

The Meadows at Timberhill Owner's Association

Board of Directors Meeting

November 14, 2011

Sign in, Call to Order - Welcome (1:00 PM)

Attendees: Brian B. Egan (President), Ken Gibb (Treasurer), Kurt Powell (Willamette Community Management). Absent: Robert Neary (Secretary),

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

- No owners attended.

Housekeeping and Report Items:

1. Approve Minutes from the Board meeting on September 26, 2011. – Brian
 - a. The minutes were **approved** as posted.
2. Treasurer's Report – Ken
 - a. Ken reported that all accounts are in proper order. The Treasurer's report was **approved**.
3. ARC Review committee – WCM
 - a. No pending requests.
4. Report from Willamette Community Management (WCM)
 - a. Status of leaks and drywall repairs – The Association is conducting several repairs related to water intrusion. Two properties had roof leaks repaired; the associated drywall repairs will occur as soon as a heavy rain proves the roof repairs were successful.
 - b. Status of porch railing repairs – railing repairs are being accomplished as time permits. Safety-related repairs have the highest priority.
 - c. Status of delinquent accounts – 10-day notice of lien will be sent to two owners, and liens will be filed if accounts are not made current within the 10 days. Three properties of the long-delinquent owner are for sale. Two other accounts are one month overdue, but are in the process of closing.

Discussion and Decision Items:

1. The preliminary budget was discussed. In addition to the \$5 per month per unit assessment increase to cover increased reserve funding, the board raised the assessments a further \$2 per month per unit to cover contingencies such as the spate of repairs that occurred in 2011. 2012 assessments will be \$100 per month per unit. The final budget will be presented to owners at the 2011 Annual Meeting (December 6th, 7:00 PM, Northwest Hills Community Church).
2. An owner requested that the HOA reimburse her \$79 for a furnace repair service call. Her furnace did not operate after HOA personnel inspected her attic for roof leaks; the service call revealed that the furnace's power switch had accidentally been turned off. The board voted to **approve** the request.
3. The board voted to **approve** payment of a \$48 invoice from the HOA's attorney for drafting a demand letter for overdue assessments.

4. The board voted to **approve** payment of a \$255 invoice from a consulting contractor who diagnosed two roof leaks and made systemic recommendations for preventing future leaks.
5. An owner requested the board to reimburse her for the cost of repairs and temporary lodgings incurred when her main water line developed a leak, citing tree roots as the cause. The board voted to **reject** the request, referring the owner to her own insurance company. Kurt will contact the City for permission to relocate the tree, and will observe the water line repair to confirm that it was indeed an HOA tree that caused the problem. The board voted to **approve** relocating the offending tree if it was the cause.
6. The discussion of the new Collection Resolution is postponed to December, so that the HOA's attorney can furnish an updated draft.
7. The discussion of legal actions related to delinquent account collection processes and enforcement of certain CC&R provisions is postponed to December, so that the HOA's attorney can provide additional advice.
8. The Annual Owners Meeting is scheduled for December 6th at 7:00 PM at the Northwest Hills Community Church, 3300 NW Walnut Blvd. All owners are strongly requested to attend in person or to send in their proxies. The December board will convene immediately after the Annual meeting is adjourned.

The Board adjourned at 2:00 PM.

Respectfully submitted,
Brian B. Egan, acting Secretary