

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

March 4, 2019

Sign in, Call to Order - Welcome (4:00 PM PST)

Present: President Robert Neary, Secretary Ike Ghozeil, Treasurer Ning Zhang, Owner Marianne Lee, and Kurt Powell of Willamette Community Management

Open Forum: – Owner present Marianne Lee

1. No new items

Housekeeping and Report Items:

1. Approve Minutes from the Board meeting on February 6, 2019 - Robert
  - a. Minutes were approved
2. Approve the Treasurer's report – Ning
  - a. Treasurer's report was approved – no issues flagged
  - b. Discussion of ground rules for Treasurer to use in approving payments for expenses by Willamette Community Management
    - i. Budget-based and reserved-based accounting
    - ii. Used insurance and roofing payments as examples
3. ARC request
  - a. None
4. Report from Willamette Community Management – Kurt
  - a. Assessment delinquencies – none reported
  - b. Maintenance issues – Kurt briefed the board on repairs, all of which were minor
  - c. Roofing has not yet been started
  - d. Leak above a garage and a roof leak have been addressed
5. Financial review discussed – required by the state
  - a. No issues found

Discussion and Decision Items:

1. Financial report by Kurt approved
  - a. See financial review discussion above
  - b. Net income for January was higher than expected due to timing of earthquake insurance payment
2. Bid for gutter cleaning and moss treatment was reviewed
  - a. Bid is higher than expected
  - b. Marianne suggested using a handyman for cleaning of gutter surfaces
    - i. Approved gutter cleaning for \$5K
    - ii. Deferred decision on cleaning of gutter surfaces to next meeting
3. Marianne and Nancy will work on pulling together a single-sheet reminder to owners and renters regarding maintaining external appearance of properties
4. Next meeting scheduled for Monday, April 1, 2019 at 4:00 PM PST at the Timberhill Athletic Club conference room

Adjournment at 4:42 PM PST

Respectfully submitted, Ike Ghozeil, Secretary