANT TREASURER'S REPORT

December payments/receipts:

110 units paid

1 unit late fee paid

1 unit transfer fee paid

COMMUNICATIONS:

Unit 37 renter moved out. Unit 45 is for sale. John and Brenda Frank, unit 52, will be occupying in March. Unit 79 is still vacant. Unit 94 has been purchased by Marcia Fleming.

LANDSCAPING:

Brightwood Landscape bought Willamette Landscaping. They will honor the contract signed in the fall of 2017. Bids to barkdust the grounds will be obtained this year. Motion was made and seconded for soil remediation, bark dust and blended soil for area in parking strip adjacent to sidewalk on Summerfield Dr. not to exceed \$2324. Motion passed unanimously. A date will be

set to do the second half of the trimming of those trees growing too close to the condos. The City of Tigard code compliance officer will be notified of tree replacements.

MAINTENANCE:

Lobby door locks have been adjusted on building that houses 31-34. Batteries have been changed and doorbell switches replaced on buildings as needed. Frahler Electric will be coming to replace some lobby light bulbs as well as some path light bulbs January 11,

UNFINISHED BUSINESS:

Annual meeting notices/invitations are being distributed this week. There was discussion regarding preparations for meeting and luncheon.

NEW BUSINESS:

Irene suggest Neal invite Donovan Madden, Chairman for Disaster Preparedness for Summerfield, to speak at the annual meeting again this year.

Rick Kirkman, Zebra Graphics, has provided information regarding updates to our website. No decision was reached at this time.

NEXT MEETING:

February 12, 2018

MEETING ADJOURNED: 4:15pm. Motion to adjourn was seconded.

Respectfully submitted,
Nancy Schade