

## **FOUNTAINS BOARD OF DIRECTORS MEETING**

**DATE: December 12, 2022**

**BOARD MEMBERS PRESENT:** Barbara Stayton, Chairperson, Irene Jordon, Treasurer, and Paul Brock, Maintenance, constituting a quorum. Other board members present were Elena Madden, Assistant Treasurer; Bob Markel, Landscape; Jim Cunningham, Arborist Officer; Lee Cunningham, Neighborhood Watch Coordinator; Joan Mathews, Newcomer's Welcome; Judy West, Resident Information and Communication and Janet Giovannetti, Forum Editor.

**RESIDENTS PRESENT:** Clare Engle, # 78, Dottie Francis, # 66, Ann Arnold, # 41, Patty McIntosh, # 46 and Lorry Christian, # 67. Patty McIntosh asked "Since you don't believe in management companies, who do you intend to blame for the failing decks?"

**SECRETARY REPORT: Julie Helle:** Julie requested a motion for approval of the minutes of the November 14, 2022 board meeting. The motion was made, was seconded and approved.

**ASSISTANT TREASURER REPORT: Elena Madden:** 110 Units were all paid in full in November.

**TREASURER'S REPORT: Irene Jordan:**

1. Funds on Hand at November 30, 2022:

a. Total Reserves Funds on Hand	\$590,603.24
b. Total Operations Funds on Hand	\$ 75,384.25
c. Total Funds on Hand	\$665,987.49

2. Check numbers 14071 through 14085 were issued for a total of \$35,011.99. There were three reserve payments in October totaling \$3,974.45. There were two debit card charges totaling \$59.98. Checks outstanding at month end totaled \$5,001.87.

3. One CD will mature on December 26. It was approved at November's meeting to roll the CD over for a 13-15 month period at best rate similar to what has been done with previous CD's this year.

A motion was made and seconded to accept the Treasurer's Report. The motion was approved.

A motion was made and seconded to accept the 2023 budget. The motion was approved. The 2023 assessment will be \$500 per month per unit. An email will be sent out tomorrow to all residents who have email and hard copies provided to residents without email. The information will include the amount of the assessment, a copy of the 2023 budget and listed by item what the assessment pays for.

**NEIGHBORHOOD WATCH/AREA COORDINATOR: Lee Cunningham:** Unit 61 has closed and the new owner, Judy Wehrman has moved in. Lee doesn't have Judy's emergency contact yet but will follow up. Barbara informed Lee that there is also someone who is Neighborhood Watch Coordinator for all of Summerfield that Lee might want to get into contact with.

**NEWCOMERS/WELCOME NEW RESIDENTS: Joan Mathews:** Joan has met with the new resident in #61.

**FORUM EDITOR: Janet Giovannetti:** No residents have shared any information for the forum with Janet yet. Janet will encourage residents to put any information they have for a future forum in box 31.

**ARBORIST REPORT: Jim Cunningham:** Jim had nothing new to report as arborist.

**SPECIAL MAINTENANCE COMMITTEE: Jim Cunningham:** Jim as head of this committee addressed and summarized the issue of the decks to provide clarification. Jim first stated that the Special Maintenance Committee met in a closed meeting with our attorney Stuart Cohen present to advise and guide the board through the process. The purpose of the meeting was to discuss sending a "701" letter pursuant to ORS 701.560-701.600 to Jon Erickson regarding the work Jon did on the decks. This is the first step in the legal process when there may be a problem with the workmanship; it puts the worker on notice that there are deficiencies identified and that claims will be made. It also may prompt the worker's insurance company to come and inspect the work. The investigation is ongoing and the process takes time.

CERTA inspected only three decks, so another company, PONO, was brought in to do a more thorough inspection. One resident so angered PONO that PONO declined to work with The Fountains further. As a result, a third specialist was hired with no name provided to residents. This specialist will do a peer review of the deck project that will provide The Fountains with useful information.

**LANDSCAPE REPORT: Bob Markel:** Brightview has a new supervisor: Nick Robinson. Bob commented that he seems knowledgeable. Now that the leaves are gone, they will mow one more time and trim the Rhododendrons in December. Bob stated that some of them are very old and may need to be replaced.

**MAINTENANCE REPORT: Paul Brock:** The gutter cleaning is complete. The outdoor faucets need caps on. Paul sent a notice to all who have inside valves for outdoor faucets to turn off the valves in their units.

**OLD BUSINESS:** None.

**NEW BUSINESS:** The date is set for the Annual Meeting for February 24 at 1:00 P.M. in the ballroom of the clubhouse. The meeting is estimated to take about one hour. A drawing will be held for \$25 gift certificates for Trader Joes. An election will be held to fill an open position on the Fountains Board. Notices will be sent out in advance of the meeting and those who cannot be present may authorize a proxy or vote absentee.

The Fountains Holiday Dinner will be held Tuesday, December 13<sup>th</sup> at 6:00 in the ballroom of the clubhouse. 63 people have signed up to attend. Everyone is asked to bring a side dish to share with ham, turkey, gravy, rolls, butter, coffee, and bottled water provided.

**NEXT MEETING:** The next Fountains Board of Director's Meeting will be held on Monday, January 9<sup>th</sup> at 3:00 P.M.

**MEETING ADJOURNED:** The meeting was adjourned at 3:28 P.M.

Respectfully Submitted

Julie Helle, Secretary

## **FOUNTAINS BOARD OF DIRECTORS MEETING**

**November 14, 2022**

Barbara Stayton, Chairperson, called the meeting to order at 3:00 PM. A quorum was present: Barbara Stayton, Irene Jordan, Treasurer and Paul Brock, Maintenance.

**BOARD MEMBERS PRESENT:** Elena Madden, Assistant Treasurer, Karen Markel, Landscape, Joan Matthews, Newcomer's Welcome, Judy West, Resident Information and Communication, and Julie Helle, Secretary.

Janet Giovannetti, future forum editor, was also present. Bob Markel, Landscape and Jim Cunningham, Arborist Officer were excused.

**RESIDENT'S PRESENT:** Dottie Francis, #66, Patty McIntosh, #46, Lorry Christian, # 67, Clare Engle, #78, Brenda Frank, #52, Stella Vetrone, #17, Cyndy O'Brien, #92, Ann Arnold, # 41, and Ellen Marlow, # 49. Patty McIntosh raised a question about an answer to last week's question.

**SECRETARY REPORT: Julie Helle:** approval was requested for the minutes of the October 10, 2022 board meeting. The motion was made, seconded and approved. Approval was requested for the November 04, 2022 special board meeting. The motion was made, seconded and approved.

**ASSISTANT TREASURER REPORT: Elena Madden:** All 110 units were paid in full in October.

**TREASURER'S REPORT: Irene Jordan:**

4. Funds on Hand at October 31, 2022:

a. Total Reserves Funds on Hand	\$579,092.45
b. Total Operations Funds on Hand	\$ 78,636.94
c. Total Funds on Hand	\$657,729.39

5. Check numbers 14060 through 14070 were issued for a total of \$31,672.01. There were five reserve payments in October totaling \$1,062.17. There were seven debit card charges totaling \$1,101.09. One insurance claim check was received for resident/guest damage to landscaping and hardscape for a total of \$125.00. Checks outstanding at month end totaled \$14,389.54.

6. One CD will mature on December 26. A motion was made, was seconded and approved to roll over this CD at the best rate available into a 13 month or a 24 month CD.

**NEIGHBORHOOD WATCH/AREA COORDINATOR: Nominate Lee Cunningham:** Lee Cunningham was nominated for Fountains Area Coordinator. It was moved, was seconded, and approved.

**NEWCOMERS/WELCOME NEW RESIDENTS: Joan Mathews:** Unit # 61 has sold and the new resident will move in at the end of the month. Joan will welcome her once she is here.

**FORUM EDITOR: Nominate Janet Giovannetti:** Janet Giovannetti was nominated to serve as Forum Editor. The motion was moved, seconded and approved. Information for the Forum should be placed in box 31. A new Forum letter will go out soon.

**ARBORIST REPORT:** Jim Cunningham was not present, so there was no report.

**LANDSCAPE REPORT: Karen Markel:** Bob Markel has been ill, so not much has been done with landscaping for the past month. Karen and Cyndi O'Brien planted plants in front of building 15437. There is more to do there, but it will wait until next spring. Karen met with Caesar from Brightview regarding trimming shrubs and plants and tried to relate requests that were received. Brightview has been here but not much trimming has been observed.

Brightview shut off the fountains because of leaves in the water. They said they would turn them back on once the leaves have all been collected.

**MAINTENANCE REPORT: Paul Brock:**

October's maintenance report stated that a root had blocked and clogged a drain line underground beside the patio of Unit 76. On October 1st, most of the clog was removed by Roto Rooter techs using a cutter snake. The root itself was too large to be removed using just the cutter snake and Roto Rooters estimate to remove the root using larger equipment was over \$6,000. HOA Services provided an estimate between \$1,000 and \$2,500. On November 9, 2022, HOA Services excavated the landscaping, removed the root from the drain line and repaired the line.

At a meeting of the Maintenance Subcommittee on October 27, 2022, the members voted unanimously to make the following two recommendations to the board:

1. Send a 701 letter (also known as a "defect notice") along with a copy of the report from PONO Building Consultants immediately to Jon Erickson, the contractor hired to refurbish the sixty decks at the Fountains. (The purpose of the 701 letter (or defect notice) is to provide the contractor with reasonable notice, identification, and description of the defects described in the report from PONO Building Consultants and to demand that the contractor take immediate action to cure the defects.)
2. Accept a proposal from a licensed professional to peer review the report from PONO Building Consultants and to inspect a sample of ten (10) decks as a part of that peer review. The cost indicated in the proposal for the peer review is \$2,800.

At a special board meeting on November 4th, 2022, the Fountains Board approved motions made by the chairman of the Maintenance Subcommittee, Jim Cunningham, to accept both Recommendations.

Regarding recommendation 1: On Tuesday, November 8, the Association's attorney sent Jon Erickson the 701 letter and the PONO report via both certified mail and electronic mail.

Regarding recommendation 2: On Friday, November 4, the company that submitted the proposal for the peer review was informed by the board that the company's proposal at a cost of \$2,800 was accepted. This company is currently attempting to schedule the peer review as soon as possible.

#### **OLD BUSINESS:**

Barbara said that our bylaws are now revised to be gender neutral are on the website. The three new amendments have also been added. All have received a copy, either by e-mail or hard copies for those without email.

Barbara Stayton asked Treasurer Irene Jordon if there have been any changes in the proposed budget for 2023. Irene responded that there have not. Therefore, the monthly assessment for 2023 is still projected to be \$500 per month per unit. 2023 assessment letters will go out on December 14<sup>th</sup>.

#### **NEW BUSINESS:**

**Holiday Party:** Cyndy stated that 51 people have responded that they are attending. Reservations close on Friday November 18<sup>th</sup>. Cyndy will send out a reminder to RSVP.

**Annual Meeting:** Barbara briefly discussed the annual meeting to be held sometime in February. It will be an early afternoon meeting. In lieu of a meal, gift cards will again be drawn for, this time for Trader Joes.

**NEXT MEETING:** The next Fountains Board of Directors meeting will be Monday, December 12, 2022 at 3:00 P.M.

**MEETING ADJOURNED:** The meeting was adjourned at 3:25 P.M.

Respectfully Submitted

Julie Helle, Secretary

### **Special Fountains Board Meeting**

**November 4, 2022**

Barbara Stayton called the meeting to order at 1:00 P.M. Voting board members present were Chair Person: Barbara Stayton, Treasurer: Irene Jordon and Maintenance:

Paul Brock, comprising a quorum; Maintenance Sub Committee Members present were Chairman Jim Cunningham, Paul Brock, Donovan Madden, and Ken Miller.

Barbara read the charge to the special maintenance committee as stated in the October 10, 2022 Board Meeting minutes.

Jim Cunningham, Chair of the Special Maintenance Committee, made a recommendation to take the following actions before the November board meeting:

1. Send a 701 letter to Jon Erickson immediately. The motion was made, seconded and approved.
2. Hire a specialist to inspect ten decks. The decks to be inspected are a combination of decks considered to be in bad condition, decks with moderate repair needed and decks on which work has been considered complete. The cost is \$2,800. The motion was made, seconded and approved to hire a specialist.

The meeting was adjourned at 1:05 P.M. by Chairperson Barbara Stayton.

Respectfully submitted.

Julie Helle, Secretary

## **FOUNTAINS BOARD OF DIRECTOR'S MEETING**

**October 10<sup>th</sup>, 2022**

The meeting was called to order at 3:04 P.M. by Chairperson Barbara Stayton. A quorum was present: Barbara Stayton, Chairperson, Irene Jordon, Treasurer and Paul Brock, Maintenance.

**OFFICER'S PRESENT:** Jim Cunningham: arborist, Karen and Bob Markel: landscape, Joan Mathews: Newcomer's Welcome, Judy West: Resident Information and Communication, Eleana Madden: Assistant Treasurer and Julie Helle, Secretary.

**RESIDENT'S PRESENT:** Lee Cunningham, #34, Marilyn Katz, # 97, Dottie Francis, #66, Patricia Goytia, #16, Ann Arnold, #41, Donna Allen, #9, Joan Whittemore, # 10, Janet Giovnnetti, #83, Peggy Sult, # 82, Terri Stewart, # 22, Susan Reinhart, #20, Donavon Madden #56, Patty McIntosh, #46, and Patricia Kann, #50.

Patty McIntosh asked what the cost of the new roofs will be and what amount in the reserves is designated for them. Dottie Francis had a question about money transfer on the balance sheet; Irene said she will email Dottie with an explanation; Dottie also asked if a question about the tree trimming by buildings not being completed; Jim explained that it will be finished next year. Marilyn Katz brought up an issue about a neighbor being very rude when she asked another neighbor with a dog to pick up dog feces. The dog owner immediately did so, but the neighbor also filed a complaint with the board. Terri Stuart said her screen door squeaks a lot; Paul will take care of it. Donna Allen asked about the deck report; Donna is concerned because she is going to put her condo up for sale soon and wants the deck cover above her patio to be painted. Patricia Kann brought up a concern about a tree that has been vandalized.

**TREASURER'S REPORT: Irene Jordon**

7. Funds on Hand at September 30, 2022:

a. Total Reserves Funds on Hand	\$566,526.04
b. Total Operations Funds on Hand	\$ 86,862.66
c. Total Funds on Hand	\$653,388.70

8. Check numbers 14044 through 14059 were issued for a total of \$52,943.04. There were three reserve payments in September. There were 24 debit card charges in September totaling \$2,106.32. Two insurance claim checks were received for resident/guest damage to landscaping and hardscape for a total of \$5,153.56. Checks outstanding at month end totaled \$14,389.54.
9. Pride Disposal will be replacing the garbage bins in the Trash Corrals. This is a multi-week process and depends on the number of bins available in their inventory. Glass and recycle bins are not being replaced at this time.

**NEIGHBORHOOD WATCH COORDINATOR:** This position is still needing a volunteer; Barbara said she has taken it over for now.

**NEWCOMERS WELCOME/NEW RESIDENTS: Joan Mathews:** There are no new residents this month.

**ARBORIST'S REPORT: Jim Cunningham:** A Paperback Maple that was planted in March 2022 has had some of its branches torn off. Jim brought a picture taken September 26<sup>th</sup>; the damage happened September 24<sup>th</sup> and two more branches have been removed since the picture was taken. Jim explained that a tree can survive if branches are cut off, but these were torn off so the tree is deformed now and is not healthy. A motion was made to levee a \$100 fine, the cost of the existing tree (\$550.00,) the expense to remove it, *or* the cost of a new tree and the expense to plant it. The motion was approved pending discussion with our attorney as to the best way to proceed.



**LANDSCAPE REPORT: Bob and Karen Markel:** Bob spent many hours renovating in front of building 15525, putting in new plants and working on draining issues. Brightview also came in and redid the area affected by the auto accident. The residents of 15525 paid for mulch that Bob spread all around. Bob has also been spraying the ivy and raking fruit from beneath the tree at building 15430. This is in response to the recommendations made by Summit Pest Control concerning the rat issue. He also trimmed dead wood out of the pine trees at building 15605. Bob met with Hart Property Maintenance regarding yearly maintenance of fountains and interior repairs for 2023. He is still waiting for their estimate.

Brightview is to trim the rhododendrons in October or November.

Thanks to those who deadheaded flowers and for working on eliminating dandelions from the grass. It all helps to keep the landscape looking good.

### **MAINTENANCE SPECIAL COMMITTEE MEETING:**

#### **The Fountains HOA Maintenance Committee Meeting September 20, 2022**

Committee Members Present: Irene Jordan, Chair, Paul Brock, Jim Cunningham, Bob Hausermann, Bill Norton, Reno Totoro, Ken Miller, and Barbara Stayton

- Paul opened with a comment about the Pono Report that everyone had received via email the previous day. He stated that a committee would be appointed at the next Board Meeting to review the report, make inquiries, and formulate a plan. He stated that the report did not indicate that there were safety concerns with the decks.
- Irene stated that the purpose of the meeting **was to determine the amount of the contribution to the Reserve Study for 2023**. The amount stated in the current Reserve Study is \$162,000. After much discussion about paying for the new roofs, gutters and downspouts in one lump sum or in four phases and about how to raise a considerable amount of money in ten years, it was decided to contribute \$235,000 next year to reserves, increasing the amount stated in the Reserve Study by \$73,000. It was also suggested that we have a Reserve Study showing payment of the roof, gutters and downspouts in one lump sum AND a study showing payment of the roof, gutters and downspouts in four phases over four years.

### **MAINTENANCE REPORT: Paul Brock**

Plumbing Issues: The last week of September the owner in Unit 76 reported very wet carpet near the wall separating the living room from the kitchen. Paul called HOA Services; they discovered that a common element drain pipe was leaking water into the unit. Repairing the pipe required removing drywall and chiseling out a small portion of the concrete subfloor. The pipe was repaired; repairs to the drywall and subfloor are

underway. The carpet in the living room was cut back to manage repairs. Some of the carpet will need to be replaced due to drain water saturation.

On Saturday, October 1, the owner in Unit 79 reported that neither of her toilets flushed and that water from a load of laundry had backed up in her bathtub. She had called Roto Rooter to investigate. Paul met with them at her place. They cleared the clog, but the camera revealed a massive root intrusion 60 ft down the sewer line inhibiting the flow of sewage matter. It was too large to be removed using the cutter snake, though the cutter snake did remove several smaller roots emanating from the larger root. This should help keep the line clear until the larger root can be removed.

The service call lasted about two hours and included two separate procedures with two specialists; clog removal and line scoping. The cost was \$717.10. The root is located approximately 3 ft under the landscaping behind Building 15480. Roto Rooter provided us with a cost estimate of \$6,303.00 to have the line repaired. We are in the process of obtaining a competing estimate from HOA Services.

**OLD BUSINESS:** There was no old business.

**NEW BUSINESS:** Charge to Special Maintenance Committee (Paul Brock, Jim Cunningham, Donovan Madden, Bob Hausermann, Bill Norton and Reno Tortora)

- Review the PONO report - 9/16/22 on the Deck Assessment, as well as the Bear Consulting Services report – 8/29/19, and the CERTA report - 8/2/22.
- Become familiar with specific issues mentioned in the PONO report – 9/16/22 and review those issues with a visual inspection of several decks.
- Evaluate the Preliminary Scope of Repair & Owner’s Representative Services proposal submitted by PONO on 9/23/22
- Interview pertinent service providers for additional information.
- Consider hiring another professional service to perform additional inspections.
- Investigate the possibility of contractor’s insurance liability.
- Make recommendations to the Board on the issues mentioned above.

**DISCUSSION ON HOLDING MEETINGS 6 TIMES A YEAR INSTEAD OF TWELVE**

A motion was made to hold meetings six times a year. After discussion by the board and residents present, the motion was withdrawn. The board will continue to meet monthly.

A date for the discussion of the budget will be set for the week of October 17<sup>th</sup> or the 24<sup>th</sup>. All residents will be invited. In November residents will be told the amount of the 2023 assessment and in December the 2023 Budget will be voted on by the board.

The Reserve Study is posted on the web site.

Barbara briefly discussed different long-term plans for roof replacement.

The next Fountains Board of Director's Meeting will be Monday, November 14<sup>th</sup>, 2022.

The meeting was adjourned at 4:01 P.M.

Respectfully Submitted,

Julie Helle, Secretary

## **FOUNTAINS BOARD OF DIRECTORS MEETING**

### **September 12, 2022**

The meeting was called to order at 3:00 P.M. by Chairperson Barbara Stayton. A quorum was present: Barbara Stayton, chairperson, Irene Jordon, Treasurer and Paul Brock, Maintenance.

**OFFICERS PRESENT:** Bob and Karen Markel, Landscape; Jim Cunningham, Arborist; Joan Mathews, Newcomers Welcome; Judy West, Resident Information and Communication and Julie Helle, Secretary. Assistant Treasurer Elena Madden was excused and Assistant Maintenance Jean Madrid has resigned. The position of Neighborhood Watch Coordinator is open.

**RESIDENTS PRESENT:** Patty McIntosh, #46, Lee Cunningham, #34, Neal Sanders, # 5, Peggy Sult, #82, Janet Giovannetti, #83. Ann Arnold, # 41, Susan Reinhart, # 20 and Vicki Masengale, # 86. Patty McIntosh asked Treasurer Irene Jordan for the October 2022 financial report as required in ORS 100.480.

**SECRETARY REPORT:** A motion was made, seconded, and approved to approve the minutes of the July 11, 2022 board meeting. A motion was made, seconded, and approved to approve the September 1, 2022 special meeting minutes.

**ASSISTANT TREASURER'S REPORT:** All payments were made in full in July and August.

**TREASURER'S REPORT:**

**AUGUST TREASURER'S REPORT:**

1. Funds on Hand at July 31, 2022:
  - a. Total Reserves Funds on Hand: \$542,625.07
  - b. Total Operations Funds on Hand \$102,797.48
  - c. Total Funds on Hand: \$645,422.55
2. Check numbers 14015 through 14031 were issued for a total of \$44,602.84. There was one reserve payment in July for \$2,897.50. There were two debit card charges in July totaling \$96.38. Checks outstanding at month end totaled \$15,068.34.

It was moved and seconded to approve the August Treasurer's Report. Approved.

**SEPTEMBER TREASURER'S REPORT**

1. Funds on Hand at August 31, 2022:
  - a. Total Reserves Funds on Hand: \$553,747.41
  - b. Total Operations Funds on Hand: \$ 97,153.56
  - c. Total Funds on Hand: \$650,900.97
2. Check numbers 14032 through 14043 were issued for a total of \$27,946.38. There were no reserve payments in August. There were 5 debit card charges in August totaling \$793.21. Checks outstanding at month end totaled \$5,297.94.
3. One CD matured on 9/7 and there is a 30-day grace period. The amount of the CD is \$58,241.25 as of end of August. The maturing CD had a 13-month rate of .35%. Interest rates have gone up. The current rate for a 13-month CD is 1.24%. The rate may be subject to change. It was moved, seconded, and approved to roll the CD over at the current rate of 1.24% and to approve the Treasurer's Report for the 09/12 board meeting.

**NEIGHBORHOOD WATCH AREA COORDINATOR:** Barbara explained the duties of this open position. The Neighborhood Watch Area Coordinator coordinates with the block captains and maintains all the information for everyone in the Fountains. It is important to have contacts for all residents in case someone has a problem or an emergency.

**NEWCOMERS WELCOME/NEW RESIDENTS:** There have been no new residents recently.

**ARBORIST REPORT:** No new work is planned until the new budget is in place.

**LANDSCAPE REPORT:** Bob worked with Bright View to get a leaking irrigation valve shut off and replaced. Trimming of the Hinoki and Cypress was done around the lower fountain.

Roses were planted in front of the sign by the island and Crocosmia in the planter. Bob contacted several other landscape companies to get quotes, but none have replied; it was noted that many companies are shorthanded. Bright View set a trap for a mole.

A visitor had an accident in front of building 15525. Bob and Karen are working on replacing plants along with some reno. Brightview is doing part of the work. Goal is to have it completed by the end of September. A resident had an accident at the island. Brightview will be doing that job. No date has been set for completion.

In the next couple of months, lawn fertilization and rhododendron trimming will be done, Bright View will clean the fountains, the weeds will be sprayed again, and the irrigations valves need to be raised to ground level by building 15437. Bob and Karen will work on resident's requests after September.

It was noted at the meeting that Bright View is doing a better job now.

**MAINTENANCE REPORT:** The sign damaged on the island by the car accident has been replaced. The resident's car insurance company, State Farm Insurance, is mailing two checks to The Fountains to cover repair costs: one for \$876.36 to cover the cost of the new sign and another for \$2,496.35 to repair the landscaping.

Deck Inspection Report: The Fountains has not yet received the written report for the deck inspections on July 21 and 22 and September 7<sup>th</sup>.

The fence on the west border has been repaired after a person size hole was cut in it in early August. HOA Services repaired it within a week, paid for by the owner. HOA Services (also known as Community Maintenance Services) is the maintenance vender for the owner of the fence as well as for The Fountains. If a hole is cut in the fence again, residents are requested to let Paul know and take a picture if possible. Then Paul will notify HOA Services and they will handle it.

Our pest control vender, Summit Pest Management, does not recommend setting up bait stations (traps) for single sightings of rats because that will attract more rats. The exception is if rats have attempted to enter buildings or if rat tunneling is observed. Pet feces, pet food outside, bird feeders, suet and food left for squirrels will also attract rats and mice. Summit strongly recommends residents remove any edible material from outside. Peanut shells found on the property suggests that some residents continue to feed squirrels.

Paul announced Jean Madrid's resignation as Assistant Maintenance person. This position will not be filled; instead, another person will be added to the maintenance committee.

**OLD BUSINESS:** A volunteer is needed to run for the vacant position on the Board at the 2023 Annual Meeting. Barbara read a document that outlined the consequences if the position cannot be filled.

**NEW BUSINESS:**

**Resolution to restate bylaws:** the bylaws have been updated to reflect gender neutral language and to incorporate the three amendments into the body of the Restated Bylaws. Barbara read the resolution to the board and explained that once this resolution is approved, it will be posted on the website.

A motion was made, seconded, and approved to approve the resolution. A copy of the Restated Bylaws will be made available to all residents either electronically or by hard copy.

**Beginning the budget process for the 2023 budget:** the budget process needs to begin for 2023. It will include planning for what is needed in reserves, projected costs for each committee's area of responsibility and money needed for any projects. It is important to inform residents as soon as possible the amount of their 2023 HOA fees.

Barbara will be sending out a forum soon regarding the importance of not leaving food outside or anything else that would attract rats, the new resolution, and other items.

Barbara announced that a Christmas party for residents of the Fountains is being planned for December 13<sup>th</sup> at 6:00 P.M. in the ballroom of the clubhouse.

**Next Meeting:** The next meeting will be Monday, October 10<sup>th</sup> at 3:00 P.M.

The meeting was adjourned at 3:55 P.M.

Respectfully Submitted,

Julie Helle, Secretary

## FOUNTAINS BOARD OF DIRECTOR'S SPECIAL MEETING

September 1, 2022

All residents of the Fountains were notified by an e-mail on August 26, 2022 of a special meeting of the Fountains Board of Directors on September 1, 2022 at 2:00 P.M. in the conference room of the club house. The only item on the agenda was to approve more

extensive testing on certain decks that PONO Building Consultants is going to perform jointly with Gores Inc.

The meeting was called to order at 2:00 P.M. by Barbara Stayton, Chairperson. Board members present were Barbara Stayton, Chairperson, Irene Jordon, Treasurer and Paul Brock, Maintenance, which constituted a quorum, and Julie Helle, Secretary. Residents attending were: Mabel Ramsthel, #33, Clare Engel, #78, Vicki Masengale, #86, Lorry Christian, # 67 and Patty McIntosh, #46.

Paul Brock gave a brief explanation of the purpose of the meeting. The soffits under six decks will need to be removed for PONO Building Consultants to fully assess and provide a complete written report of their current condition. Decks that need soffits removed are: the south deck on #10, the deck on #17, the east facing deck on #70, the decks on # 48 and #102 and one of the decks on # 33. Because this will need to be done from below, patios on units #9, #69, #100, #31, #15 and #46 will need to be accessed. Inspections are to be conducted jointly by PONO Building Consultants and Gore's, Inc. with Gore's, Inc. removing the soffits and PONO Building Consultants doing the inspections. If approved, the work is scheduled to begin on September 7<sup>th</sup>.

This joint project arranged by PONO Building Consultants requires two separate proposals, one from PONO and one from Gore's, Inc.

Paul Brock moved to accept the proposal from Gore's, Inc. for \$3,040.00 and the proposal from PONO Building Consultants for \$1,950.00 for a total cost of \$4,990.00, with the cost not to exceed \$5,000. The motion was seconded and approved.

The meeting was adjourned at 2:10 P.m. by chairperson Barbara Stayton.

Respectfully Submitted,

Julie Helle, Secretary

## **FOUNTAINS BOARD OF DIRECTOR'S MEETING**

**July 11, 2022**

The meeting was called to order at 3:05 P.M. by chairman Barbara Stayton. A quorum was present: Barbara Stayton, Chairman, Irene Jordon, Treasurer, and Paul Brock, Maintenance.

**OFFICERS PRESENT:** Elena Madden, Assistant Treasurer, Bob and Karen Markel, Landscape, Jim Cunningham, Arborist Officer, Joan Mathews, Newcomers Welcome, Judy West, Resident Information and Communication and Julie Helle, Secretary. Jean Madrid, Assistant Maintenance, was excused.

**RESIDENTS PRESENT:** Lee Cunningham, #34, Carol Hanlon, #15, Stella Vetrone, # 17, Marilyn Katz, #97, Cyndy O'Brien, # 92, Susan Reinhart, #20, Lorry Christian, # 67, Patty McIntosh, #46, and Dottie Francis, # 66.

**COMMENTS AND CONCERNS EXPRESSED BY RESIDENTS:** Most concerns were regarding the state of poor landscaping in the Fountains, the budget for same and a question about moss removal. One person asked when she would get a 2021 tax return copy.

**SECRETARY'S REPORT:** A motion was made, seconded and approved to approve the meeting minutes from the June 13, 2022 meeting.

**ASSISTANT TREASURER'S REPORT:** Elena Madden: 110 units were paid in full in June.

**TREASURER REPORT:** Irene Jordon: Funds on Hand at June 30, 2022:

- |                                   |              |
|-----------------------------------|--------------|
| a. Total Reserves Funds on Hand   | \$527,106.45 |
| b. Total Operations Funds on Hand | \$ 98,371.92 |
| c. Total Funds on Hand            | \$625,478.37 |

Check numbers 14000 through 14014 were issued for a total of \$39,108.16. New checks were ordered and the sequence was revised. There were no reserve payments in June. There were two debit card charges in June totaling \$504.66. There was one EFT payment for the new checks and deposit slips for \$402.25. Checks outstanding at month end totaled \$4,241.62. The Profit and Loss sheet will be sent out tomorrow. It will include detail on payments made, reserves and other financial activities.

**NEIGHBORHOOD WATCH AREA COORDINATOR:** No new information.

**NEWCOMERS WELCOME NEW RESIDENTS:** Joan Mathews: The new resident in 21, Christine Green, was welcomed. Unit #26 is expected to close on July 18<sup>th</sup>.

**LANDSCAPE REPORT:** Bob and Karen Markel: Karen Markel presented the report. Karen stated that the objective is to hold Brightview accountable for the contract they have with the Fountains. Bob and Karen have met with owners to try and address their needs such as needing a shrub trimmed to get into a garage or one that is rubbing against a window. They have also met with the Brightview supervisor Matt Lake twice since taking over on July 1<sup>st</sup>. They walked the area with him and pointed out areas which need to be addressed as part of their contract. The following concerns were noted: mowed grass not being bagged, pine needles should be raked and removed, shrub trimming is going too slowly,



weeds are terrible all over the property, the shrubs by the lower fountains need to be trimmed, and there is a great need to replace plants. There are also concerns about overgrown plants blocking the Fountains sign. Bob and Karen's plan is to plant low growing white roses by the sign and then work on the plants behind the sign. Bob is doing much of this work himself, as well as helping residents set plants that residents purchased themselves with Bob and Karen's approval. They are requesting that the budget be increased next year for new plants, etc.

Bob raised a question about the cost of the tree (\$550.00) that Brightview planted by the upper fountain, and commented that it could be done for much less money if not purchased and planted by Brightview. He also asked why we are using a commercial service which might be more expensive than a non-commercial service. Bob asked that in the future, all landscaping expenses will be approved by him first. The budget for irrigation is really down; that was explained that a lot spent this spring readying the system for summer. Noted also that the sprinklers behind the garages next to Fountainwood are not operating. A suggestion was also made to have Brightview's supervisor Matt Lake come out while Brightview is working.

Bob and Karen will be looking into hiring another other company to handle our landscaping. The Fountains needs to give Bright View notice of 3 months. A former company used here was Rain or Shine, but they don't know irrigation. It was noted that a separate company could be hired for irrigation issues.

**MINUTES FROM THE MAINTENANCE COMMITTEE MEETING JUNE 22, 2022:** Barbara Stayton, Chairman, read minutes from the Fountains HOA Maintenance Committee Meeting.

Committee Members Present: Irene Jordon, Chair, Paul Brock, Barbara Stayton, Bill Norton, Donovan Madden, Jean Madrid, Ken Miller, Jim Cunningham, Neal Sanders, Joan Mathews, and Reno Tortora. Bob Hausserman was absent.

The goal of the meeting was to address specific issues raised in the CERTA BEI Report dated June 2, 2022.

### **Garage Buildings Siding**

- There are 27 garage buildings
- Develop a plan for targeted repairs, especially on West and South facing walls instead of replacing all the siding on the garage buildings. HOA Services says that most of our garage siding can remain in service with repairs and some replacements.
- Check for water intrusion near corner trims.
- Investigate longevity and maintenance for fiber cement siding (Hardie plank).
- Possible sheet metal flashing on skyward facing Pedestrian Door Trim.

- Need to get figures and adjust the Reserve Study.

## **Roofing**

- Consider JBC evaluations versus CERTA evaluations. The faults identified by CERTA are not signs of catastrophic damage and can be dealt with at re-roof time according to JBC.
- Consider moving onset date for roof replacement ahead of 2033.
- Isolate amounts in Reserve Study to show exactly how much is being raised for the roof.
- Raise funds for roof replacement via monthly assessments rather than special assessment.

**Decks** CERTA identified a few problems with coatings and coverings on decks, but could not identify which decks had these problems. This was not helpful.

- Getting proposals from three companies to inspect all 60 decks.
- 

## **Exterior Wall Cladding (Brick)**

- HOA Services recently repaired several large cracks in the brick veneer of two buildings. The wood frames behind the cracks were undamaged and the tar-paper sheathing was seen to be in excellent condition.
- Identify a couple of buildings per year for masonry maintenance/repairs.
- Paul has given HOA Services the CERTA report to advise us as to costs and timelines.

## **Dryer Vents**

- Investigate HOA Services and other companies as to cost and if they could set up a day or two to allow for several residents to participate in getting their dryer vents cleaned at a reduced cost.
- Advise residents via the Forum Newsletter about the dangers of dryer vent fires.

## **Windows**

- Advise residents about the need to have efficient and correctly installed windows.
- The HOA has the responsibility to paint trim, caulk, and flashing repair on exterior of windows.
- Advise residents about replacing the just the glass.

**MAINTENANCE REPORT:** Paul Brock: The striping on the steps by the William Ofstad Company is completed. The new stripes are wider and clearly show the front edges of the steps. The cost was \$4,880.00.

Deck Inspections: CERTA identified problems with coatings and coverings on some of the decks. (See above.) The fountains received three proposals to inspect the coatings on all 60 of the decks: CERTA Building Solutions (\$4,400.00,) Forensic Building Consultants (\$5,480,) and Pono Building Consultants (4,400.00.) All three companies will provide a report on which decks are affected and what those problems are. Paul moved to accept the bid from Pono Building Consultants, the motion was seconded and approved.

Targeted repairs on garage buildings: we are still waiting on cost estimates for garage repairs from HOA Services and other contractors.

Clean-A-Duct HOA pricing and Proposal: During the CERTA inspection, lint was found on the roofs of the following buildings: 15518, 15655, 15565, and 15525. On July 26th, Clean-A-Duct is scheduled to come and clean the eight dryer vents in building 15518. The resident's price for a building with eight dryer vent ducts will be \$86.50 per unit for a full-service duct cleaning which includes entering the resident's unit to check the duct connection to the dryer. If the duct cleaning is performed only from the outside of the building, the price drops to \$66.50 per unit for a building with eight dryer vents. Contact information for Clean-A-Duct is Boni Courtright, 503-863-7717; postal address: P.O. Box 2745, Clackamas, OR 97015. Residents are requested to contact Clean-A-Vent with any questions.

**ARBORIST REPORT:** Jim Cunningham: Jim reported that the tree trimming is going well; they are working on the left side today, will later do the right side. Trees are being trimmed to three feet from building sides and six feet above roofs. Lorry Christian raised a question about dead limbs on a tree; Jim replied that for now, they are trimming just near buildings; they will come back to address other tree issues.

**Old Business:** There was no old business

**New Business:** Barbara asked for information to include in the forum. Information will be provided on dryer vent cleaning, recruiting volunteers to help with landscaping, and replacing just the glass in windows as an alternative to the entire window being replaced. Johnson Windows was named as being an excellent company; they work with L&M glass for this.

**Motion to adjourn:** the motion was made and seconded to adjourn at 4:03 P.M.; seconded and approved. There will be no meeting in August. The next meeting will be September 12<sup>th</sup> 2022 at 3:00 P.M.

Respectfully Submitted,

Julie Helle, Secretary

## **FOUNTAINS BOARD OF DIRECTORS MEETING**

**June 13, 2022**

The meeting was called to order at 3:00 P.M. by Barbara Stayton. A quorum was present: Chairman Barbara Stayton, Irene Jordon, (Treasurer) and Paul Brock, (Maintenance.)

**OFFICERS PRESENT:** Elena Madden, Assistant Treasurer, Jean Madrid, Assistant Maintenance, Jim Cunningham, Landscape, Joan Matthews, welcome and Julie Helle, Secretary. Bill Norton, Neighborhood Watch and Judy West, Resident Information and Communication, were absent.

**RESIDENTS PRESENT:** Bob and Karen Markel, #31, Millie Grauel, #43, Dottie Francis, #66, Clare Engle, #78, Neal Sanders, # 5, Sue Reinhart, # 20, Terri Stewart, #22, Patricia Goytia, #16, Patty McIntosh, # 46, Vicki Masengale, # 86 and Lorry Christian, # 67.

**COMMENTS AND CONCERNS EXPRESSED BY RESIDENTS:** Patty McIntosh, #46, asked what the difference is between a CPA audit or review and when the last audit was done. Barbara said she would look it up. Vicki Masengale, # 86 expressed a concern about the decks and a warranty.

**SECRETARY REPORT:** Julie Helle: Julie requested a motion to approve the minutes of the May 9, 2022 meeting. The motion was made, seconded and approved to approve the minutes.

**ASSISTANT TREASURER'S REPORT:** 110 Units are paid in full.

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

10. Funds on Hand at May 31, 2022:

a. Total Reserves Funds on Hand	\$530,978.20
b. Total Operations Funds on Hand	\$ 96,594.77
c. Total Funds on Hand	\$627,572.97

11. Check numbers 3750 through 3770 were issued for a total of \$50,330.92. There were two reserve payments in May totaling \$16,505.26. There were no debit card charges in May. Checks outstanding at month end totaled \$8,522.45.

12. A new money market account was set up at Washington Federal and \$100,000 in reserve funds was transferred to the new account from the reserve money market account at Home Street Bank on 5/19/2022.

**NEIGHBORHOOD WATCH:** Bill Norton resigned as Neighborhood Watch Coordinator, so the board is looking for a replacement.

### **LANDSCAPE REPORT:**

Jim Cunningham is resigning as head of landscape at the end of June. Bob and Karen Markel have volunteered to head up the Landscape Committee. The motion was made, seconded and approved for them to serve in this position.

Jim reported that tree planting has been completed as well as the bushes by Unit 20.

A motion was made, seconded and approved to change from Treecology to Elite Tree Services for our Arborists needs. Elite Tree Service will be trimming trees near buildings and roofs. It was noted that Elite Tree Services has been very good.

Jim has agreed to remain on the Board as our Arborist Officer. The motion was made seconded and approved for Jim to remain on the board in this capacity.

**MAINTENANCE REPORT:** The repairs to the cracks in the masonry veneer of Building 15655 began and were mostly completed on May 31. Repairs to the cracks on the masonry veneer of Building 15480 were postponed due to weather and scheduling issues; it is scheduled to resume Tuesday, June 14.

Bricks were removed from the cracked areas on Building 15655. The tar paper sheathing behind the bricks was discovered to be in excellent condition, and the wooden structural members were found to be undamaged.

The entire repair project will include repairs to the cracks in Buildings 15655 and 15480 and should be completed this week, weather permitting.

The work is being performed by HOA Services.

Our attorney, who wrote the contract for our deck contractor, Jon Erickson, advises us that that under Oregon law, Jon Erickson has a duty to perform his work in a workmanlike manner and that if his work is defective, he has an obligation to repair it. The statute of limitations for such a claim is 6 years.

### **OLD BUSINESS:**

**PRIVACY SCREENING RESOLUTION:** Barbara read the resolution (attached.) It was moved, seconded and approved to accept the resolution.

**NEW BUSINESS:** Our attorney Stuart Cohen stated “You should adopt a rule that prohibits recording of meetings and notes that the official minutes of the meeting will be taken by the secretary and are not final until approved by the BOD.” There were no objections. The motion was made, seconded and approved.

A forum will be sent out with the following information:

1. A Neighborhood Watch coordinator is needed.
2. An announcement of the Building Envelope Meeting to be held 06/22 from 1-2:30 P.M.
3. Landscape requests should be written on a note, signed and put in box 31
4. Elite Tree Service will be here on July 11 and 12 to trim trees away from the building.
5. A welcome to our new residents Peggy J. Sult, # 82, and David House, # 77

The meeting was adjourned at 3:30 P.M. The next meeting will be Monday, July 11 at 3:00 P.M.

Respectfully Submitted,  
Julie Helle, Secretary

## **PRIVACY SCREEN RESOLUTION**

**WHERE AS** ARTICLE IX - MAINTENANCE AND USE OF CONDOMINIUM PROPERTY, Section 5. Rules of Conduct. The following rules of conduct apply to all unit owners and all other persons using the condominium in any manner. Paragraph g. In order to preserve the attractive appearance of the condominium, the Board of Directors may regulate the nature of items which may be placed in or on windows, decks, patios, and the outside walls so as to be visible from other units, the common elements or outside the condominium. All such items shall be maintained in a neat, clean and sanitary manner by the unit owner. All windows shall be covered with material that is white or lined with white, or as the Board approves.

**NOW, THEREFORE, BE IT RESOLVED THAT** Privacy Screening on the Decks of upper units shall be 3 feet high and long enough to cover the front of the patio railing with additional panels to cover the sides of the railing if the owner wishes. The color of the screening will be Charcoal with UV protection and will be attached with Black zip ties to the existing railing.

Adopted this \_\_13th\_\_ day of \_\_June\_\_, 2022

Julie Helle \_\_\_\_\_  
Association Secretary

## **FOUNTAINS BOARD OF DIRECTOR'S MEETING**

**May 09, 2022**

The meeting was called to order by Barbara Stayton, chairperson, at 3:00 P.M. A quorum was present: Barbara Stayton, Irene Jordon, Treasurer, and Paul Brock, Maintenance. Also present were Jim Cunningham, Landscape, Judy West, Resident Information and Communication and Julie Helle, Secretary. Elena Madden, Assistant Treasurer, Jean Madrid, Assistant Maintenance, Joan Matthews, Newcomers, and Bill Norton, Neighborhood Watch were all excused. Residents present were: Lee Cunningham, #34, Dottie Francis, #66, Lorry Christian, #67, Neal Sanders, #5, Susan Reinhart, #20 Millie Grauel, #43, and Patty McIntosh, #46.

Patty McIntosh, #46, asked if the board had received the written Certa report; Paul Brock responded that it is expected this week.

**Secretary Report:** Julie Helle: Julie requested that the secretary report from the April meeting be approved. The motion was made, seconded and approved.

**Assistant Treasurer Report:** Elena Madden: 110 units have paid in full.

**Treasurer Report:** Funds on Hand at April 30, 2022:

a. Total Reserves Funds on Hand	\$518,448.44
b. Total Operations Funds on Hand	\$113,125.40
c. Total Funds on Hand	\$631,573.84

Check numbers 3727 through 3749 were issued for a total of \$37,037.13. There were no reserve payments in April. There were no debit card charges in April. Checks outstanding at month end totaled \$8,565.44.

**Newcomers Welcome, New Residents:** Judy West: Unit 82 has been sold.

**Landscape Report:** Jim Cunningham: Jim is resigning as head of the landscape committee as of June 30, 2022. The upper fountain motor has burned out; Jim may seek bids to replace it this

week. Brightview does the maintenance currently; there was a brief discussion if maintenance of the two fountains might be better handled by experts in fountain and pond maintenance. This can be addressed when the contract with Brightview is re-done.

A Star Magnolia tree and bushes will be placed by units 19 and 20. Susan Rinehart, #20, asked what kind of bushes; Jim told her either Azaleas or Rhododendrons, he will let her know. A tree will be removed near units 71-74 by Elite Tree Services. Trimming of trees near Units 81-84 is not done yet.

On Thursday May 12, the Oregon Department of Agriculture will spray for Japanese Beetles.

**Maintenance: Paul Brock:** The pest control spraying for ants by was completed by Summit. Carpets in the common areas will be cleaned by Cleanway Carpet Cleaners, possibly the week of May 23<sup>rd</sup>. Greg Arnason of Quality Window Cleaning Service will be washing windows beginning on May 18<sup>th</sup>. Volunteer Dave Smith, #25, will handle window screen repairs and will notify residents of same. Dottie Francis, #66, asked if the tabs are to go on the inside or outside of the screens. The response was that the tabs should be on the inside so the screens can be quickly removed in case of an emergency.

Power washing is done; much thanks to Dave Smith, Bob Markel, Bill Norton and Jim Cunningham for doing this.

Pedestrian Doors in the garages damaged in break ins: doors and door frames for Garages 1, 2, 3, 4, 5, 6, and 110 have been replaced. Door frames for Garages 11, 12, 27, and 103 were able to be repaired. HOA Services did this work at a total cost of \$12,255.26. Replacement doors and door frames have been ordered for Garages 13 and 14 which will be an additional cost.

CERTA stated that they agree with the repair proposal submitted by HOA Services to repair the cracks in the masonry veneer on Buildings 15480 and 15655 at an estimated cost of \$4,741.12. The motion was made, seconded and approved to have this work done at a cost not to exceed \$5,000.00. If more work is required on the brick veneer, that will be considered separately.

**Old Business: Ductless H/C Resolution:** A resolution has been drafted listing the minimum criteria required to install these units. Barbara Stayton read the resolution and a brief discussion followed. A motion was made, seconded and approved to adopt the resolution as written. It will be posted on the web site and included in the next Fountains Forum. (A copy of the resolution is also provided below.) Residents are strongly encouraged to use Able Heating and Cooling if they plan to install one of these units. Able Heating and Cooling has installed several units in the Fountains and in units with the same floor plans as ours in nearby communities, so they are familiar with how to install in our condos.

**New Business: Privacy Screen Resolution:** Our deck rails do not provide as much privacy as the wood slats did. The board will establish criteria to assure a uniform appearance for owners of upper decks only who wish to install privacy screens. This will be further addressed at the next board meeting.



We are required to have our by-laws written in gender neutral language. Our lawyer, Stuart Cohen, will begin work on this. Mr. Cohen also recently sent us a letter describing the importance of always assuring that any hired workers, contractors, and companies who do work for the Fountains have the proper licensure, credentials and insurance.

Chairperson Barbara Stayton asked if anyone has information they would like in the forum that will come out soon. She also announced that there will not be a meeting in August.

**Next Meeting:** Monday, June 13<sup>th</sup> 2022 at 3:00 P.M. in the conference room of the clubhouse.

**Meeting adjourned:** It was moved, seconded and approved to adjourn this meeting at 3:46 P.M.

Respectfully Submitted, Julie Helle, Secretary

(See below for the resolution concerning ductless heating and cooling systems)

**ASSOCIATION OF UNIT OWNERS OF  
FOUNTAINS AT SUMMERFIELD CONDOMINIUM  
RESOLUTION DUCTLESS HEATING AND COOLING SYSTEMS  
(MINIMUM CRITERIA)**

**WHEREAS**, Article 5, Section 2(m) of the Bylaws states that “the Board of Directors shall have authority to carry out and be responsible for the following matters: Promulgation of rules and regulations governing the condominium and use thereof which shall be consistent with the restrictions set out in Article IX of these Bylaws”; and,

**WHEREAS**, for the health, safety, welfare, comfort, and convenience of all Owners, the Board wishes to establish criteria for the placement of ductless heating and cooling systems on the patios and balconies of an owner’s unit.

**WHEREAS**, the Summerfield Civic Association Architectural/Landscape Manual provides:

2.16 Climate Control: Placement of heat pump, condenser units, and portable air conditioning units shall receive special consideration to ensure appropriate visual screening and noise attention to the neighboring residential units and areas. Use of solar heating systems is acceptable provided that the panels or collectors are integrated into the structure with regard to overall appearance and design. All exterior climate control equipment and solar units must be approved by the Board of Directors prior to installation. The City of Tigard requires a mechanical permit that complies with state and federal regulations for installation of heat pumps and air conditioners.

**NOW, THEREFORE, BE IT RESOLVED THAT**, Owners may install ductless heating and cooling systems in accordance with the following criteria:

**Ductless Heating/Cooling System Criteria**

Outside compressor dimensions:	Not to exceed 42” W x 20” D x 38” H
Outside compressor location:	The compressor can be located on the deck/patio or on a concrete slab next to the building. If the compressor is located on a deck/patio, a hose must be attached to the compressor to drain the condensation to the landscape.
Weight of compressor:	150-200 pounds
Sound Level from compressor:	Not to exceed 65 Decibels
Exterior pipe (“line hide”) from compressor to building:	Must be painted to match the trim of the building.
Opening left in the exterior of the building when heat/pump is removed from wall sleeve:	The exterior grill no longer used by the heat pump may remain in place. The wall sleeve must be blocked and insulation must be installed inside the wall sleeve.

## **FOUNTAINS BOARD OF DIRECTOR'S MEETING MINUTES**

**April 11, 2022**

The meeting was called to order by director Barbara Stayton at 3:00 P.M.

A quorum was present: Directors Barbara Stayton, Chairman, Irene Jordon, Treasurer and Paul Brock, Maintenance. Officers present were: Julie Helle, Secretary, Elena Madden, Assistant Treasurer, Jean Madrid, Assistant Maintenance, Jim Cunningham, landscape, and Bill Norton, Neighborhood Watch Coordinator. Joan Mathews and Judy West were excused.

Residents present: Lorry Christian, #67; Dottie Francis, #66, Ann Arnold, # 41, Patricia Goytia, #16 and Patty McIntosh, #46. Patricia Goytia addressed the board about a branch lying on a roof. Jim said he would have a tree person address it.

**Secretary Report:** Julie Helle moved that the minutes of the March 14, 2022 minutes be approved. The motion was seconded and approved.

**Assistant Treasurer Report:** Elena reported that 110 units paid in full in March.

**Treasurer's Report:** Funds on Hand at March 31, 2022:

- d. Total Reserves Funds on Hand \$505,924.26
- e. Total Operations Funds on Hand \$115,162.04
- f. Total Funds on Hand \$621,086.30

Check numbers 3709 through 3726 were issued for a total of \$34,901.67. There were no reserve payments in March. There were six debit card charges for \$624.23. In addition, there was a single EFT withdrawal for 2021 tax payment to IRS for \$101 and a deposit of \$5.99. Checks outstanding at month end totaled \$6,240.48.

As approved by Board in March, there was a transfer of Reserve funds from Home Street Reserve Money Market to On Point Reserve account of \$50,000. A motion was made, seconded and approved to accept the treasurer's report.

**Neighborhood Watch Area Coordinator:** Bill Norton: Units 61-70 have a new block captain: Karen Black, Unit 68.

**Newcomers Welcome/new residents:** There is no one new this month.

**Landscape Report:** Jim Cunningham: Trees have been replaced in the following areas: a Paperback Maple by the bench, and where the trees were removed near Fountain Wood, two Dogwood trees and Alaskan Cedars. A stump has been removed by the

utility boxes. The sidewalk washing project was discussed. Several maintenance committee members have worked many hours to do this and it is nearing completion. One owner will be re-imbursed for gas.

**Maintenance Report:** The building envelope inspection has been rescheduled from April 14 to April 21, 2022.

We are still in the planning stages of a project in which white safety stripes will be repainted on the entryway steps and other steps on concrete walkways around the complex. We are waiting for an estimate from Bill Ofstad of Ofstad Management Company. A permit application needs to be submitted to the city of Tigard for this project.

HOA Services is currently replacing or repairing pedestrian doors on garages that were broken into in February and March. Due to the extensive damage to the door frames, many of these doors will need to be replaced. The maintenance committee is working with the techs on repair options when applicable.

**Old Business:** Results of the Election Held at the Annual Meeting: Barbara announced that Irene Jordon was re-elected to serve as treasurer with 77 votes. The **IRS Revenue Ruling: 70-604:** was approved with 72 votes and the amendment to the bylaws were approved with 73 votes. All owners will receive information on the changes either by e-mail or hard copy.

**New Business:** The board will be working on criteria for the installation of ductless heating and cooling systems.

The next Fountains Board of Director's meeting will be Monday, May 9, 2022 at 3:00 P.M. in the conference room of the clubhouse.

It was moved, seconded and approved to adjourn the meeting at 3:55 P.M.

Respectfully Submitted,

Julie Helle, Secretary

## **FOUNTAINS BOARD OF DIRECTORS MEETING MINUTES**

**March 14, 2022**

The meeting was called to order at 3:00 P.M. by Chairman Barbara Stayton. A quorum was present: Barbara Stayton (Chairman,) Irene Jordon (Treasurer) and Paul Brock, (Maintenance.)

**OFFICERS PRESENT:** Jim Cunningham, Bill Norton, Joan Mathews, Judy West, Elena Madden, and Jean Madrid. Julie Helle was excused

**RESIDENTS PRESENT:** Lee Cunningham, Ann Arnold, Dottie Frances, and Dave Smith.

**SECRETARY REPORT:** It was moved, seconded to approve the minutes from the February 14, 2022 meeting. The minutes were approved.

**ASSISTANT TREASURER'S REPORT:** Elena Madden: 110 units are paid in full.

**TREASURER'S REPORT:** Irene Jordan:

13. Funds on Hand at February 28, 2022:

a. Total Reserves Funds on Hand	\$493,288.89
b. Total Operations Funds on Hand	\$113,553.13
c. Total Funds on Hand	\$606,842.12

14. Check numbers 3694 through 3708 were issued for a total of \$25,680.19. There were no reserve payments in February. There were three debit card charges in February for \$1,002.14. Checks outstanding at month end totaled \$840.00.

15. Board approved motion to deposit \$50,000 in OnPoint reserve account in March.

**NEIGHBORHOOD WATCH COORDINATOR REPORT:** Bill Norton: A block captain is still needed for Units 61-70.

**NEWCOMERS/WELCOME NEW RESIDENTS REPORT:** Joan Mathews: No new residents have moved in during the last month.

**LANDSCAPE OFFICER REPORT:** Jim Cunningham: Jim and the supervisor from Brightview did a walkaround the property on March 8<sup>th</sup>.

The fountains are being repaired and should be up and running soon.

The annual lime application on the lawns is completed.

A Paperback Maple tree will be planted near the bench in front of the upper fountain. Four trees will be planted in the spaces where the Sequoia trees were removed; these are much smaller trees and will not cause damage to foundations.

The French drains near unit 60 are working and the lawn area will be reseeded as the weather gets warmer.

**MAINTENANCE OFFICER REPORT:** Paul Brock: Certa Building Solutions will be performing a building envelope inspection of our complex next month on April 14 and 15.

Numerous garage break-ins - the residents of the Fountains have recently suffered numerous break-ins and burglaries of garages around the complex. As many as eighteen garages have been burglarized, and ten of these garages will require replacement pedestrian doors due to the extensive damage to the door frames. The burglarized garages so far are Garages 1, 2, 3, 4, 5, 6, 13, 27, 28, 29, 30, 103, 107, 108, and 110. Officer Hicks of the Tigard Police Department has investigated the rash of burglaries and gave us her contact information including her email address with the City of Tigard. All break-ins and burglaries need to be reported to the Tigard Police Non-emergency Number 503-629-0111.

Pressure washing the sidewalks will be done by volunteers.

**OLD BUSINESS:** Barbara Stayton: The Annual Meeting agenda was review and edited by the board members. Volunteers were secured for the different jobs that need to be completed to set up the meeting. There will be hard copies of the following on the tables: The list of officers and directors, the December 2021 financial report, a breakdown of what the \$418 monthly assessment covers, and the meeting agenda. We are waiting the hear whether a Tigard Police Officer will be present to address the recent break-ins.

**NEW BUSINESS:** Barbara Stayton: The Annual meeting with our insurance agent, Jared Walthard of American Family was held on March 11<sup>th</sup> and attended by Barbara, Irene Jordan and Paul Brock. Jared wanted us to remind residents that their individual insurance policies should have \$50,000 earthquake loss assessment and \$25,000 standard loss assessment. The new insurance certificate will be posted on the website April 1, 2022.

**NEXT MEETING:** The next meeting of the Fountains Board of Directors will be April 11, 2022

**MEETING ADJOURNED:** The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Barbara Stayton, Acting Secretary

## **FOUNTAINS BOARD OF DIRECTORS MEETING MINUTES**

**February 14, 2022**

The meeting was called to order at 3:00 P.M. by Chairman Barbara Stayton. A quorum was present: Barbara Stayton (Chairman,) Irene Jordon (Treasurer) and Paul Brock, (Maintenance.)

**OFFICERS PRESENT:** Jim Cunningham, Bill Norton, Joan Mathews and Judy West.

**ABSENT:** Jean Madrid.

**RESIDENTS PRESENT:** Carole Hanlin, #15, Susan Reinhart, # 20, Ann Arnold, #41, Cyndy O'Brien, #92, Dottie Francis, # 66, Lee Cunningham, #34, Patricia Goytia, #16, Patty McIntosh, #46, Stella Vetrone, #17 and Elena Madden, #56.

**Comments and concerns expressed by residents:** Landscaping: some areas are looking unkept, roots of plants were not removed with the plants, etc. A question: why has the lower fountain been off. Jim Cunningham, Landscape Officer, explained that the fountain has been off because it is clogged. It is to be cleared in the coming week. Jim will meet Susan Reinhart, # 20, Patricia Goytia, #16, and Gretchen Gander, #19, to see what can be done about the landscape issues.

**SECRETARY REPORT:** It was moved, seconded and approved to approve the minutes from the January 10, 2022 meeting.

**ASSISTANT TREASURER'S REPORT:** Bill Norton: 110 units are paid in full, there is one transfer fee and one statement fee, each \$50, and one new owner fee of \$1,500. Bill Norton is retiring from the position of Assistant Treasurer and Elena Madden has agreed to take his place.

It was moved, seconded and approved to appoint Elena Madden to this position.

**TREASURER'S REPORT:** Irene Jordan

Funds on Hand at January 31, 2022:

Total Reserves Funds on Hand \$480,766.36

Total Operations Funds on Hand \$112,887.82

Total Funds on Hand \$593,654.18

Check numbers 3677 through 3693 were issued for a total of \$32,351.03. There were no reserve payments in January. There were no debit card charges in January. Checks

outstanding at month end totaled \$5,668.39. The Washington Federal CD that expired in January was rolled over to 13 months at .35% as approved in the January 2022 meeting. It was moved, seconded and approved to approve the treasurer report.

**NEIGHBORHOOD WATCH COORDINATOR REPORT:** It was moved, seconded and approved to accept Bill Norton for this position. A block captain is still needed for Units 61-70.

**NEWCOMERS/WELCOME NEW RESIDENTS REPORT:** Joan Mathews: Joan reported that she still has been unable to reach the new resident in 110. Joan took a packet up to their unit and left it by the door. She will continue to try to connect with this resident.

**RESIDENT INFORMATION REPORT:** Judy West: Judy will update the resident information list by March 1.

**LANDSCAPE OFFICER REPORT:** Jim Cunningham: The French drain project was completed around buildings in the southeast area of the property. A big thank you to Paul Brock for coordinating the project.

After speaking to Brightview they have waived the requested \$70 monthly increase after it was pointed out that we just had an annual contract increase.

Brightview reports Fall leaf season is over so crews are transitioning into detailed cleanup in order to prepare your landscape for the Spring. Maintenance crews will be finishing up dormant season pruning and detailed landscape bed cleanups between January and February. In January the crew was focused on cleaning up landscape beds, weed removal, dormant season pruning of select varieties of shrubs, and clearance pruning of shrubs and trees along buildings.

Upcoming services crews will focus on:

- Jan/Feb – pre-emergent herbicide applications
- Feb/Mar – Irrigation teams will be looking to schedule pre-season irrigation audits late winter/early springing

Scheduled service days and times may vary depending on the type of service needed week to week.

**MAINTENANCE REPORT:** Paul Brock  
Building Envelope Inspection 2022

Three companies have provided bids for the building envelope inspection in April: Forensic Building Consultants, J2 Building Consultants and CERTA Building Solutions. Each bid also includes an option to inspect all of the roofs.



Accepting the bid from CERTA Building Solutions with the option to inspect all the roofs has very strong support among the members of the board and the maintenance committee. The total cost for CERTA's proposal, including the option to inspect all of our roofs, is \$5,690.00.

A motion was made, seconded and approved to accept CERTA's bid and to hire CERTA to perform our building envelope inspection, including the option to inspect all of our roofs, for a cost not to exceed \$6000.00.

### **OLD BUSINESS:**

**Annual Meeting:** Currently, the annual meeting is scheduled for March 17 at 1:00 in person the ballroom of the clubhouse. (Note: if this changes due to Covid-19 cases, all will be notified.) Hard copy notices of the meeting will be hand delivered to all residents; Barbara will also contact the part time residents.

There are three items to vote on:

1. The election of an officer to the board (Irene Jordan has agreed to run again)
2. IRS revenue ruling 70-604
3. An amendment to the Bylaws allowing residents who wish to purchase ductless heating/cooling units to place condenser/compressors on their decks/patios.

A form at the bottom of the notice is to be filled out by the resident and returned to box 31 by March 8, 2022. One vote per unit is allowed. In lieu of food served, there will be a drawing for Safeway gift certificates; eight \$25 certificates, and four \$50 certificates. Currently, masks are required until March 31<sup>st</sup> at the clubhouse.

**COMCAST:** Jim, Irene and Barbara met with Comcast. Currently \$36.63 of our monthly HOA dues goes to Comcast for television only. Comcast did not have any good plans to offer us. The committee is continuing to look into options, especially for those who have internet too. The Fountains contract with Comcast doesn't run out until 2023, so there is no need to change anything now. This will be discussed further at the annual meeting.

### **NEW BUSINESS:**

**Post office Boxes at the clubhouse:** The post man is having difficulty getting the mail for each HOA into the right box. Fortunately, we will have the other address through July and it should be straightened out by then.

The meeting was adjourned at 3:48 P.M. The next regular meeting will be Monday, March 14<sup>th</sup> at 3:00 P.M. in the conference room of the clubhouse unless the situation with Covid-19 changes, in which case all will be notified.

Respectfully Submitted,  
Julie Helle, Secretary

FOUNTAINS BOARD OF DIRECTORS MEETING MINUTES  
JANUARY 10, 2022

The meeting was called to order by chairman Barbara Stayton at 3:00 P.M. by phone conference. A quorum was present: Barbara Stayton (Chairman,) Irene Jordon (Treasurer) and Paul Brock, (Maintenance.)

Officers Present were Bill Norton, Jean Madrid, Jim Cunningham, Joan Mathews, and Judy West.

Residents present were Vicki Masengale, # 86, Carole Hanlin, #15, Dottie Francis, #66, Ann Arnold, #41, Janet Giovannetti, #83, Lorry Christian, #67, Patricia Goytia, # 16, Patty McIntosh, #46 and acting secretary Julie Helle, #40.

RESIDENTS WITH QUESTIONS OR REMARKS: Patricia Goytia mentioned that a branch is lying on the side of the garage and that she has a concern about the roof. Jim Cunningham responded that Treecology will remove the branch.

SECRETARY REPORT: A motion to approve the secretary report from the December 13, 2021 meeting was made, seconded and approved. A motion was made and seconded to approve Julie Helle as the new secretary. The motion was approved.

Barbara Stayton moved to correct the August 9, 2021 Fountains HOA Board meeting minutes as follows:

Under the section "Residents with Remarks or Questions" Clare Engle #78 is reported to have said, "Some Board members are not qualified for their responsibilities/ positions." This should be corrected to read: "As an organization that requires legal sanctions to exist, the Fountains Board can consist of individuals who have no qualifications for a job, only that they volunteer for a job." The motion was seconded and approved.

ASSISTANT TREASURER'S REPORT: (Bill Norton) 109 Units are paid in full with 1 unit delinquent. There were 3 transfer fees of \$50.00 each, 5 statement fees of \$50 each and 3 new owner fees of \$1,200 each.

Bill Norton is resigning as assistant treasurer and Elana Madden, #56, has agreed to take over this position.

TREASURER'S REPORT: (Irene Jordon)  
Funds on hand on December 31, 2021 are:

- a. Total Reserves Funds on Hand      \$466,742.58

- b. Total Operations Funds on Hand \$101,965.99
- c. Total Funds on Hand \$568,708.57

Check numbers 3660 through 3676 were issued for a total of \$28,417.83. There were no reserve payments in November. There were 4 debit card charges for a total of \$186.81. There were 2 bank charges for depository supplies for a total of \$111.48. Checks outstanding at month end totaled \$15,648.06.

There is a Washington Federal CD that will mature January 13, 2022. Washington Federal continues to offer it's special 13-month CD rate of .35%. A motion made, seconded and approved to move CD over to 13-month CD at .35%.

#### NEIGHBORHOOD WATCH COORDINATOR:

Reno Tortora has resigned as coordinator. Bill Norton expressed interest in this position. Barbara explained the duties of this position, with emphasis that it is important to get emergency contacts for people if they are willing to give them.

A block captain is needed for units 61-70 as Carole Fulkerson, #61, wants to give up the position. Barbara e-mailed residents in that block to ask if anyone is interested and also asked residents from that block present at the meeting if anyone is interested with no response. Barbara will follow up with phone calls.

NEWCOMERS WELCOME REPORT: (Joan Mathews) All have been welcomed except #110. 110 has been called several times with no response. Others reported that this resident has moved in and some have talked to her, so Joan Mathews was urged to keep trying to reach her.

RESIDENT INFORMATION AND COMMUNICATION: (Judy West) Judy reported that the packets have been updated and the new email put in. She has updated the resident list and reports that only 77 and 110 have not been added. 77 has not closed yet. Judy will need a name and phone number once it does.

LANDSCAPING REPORT: (Jim Cunningham) Jim restated that Treecology will be taking care of the branch on the garage. Brightview is going to raise their prices in March by \$70.00 citing increased costs for fuel and other expenses. The motion was made and seconded to accept this increase and it was approved. Jim stated that some of the areas Brightview works in need to be done in the spring.

MAINTENANCE REPORT: (Paul Brock) Regarding repairs to the masonry repairs in buildings 15480 and 15565, HOA Services technician, Daniel Stinchfield, advised to wait until warmer weather. Daniel said that consistent temperatures between 40 and 85 degrees is best. HOA Services has put us in their scheduling system to perform the repairs in March of 2022. Paul will follow up with them periodically. Daniel also pointed out that there is little concern for water intrusion into the wooden structure behind the bricks. The

wooden structure behind the bricks is protected by a water repellent membrane (“tar paper”), which protects the wood from moisture. Daniel has seen the tar paper membrane behind the bricks on another one of our buildings, and he said that the tar paper that he saw there was perfectly intact.

When the repairs are performed, HOA Services will provide a complete report of what is discovered behind the bricks. If there is any damage to the building behind the bricks, the damage will be repaired at that time.

Building envelope inspection in 2022: The board is currently collecting bids from three companies to perform a building envelope inspection in 2022. The three companies are Forensic Building Consultants, J2 Building Consultants, and Certa Building Solutions. We have just completed renovations of all the decks and an inspection is required at the completion of any major project. Upon a question being raised as to the definition of an envelope inspection, Paul defined it as a general inspection of all outer components of the buildings in the complex

#### OLD BUSINESS:

Annual Meeting: Barbara announced that there are 3 main Items to be voted on:

1. Voting in a new director for the Fountains HOA
2. The 70-604 IRS regulation to allow excess funds to be placed in the Operations account
3. To amend the regulation that prohibits permanent items on the decks or patios to allow for the installation of mini-split heating and cooling systems that have an outside compressor.

Barbara suggested that we set the date of March 15<sup>th</sup> at 1:00 P.M. for the annual meeting and reserve the room.

Please note: the meeting date has now been changed to Thursday March 17<sup>th</sup> at 1:00 P.M.

If the meeting cannot be held due to the number of cases of the Corona-19 Virus, residents will be provided with ballots in their building entrance so they can vote on these measures. Barbara Stayton emphasized that the safety of our residents during this pandemic is a top priority.

NEW BUSINESS: Comcast: Barbara Stayton, Irene Jordon and Jim Cunningham met with two Comcast representatives to discuss options available as our contract with Comcast to provide services as part of our monthly dues will be ending. Comcast is to put together a package to offer. Residents may be offered a ballot to indicate their opinions about the Comcast package and what services they would like provided. This has been tabled for now. Lorry Christian asked where we could find the number to contact Comcast for our type of service. It is under the Fountains link on the SCA website, on the Homeowners page; 855-307-4896.

The next meeting will be held on Monday, February 14<sup>th</sup> at 3:00 P.M. A notice will be issued to all residents stating if the meeting will be held in person or by phone.

A motion to adjourn the meeting was made, seconded and approved. The meeting was adjourned at 3:57 P.M.

Respectfully submitted,  
Julie Helle, Secretary