

The Meadows at Timberhill Owner's Association

October 8, 2013

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

Present: President Brian B Egan, Secretary Robert Neary. Treasurer Ken Gibb and Kurt Powell of Willamette Community Management. Also present, owner Nancy Butler-Neary.

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

1. None.

Housekeeping and Report Items:

1. Approve Minutes from the Board meeting on September 19th, 2013. – Robert
 - a. The minutes were **approved**.
2. Treasurer's Report – Ken
 - a. Ken reported that we will have a shortfall by the end of the year due to current and pending building maintenance expenses. No action need be taken at this time. (See 2014 Budget discussion; Discussion and Decision Items, following.) The Treasurer's report was **approved**.
3. ARC Review committee – WCM
 - a. The request by the owner of 2811 Morning Glory to replace the existing fireplace with one vented through the roof was approved previously via e-mail.
 - b. The request by the owner of 2861 Daylily to install an attic exhaust fan was approved previously via e-mail.
4. Report from Willamette Community Management (WCM)
 - a. Delinquent accounts – Kurt will be sending two owners a 60-day notice.
 - b. Building repairs. – Kurt reported on the status of ongoing and completed repairs to several units. Many of these were minor fixes conducted by Fixercat.
 - c. Water intrusion, 2807 Morning Glory – Kurt had contracted with Sean Gores Construction from Portland to assess the source and extent of water intrusion and remediation. Brian and Robert met the contractor on-site to get a briefing from the contractor. The fault may extend beyond this unit to the entire south-facing exterior wall of the building structure. The board did not have the contractor's written report in hand at the time of today's board meeting. Kurt has concurrently obtained three bids for removal of exterior siding, re-sealing the building envelope and re-siding the building. The board tabled further action until the full report from Gores Construction is received.
 - d. Gutter cleaning – Kurt has received bids for cleaning the roof gutters. The board will defer reviewing the need for this maintenance until next year.
 - e. Landscaping issues. – Six owners have issues with overgrown shrubbery which they would like pruned.

- f. Trellis painting/touch-up. – Kurt has been in contact with an owner who would like some touch-up painting completed on their unit which may have been damaged when pressure washed by the owner.
- g. Dogwood trees planted too close to front porches. – Kurt will re-present the issue to the City a request to approve relocating a tree further away from the front of a unit where the branches do not cover the porch roofs and roof gutters thereby creating a maintenance issue but remain in compliance with city planning.

Discussion and Decision Items:

1. 2014 Budget discussion. – Several potentially large building and maintenance issues have been addressed by the board this year. The costs of these repairs, primarily due to defects during the original construction, have already exceeded funds budgeted for building and maintenance for the current year. The board estimates that additional work yet remaining to be completed could cost an additional \$125,000 over the next year. After weighing alternatives, the board opted to retain monthly assessments at their current levels for 2014 but to add an additional surcharge of \$40 per month for a period of three years to increase funding necessary in the building and maintenance budget. A report to the owners detailing the necessity for this action is being prepared and will be sent out with the notice of the Annual Owners Meeting.
2. Community management contract. – A **motion** was made to approve contracting with Willamette Community Management for the next year. The motion was **approved**.
3. Next Board meeting. – Due to time constraints, continuation of this meeting has been scheduled for Tuesday, October 22nd 2013 at 1:00 PM, Starbucks at Timberhill shopping center. The Annual Owners Meeting is scheduled for Wednesday, December 4th at 6:00 PM at the Northwest Hills Community Church, 3300 NW Walnut Blvd.

Respectfully submitted,
Robert Neary, Secretary