

The Meadows at Timberhill Owner's Association

Board of Directors Meeting

October 10, 2005

Sign in, Call to Order, Welcome (7:20 pm)

Attendees: Brian Egan (President), Robert Neary (Secretary), Cass Dykeman (Treasurer), Dave Stubbs (DLS Associates), and residents/owners: Nancy Butler-Neary, Charlotte Goddard, Jim Fischer, Heather Paris, Douglas Storey.

Open Forum: – (Homeowners raise concerns to the Board; Target: ½ hour max)

1. No issues were introduced during the open forum.

Housekeeping and Report Items:

1. Approve Minutes from the Board meeting on September 12, 2005 – Robert
 - a. Accepted the motion to forego reading of the meeting minutes (which will be posted on the Meadows HOA website after the Board meeting).
 - b. Minutes Approved
2. Treasurer's Report – Cass
 - a. Cass reported that the account appears to be in order and the bank statement balanced.
 - b. Treasurer's report approved.
3. ARC Review committee - Cass
 - a. No ARC requests were submitted to the Board this month.

Information and Input Items:

1. Because the parties regarding the CC&R violation hearing at 3187 NW Shooting Star were present, the Board opted to forgo the published agenda order of discussion items to allow sufficient time for everyone to testify in this issue. (Refer to Decision Items below)
2. Quick update on action taken on the catch pond (Tract A) – Brian brought up questions about what constitutes Pahlisch's continued commitment for maintenance of this area of the development. For example, if they relinquish responsibility when the last lot is "built", what happens if a lot is left vacant and not developed? Due to time constraints, the issue was tabled for discussion at a future Board meeting.
3. Update from Standards and Pet Waste Committee – Tabled for discussion until the next Board meeting.
4. Update on Pergo flooring issues – Tamina Toray was not present. Tabled discussion until the next Board meeting.

Decision Items:

1. CC& R violation hearing for Fischer, 3187 NW Shooting Star. – Testifying were Douglas Storey (resident), Jim Fischer and Heather Paris (Landlord/Property Managers). On September 22nd, 2005 the Board, after receiving several complaints from other residents, mailed to the property owners and resident a letter alleging several violations of the CC&Rs including: ownership of three dogs, pet waste and dogs allowed to run at large, motorcycle noise and paint damage to the sidewalk in front of the property.
 - a. Mr. Storey testified that he acquired a third dog as a favor to another resident who could no longer care for it. Mr. Storey assured the Board that he does not allow the dogs to run at large and about diligent in cleaning up after them. Mr. Fischer and Ms. Paris testified that, as the property managers for this unit, they have visited the property on several occasions and are confident that it is well cared for by the Storey family. With regard to the motorcycle noise, Mr. Storey testified that his son is the owner of the motorcycle. His son is in the process of moving out of the property and will be taking the motorcycle. Regarding the issue of the paint on the sidewalk, Mr. Storey testified that the incident resulted from play activity from his and other neighborhood children and was an unfortunate one-time event.
 - b. The Board determined that keeping a third dog at the residence is a violation of the CC&R's. However, the Board decided to give Mr. Storey time to find another home for the third dog. A motion was made by Robert Neary to give Mr. Story thirty days from this date to obtain an alternate home for the dog. The motion was approved.
 - c. The Board and guests discussed options for removing the paint damage from the sidewalk in front of the property. Several believed that any removal actions, including the use of chemicals could, be more detrimental to the surrounding vegetation than the damage from the paint itself and that the paint would likely erode away on it's own over time. A motion was made by Robert Neary to forgo taking any action to remove the paint stains. The motion was approved.
2. Potential action to be taken regarding complaints against 3173 Foxtail. - The Board has received numerous complaints from the community regarding the residents of this property. Additionally, neighbors have called the Corvallis police due to noise at late hours. It is believed there are currently three police reports on file with the Corvallis Police department regarding these residents. As luck would have it, Mr. Fischer and Ms. Paris also provide property management for this residence and expressed their support for the board sending letters to the residents. Copies of the police reports will be obtained and the Secretary will prepare a first notice for the Board's review.
3. Define a process for dealing with anonymous complaints, Board role in dispute resolution and process for residents to follow to resolve issues with neighbors. - Mr. Fischer and Ms. Paris brought up their concern that, as property managers, they were not informed of any problems with the tenant at their property. The Board acknowledged that, although record of owners and residents is maintained, contact information regarding third-party property managers has not. The

- suggestion was made to DLS Associates to include property management information on subsequent owner surveys. Mr. Storey voiced his concern about the Board's notification procedure of sending a written notice letter to residents/owners when there is an alleged violation of the CC&R's. Mr. Storey would have preferred to have been contacted personally in this instance. With the assistance and input of all in attendance, the Board outlined a draft policy regarding a process for receiving and processing complaints delivered to the Board. (Refer to Appendix A)
4. Brief review of response to CC&R letter sent to 3155 NW Shooting Star – The Board received a response from the resident indicating her willingness to abide by the CC&Rs. The Board agreed that the issue is now closed.
 5. Budget discussion: Review preliminary budget, set review/notification schedule, approved budget in preparation for next Board meeting. – Dave Stubbs, DLS Associates, went through the budget items with the Board and explained the purpose of each item and how a cost estimate was derived. There was some discussion regarding the amount allocated for exterior siding and amount allocated for “Monuments” (example: A Meadows sign at the entry of the development) of which there is none. Cass Dykeman put forth a motion that the \$500 allocated for Monuments be transferred to the Painting/Calking category. The motion was approved. Dave Stubbs recommended the Board adopt, at the next meeting, a timing for an independent Financial Review. Dave also recommended that Director and Officer (Board Indemnity) insurance be included in the budget. Dave would like the Board members to come to a consensus and adopt the budget at the next Board meeting.
 6. Discuss HOA responsibility for “consequential” damages resulting from failure of HOA-maintained equipment. – Due to lack of time, this issue was tabled until the next Board meeting.
 7. Issues regarding CC&R prohibition of roof chemicals for moss control; allow chemicals, zinc strips or other action. – Due to lack of time, this issue was tabled until the next Board meeting.
 8. Next Board meeting - Due to insufficient time to address all the issues on this meeting's agenda, an additional October Board meeting was scheduled for this month. The Board will meet on Monday, October 24th at 7:00 PM.
 9. Annual Meeting – The Bylaws of the Owners' Association require an annual meeting of the owners in the Fall of each year. The Annual meeting is scheduled for Monday, November 14th at 7:00 PM. The monthly Board meeting will commence on the same date at the close of the Annual Meeting.

The Board adjourned at 9:10 PM

Appendix A

The Meadows at Timberhill Owner's Association (Draft) Complaint and Dispute Resolution Process

1. A complaint comes to the Board.
 - a. The complaint and complainer is logged. For the Board to consider any action on the complaint it must be submitted in writing.
 - b. The Board assesses the complaint. (CC&R violation, code violation, police involvement, etc.)
 - c. The Board may choose to act or to monitor.
2. First Action
 - a. DLS Associates will call or make personal contact with the subject of the complaint. If appropriate, any property management entity will also be notified.
 - b. DLS Associates will document the results of the contact and report to the Board.
 - c. The Board may choose to act or monitor.
3. First Board Action
 - a. The Board may authorize that notice be sent to all parties involved. Notice will consist of a statement of the issues, information regarding how to respond to the Board and the opportunity to respond to the complaint at a public Board meeting. The notice may also contain requests for actions within reasonable timeframes.
4. Subsequent Board Action
 - a. If the issue remains unresolved to the satisfaction of the Board or effected parties, the Board may take further enforcement actions as empowered within the CC&Rs.

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