

# The Meadows at Timberhill Owner's Association

April 9, 2012

Sign in, Call to Order - Welcome (1:05 PM)

**Present:** President Brian B Egan, Secretary Robert Neary, Treasurer Ken Gibb, and Kurt Powell of Willamette Community Management and Greg Evans from Renaissance Roofing.

## Housekeeping and Report Items:

1. Approve Minutes from the Board meeting on December 6, 2011. – Robert
  - a. The minutes were **approved**.
2. Treasurer's Report – Ken
  - a. The Treasurer's report was **approved**.
3. ARC Review committee – WCM
  - a. A request by the owner of 2995 NW Morning Glory for a back yard fence had been reviewed via e-mail by the Board. The request was **approved**.
4. Renaissance Roofing report on their findings and recommendations – Greg is noticing similar problems throughout the development. These include safety nails left in place by the original roofing installers, no wood/structure behind some flashings, and shingles placed on bare wood instead of roofing felt between. The Board obtained an estimate costs for Renaissance to conduct a complete inspection of all roofs in the development as a strategic preemptive measure to reduce future incidences of leaks.
5. Report from Willamette Community Management – Kurt received a phone call from the owner of 3111 NW Shooting Star regarding a roof leak. Kurt contracted Renaissance to repair the leaking pipe boot. A letter will be sent to the owner urging them to immediately make any necessary interior repairs.

Due to time constraints, the remainder of the WCM report was deferred, to be presented at the continuation meeting on April 24<sup>th</sup>.

## Discussion and Decision Items:

1. Collection Resolution – The Board conducted a telephone conference call with Alicia Beasley at the Vial-Fotheringham law firm to finalize adoption of the Collection Resolution. Via e-mail Alicia presented the proposed resolution which was reviewed by the Board. A **motion** was made to adopt the resolution. The motion was **approved**. Kurt was directed to send the new motion out to all owners immediately.
2. Small claims judgment against FRH Co and Sean Keys. – Vial-Fotheringham will begin instigating collection activities on this account.
3. Request by bank to accept partial payment to settle 3156 NW Morning Glory assessment arrears. – Kurt explained that this property has been foreclosed and the bank takes possession, collection of delinquent assessments is not always

assured. In this case the bank has offered to pay \$600 to settle the arrearage. A **motion** was made to accept the offer from the bank. The motion was **approved**.

The meeting was called after two hours; items on the agenda not yet addressed will be held over for a continuation on Tuesday, April 24<sup>th</sup> at 1:00 PM. The next full board meeting is scheduled for Monday, June 9<sup>th</sup>, 2012 at 1:00 PM at the Starbuck's coffee shop in the Timberhill shopping center.

## Continuation of April 9, 2012 Board Meeting April 25, 2012

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

### Discussion and Decision Items:

4. Leak/damage, 3111 Shooting Star – Damage appears to result from two different causes; a leaking roof vent which was apparently improperly installed (construction defect) resulting in a localized patch of mold growth in the ceiling of an interior closet; secondly a dryer exhaust ducting improperly venting into the attic space instead of venting through the roof (construction defect) causing an accumulation of dryer lint and mold in the attic space. A conference call was conducted between the Board and the owner; the owner has engaged contractors to assess the extent of damage and begin repairs. The owner will deliver copies of the invoices to the Board when available.
5. Window replacement, 3207 Foxtail – Kurt reported that this has been completed. The contractor reported that the original builder apparently dropped or somehow damaged the window yet installed it regardless (construction defect).
6. Rotted post/railing, 2807 Morning Glory – The contractor has uncovered extensive dry rot which has intruded from the porch railing to two supporting porch roof posts. As this reduces the structural integrity of the porch, the contractor highly recommended that the post be completely replaced. The cost to repair/replace the posts is \$300 to \$400. This amount being within the discretionary approval limits for WCM, Kurt ordered these repairs be completed.
7. Window drainage, 3191 Morning Glory – The contractor has reported that the weep holes in the window frame have become clogged. Cleaning out or enlarging the holes is the recommended remediation. Window maintenance is the responsibility of the owner.
8. Water intrusion, sheetrock damage, 2807 Morning Glory – The contractor reports that the source of the leak may originate higher up the building wall; the contractor's bid for assessment and repair is \$1,300. A **motion** was made to approve expenditure for this repair. The motion was **approved**.
9. Bark dust – Kurt presented bids from several vendors for bark dust application. A **motion** was made to approve the bid from The Bark Place for Hemlock bark dust application. The motion was **approved**.

10. Scale treatment – Kurt received a bid of \$300 from the landscape contractor to treat for scale. A **motion** was made to approve expenditure for this treatment. The motion was **approved**.
11. Financial Review – Kurt has received an estimate \$1,500 from Stover-Nyhart to conduct the Financial Review. A **motion** was made to approve expenditure for this repair. The motion was **approved**.
12. Assessment delinquency - A **motion** was made to turn collection action against this owner to the Vial-Fotheringham law firm. The motion was **approved**.

Continuation of April 9, 2012 Board Meeting  
May 8, 2012

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

Discussion and Decision Items:

13. Roofing maintenance and inspection – In an effort to proactively address recent roof issues, a **motion** was made to contract with Renaissance Roofing to inspect all roofing in the development and enact repairs up to \$14,000. (see item #4 above). The motion was **approved**.
14. Continuing repairs, porch railings and posts – A **motion** was made to approve payment of \$4,959.47 to Armor Construction for replacement of rotted porch railing and support posts. The motion was **approved**.
15. Delinquency/foreclosure, 3156 Morning Glory – The \$600 promised by the bank to pay toward this delinquency may not be forthcoming. (see item #3) The Board asked that collection effort be returned to the Vial-Fotheringham law firm for further action.
16. Basketball hoops – It was reported to the Board that there are basketball hoops at 3191 Shooting Star and 2861 Daylily. It was unclear at the time of discussion whether placement of basketball hoops was addressed the CC&R's. Kurt will research this question and report back to the Board.
17. Scheduling of next Board meeting – The next Board meeting is scheduled for [**Wednesday, June 27<sup>th</sup>, 2012 at 1:00 PM**] at the Starbuck's coffee shop in the Timberhill shopping center

The meeting was adjourned at 2:10 PM.

Respectfully submitted,  
Robert Neary, Secretary.