

# THE FOUNTAINS HOA AT SUMMERFIELD ANNUAL MEETING MINUTES

February 19, 2020

Website: [fountainsatsummerfield.com](http://fountainsatsummerfield.com)

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Neal Sanders, Chairman	Nancy Schade, Secretary
Irene Jordan, Treasurer	Ann Arnold, Assistant Treasurer Officer
Paul Brock, Maintenance Officer	Barbara Stayton, Communications Officer
Reno Tortora, Landscape Officer	Joan Mathews, Newcomers Welcome
Jean Madrid, Assistant Maintenance Officer	Bonnie Sanders, Block Captain Coord.

Residents representing 54 units were in attendance. 23 proxies had been issued to specific owners who were present.

## **CALL TO ORDER:**

The meeting was called to order at 11:35, followed with lunch served to approximately 70 attendees.

Motion was made, seconded and approved to accept the Minutes for the Annual Meeting of February 2019. Minutes are included on the Fountains website.

Neal Sanders chaired this meeting and introduced the Board Members and Officers. He also recognized several others for their volunteer efforts.

## **RECOGNITION OF BLOCK CAPTAINS:**

Bonnie Sanders introduced our Block Captains and emphasized the importance of their role in our safety.

## **TREASURER'S REPORT:**

Reserve expenditures for 2019 totaled \$224,760. Total for the Deck Project was \$138,872 and project to date was \$212,206 (years 2018 and 2019). The Siding Project total for 2019 was \$45,718 and project to date was \$67,122. The blacktop sealer total was \$26,539. All other expenditures totaled \$13,631. Reserve cash balances at year end were \$529,591.

December year end financials (income/expense statement and balance sheet) was emailed to all residents and 17 were hand delivered to those without email.

Considerations for the 2020 Budget included the top six items: Utilities (\$146,440), Reserve Funding (\$113,360), Landscape (\$76,000), Cable (\$45,000), Insurance (\$39,600), and Maintenance Repairs (\$34,150). The 2020 Budget has been distributed as well to residents and copies were on the tables at the Meeting.

IRS Revenue Ruling 70-604 was passed with a show of hands of attendees.

**COMMUNICATIONS:**

Barbara Stayton reported that the Forum and other important notifications for Fountains residents are being sent primarily via email and paper copies of the notices are delivered to the 17 residents who do not have email by willing volunteers. She also reported on the important information on the website that might be of interest to the residents.

**LANDSCAPE REPORT:**

Reno Tortora provided a brief overview of the plans for the property for the coming year.

Commented [1]:

**MAINTENANCE REPORT:**

Paul Brock gave a summary of the progress made this past year on the deck renovation and siding projects.

Please submit any comments and requests to Box 31. Ann Arnold collects these daily.

**ELECTION OF OFFICERS:**

Neal read the required confirmation of quorum, 70%, and announced that Nancy Schade would not run again for a Board position. Barbara Stayton had been nominated to fill the position as Secretary. There were no additional nominations. A vote was taken by show of hand for her to fill the position of Secretary for the next three years. A motion was so made, seconded and approved.

**NEW BUSINESS:**

Neal Sanders introduced Neal Corey from Soil Solutions and indicated he would be available after the meeting to answer any questions owners may have with regard to the presence of radon gas.

**ADJOURNMENT:**

Motion was made, seconded and approved to adjourn the meeting. Neal adjourned the meeting at 12:55pm.

Respectfully submitted,  
Nancy Schade  
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD ANNUAL MEETING  
**MINUTES**

February 13, 2019

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

Absent Jean Madrid, Assistant Maintenance Director and Bonnie Sanders, Block Captain Coordinator

Residents representing 86 units were in attendance or had issued proxies. Ballots were presented to those owners and proxies attending.

**CALL TO ORDER:**

The meeting was called to order at 11:35, followed with lunch served to approximately 80 attendees.

Motion was made, seconded and approved to accept the Minutes for the Annual Meeting in February 2018. Minutes are included on the Fountains website and are included in the packets distributed.

Neal Sanders chaired this meeting and introduced Board members and read the required confirmation of quorum.

**RECOGNITION OF BLOCK CAPTAINS:**

Joan Mathews introduced our Block Captains and emphasized the importance of their role in our safety.

**TREASURER'S REPORT:**

Irene Jordan reviewed the 2018 budget The Fountains is in good standing as indicated by the cash in our reserve accounts and in our operations saving account. The 2019 budget was then presented and operating expenses discussed.

A show of hand vote was held following the recommendation of our accountants allowing any excess operation funds to be used in subsequent years. A motion was made, seconded and approved.

Funds on Hand 12/31/18	
Total Reserve Funds	\$631,730.00
Total Operations Funds	\$47,909.00
Grand Total	\$679,639.00

**MAINTENANCE REPORT:**

Paul Brock reported on the status of the siding and deck repair projects. He presented some slides clarifying the procedure.

Please submit any comments and requests to Box 31. Ann Arnold collects these daily.

**ELECTION OF OFFICERS:**

Barbara Stayton nominated Irene Jordan for Treasurer. A vote was taken by show of hand for her to remain in the position of Treasurer for the next three years. A motion was so made, seconded and approved.

**UNFINISHED BUSINESS:**

Neal suggested that a Town Hall meeting be held again this summer for addressing any questions, concerns, etc. by residents.

**NEW BUSINESS:**

Barbara Stayton explained the proposed Amendment to the Bylaws allowing the Fountains to charge new owners a fee that would be added to the Reserve Fund. At the February Board Meeting, the Board voted in favor of making the fee \$1200 if the Amendment passes for the remainder of 2019 and all of 2020.

The residents present were asked to vote on the paper ballots and the ballots were collected and counted. The count showed 67 votes to approve the addition of the Amendment and 19 opposed. Needing a simple majority of 56 votes, the Amendment was approved. The Amendment will be signed by the Chairman and Secretary and notarized, then sent to our attorney who will then facilitate having it recorded with Washington County. As soon as it is recorded, the new owners fee will be enforced.

**ADJOURNMENT:**

Motion was made, seconded and approved to adjourn the meeting. Neal adjourned the meeting at 1:05pm.

Respectfully submitted,  
Nancy Schade  
Secretary

## THE FOUNTAINS HOA AT SUMMERFIELD ANNUAL MEETING

**February 21, 2018**

Neal Sanders, Chairman	Paul Brock, Maintenance Director
Nancy Schade, Secretary	Barbara Stayton, Communications Director
Bonnie Sanders, Block Capt. Coord.	Joan Mathews, New Owner Welcome
Maryann Smith, Landscape Director	Jean Madrid, Asst. Maint. Director
Irene Jordan, Treasurer	

Absent: Ann Arnold, Assistant Treasurer

Residents representing 71 units were in attendance or had issued proxies.

### **CALL TO ORDER:**

The meeting was called to order at 12:00 noon, followed with lunch served to approximately 65 attendees.

Motion was made, seconded and approved to accept the Minutes for the annual meeting in February 2017. Minutes are included on The Fountains website and are included in the packets distributed.

Neal Sanders chaired this meeting and introduced Board members and read the required confirmation of quorum.

### **RECOGNITION OF BLOCK CAPTAINS:**

Bonnie Sanders introduced our Block Captains and emphasized the importance of their role in our safety.

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

Irene reviewed the 2017 budget. The Fountains is in good standing as indicated by the cash in our reserve accounts and in our operations saving account. The 2018 budget was then presented and operating expenses discussed.

Increasing water/sewer costs continue to be a concern.

A show of hand vote was held following the recommendation of our accountants allowing any excess operation funds to be used in subsequent years. A motion was made, seconded and approved.

Funds on Hand 12/31/17

Total Reserve Funds	\$661,612
Total Operations Funds	\$72,887
Grand Total	\$734,499

### **LANDSCAPE REPORT:**

Maryann Smith provided the Landscape report and indicated that Willamette Landscaping was purchased by Brightwood Landscaping Inc. Barkdust will be spread adjacent to the new sidewalk on Summerfield Drive. The lower fountain pump was replaced recently and new Rainbird controllers were installed to conserve water.

Treecology pruned around areas near lower fountain. Several trees were replaced on the grassy knoll and next to the bench by the upper fountain as required by the City of Tigard. The City of Tigard inspected foliage close to the fire hydrants on the property.

Questions, comments, requests and complaints should be submitted to Box 31.

### **MAINTENANCE REPORT:**

Jean reported on the negotiations of upcoming project for deck repairs. When bids have been obtained and a start time is identified, residents will be notified. Decks will then need to be cleared prior to work being done. Owners will receive a questionnaire regarding the general condition of their decks and railings to be filled out and returned.

Painting of garages and repair of garbage enclosures were successfully completed by Jon Erickson and his son.

The sidewalk along Summerfield Drive was replaced.

Window screen replacement/repair will be March 30. Clear identification is necessary for those screens needing repair. Exterior window washing will occur in the spring. Notification will be posted as to when this is expected.

Jean announced that Paul Brock, unit 2, will take on the responsibilities of Maintenance Director. She will remain on the Board in the role of Assistant Maintenance Director.

Again, please submit comments and requests to Box 31. Ann Arnold collects these daily.

### **ELECTION OF OFFICERS:**

Barbara nominated Neal Sanders for Chairman. A vote was taken by show of hand for him to remain in the position of Chairman for the next three years. A motion was so made, seconded and approved.

Neal introduced Don Madden who is in charge of the Summerfield Disaster Preparedness Committee (SDPC). He discussed the need for all to be prepared in the event of an emergency. He had green folders identifying a list of items needed for any new residents who had not received them.

**UNFINISHED BUSINESS:**

Neal suggested that a Town Hall meeting be held in August again this year for addressing any questions, concerns, etc. by residents.

**NEW BUSINESS:**

In Don Bartell's (unit 62) absence, Jean Madrid presented his suggestion that devices be placed on grates on the property to prevent young ducklings from falling through them. We'd like this to be a community effort and allow all to participate. A sign up list was posted with grates identified and owners were asked to volunteer for assignments.

**ADJOURNMENT:**

Motion was made, seconded and approved to adjourn the meeting. Neal adjourned the meeting at 1:30pm.

Nancy Schade  
Secretary

**THE FOUNTAINS HOA AT SUMMERFIELD ANNUAL MEETING**

**February 15, 2017**

Neal Sanders, Chairman	Jean Madrid, Maintenance Director
Nancy Schade, Secretary	Barbara Stayton, Communications Director
Irene Jordan, Treasurer	Bonnie Sanders, Block Capt. Coord.
Ann Arnold, Assistant Treasurer	Joan Mathews, New Owner Welcome
Maryann Smith, Landscape Director	

Residents representing 84 units were in attendance or had issued proxies.

**CALL TO ORDER:**

The meeting was called to order at 12:00 noon, followed with lunch served to approximately 75 attendees.

The minutes for the annual meeting in January, 2016 were approved as written.

Neal Sanders chaired this meeting and introduced Board members and read the required confirmation of quorum.

**RECOGNITION OF BLOCK CAPTAINS:**

Bonnie Sanders introduced our Block Captains and emphasized the importance of their role in our safety. Our Block Captains are: Fran Rieder, Sharon Tracy, Marilyn Katz, Clare Engle, Gene Piercy, Carol Fulkerson, Reno Tortora, Karen Earl and Bonnie Sanders.

Don Stevens was recognized for his efforts as a past block captain.

**TREASURER'S REPORT:**

Irene presented the 2016 budget. The Fountains is in good standing as indicated by the cash in our reserve accounts and in our operations saving account.

Significant increases in water/sewer costs as well as maintenance costs have resulted in an increase of \$20.00 per month to owner's fees, which are now \$285 a month.

A show of hand vote was held following the recommendation of our accountants allowing any excess operation funds to be used in subsequent years. The vote passed.

Funds on Hand 12/31/16:

Total Reserve Funds	\$630,018
Total Operations Funds	\$48,282
Grand Total	\$678,300

Neal introduced The Fountains insurance agent, Jared Walthard of American Family Insurance. Jared capsulized information relating to our policy which were included in the meeting handouts.

**LANDSCAPE REPORT:**

Maryann Smith provided the Landscape report and indicated that the contract with Treecology was recently renewed. Tree pruning will begin in June. Willamette Landscaping contract will need to be renewed at summer's end.

Water costs increased substantially resulting in a decision to leave hose bibs on year-round. Hoses should not be used and ground floor units should be using watering cans for deck plants as do their neighbors upstairs.

Salt is destructive to plants and sidewalks and should not be used. A substantial number of plantings were replaced last year and we would not want these damaged.

Questions, comments, requests and complaints should be submitted to Box 31.



**MAINTENANCE REPORT:**

Jean Madrid reported that comments offered in Town Hall meetings noted a need for repairs to decks. Bids have been obtained and repairs will begin mid-April starting with those condos on upper levels housing units 1-8. Items should be removed from decks prior to work being done. Owners are requested to provide specifics on repairs pertinent to their deck that need to be addressed.

Painting of garage doors will commence in the Spring, a date is yet to be identified, however advance notice will be provided to owners. It is suggested that cars be removed from your garage prior to the painting on your group of garages. Owners will be notified as to when your garage painting will begin.

Jon Erickson will be superintendent coordinating the renovations efforts. A staging area will be designated.

Window screen removal/repair will be March 31. Please tag or remove those screens needing repair. Exterior window washing will occur in the spring. Notification will be posted as to when this is expected.

Pest spraying will occur in late spring.

Again, please submit comments and requests to Box 31. Ann Arnold collects these daily.

**ELECTION OF OFFICERS:**

The only open elected position on the Board is for Secretary. Nancy Schade was nominated.

A show of hands elected Nancy Schade as Secretary.

Clare Engle, outgoing Secretary, gave a brief presentation on the importance of volunteering.

Neal introduced Don Madden, a new resident, who is a member of the Summerfield Disaster Preparedness Committee (SDPC).

This committee has been formed to help ready Summerfield residents for crisis in the event of an emergency. They will be contacting each home bringing a bright green folder with suggestions of what to have on hand. They will also be asking for a Skills and Tools inventory.

**ADJOURNMENT:**

Neal Sanders adjourned the meeting at 1:35pm.

Nancy Schade  
Secretary

