

The Stanford Townhomes Home Owner's Association

Board of Directors Meeting

October 11, 2007

Sign in, Call to Order, Welcome (7:15 pm)

Attendees: Nancy Butler-Neary (President), Bruce De Young (Treasurer), and Dave Stubbs (DLS Associates). Owners Susan Watson, Robert Neary, Jeff and Carrie Ohren.

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

1. Concerns were expressed about the settling of soil under the concrete pads and steps in the entry of several units. It was suggested that owners directly contact the contractor, Matthew South, South Construction before their one-year warranty expires. It may also be advisable to file a claim with the State of Oregon Contractor's Board. Susan Watson offered to coordinate with other homeowners to obtain a professional inspection of the problem areas.
2. Residents have noticed problems with trash, bottles and cans being left in the common areas by tenants in one or two of the units. They have occasionally directly contacted the parties who have, although, denied responsibility for the problem. Residents were advised to document, with photographs or other means, and provide this evidence to the Board for enforcement action.

Housekeeping and Report Items:

1. Approve Minutes from the Board meeting on August 16, 2007 – Bob Burke
 - a. Nancy and Bruce approve the minutes.
2. Treasurer's Report – Bruce
 - a. The checking account statements balance. The Treasurer's report was approved. Bruce asked Dave to provide copies of the American Landscape billings so that he can review the specific charges that occasionally exceed the standard monthly billing.
3. ARC Review – Dave
 - a. No ARC requests were submitted at this time.

Information and Input Items:

1. Financial Statements. – Dave provided a general assessment of the overall financial position of HOA funds. Income is good but advised that some of the funds be placed into "reserves" for future maintenance. Dave provided a 2007 actual financial statement, a proposed reserve fund calculation and proposed budget for 2008. As the HOA has been operating less than a full calendar year, the figures represent the best possible estimates at this time. The Board approved the budget. The budget will be sent to the owners with notice of the date and time of the annual meeting.
2. Fee schedule. – Dave recommended that the HOA adopt and publish a fee schedule. Fees include costs of providing copies, preparing reports for title companies and similar costs to the HOA for routine business functions. Dave will

- prepare a list of suggested fee items and amounts and submit it for approval at the next Board meeting.
3. Reimbursement for damages to irrigation lines due to County construction on 53rd avenue. – Dave received \$98 from the County contractor as reimbursement for damages to the irrigation system. Also received was \$71 reimbursement for damages to the irrigation system by the project surveyor.
 4. Proposed structure over the mailbox station - Jeff Ohren found that the City does not require a permit for the construction of a shelter over the mailbox station. The Board approved reimbursing Jeff up to \$600 for the cost of construction materials to build this structure. Additional costs above \$600 will be presented to the Board for approval. The Board thanks Jeff and appreciates his willingness to donate his time for the construction of the shelter.
 5. Landscaping issues. Susan pointed out areas of the development where irrigation is not working properly. Dave reported that the contract with American Landscape and South Construction warranted replacement of dead landscaping for three years. Dave will check if this warranty also applies to non-common area landscaping. It was suggested that the Board wait until next spring to determine the viability of plantings and irrigation coverage.
 6. Speeding issues in the parking lot. – The Board determined that it was not cost effective to place a speed bump in the parking lot because of one tenant's driving behavior. A specific complaint can be filed against the offending party through the process already in place in the CC&Rs. Residents will need to provide evidence or written complaints for the Board to take any enforcement action.

Decision Items:

1. Cleaning of exterior windows upon completion of construction on 53rd street. – Dave will check on obtaining a bid from a window-cleaning contractor and submit the bid to the Board for approval. The Board will consider a one-time cleaning of the windows for the entire development. The CC&Rs place the responsibility for window maintenance on the individual property owners.
2. The next Board meeting will follow the Owner's Annual meeting, which will be Thursday, December 6th, 2007, at the West Hills Community Church on Walnut Boulevard in Corvallis. The time will be determined.

The Board adjourned at 8:55 PM

Respectfully submitted,
Robert Neary for Bob Burke, Secretary