

**Stanford Townhomes HOA Board Meeting**  
July 9, 2013 at 7 PM  
at: 5546 SW Redtop Place, Corvallis, OR 97333

Call to Order - Welcome (3:05 PM)

**Present:** President, Nancy Butler-Neary, Secretary, Susie McCracken, Treasurer, Mary Mirpourian and owner, Seyed Mirpourian. Kurt Powell of Willamette Community Management was available through teleconference. Following the formal meeting, the board reconvened at the development for it's annual "walk through" inspection.

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

1. Trash and recycling cans left out. - Robert had noticed that residents were becoming lax about this issue. He placed a notice in the mailbox shelter and also affixed a copy of the notice on the garage-side doors of the residents who were not keeping their container "out of public view". The problem appears to be settled for the time being.
2. Mary and Seyed had reported via e-mail about some rotted/damaged window trim on their unit. (see below, Decision item #1)

Housekeeping and Report Items:

1. Approve Minutes from the Board meeting on April 9<sup>th</sup> 2013. – Susie
  - a. The minutes were **approved** as amended.
2. Treasurer's Report – Mary
  - a. Jeff Ohren's authorization has been removed from the accounts.
  - b. The Treasurer's report was **approved**; statements match WCM reports with small discrepancy resolved.
3. Report from Willamette Community Management (WCM)
  - a. Delinquent accounts. – One account is currently delinquent in their assessments; a 30-day notice has been sent. It was requested that Kurt file liens on any account that is not brought current within 60 days, consistent with the debt collection resolution.
  - b. Possibly leaking roof vents. - Kurt had Renaissance Roofing repair two leaking storm vents at \$125 and \$145 each. He is having them inspect all the remaining 18 vents and repair as required.
  - c. Various landscaping issues. – Kurt noted that the landscaping category was over budget by \$349 due unexpected leak repairs being required.
  - d. Kurt had provided various quotes via e-mail for bark application, pressure washing and striping, seal coating and remediation of gaps under some unit foundations and porches. (see Discussion and Decision Items below)
  - e. Reserve Study, Financial Review- discussion deferred to October meeting
4. Nancy reported on HB 2823. – Kurt had forwarded email from Vial Fotheringham legal firm with concerns about Amendments attached to the HOA administration reform bill that was before the State House of Representatives in June. HB 2823 was developed by a work group to address the recent embezzlement issues that have occurred in several HOA's, then the amendments were added on by a former board member of one HOA. The amendments were not relevant & possible detrimental to the interests of homeowner's association, having to do with allowable signage and making all communications a part of the formal record of the HOA. Sara Gelser, Representative, reports that this bill is currently in a conference committee to remove the amendments.

## Discussion and Decision Items:

[Following physical inspection of the development.]

1. Rotted trim on South facing wall of Mirpourian property. Visual inspection showed that the undersides of vertical window framing trim was inadequately sealed when originally painted allowing water to wick up into the trim board of some units. The inspection found that most all of the trim around windows AND on the corners of the structures was now thin enough that they should be calked and repainted. The trim pieces on porch railings had been calked and painted last year, so only the window trim and corners need coverage. The board authorized Kurt to obtain bids from Fitzpatrick to calk, paint, and replace defective trim boards as necessary.
2. Seal coating. – The walkthrough revealed that the seal coating was still providing adequate protection. A decision about seal coating will be deferred until next year.
3. Bark dust application. – The walkthrough revealed that the bark dust was still adequate. A decision about seal coating will be deferred until next year.
4. Pressure washing and striping. – The board authorized Kurt to contract with Gregg's Stripe-a-lot to repaint the badly faded and chipping red fire lane curbing. additional buildings should be repaired at this time.
5. Repair of damaged garage door panels, 1701 SW Stanford. - The two lower panels of one garage door appear to have been replaced, however, they need to be painted. The board will ask Kurt to determine if the owner is planning on painting the white door panels or if Kurt can contract a painter to paint this door. The cost of painting either way of this apparent damage repair should be born by the owner.
6. Gaps under porches and foundations. – Kurt obtained a bid for mud-jacking which was prohibitively expensive. The other bid alternative was to blow round gravel under the slabs. Neither of theses fixes seem feasible. Robert volunteered to research the problem to determine if there might be a way to inject a concrete slurry under the foundations.
7. Parking space designation- One space will be designated "Compact only" to enable access to garage at 5410 SW Windflower Dr.
8. Next Board meeting. – The next board meeting will be tentatively in October. The board will discuss and come up with a finalized date and time.

Meeting adjourned at about 5:15 PM.

Written by Robert Neary

Respectfully submitted,  
Susie McCracken, Secretary