

# **The Meadows at Timberhill Owner's Association**

December 6, 2011

**Present:** President Brian B Egan, , Secretary Robert Neary, Treasurer Ken Gibb, 8 owners and Kurt Powell of Willamette Community Management.

## **Minutes for Annual Homeowner's Meeting**

1. Sign in, call to order, welcome. (7:01 PM)
2. Confirm a Quorum is present. – owners present plus proxies received totaling 21, 20 members being required, a quorum was confirmed.
3. President Egan explained the purpose and duties of the Board and presented highlights of the accomplishments and challenges over the 2011 term. Specifically the need to allocate additional funds to reserves to cover future roofing replacement costs, the discovery of multiple construction defects and maintenance issues (rotted porch railings, water intrusion issues, etc.) and a summary of the assessment delinquency of an “institutional” owner. A letter outlining these issues was mailed to all owners last month.
4. Approve minutes of 2010 Annual Meeting (posted on web site). – Robert moved the minutes be approved, Ken seconded; voice vote was unanimous in favor of approval.
5. Solicit candidates for Robert Neary's expiring Board position. – Neary nominated himself for the open board position, Ken seconded. No other candidates were nominated.
6. Elect Board member. – As Neary was the only candidate nominated for the position, he was elected for another 3 year term.
7. Treasurer's report, presentation of 2011 Budget. – Ken opened the floor for questions concerning the budget. The budget was previously mailed to owners with the announcement of the Annual meeting. The budget reflects changes over last year in additional funds allocated to reserves and increased amounts to be budgeted for maintenance and repair. The budget will require that the monthly assessment amount of \$93 be increased to \$100 for 2012.
8. Adjourn Annual Meeting – Brian motioned for adjournment, Robert seconded; the meeting was ajourned at 7:18 PM.

## **Minutes for Regular Monthly Meeting**

1. Call to order, welcome. (7:18 PM).
2. Open Forum: 1/2 hour maximum for owner/resident comments.

- a. An owner floored questions regarding the outcome of the clogged dryer roof vent problem. All roof vents have been inspected and any screens on them removed. Maintenance of the interior dryer ducting is owner responsibility.
- b. An owner had questions about dented roof gutters, most of which are over garages where moving vans have dented them during the process of residents moving in/out of a residence. Damage repair to the gutters, as opposed to normal wear-and-tear, is the responsibility of the owners. However the HOA was able to secure a contract with Northern Willamette Valley Gutters to repair approximately 10 units at reduced cost than were each owner to contract with them individually. The HOA will facilitate the repairs then individually bill the owners for reimbursement.

### 3. Housekeeping and Report Items:

- a. Approve Minutes from Board meeting in November. – The minutes were approved as posted on the web site.
- b. Treasurer's Report. – Ken reported that amount in the Association's accounts reported by the bank equaled the amount in the HOA records.
- c. ARC Review. – None pending.
- d. Willamette Community Management Report
  - i. There was little notable response to the letter mailed to owners last month.
  - ii. Other than the ongoing FRH delinquency issue, 2 accounts are 1 month past due and 1 is at 2 months past due. On account is \$700 in arrears however this property is up for sale. The Board directed WCM to ensure we have a lien filed on the property.
  - iii. Porch railings are being replaced as the contractor has time and opportunity to work on them.
  - iv. Roof and drywall repairs – 3207 Foxtail is experiencing water intrusion of unknown origin. The Board directed WCM to have a contractor open the sheetrock and determine cause and remediation.

### 4. Discussion/Decision Items:

- a. Election of Board officers. – The Board members elected to have Egan continue in his position as President. Neary will remain on as Secretary and Gibb as Treasurer.
- b. Gutter repair. – See owner comments above.
- c. Revision of Collection Resolution. – Robert will contact the attorney to determine the status of this project.

- d. Tree removal. – One owner has suffered a water supply leak due to a tree that was planted in too close a proximity to the water meter. Since then WCM has met with the City Arborist and identified other trees which pose a potential for similar problems. The city will respond back with their plan for any tree removal or relocation.
- e. Status of FRH delinquency, small claims filing. – Robert reported that the defendant was served on November 17<sup>th</sup> and had until December 2<sup>nd</sup> to respond. Robert will follow up with the county court to determine the status of the case.
- f. Confirmation of next regular Board meeting date. – The next board meeting will be Monday, February 13<sup>th</sup> at 1:00 PM at the Starbucks coffeehouse in Timberhill shopping center.

5. Adjourn. 8:05 PM).

Respectfully submitted,  
Robert Neary, Secretary.