

**MINUTES**  
**Stanford Townhomes HOA Annual Meeting for 2012**  
held January 10th, 2013  
at 5546 SW Redtop Place, Corvallis, OR 97333

The Annual Meeting of the Stanford Townhomes HOA was called to order by President Nancy Butler-Neary at 6:32 PM. Board members Susie McCracken, Nancy Butler-Neary, and Mary Mirpourian were present. 11 owners were present in person or by proxy. Kurt Powell of Willamette Community Management was also present.

Quorum: a Quorum of 50% (10 owners) is required in the bylaws to conduct business at the annual meeting. 11 owners were present by person or by proxy, so a quorum was met.

Proof of notice of meeting recorded by Willamette Community Management.

The membership unanimously APPROVED the amended minutes from the 2011 Annual meeting held on January 10th, 2012.

Nancy reported on the state of the community.

2012 Accomplishments of the Stanford Townhomes HOA Board of Directors:

- 1) Authorized Willamette Community Management to take care of the day-to-day management of the HOA, including the collection of assessments, filing of liens (as needed), paying of bills, monitoring contracts, filing required tax forms, obtaining bids and dealing with neighborhood complaints. Thanks, Kurt, Beth and Dave of WCM!
- 2) Monitored the financial status of the HOA for appropriate reserves and operating income and expenses.
- 3) Made decisions on expenditures to maintain the appearance of the landscaping, including repair/replacement of sprinkler system parts and crane/fly control.
- 4) Conducted a "walk around" the property in July to assess the exterior maintenance & appearance issues. Reviewed bids for caulking and painting of trim to all units; approved bid with Fitzpatrick Painting.
- 5) Made exterior repairs to several units to repair leaks and correct problems.
- 6) Reviewed bids for new metal railings for 5 south-facing units on Stanford; approved bid with TNT for railings.
- 7) Reviewed bids for 12 decks to maintain or replace; proposed action on decks Spring 2013.
- 8) Approved various maintenance to the community including replacement of light bulbs in courtyard fixtures (labor provided by Robert Neary), electrical outlets repair & bird nest removal.
- 9) Authorized a website for Stanford Townhomes to be designed and maintained by Robert Neary, Owner. New site: <http://stanfordhoa.com/>
- 10) Adopted a resolution limiting the use of window air conditioning to certain types and notified owners of this clarification of C,C &R's.
- 11) Adopted a resolution allowing for electronic notifications to Owners.

12) Appointed Owner Mary Mirpourian to the Board to serve out the term vacated by Jeff Ohren after Jeff & Carrie sold their unit.

The membership unanimously APPROVED WCM would be the inspector of elections.

Elections – Susie McCracken nominated Nancy to the Board of Directors, and Nancy nominated Susie to the Board of Directors. The membership APPOINTED Nancy Neary and Susie McCracken to the Board of Directors.

New business: The membership REQUESTED to keep Willamette Community Management as the Community Managers for 2013.

The annual meeting adjourned 6:42 PM.