

**Stanford Townhomes Homeowner's Association
Board of Directors Meeting Minutes, March 20th, 2012**

The meeting of the Board of Directors of Stanford Townhomes HOA was called to order at 7:04pm by President Nancy Butler-Neary. Board members present included Nancy Butler-Neary, Jeff Ohren, and Susie McCracken. Also present were Robert Neary, owner, and David Stubbs, Willamette Community Management.

During an open forum period, the question about use of the garage at Unit #17 for storage rather than a vehicle as required by the CC&Rs was again voiced. The Board asked if notification had been sent to this owner; WCM will follow up.

The Board **APPROVED** the minutes for February 10, 2012, meeting with changes that had previously been proposed. Dave will consolidate changes and distribute a revised document to the Board.

The Board **ACCEPTED** the Treasurer's report as presented by Jeff. The Board asked WCM to shift \$5000 from the checking account to one of the savings accounts. Jeff asked to check again to be sure Bruce's name is off the ING account.

Robert demonstrated a 'mock up' website. Board **APPROVED** initiating the website at the costs quoted last meeting (\$97 for first year including domain name registration and one year hosting). Target date for implementation is April 15.

Board **APPROVED** a resolution limiting the use of window air conditioning equipment in the community. WCM will send notices to all owners by USMail.

The owner of the unit at 5430 Windflower will investigate a leak in the 'roof area' of the unit. If it is determined that the leak is a result of defective roofing environment, the HOA will reimburse the owner for the expense. If the leak is a result of venting or chimney condensation or leaks, the owner will assume responsibility for all expenses.

A wall or window leak has been reported in the unit at 1663 Stanford. WCM will investigate further and make recommendations to the Board. The Board asked if this leak is connected at all with the window replacement issue that was addressed by the association last year. [Ed. Note: apparently this unit is now managed by At Home In Oregon property management company.]

The next Board meeting will be Tuesday, June 26, 7:00pm, the Neary home.

The Board asked WCM if meeting announcements can be placed in a more prominent position on billing statements, e.g., on top of the bill (rather than bottom) and/or in the email message and not just on the bill attachment. Is it possible to change the Subject Line wording in email billing to say something about this message contains your bill and next meeting announcement. WCM will research the possibilities.

Dave mentioned e-mail notifications and website announcements and suggested that the Board consider an electronic notification resolution. WCM will provide the Board with an example(s).

The meeting adjourned at 8:07pm.