

## FOUNTAINS BOARD OF DIRECTORS MEETING MINUTES

DECEMBER 13, 2021

Meeting called to order at 3pm in Summerfield Clubhouse Conference Room.

Quorum Present: Barbara Stayton (Chairman), Irene Jordan (Treasurer), Paul Brock (Maintenance)

Officers Present: Cyndy O'Brien, Joan Mathews, Judy West, Jim Cunningham

Officers Absent: Jean Madrid, Bill Norton

Residents Present: Ann Arnold (#41), Dottie Francis (#66), Vicki Masengale (#86), Patty McIntosh (#46), Neal Sanders (#5), Clare Engle (#78), Maryann Smith (#77), Lorry Christian (#67), Susan Reinhart (#20), Patricia Goytia (#16), Julie Helle (#40)

### RESIDENTS COMMENTS:

-Patricia Goytia reporting gutters near #16 are overflowing with the rain. Paul Brock added the HOA Service is cleaning gutters now.

SECRETARY REPORT: (Cyndy O'Brien)

-motion with second made to approve and accept 11/8/2021

-Julie Helle is the Board Secretary as of January 1, 2022

ASSISTANT TREASURER REPORT: (Barbara Stayton for Bill Norton)

-Elena Madden will be the Assistant Treasurer as of March 1, 2022

-110 units paid, 1 late fee - \$10, 1 transfer fee - \$50, 1 statement fee - \$50

TREASURER REPORT: (Irene Jordan)

-Funds on Hand at October, 2021:

Total Reserves Funds on Hand \$452,196.37

Total Operations Funds on Hand \$87,684.91

Total Funds on Hand \$539,881.28

-checks #3643 through #3659 were issued for a total of \$27,646.12

-there were no reserve payments in November

-there were 2 debit card charges for a total of \$69.97

-checks outstanding at month end totaled \$5,562.68

-the Washington Federal CD that matured on 11/24/2021 was rolled into a 13-month CD with an interest rate of .35% as approved by the Board in October

-mailboxes for the sub-associations at the clubhouse are not in use currently with no firm date for mail delivery

-Board agreed for Irene to pay for another six months at Postal Connection

NEIGHBORHOOD WATCH AREA COORDINATOR: (Barbara Stayton for Reno Tortora)

-Reno Tortora has resigned and volunteer replacement needed

-Carol Fulkerson has resigned as Building #15514 Captain and volunteer replacement needed

-Thank you to Reno for keeping our neighborhood safe and to Carol for helping her neighbors

NEWCOMERS WELCOME/NEW RESIDENTS: (Joan Mathews)

-Jane Miller #91 has been contacted but no response to message left. She will need a Welcome Packet.

LANDSCAPE: (Jim Cunningham)

-SCA Landscape subcommittees met with goal to streamline forms

-HOA Services cleaning leaves out of the lower fountain and to remove stump at Building #15437, #89 - #92 entryway

MAINTENANCE: (Paul Brock)

-roof shingles are being treated with zinc to repel moss

-gutter screens will be installed in several downspouts to help prevent gutters from overflowing

-eight gutter screens have been installed already

-replacing street pole lights with brighter light bulbs, currently waiting for prices  
OLD BUSINESS: (Barbara Stayton)  
-Amendment for the ductless heating and cooling system is completed by our Attorney  
-Amendment will need to be voted on by the Fountains community  
-if Amendment passes then Resolutions may be added  
NEW BUSINESS: (Barbara Stayton)  
-2/23/2022 Annual Fountains Meeting will be held in the Summerfield Clubhouse Ballroom  
- food will not be served  
-Clubhouse rules apply for COVID precautions  
-vote will be held for Board Director as Irene Jordan's term has expired  
-vote will be held for IRS 70-604  
-3 ways to vote; by absentee ballot, in person or by proxy  
-will discuss Comcast Basic TV Cable possibly being eliminated from the monthly HOA fees  
-Board will contact Comcast in 1/2022 to obtain pricing information to provide more information at the Annual Meeting  
-presentation with handouts by Barbara Stayton on the 25 ASSOCIATION OBLIGATIONS imposed by Oregon Condominium Act and Oregon Planned Community Act and will be presented at the Annual Meeting, adding ORS 65 and SB 94 as recommended by Patty McIntosh  
Next Fountains Board of Directors Meeting will be 1/10/2022 at 3p in the Summerfield Clubhouse Conference Room.  
Meeting Adjourned at 3:56p  
Submitted by Cyndy O'Brien, Secretary

#### FOUNTAINS HOA BOARD OF DIRECTORS MEETING MINUTES NOVEMBER 8, 2021

Meeting called to order at 3:00p in Summerfield Conference Room  
QUORUM PRESENT: Barbara Stayton (Chairman), Irene Jordan (Treasurer), Paul Brock (Maintenance)  
OFFICERS PRESENT: Bill Norton, Joan Mathews, Judy West, Jim Cunningham  
OFFICERS ABSENT: Reno Tortora (excused), Jean Madrid  
RESIDENTS PRESENT: Lee Cunningham #34, Patricia Goytia #16, Ann Arnold #41, Lorry Christian #67, Carole Hanlin #15, Richard Cox #81, Patty McIntosh #46  
RESIDENTS WITH QUESTIONS/REMARKS:  
Patricia Goytia - reported tree branches on garage roof near #15, #16 and hanging near #16 patio, acknowledged by Jim Cunningham (Landscaping)  
SECRETARY REPORT (Cyndy O'Brien):  
-motion with second made to accept and approve 10/11/2021 Board Meeting minutes  
-currently looking for a volunteer to become the new Secretary starting 1/1/22  
ASSISTANT TREASURER REPORT (Bill Norton):  
-110 units paid  
1 late fee - \$10  
1 transfer fee - \$50  
1 statement fee - \$50  
1 new buyers fee - \$1200  
-Bill Norton resigning as Assistant Treasurer as of March, 2022. Thank you, Bill for your service which is very much appreciated

-currently looking for a volunteer to become the new Assistant Treasurer in March, 2022

TREASURER REPORT(Irene Jordan):

-Funds on Hand At October, 2021:

a. Total Reserves Funds on Hand \$441,425.43

b. Total Operation Funds on Hand \$ 89,509.68

c. Total Funds on Hand \$530,935.11

-Check #3629 through #3642 were issued for a total of \$34,459.54

-there were no reserve payments in October

-there was one debit card charge for \$22.99

-checks outstanding at month end totaled \$9,088.31

TREASURER REPORT con't:

-There is one CD at Washington Federal which will mature on 11/24/2021 with interest rates continuing to be low. Motion with second made to approve roll over of Washington Federal CD for 13 months at .35 interest rate.

NEIGHBORHOOD WATCH AREA COORDINATOR REPORT (Barbara Stayton reporting for Reno Tortora):

-Reno will be posting the Block Captains for each building

NEWCOMERS WELCOME/NEW RESIDENTS REPORT (Joan Mathews):

-Units 110, 91 closing at end of November

- sale of Unit 98 is pending

-Unit 77 will be up for sale soon

LANDSCAPING REPORT (Jim Cunningham):

-removal of 5 trees completed, paid and no damage with 4 trees needing to be planted, to discuss with Fountainwood

-pruning to start, grass will be cut less often for fall/winter seasons

-Building 15432 will need bushes along entryway sidewalk trimmed back and/or removed as reported by Barbara Stayton

-around Units 69,70 the holly bushes need to be removed

-Brightview does not remove roots and will not trim trees over 15 ft. Treeology will trim trees over 15 ft. Stump removal is expensive and is contracted out.

-leaves not removed at Buildings 15437,15480 reported by Cyndy O'Brien and Irene Jordan

-stump removal a priority in front of Building 15437 entryway requested by Barbara Stayton

-Brightview damages to landscape lights can be back charged but information on damages must be given to Irene Jordan. Jean Madrid can provide more information regarding the damaged pathlights and the damaged spotlight.

MAINTENANCE REPORT (Paul Brock):

-HOA Service submitted a written estimate of \$3,257.66 to repair the cracks in the masonry veneer on Buildings 15480 and 15655.

-motion with second made to accept HOA Service's bid not to exceed \$4,000

-investigating the installation of additional lighting around the complex and brighter light bulbs in lamp poles

-we are gathering documents requested by Patty McIntosh #46

OLD BUSINESS (Barbara Stayton):

-motion with second made to raise the new buyers fee to \$1500 starting 1/1/2022

-amendment to Bylaws will be voted on at the February, 2022 Annual Meeting for Ductless Heating and Cooling Systems installation and specifications

NEW BUSINESS (Barbara Stayton):

-Comcast contract ending November 1, 2023

-research will be done in 2022 by the Board to consider ending Basic Cable paid though the monthly HOA fees and will be discussed further in the February 2022 Annual Meeting

-Board will talk to Comcast about unit pricing for such things as landline, cable products, equipment, etc.

-vote on 2022 Budget by the Board will be in December, 2021

-Diane Weston is the new SCA Administrator, replacing Cari Lindsey who resigned

NEXT FOUNTAIN BOARD OF DIRECTORS MEETING:

3p, Summerfield Conference Room, December 13, 2021, Monday

MEETING ADJOURNED:

3:55p

Submitted by:

Cyndy O'Brien, Secretary

## THE FOUNTAINS HOA BOARD OF DIRECTORS MEETING MINUTES

OCTOBER 11, 2021

Meeting called to order at 3:04pm in the Summerfield Conference Room.

Quorum present: Barbara Stayton (Chairman), Irene Jordan (Treasurer),

Paul Brock (Maintenance)

Officers present: Cyndy O'Brien, Jim Cunningham, Reno Tortora, Bill Norton,

Jean Madrid, Joan Mathews, Judy West

Residents present: Patty McIntosh #46, Lee Cunningham #34, Clare Engle #78,

Ann Arnold #41, Vicki Masengale #86, Brenda Frank #52, Julie Helle #40, Ruth Tortora #48,

Lorry Christian #67, Patricia Goytia #16

RESIDENTS WITH REMARKS/QUESTIONS:

-Patricia Goytia repeated her request to have the pine tree cut down near her residence.

-Vicki Masengale concerns with neighborhood safety noting holes cut in fence, garbage cans being rummaged through during the night, trash thrown about the complex grounds, police and Summerfield Community Association notified of a man (non-resident) within Summerfield screaming threats. Cyndy O'Brien added that a syringe was found near her garage #92.

-Clare Engle gave thanks to Paul Brock for resolving the problem with a bat frequenting her deck.

SECRETARY'S REPORT (Cyndy O'Brien):

-Motion with second made to approve and accept September 13, 2021 Board Meeting Minutes.

-Barbara Stayton announcing Cyndy O'Brien's resignation from the Board by the end of December 2021. A replacement will be sought.

ASSISTANT TREASURER REPORT (Bill Norton):

-110 units paid; 2 late fees-\$10 each, 1 transfer fee-\$50, 2 statement fees-\$50 each, 1 new buyers fee-\$1200

TREASURER'S REPORT (Irene Jordan):

-Funds on Hand at September 30, 2021:

Total Reserves Funds on Hand \$443,579.64

Total Operations Funds on Hand \$ 89,508.69

Total Funds on Hand \$533,088.33

-Check #3610 through #3628 were issued for a total of \$46,540.98. Reserve payments totaled \$14,125.56. There were two debit card charges in September totaling \$310.81. Checks outstanding at month end totaled \$18,906.89.

-Deck Project to date cost as of 9/30/2021:

2018 - \$ 73,334.12

2019 - \$138,871.69

2020 - \$167,256.28

2021 - \$ 80,154.48

Total = \$459,616.47

-Treasurer's Report accepted and approved

NEIGHBORHOOD WATCH AREA COORDINATOR (Reno Tortora):

-Reno is aware and is dropping his hacked Yahoo account which was falsely asking for donations

-older, professional headshot photos found of a young gentleman in military dress and a group email will be sent to find the owner

NEWCOMERS WELCOME/NEW RESIDENTS (Joan Mathews, Judy West):

-#38 will be greeted soon

LANDSCAPE REPORT (Jim Cunningham):

-sequoia tree removal is in the budget and will be paid

-request for budget increase for 2022 of \$1000

-Jim will follow up with Brightview Supervisor about poor communication regarding what is to be done and when, and asking to pay for broken landscape lights

-pine tree removal by building #15605 unit 16 and incomplete pine tree removal in front of building #15437 units 89-92

MAINTENANCE REPORT (Paul Brock):

-decks and railings project has been completed

-the decks and railings contractor has completed all minor cosmetic problems

-two person-sized holes in the western boundary fence were found

-the owner of the property where Safeway is found is responsible for the fence

-the City of Tigard requires fences along property lines be properly maintained by their owner

-the two holes were reported to Ken Ross, the Code Compliance Officer for the City of Tigard

-Ken Ross said he would take care of the matter

OLD BUSINESS (Barbara Stayton):

-ductless heating/cooling system, also known as mini splits, were discussed in detail with Kelly Wilhite from Able Heating and Cooling

-this information will be utilized when drafting the Amendment to the Bylaws and Resolution

-removal of the sequoia trees behind garages 77-78-79-80;

-motion with second to allow Elite Tree Service access to our property in order to remove trees is approved

-motion with second to pay for the removal of one of the trees, half the attorney's fee and fee adding The Fountains to the Certificate of Insurance, not to exceed \$4000 is approved

NEW BUSINESS (Barbara Stayton):

-security issues brought forth at today's meeting need solutions and Barbara Stayton will contact the SCA/City of Tigard Liaison, Barbara Sherman

-2022 Budget Meeting will be open to residents, possibly being held 11/4/2021, Thursday

-Annual Fountains Meeting may be possible, considering February, 2022

NEXT MEETING: Monday, November 8, 2021 at 3:pm in the Summerfield Conference Room

MEETING ADJOURNED: 4:28pm

Submitted by:

Cyndy O'Brien, Secretary

## FOUNTAINS HOA BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 13, 2021

Meeting called to order at 3:00pm in Summerfield Club House Conference Room.

QUORUM PRESENT: Barbara Stayton (Chairman), Irene Jordan (Treasurer), Paul Brock (Maintenance)

OFFICERS PRESENT: Joan Mathews, Cyndy O'Brien, Bill Norton, Jim Cunningham, Reno Tortora

OFFICERS ABSENT: Judy West, Jean Madrid

RESIDENTS PRESENT: Patricia Goytia #16, Stella Vetrone #17, Maryann Smith #80, Ann Arnold #41, Patty McIntosh #46 and her attorney, Lorry Christian #67, Neal Sanders #5, Clare Engle #78

RESIDENTS WITH REMARKS/QUESTIONS:

-Patricia Goytia repeats request for shrub near her garage be trimmed with Jim Cunningham to follow up with Brightview

-Clare Engle request Board to vet Elite Tree Service to protect private property before cutting down five sequoia trees bordering The Fountains and within Fountainwood

SECRETARY'S REPORT (Cyndy O'Brien):

-motion with second made to approve and accept both 8/21/21 Emergency Board of Directors Meeting minutes and 8/9/21 HOA Board Meeting minutes

ASSISTANT TREASURER'S REPORT(Bill Norton):

-for August - 110 units paid in full, 2 late fees \$10 each, 1 statement fee \$50

TREASURER'S REPORT (Irene Jordan):

-Funds on Hand at August 31, 2021:

Total Reserves Funds on Hand \$441,966.97

Total Operations Funds on Hand \$ 92,646.88

Total Funds on Hand \$534,613.85

-checks #3594 through #3609 were issued for a total of \$43,328.24

-Reserve payments totaled \$10,505

-there were no debit card charges in August

-there was a \$30 check from a resident to reimburse the HOA for a special Pride pickup

-checks outstanding at month end totaled \$14,446.48

-One Washington Federal CD matured on August 7 and with approval at August meeting was rolled over to a 13 month CD, rate .35%

-Deck project to date cost (no change from previous month)

-Deck project costs summary to date:

2018 \$ 73,334.12

2019 \$138,871.59

2020 \$167,256.28

2021 \$ 66,488.92

Total \$445,950.91

-budget meeting for residents being considered after the November HOA Board Meeting with December approval by the Board of Directors

NEIGHBORHOOD WATCH AREA COORDINATOR (Reno Tortora):

-Reno has revised the list of Building Captains and will give the list to Judy West for inclusion in the Fountains records and in the Welcome Packets

NEWCOMERS WELCOME/NEW RESIDENTS (Joan Mathews):

-Nothing new to report at this time

LANDSCAPE REPORT (Jim Cunningham):

-review of aging sprinkler system:

3 solenoids replaced along with broken pipe

8 sprinkler heads replaced or repaired

-estimate request for grinding stump on 114 Court

-prune bushes so building address signs can be read

-plan continues to be to replace plants and bushes damaged from heat

-remove dead, six foot bush at Building 15437, #89-92 which is drooping in front of entryway

MAINTENANCE (Paul Brock):

-all sixty decks have been completed and passed inspection by the City of Tigard

-the construction staging area has been removed from the three parking slots near garage #1

-the contractor continues to work on cosmetic touch ups for some decks, should be completed by the end of next week

-JBC Roofing completed maintenance work on all the residence and garage roofs;

sealed exposed fasteners

installed rubber boots on pipe flashings

replaced damaged plastic roof vents with metal roof vents

Inspected all dead valleys for significant damage

total cost was \$10,965

observed wear on our shingles is about what is expected for 40-year grade shingles

-our attorney advised the Board to obtain an engineer's analysis of the reported masonry cracks on Buildings 15480 and 15655;

the cracks were inspected by Hayden Consulting Engineers

and were found to be in a non-structural component of the building. Hayden

recommended that repairs be performed by a qualified mason

-utility shed cleaned, reorganized and remodeled, BRAVO, Dave Smith and Paul Brock

OLD BUSINESS (Barbara Stayton):

-THANK YOU to the Deck/Patio Committee; Patricia Goytia, Carole Hanlin, Marilyn Katz, Jacki Bauer, Art Schmidt, Katie Smith, Linda McCall who contributed in April to the possible revision of Article IX of the Bylaws

-discussion on the wording of the proposed Amendment to the Bylaws that will allow the Board to make specific requirements for Ductless Heating/Cooling System compressors to be placed on decks and patios

-our attorney noted a Bylaw change is needed when considering the approval of the Ductless Heating/Cooling Systems requiring a passing vote by a simple majority of the Fountain residents

-240 volt outlet in garages should be paid for by residents or HOA will be discussed when Maintenance Committee prices this project

-discussed possibility of raising the New Buyers fee as we consider the 2022 Budget

NEW BUSINESS (Barbara Stayton):

-Fountainwood has requested access by way of the Fountains to remove five sequoia trees behind garages 77-78-79-80

-Elite Tree Service will remove the trees and ground the stump for \$3500/tree, asking if the Fountains will pay for one of the trees to be removed

-Fountainwood is also requesting a dead dogwood on our property be removed which is in the way of the project

-removal to start 10/18 through 10/20

-notifying residents affected to move their cars is needed

-discussed concerns over possible property damage, clean up, liability, equipment involved,

noise level, traffic, etc.

-our Board will request a meeting with Elite and Fountainwood Board, and consult with our insurance agent and our attorney before permission is granted

-it is necessary to have an access agreement with Elite Tree Services

NEXT FOUNTAINS BOARD OF DIRECTORS MEETING:

3:00 PM, Monday October 11, 2021 in Summerfield Club House Conference Room

MEETING ADJOURNED:

4:00 PM

SUBMITTED BY;

Cyndy O'Brien, Secretary

Fountains HOA

Emergency Board Meeting

August 21, 2021

Present via Phone: Barbara Stayton and Paul Brock, Irene Jordan was absent

A meeting was held to discuss the unauthorized changes to general common element drainage line by a resident and authorization to replace same. A motion was passed to replace a drainage line deliberately disabled by a resident. A letter will be sent to the resident stating the amount of the fine.

A copy of the letter is attached.

Barbara Stayton, Chair

The Fountains HOA

Letter sent to resident who removed the condensation drain from the common property

**Re: *Notice of Intent to Fine***

This letter is to advise you that pursuant to the August 2009 Rules and Resolution Enforcement Policy of the Association of Unit Owners of Fountains at Summerfield Condominium (the "Association"), the Association intends to fine you the sum of \$100.00 for removing the general common element condensation drain recently installed by the Association on the general common element brick wall near your unit. You have a right to a hearing before the Board of Directors in connection with this matter. If you would like a hearing, please let the undersigned know within ten (10) days of the date of this letter. The fine will not be levied until after your opportunity for a hearing.



THE FOUNTAINS HOA BOARD OF DIRECTORS MEETING MINUTES  
AUGUST 9, 2021

Meeting called to order at 3:04pm

QUORUM PRESENT: Barbara Stayton (Chairman), Irene Jordan (Treasurer),  
Paul Brock (Maintenance)

OFFICERS PRESENT: Cyndy O'Brien, Jean Madrid, Reno Tortora, Bill Norton, Joan Mathews

OFFICERS ABSENT: Jim Cunningham (excused), Judy West (excused)

RESIDENTS PRESENT: Neal Sanders #5, Patricia Goytia #16, Ann Arnold #41, Clare Engle #78, Lorry  
Christian #67, Patty McIntosh #46, John and Marilyn Dougall #21

RESIDENTS WITH REMARKS OR QUESTIONS:

-Patricia Goytia:

-requesting rhododendrons near her building (15605) be cut back

-approval requested from Paul Brock for Patricia to put pavers between her patio and her  
garage entrance at her expense

-Lorry Christian:

-improvement seen with traffic slowing down since posted speed limit signs placed in the  
The Fountains but some speeding continues

-Clare Engle:

-plants being placed by residents which have overgrown on walks and not cut back by Landscapers

-not picking up after their pets

-resident taking up 2 parking spaces with their vehicles

-Secretary should place meeting minutes in different format as the minutes are a legal document

-Board not following up on these complaints

-some Board members are not qualified for their responsibilities/positions

-volunteers for Board positions should be vetted

-Barbara Stayton will address these questions with individuals at the end of this meeting

SECRETARY'S REPORT:

-motion made with second to approve and accept 7/12/2021 Board meeting minutes

ASSISTANT TREASURER'S REPORT (Bill Norton):

-July HOA Assessment Payment/Deposits;

110 units paid

1 late fee

3 transfer fees

4 statement fees

3 new buyer fees

TREASURER'S REPORT (Irene Jordan):

-Funds on Hand at July 31, 2021:

Total Reserves Funds on Hand \$444,216.72

Total Operations Funds on Hand \$89,846.46

Total Funds on Hand \$534,063.18

-Check #3580 through #3593 were issued for a total of \$44,509.50. Reserve payments totaled \$13,030.00. There were 5 debit card charges for a total of \$85.43. There was a check from a resident to reimburse the HOA for a special Pride pickup. Checks outstanding at month end totaled \$10,976.48.

-YTD there have been 9 units sold at an average per selling price of \$268 per square foot. Five units of various square footage have sold for selling prices in excess of \$300,000.

-One Washington Federal CD matured on August 7. Interest rates remain extremely low. It was approved to roll the CD over for a 13 month .35% interest rate. Motion made with second to accept approved CD roll over.

-Deck project to date cost;

Project Costs Summary To Date

	2018	2019	2020	2021	Total
Deck Project.	\$73,334.12	\$138,871.59	\$167,256.28	\$66,488.92	\$445,950.91

NEIGHBORHOOD WATCH (Reno Tortora):

Nothing to report.

NEWCOMERS WELCOME (Joan Mathews):

-trying to meet with #83 and #66

LANDSCAPE REPORT (Barbara Stayton reciting Jim Cunninham's report):

-the hot weather has delayed the annual pruning which would further distress the plants

-weather permitting, dying or dead plants will be removed and replaced

-seeing an increased need to replace broken sprinkler heads and pipes

- we have an aged sprinkler system

-valve test to be done

- 8/25, Treeology to remove 2 trees in southeast corner of property and along 114th

MAINTENANCE REPORT (Paul Brock):

-decks #18 and #56 have passed final inspection by the City of Tigard

-all 60 decks have now passed final inspections

-cosmetic touch ups will be done by the contractor as well as recoating deck #88 at no cost

-JBC has started the roof maintenance project on 8/9 continuing through August and will include 19 residence buildings and 27 garage buildings

-a long masonry crack was noted on the west wall of building 15480 passing through the mortar joints and some of the bricks

-the repair work is being scheduled

-the masonry on the exterior walls of our buildings functions as siding. The masonry is not a structural component of the buildings themselves.

OLD BUSINESS (Barbara Stayton):

-signs needed for 8/25 Town Hall Meeting, 6:30pm

-Jean Madrid will follow up on placing signs for meeting

-Board members to come in 1 hour before the meeting to set up room

-a New Resolution will clarify that sleeves for the PTAC units will be paid for by the HOA if replacement needed

- the PTAC sleeves are part of the common element and will be noted in a new resolution
- motion with second made to approve the new resolution on PTAC sleeves

NEW BUSINESS (Barbara Stayton):

- Ductless heating/cooling systems;
- some residents requesting permission to install these highly efficient systems
- allowing the installation of these units by owners would require an Amendment to The Bylaws specifically to Article IX, section 3
- vote would be needed by residents in the Annual Meeting to add the Amendment
- discussions will continue on the ductless heating/cooling systems

NEW BUSINESS continued:

- discussed 240 volt outlets being placed in the garages for charging electric vehicles
- each garage's electricity consumption is tied to the corresponding unit's electric bill
- the optional outlets would be at the owner's expense
- discussed installing a few charging stations near parking spaces at HOA's expense
- Paul will check on costs associated with charging stations and with 240 outlets placed in garages
- discussions will continue as residents are asking about possible ways to conveniently charge their electric vehicles

NEXT FOUNTAINS BOARD MEETING: September 13, 2021, Monday, 3pm, Club House Conference Room

MEETING ADJOURNED:

motion with second made to adjourn at 4:12pm

SUBMITTED BY:

Cyndy O'Brien, Secretary

FOUNTAINS HOA BOARD OF DIRECTORS MEETING MINUTES

July 12, 2021

Meeting called to order at 3p

QUORUM PRESENT: Barbara Stayton(Chairman), Irene Jordan(Treasurer),

Paul Brock(Maintenance)

OFFICERS PRESENT: Bill Norton, Cyndy O'Brien, Jean Madrid

OFFICERS ABSENT: Reno Tortora, Joan Mathews, Judy West, Jim Cunningham

RESIDENTS PRESENT: Patty McIntosh #46, Neal Sanders #5, Ann Arnold #41

RESIDENTS WITH REMARKS: none

SECRETARY- S REPORT(Cyndy O'Brien): Motion with second made to accept 6/14/2021

Board Meeting Minutes

ASSIST TREASURER- S REPORT(Bill Norton):

June 2021 homeowner assessment payments/deposits:

110 units paid in full

1 late fee

1 transfer fee

1 statement fee

1 new buyer fee

TREASURER- S REPORT(Irene Jordan):

1. Funds on Hand at June 30, 2021;

a.Total Reserves Funds on Hand \$455,904.70

b.Total Operations Funds on Hand \$65,031.68

c. Total Funds on Hand \$520,936.38

2. Check #3561 through #3579 were issued for a total of \$58,278.53. Reserve payments totaled \$26,060.00. There were 5 debit card charges for a total of \$156.86. Checks outstanding at month end totaled \$5,399.99.

3. YTD there have been 7 units sold at an average per selling price of \$262/square foot.

This is the highest unit selling price per square foot since 2016.

4. Deck project to date cost;

2018	2019	2020	2021	TOTAL
\$73,334.12	\$138,871.59	\$167,256.28	\$53,458.92	\$432,920.91

-motion with second made to approve the Treasurers report

NEIGHBORHOOD WATCH AREA COORDINATOR (Barbara Stayton for Reno Tortora):

Nothing to report

NEWCOMERS WELCOME/NEW RESIDENTS Barbara Stayton for Joan Mathews):

-Terry Stewart #26 received Welcome Packet from Joan Mathews

-#66 closed, #50 closing July 15, #45 is for sale, #38 to go on the market soon

LANDSCAPE REPORT(submitted by Jim Cunningham, presented by Barbara Stayton):

-The extreme heat has stressed many of the lawns and plantings here.

-A sprinkler control box was unplugged causing the grass on the east side to brown with the extreme heat. Those sprinklers are now running.

-A sprinkler zone on the parkway strip on Naeve St. was running for approximately 18 hours Friday night (7/9) before Brightview corrected it in response to our emergency call.

-Pruning has begun on the east side and will proceed throughout the property over the next few weeks.

-Treecology will be removing two dead trees on 8/25.

MAINTENANCE REPORT(Paul Brock):

1.Deck and railings project;

-Refurbishment is completed on fifty-six of the sixty upper decks.

-Refurbishment of decks 55, 59, 56 and 18 will be completed as soon as possible.

-Entire deck and railings project will be completed sometime in September, 2021.

2.Speed limit signs;

-Four 5mph speed limit signs are posted around the complex at the cost of approximately \$150

-Thank you to Bob Hausserman and Paul Brock for posting the signs

OLD BUSINESS(Barbara Stayton):

1.Deck/Patio

-appropriate furniture further defined and presented

-Amendment versus Resolution was defined and discussed

-discussed that the majority of residents have presentable decks/patios so no need to add more detail and/or changes to current Bylaws

-motion with second made to not change current Bylaws

-Revisions submitted by the Patio/Deck Committee will be kept if/when needed in the future

## 2.Fountains Town Hall

-scheduled for Wednesday, 8/25 at 6:30pm in the Clubhouse Auditorium

-Presenters will be;

a. Comcast - will negotiate for upgrade of our current Basic Cable TV Services (ie. more channels/premium channels) at our current cost

b. American Family Insurance - agent to present and explain the Fountains' current policies

c. Ductless Heating and Cooling Systems - to be presented by Paul Brock with open discussion

d. Landscape problems - questions/concerns from residents

### NEW BUSINESS:

Ductless Heating and Cooling Systems for possible Amendment to the Bylaws

### NEXT MEETING:

Monday, August 9,2021 at 3pm in the Clubhouse Conference Room

Meeting Adjourned:

At 4:15pm

## FOUNTAINS HOA BOARD OF DIRECTORS MEETING

JUNE 14, 2021

Meeting called to order at 3:00PM in Clubhouse Conference Room

Quorum present: Barbara Stayton (Chairman), Irene Jordan (Treasurer), Paul Brock

(Maintenance Director)

Officers present: Cyndy O'Brien, Bill Norton, Jim Cunningham, Jean Madrid, Joan Mathews

Officers absent: Judy West, Reno Tortora

Residents present: Ellen Marlow #49, Marilyn Katz #97, Carole Hanlin #15, Stella Vetrone #17,

Patty McIntosh #46, Patricia Goytia #16, Ann Arnold #41, Lorry Christian #67, Art Schmidt and

Jacki Bauer #89, Susan and Richard Rinehard #20

RESIDENTS WITH REMARKS OR QUESTIONS:

-Marilyn Katz would like a reminder sent to all residents that garages are not for storage.

Owners are to utilize their garage for their vehicle because parking is limited in the Fountains.

Joan Mathews has given new residents this information in the Fountains Welcome Packet.

-Lorry Christian requests 5 mph speed signs be posted in entryways and possibly other areas throughout the Fountains. Barbara Stayton asked Paul Brock to follow through on signs cost, number needed and placement.

-Susan Rinehard asked permission to remove dead and/or invasive plants in the common area and Jim Cunningham approved.

SECRETARY'S REPORT (Cyndy O'Brien):

-motion with second made, 5/10/2021 Board Meeting minutes approved

ASSISTANT TREASURER'S REPORT (Bill Norton):

-May homeowner assessment payments/deposits;

110 units paid in full

1 late fee

1 transfer fee

1 statement fee

1 new buyer fee

TREASURER'S REPORT (Irene Jordan):

1. Funds on Hand at May 31, 2021:

a. Total Reserves Funds on Hand \$457,222.70

b. Total Operations Funds on Hand \$ 81,396.52

c. Total Funds on Hand \$538,619.22

2. Checks #3541 through #3560 were issued for a total of \$44,846.89. Reserve payments totaled \$13,420.28. There were 4 debit card charges for a total of \$2,562.32. Checks outstanding at month end totaled \$5,429.92.

3. CD 4049754 at Washington Federal matured and was rolled over to another 6 month CD on May 25.

4. Deck project to date cost:

Project Costs Summary To Date

	2018	2019	2020	2021	Total
Deck Project	\$73,334.12	\$138,871.59	\$167,256.28	\$27,398.92	\$406,860.91

Motion with second made, Treasurer's Report approved

NEIGHBORHOOD WATCH AREA COORDINATOR (Barbara Stayton standing in for Reno Tortora):

-some Residents do not list an emergency contact on the Fountains form. If not indicated, then the Board has no responsibility to contact anyone. The responsibility will fall to the responding Emergency Services.

NEWCOMERS WELCOME/NEW RESIDENTS (Joan Mathews):

-continuing to keep up with Welcome Packets for the many new residents

-where and the purpose of Box 31 is explained to the new residents



LANDSCAPE REPORT (Jim Cunningham):

-first volunteer planting project was 6/12, planting 300 vincas and a few rhododendrons around 114th. Thank you to the 13 volunteers for their participation. The cost was \$350 compared to the over \$4,000 the landscapers quoted. Hopefully, volunteers will participate in the future for other possible small landscaping projects.

-Brightview has completed repairs to the sprinkler system

-pruning of the rhododendrons and other flowering plants will begin at the end of June

-\$1,400 bid to remove two diseased and dead trees has been accepted. Actual removal will be completed within 30 days after approval of a tree removal permit from the city of Tigard.

-residents are encouraged to report landscape problems to Jim for follow up

MAINTENANCE REPORT (Paul Brock):

-deck and railing project update;

1. Decks 39,98,77,80 are completed

2. Decks 74 and 78 are in progress

3. Decks 55,56,59,18 will be completed by September

At this point, the Deck Project will be done

-The Fountains Maintenance Committee has taken on 3 new members who are Irene Jordan, Jim Allen, Reno Tortora and has begun discussions on future roof replacement.

-The Fountains Maintenance Committee members are as follows:

Jim Allen #39

Paul Brock #2

Jim Cunningham 3#\$

Bob Hausserman #53

Irene Jordan #71

Jean Madrid #100

David Smith #25

Reno Tortora #48

OLD BUSINESS (Barbara Stayton):

-Patio/Deck revisions and Enforcement Policy reviewed. The Patio/Deck Committee will further define suitable, outdoor, patio furniture and bring it back to the July Board meeting to discuss.

Other revisions will be placed in the Governing Documents under Resolutions.

-Town Hall possibly 8/25 at 6:30p. Possible Agenda: Jared Walthard from American Life Insurance, Comcast, 2022 Budget Process, reports from Landscape and Maintenance, Patio/Decks discussion.

-Insurance notice delivered 6/3. Thank you to Patricia Goytia, Bonnie Sanders, Lorry Christian and Irene Jordan for helping.

NEW BUSINESS (Barbara Stayton):

-motion with second to accept the SCA Board offer if the cost is \$500 or less to the Fountains. The offer is to join the other sub-associations in Summerfield to purchase a group mailbox attached to the outside of the Summerfield Clubhouse.

NEXT MEETING:

Monday, July 12 at 3:00PM in the Summerfield Clubhouse Conference room

MEETING ADJOURNED:

4:07PM

SUBMITTED BY:

Cyndy O'Brien, Secretary

FOUNTAINS HOA BOARD OF DIRECTORS MEETING

Agenda: May 10, 2021

Meeting called to order at 3:00pm by conference call

Quorum present: Barbara Stayton (Chairman), Irene Jordan (Treasurer), Paul Brock (Maintenance)

Officers present: Jim Cunningham, Joan Mathews, Jean Madrid, Bill Norton, Cyndy O'Brien

Officers absent: Reno Tortora, Judy West

Residents present: Lorry Christian #67, Patricia Goytia #16, Carole Hanlin #15,

Ann Arnold #41, Patty McIntosh #46

Announcement: Damon Henrie, Attorney for resident Patty McIntosh #46, is listening in to our board meeting today. No reason for this was provided by Mr. Henrie or Patty McIntosh.

RESIDENTS WITH REMARKS OR QUESTIONS:

-Patricia Goytia concerned with continuing overflow of garbage bins for her building #15605. Pride Disposal places the overflow garbage on the ground to empty what remains in the bins which results in continuing overflow from week to week. Barbara Stayton did notify the person responsible. The act has to be witnessed to result in billing this person (moving out) for the extra garbage to be removed.

-Lorry Christian is thankful for the assistance of Dave Smith, Bob Hausserman and Paul Brock correcting a drainage problem with her heat pump

SECRETARY (Cyndy O'Brien):

Motion with second made to accept 4/12/2021 Board Meeting Minutes

ASSISTANT TREASURER'S REPORT (Bill Norton):

-April Homeowner Assessment

payments/deposits;

110 units paid, 1 late fee, 2 transfer fees, 3 statement fees, 2 new buyer fees

TREASURER'S REPORT (Irene Jordan):

1. Funds on Hand at April 30, 2021:

a.Total Reserves Funds on Hand \$442,838.89

b.Total Operations Funds on Hand \$108,944.43

c.Total Funds on Hand \$551,783.32

2. Checks numbered 3520 through 3540 were issued for a total of \$36,205.77. There were no Reserve payments in April. There are 8 debit card charges for a total of \$3,578.47 and 1 EFT to the IRS for \$459. Checks outstanding at month end totaled \$12,149.80.

3. Reminder: CD 4049754 at Washington Federal matures on May 25, 2021. Interest rates remain exceedingly low.

4. Motion made, seconded and passed to accept and approve 2020 Schwindt financial review

5. Deck project to date cost;

2018	2019	2020	2021	Total
\$73,334.12	\$138,871.59	\$167,256.28	\$13,978.64	\$393,440.63

NEIGHBORHOOD WATCH AREA COORDINATOR (Barbara Stayton substituting):

-Reno Tortora is on vacation

- emergency contact information has been handed over to Barbara Stayton

NEWCOMERS WELCOME/NEW RESIDENTS (Joan Mathews):

-Nancy Rogers #27 has been welcomed

LANDSCAPE REPORT (Jim Cunningham):

-irrigation system checked and is on

-both fountains serviced and running

-grass aeration completed

-Unit #20 sidewalk done

-new shrubs and plantings will be done around 114th areas this month

- volunteers will assist with planting, to be accomplished in one day

-2 dead tree (1 at east end of property and 1 at 114th entryway) will be removed and bids are being sought, Treeology being one

#### MAINTENANCE (Paul Brock):

-Deck project has begun and only 10 decks remain to be refurbished.

-Motion with second made to accept the following:

1)Rule needed - Residents or visitors are not allowed to enter the grey contractor shed near Garage 1 or the green, screened area beside the contractor shed at any time while the contractor shed remains on the premises.

2)Rule needed - Residents or visitors are not allowed to borrow or use the contractors' tools at any time.

3)\$1810 for River City Environmental to correct drainage problems around Units #46 (trench drain installation) and #23 (repairs to landscape drainage system).

4)JBC Roofing to perform roofing maintenance not to exceed \$12,000. This will be paid out of reserves. Motion was made, seconded and passed.

#### OLD BUSINESS (Barbara Stayton):

-Cyndy O'Brien presented the Committee's recommendations on Article IX of the Bylaws concerning decks and patios. Further discussion is needed. Discussion has been tabled until June Board Meeting.

#### NEW BUSINESS (Barbara Stayton):

-motion with second made to raise the deductible of the Insurance Master Policy from \$15,000 to \$25,000 as of August 1, 2021. This will reduce the HOA exposure to water heater damage claims. Irene Jordan will arrange the change with Jared, our Insurance Agent. Residents will be notified of the change and its ramifications.

-water lines for ice makers and dryer vents should be routinely maintained by residents

-a huge thank you to Dave and Katie Smith for their work staining and putting a coat of polyurethane on entryway bannisters. We really appreciate volunteers like Dave and Katie who see a possible project and pitch in to see it completed.

-to Bob Hausermann another big thank you for his help with the replacement of the wall sleeve needed for the installation of a new heat pump unit in two units.

**NEXT MEETING:**

The next Fountains Board of Directors meeting will be at 3:00pm via conference call on Monday, June 14, 2021

MEETING ADJOURNED: At 4:04pm

**SUBMITTED BY:**

Cyndy O'Brien, Secretary

**FOUNTAINS HOA BOARD OF DIRECTORS MEETING MINUTES**

APRIL 12, 2021

Meeting called to order at 3:00pm by conference call.

Quorum present: Barbara Stayton (Chairman), Irene Jordan (Treasurer),

Paul Brock (Maintenance)

Officers present: Ann Arnold, Jim Cunningham, Reno Tortora, Joan Mathews, Jean Madrid,

Cyndy O'Brien

Residents present: Lorry Christian #67, Patricia Goytia #16, Patty McIntosh #46, Lee

Cunningham #34

Results of the recent election. Paul Brock is now a Director and voting member of the Board.

Thanks to Cyndy O'Brien for serving as interim Director. Motion with second made to appoint

Cyndy O'Brien as Secretary which will now be a non-voting Officer position on the Board.

RESIDENTS WITH REMARKS/QUESTIONS:

Patricia Goytia noted the trash overflow for her area. Paul Brock notified PRIDE Disposal Company for extra pick up. Irene Jordan suggested notifying person(s) not to leave extra trash or to pay for extra pick up.

SECRETARY'S REPORT: (Cyndy O'Brien)

Motion with second made to accept March 8, 2021 Board Meeting Minutes.

ASSISTANT TREASURER'S REPORT: (Ann Arnold)

MARCH homeowner assessment payments/deposits:

110 units paid, 1 late fee, 1 transfer fee, 2 statement fees and 1 new buyer fee

TREASURER'S REPORT: (Irene Jordan)

-Funds on Hand at March 31, 2021:

Total reserve funds on hand \$437,382.46

Total operations funds on hand \$102,323.17

Total funds on hand \$539,705.63

-Check numbers 3505 through 3519 were issued for a total of \$33,751.46. There was one reserve payment for \$6,514.00. There were 3 debit charges for a total of \$56.00 Checks outstanding at month end totaled \$4,173.04.

-CD 4049754 at Washington Federal matures on May 25. Motion with second to rollover for shortest amount of time.

-Received copy of draft financial review for 2020 at end of month and will request a final copy.

-Deck project to date cost:

2018	2019	2020	2021	TOTAL
\$73,334.12	\$138,871.59	\$167,256.28	\$13,978.64	\$393,440.63

NEIGHBORHOOD WATCH: (Reno Tortora)

-residents to be reminded to check smoke alarm batteries. Batteries are utilized for two different smoke alarms we have, as battery driven smoke alarm and/or as backup for hardwired smoke alarm. A reminder will be included in the Fountains Forum.

-Jean Madrid will check into a bulk price for those on the second floor interested in fire ladders and will let Barbara Stayton know.

-Barbara Stayton will consider a town hall and/or a special meeting with Fire Department to discuss safety and escape plans/provisions

NEWCOMERS WELCOME: (Joan Mathews)

None

LANDSCAPE REPORT: (Jim Cunningham)

In April;

- Brightview will focus on final cleanups on landscape beds and completing all shrub trimming.

Shrub fertilization is also being done as well as lime applications.

-turf mowing has begun and will be done weekly as weather warms and grass grows faster

-planter beds will be detailed with leaf removal before growing season

-irrigation system will be inspected with pre-authorization of immediate repair as recommended

-pre-emergent herbicide in landscape beds completed

Future proposals to consider:

-Lime 2021 - \$1,565.46

-Pre-authorization approval - irrigation 2021 - at Inspection

-Spring aeration 2021 - \$678.20

-Fall aeration 2021 - \$678.20

-Plant material installation - \$875.00

-Drainage enhancement now completed - \$794.00



Owners's requests:

-broken branch over garage #35 removed

-request to install concrete walkway to unit #20 (from curb to unit patio) at owner's expense.

Motion with second made to approve this request.

-bush removal and replacement at #49 is in progress

-light fixture broken near building 15435 possibly by lawnmower will be inspected on next walk around

-weeding needed at building 15437 at entryway rock garden and spaces between sidewalks

Motion with second made to approve treatment of the lawns and planter beds for eradication of the Japanese Beetle free of charge by the Oregon Department of Agriculture. The treatment is non-toxic to humans and animals, permitting use of those areas within a short time after treatment.

MAINTENANCE REPORT: (Paul Brock)

Our 24 storm water catch basins have not been serviced. Although the basins do not have an excessive amount of debris, an inspection and potential cleaning of basins and plumbing lines to them have been scheduled with River City Environmental. Thank you to Patty McIntosh #46 for bringing this consideration forward.

OLD BUSINESS: (Barbara Stayton)

-Paul Brock will continue to coordinate Maintenance Projects as he serves for a three-year term as a Board Director. The vote count for Paul was 86, 1 write-in, 1 abstained.

-Election turnout was high at 80%. Thank you to all who helped and who voted.

-IRS REVENUE RULING 70-604 was also voted on and passed with 78 approvals, 3 disapprovals, 7 abstains.

NEW BUSINESS: (Barbara Stayton)

-Motion with second made to appoint Judy West #35 as Resident Information and Communication Officer. She will keep an accurate Residents List and coordinate with Joan Mathews in providing updated information within the Welcome Packet for new residents.

- As of May 1st, Ann Arnold will no longer serve as Assistant Treasurer. She served several years and did an excellent job. Thank you, Ann, for your willingness to participate as an HOA Officer.

-Motion with second made to appoint Bill Norton #59 as Assistant Treasurer beginning May 1st.

NEXT FOUNTAINS BOARD OF DIRECTORS MEETING:

3pm via conference call on Monday, May 10, 2021

MEETING ADJOURNED at 3:52pm

SUBMITTED BY:

Cyndy O'Brien, Secretary

FOUNTAINS HOA BOARD MEETING  
March 8, 2021

Meeting called to order at 3:pm

Quorum present: Barbara Stayton (Chairman), Irene Jordan (Treasurer),  
Cyndy O'Brien (Secretary)

Officers present: Paul Brock, Jim Cunningham, Reno Tortora, Ann Arnold, Jean Madrid, Joan Mathews

Residents present: Neal Sanders, Bonnie Sanders, Lee Cunningham, Bill Norton, Kay Norton,  
Patty McIntosh

RESIDENTS WITH REMARKS/QUESTIONS:

None

SECRETARY'S REPORT (Cyndy O'Brien):

Motion with second made to accept 2/8/2021 Board Meeting Minutes

ASSISTANT TREASURER'S REPORT (Ann Arnold):

FEBRUARY 2021 homeowner assessment payments/deposits:

110 units paid

1 transfer fee paid

- 1 statement fee paid
- 1 new buyer fee paid

TREASURER'S REPORT (Irene Jordan):

1. Funds on hand at 2/28/2021:

Total Reserve Funds on Hand \$447,291.03

Total Operations Funds on Hand \$ 86,091.55

Total Funds on Hand \$533,382.58

2. Checks numbers 3486 through 3504 were issued for a total of \$53,52.23. There were 2 Reserve payments for \$22,038.14. There were 3 debit card charges for a total of \$219.29. Checks outstanding at month end totaled \$8,743.65.

3. CD 4049201 at Washington Federal matured February 5 and was rolled over. New maturity date is August 7, 2021.

TREASURER'S REPORT continued;

4. Our CPA firm (Schwindt & Co.) has sent the final version for the 2021 Reserve Study and it was distributed to Board members. Please review pages 9-15, 21, 27, 64. The 2021 Reserve Study is moved, seconded and approved to accept.

5. Deck project to date cost:

2018	2019	2020	2021	Total
\$73,334.12	\$138,871.59	\$167,256.28	\$7,464.64	\$386,926.63

NEIGHBORHOOD WATCH AREA COORDINATOR (Reno Tortora):

Nothing to report

NEWCOMERS WELCOME/NEW RESIDENTS (Joan Mathews):

- #23 received a packet
- #90 has closed
- #27 is Sale Pending
- #43 closing date projected for 4/9/2021

LANDSCAPE REPORT (Jim Cunningham):

- Clean up after storm is done
- #46 French drain projected to be completed in April
- trimming rhododendrons blocking certain condo windows
- residents are asked to check with Jim before doing anything to landscape in the Common areas

MAINTENANCE REPORT (Paul Brock):

- Melting snow and ice on the roof can penetrate through vents and chimneys. The roof did well through the recent storm with one water intrusion causing drywall damage of a unit which has been repaired. Further water intrusion will not be an issue with rainfall but the location of the breach will be pointed out to the roofers conducting maintenance later this year.
- lobby doorways to be painted when weather improves, possibly April. Residents will be notified in advance.
- two roof replacement bids are in and waiting for the third

OLD BUSINESS (Barbara Stayton):

- absentee ballots were sent out 3/5

-on 3/15, Election Monitors will place ballots at each entryway starting at 8a and will collect ballots at 8p

NEW BUSINESS (Barbara Stayton):

-Volunteer committee members needed for 2 projects:

-New Roof Committee;

-volunteers wanted to form committee by this May with roof replacement possible by 2025

-will query volunteers by email

-6 volunteers needed in addition to Irene Jordan and Paul Brock

-Patio/Deck Committee;

-further define Bylaw article 9, section 3

-5 volunteers needed in addition to Cyndy O'Brien

-contact Cyndy via phone by 3/21

-information will be submitted to Board at 5/2021 meeting

NEXT FOUNTAINS BOARD OF DIRECTORS MEETING:

3p by conference call on Monday, April 12, 2021

MEETING ADJOURNED: At 3:51pm

SUBMITTED BY:

Cyndy O'Brien, Acting Secretary

## FOUNTAINS HOA BOARD OF DIRECTORS MEETING MINUTES

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

Email - [fountainshoa.18@gmail.com](mailto:fountainshoa.18@gmail.com)

FEBRUARY 8, 2021

Meeting called to order at 3:01p by conference call

Quorum present: Barbara Stayton (Chairman), Irene Jordan (Treasurer), Cyndy O'Brien (Secretary)

Officers present: Paul Brock, Ann Arnold, Jim Cunningham, Reno Tortora, Joan Mathews

Officers absent: Jean Madrid

Residents present: Neal Sanders #5, Bonnie Sanders #5, Stella Vetrone #17, Patricia Goytia #16, Donna Allen #9, Patty McIntosh #46

RESIDENTS WITH REMARKS/QUESTIONS:

None

SECRETARY'S REPORT (Cyndy O'Brien):

Motion with second made to accept 1/11/2021 Board Meeting Minutes

ASSISTANT TREASURER'S REPORT (Ann Arnold):

January homeowner assessment payments/deposits;

110 units paid

2 statement fees paid

TREASURER'S REPORT (Irene Jordan):

1. Funds on Hand at January 31, 2021:

a. Total Reserves Funds on Hand \$437,389.25

b. Total Operations Funds on Hand \$102,090.00

c. Total Funds on Hand \$539,479.25

2. Check numbers 3470 through 3485 were issued for a total of \$26,805.04. There was one Reserve payment

in January for \$867.50. There were 2 debit card charges for a total of \$94.16. Checks outstanding at month

end totaled \$5,472.54.

3. Reminder that one of the Washington Federal CD's will mature on February 5.

4. Project costs remain unchanged from November report.

Deck Project:

2018	2019	2020	TOTAL
73,334.12	138,871.59	167,256.28	379,461.99

NEIGHBORHOOD WATCH AREA COORDINATOR (Reno Tortora): -Nothing to report

NEWCOMERS WELCOME/NEW RESIDENTS (Joan Mathews): -No new residents

LANDSCAPE REPORT (Jim Cunningham): -winter pruning and cleanup continues. Plan and estimate due for evergreen and perennial planting in spring in lieu of mulch. A motion was

made, seconded and passed to approve the Brightview remedy for the drainage problem surrounding the patio to Unit #46.

MAINTENANCE REPORT (Paul Brock):

During heavy rains, excessive amounts of water and mud flow onto Patio 46. Last month we approached three vendors and asked them to provide written estimates to correct this problem. The three vendors are Seven Dees, Brightview and HOA Services.

HOA Services did not submit their written estimate in time for the board meeting, so the board considered only the estimates from Seven Dees and Brightview. Both Seven Dees and Brightview propose installing a French drain with rock fill along the northern edge of Patio 46. This is precisely what we need in that location to stop water and mud from flowing onto Patio 46 during a heavy rain. Plus, they look very nice. As far as the estimates from Brightview and Seven Dees are concerned, we prefer the estimate from Brightview. Brightview's proposed solution will get the job done, and the estimated cost is far less than the estimated cost of Seven Dees' proposed solution.

OLD BUSINESS (Barbara Stayton):

-In the Fountains website under Governing Documents, Resolutions has been added containing insurance coverages and who pays for what

NEW BUSINESS (Barbara Stayton):

- Nominations for Board of Directors opening;

2/15 -forms will be sent out to submit nominees

3/1 - must be received to Box 31 or email or the Fountains mail address

3/5 - Election notice will be sent out to all residents explaining the process for voting and where the ballots will be located and returned

3/15 - Ballots in envelopes will be placed in entryway of each building by 8am,

Ballots will be picked up after 8pm. Election Monitors will be selected to perform these tasks.

3/17 - Absentee ballots will be accepted by 8p this day

4/12 - the April Board Meeting where the result of the election will be announced

-when we are able to safely have an in person meeting, a Townhall will be announced with a

possible speaker to discuss the Fountains Insurance coverages

- The Insurance coverage for the Fountains includes: (please see website for more detail)

1) Master Policy for property and buildings

2) Crime and Fidelity for fraud and financial loss from criminal activity

3) D&O Policy covering the Board of Directors and Officers for financial and non-financial decisions

4) Umbrella Policy adds extra coverage for D&O Policy

5) Workman's Compensation

NEXT FOUNTAINS BOARD OF DIRECTORS MEETING:

3P CONFERENCE CALL ON March 8, 2021

MEETING ADJOURNED: At 3:57p

SUBMITTED BY:

Cyndy O'Brien, Acting Secretary

#### FOUNTAINS HOA BOARD OF DIRECTORS MEETING MINUTES

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

Email - [fountainshoa.18@gmail.com](mailto:fountainshoa.18@gmail.com)

JANUARY 11, 2021

Meeting called to order at 3:08pm by conference call

Quorum present: Barbara Stayton, Chairman and Irene Jordan, Treasurer

Officers present: Paul Brock, Ann Arnold, Jim Cunningham, Reno Tortora

Officers absent: Jean Madrid, Joan Mathews

Residents present: Neal Sanders, Lorry Christian, Stella Vetrone, Patricia Goytia, Cyndy O'Brien

Patty McIntosh (present at 3:35p)

NEW BUSINESS:

-Motion by Irene Jordan to appoint Cyndy O'Brien to the Board immediately, second motion made by Barbara Stayton. Motion passed A vote of the residents to fill the vacancy will be taken at the Annual Meeting possibly in June.

-Website change proposed and accepted to place Bylaws and Resolutions under a new category Governing Documents. Barbara Stayton to contact the webmaster in February. Any other changes wanted/needed, please direct to Barbara this month.

RESIDENT REMARKS/QUESTIONS:

None

SECRETARY'S REPORT:

December 14, 2020 meeting minutes accepted as written.

ASSISTANT TREASURER'S REPORT (Ann Arnold):

-December payment/receipts;

110 units paid

1 late fee

3 transfer fees

3 statement fees

3 new owner fees

Report approved.

-Many calls asking the amount of the new HOA fee. Earlier notice for next increase considered.

TREASURER'S REPORT (Irene Jordan):

-Motion with second made to rollover the Washington Federal CD. It was recommended the existing CD be rolled over for another short period of time. Motion passed.

-REPORT

1.Funds on Hand at December 31, 2020:

Total Reserves Funds on Hand           \$424,216.58

Total Operations Funds on Hand       \$89,704.76

Total Funds on Hand                       \$513,921.34

2.Check numbers 3453 through 3469 were issued for a total of \$25,407.08. There were no Reserve payments in December. There were 2 debit card charges for a total of \$127.15. Checks outstanding at month end totaled \$9,773.52.

3.One of the Washington Federal CD's will mature on February 5.



4. Project costs remain unchanged from November report.

Project Costs Summary To Date

	2018	2019	2020	Total
Deck Project	\$73,334.12	\$138,871.59	\$167,256.28	\$379,461.99
Siding Project	\$21,403.27	\$45,718.72	\$28,328.51	\$95,450.50

NEIGHBORHOOD WATCH AREA COORDINATOR (Reno Tortora):

- Proposed changes in the forms given to new residents to be presented to the Board for review.
- Follow up on a possible quarantined resident and residents will be informed if possible exposure concerns.

NEWCOMERS WELCOME (Barbara Stayton speaking in place of Joan Mathews):

- #73 and #74 are occupied
- 3 units are possibly coming up for sale this month

LANDSCAPE REPORT (Jim Cunningham):

- A birch and pine trees in the northwest corner of the Fountains near #107 and #110 are to be removed 1/14.
- Brightview has assigned a new Project Manager, Matt Lake, to the Fountains.
- Pruning and removing leaves to be continued this week and through the winter.
- Both fountains have been turned on.

MAINTENANCE (Paul Brock):

- A motion was made and seconded to accept Aylwin Construction's estimate of \$14,290 not to exceed \$15,000 for replacement of nearby shingles and cricket (See below for details). Aylwin Construction will make every effort to match the new shingles to the old shingles. Motion passed.
- Paul Brock reported that he received an email from Ken Ross, a code compliance officer for the City of Tigard, which stated that Ken Ross is unaware of any work on our property that required reinspection.

Last week, the resident in Unit 17, an upper unit, reported that water was leaking into her unit through the ceiling around a pocket door frame. HOA Services was called to investigate the problem and determined that the water was coming from a leak in the roof. The suspected site of the leak was a portion of the roof called a cricket which is a large piece of metal that is situated in the valley between two inclines of roof. In this case,

the cricket is damaged due to wear and is situated right above the location in Unit 17 where water was leaking in. HOA Services said that they could “put a band-aid on it” as a temporary repair but that we probably should hire a roofer to repair the damage to the roof. HOA Services said they would be happy to repair the water damage to the attic and to Unit 17 after the roof leak was repaired. Fortunately for us, we know a roofer, Josh Robertson of Aylwin Construction, who is familiar with our roofs. (Josh gave a presentation to the Fountains board on the condition of our roofs back in February 2020.) We reported the leak to Josh, and he came out to investigate the leak. Josh agreed with HOA Services personnel that the culprit was likely the damaged, “improperly installed” cricket. Josh and another worker did their best to locate and repair the area of the damaged cricket that they thought was causing the leak. As far as I know, no shingles were replaced during this procedure.

The next day, HOA Services personnel went up on the roof with a hose to spray water on the roof and find out if the repairs had stopped the leak. Unfortunately, the roof still leaked. According to the roofer, this likely means that the leak site is somewhere on the portion of the damaged cricket which lies under the shingles or somewhere else on the two inclines of roof. It’s impossible to know the location of the leak site precisely without a forensic demolition of the shingles. This gets expensive. At this point, the repairs could cost as much as \$3000.00 to \$5500.00.

The situation that we face is relatively simple to describe:

1) We can try to repair the roof for 3 to 5.5 thousand dollars, but when we replace the roofs on all of our buildings in 5 years, all the repairs will be torn up, and the money sorta goes down the rat hole.

2) We can replace the shingles on the two adjacent inclines and replace the cricket above Unit 17. This is a lot more expensive, \$14,290.00, but when we replace the roofs on all of our buildings in 5 years, these two inclines and the cricket will be already done and can be passed over. Thus, over the long term, Item 2 is a much better investment. Josh Robertson of Aylwin Construction describes it very well in his own words:

Here are the two considerations that I suggest the board compare:

- Repairs - There is no way to know exactly the extent of the repair. We tried to keep it to a minimum by not tearing out a lot of shingles and focusing on the obvious area and that was insufficient. If we start going after it and tearing up a large area, I estimate that it could easily turn into a \$3,000 - \$4,000 repair. If we coated the cricket with silicone, that would be another \$1,500 or so. Even after that, we can’t guarantee this area to be problem free. We are dealing with two layers of shingles and an improperly installed cricket.

Water can easily travel between the layers and get under that cricket.

- The absolute best solution here would be to replace the cricket and the shingles on the adjacent slopes all the way to the ridge. This way the entire area would be covered by labor and material warranties and wouldn't need to be touched down the road when the rest of the roofs are getting replaced. This comes in at \$14,790, but we would discount it \$500, bringing it down to \$14,290. I realize that this is still 3x as much as the repairs might cost and may not be in the cards, but I want you to have the information upfront so you

can make an informed decision. This is money you'll spend 5 or so years down the road anyway whereas the repairs, even if successful to hold water back for a while, will still be spent in addition to the replacement costs over that time span.

The board members have decided to hire Aylwin Construction to replace the cricket and replace the shingles on the adjacent slopes of roof above Unit 17 on Building 15605. The job is currently being scheduled and will begin as soon as possible. After the job is completed, HOA Services will repair water damage to the attic and Unit 17. In the meantime, the board has approved that Aylwin Construction install tarp and sandbags on the roof to prevent further leaking into the attic and into Unit 17. Since this is an emergency, the Fountains HOA president, Barbara Stayton, has already signed the contract with Aylwin, and scheduling has begun.

#### OLD BUSINESS:

-The Annual Financial Reports will be delivered soon to all residents.

-Barbara Stayton will set up a date in June to reserve space at the Clubhouse for the Annual Meeting.

Considerations are a possible evening meeting and no food service.

#### NEXT MEETING:

Monday, February 8, 2021 at 3:00pm via audio conference. MEETING ADJOURNED AT 3:58pm