

THE FOUNTAINS HOA AT SUMMERFIELD ANNUAL MEETING
MINUTES *DRAFT COPY*

February 13, 2019

Neal Sanders, Chairman	Nancy Schade, Secretary
Irene Jordan, Treasurer	Ann Arnold, Assistant Treasurer
Paul Brock, Maintenance Director	Barbara Stayton, Communications
Director	
Maryann Smith, Landscape Director	Joan Mathews, Newcomers Welcome

Absent Jean Madrid, Assistant Maintenance Director and Bonnie Sanders, Block Captain Coordinator

Residents representing 86 units were in attendance or had issued proxies. Ballots were presented to those owners and proxies attending.

CALL TO ORDER:

The meeting was called to order at 11:35, followed with lunch served to approximately 80 attendees.

Motion was made, seconded and approved to accept the Minutes for the Annual Meeting in February 2018. Minutes are included on the Fountains website and are included in the packets distributed.

Neal Sanders chaired this meeting and introduced Board members and read the required confirmation of quorum.

RECOGNITION OF BLOCK CAPTAINS:

Joan Mathews introduced our Block Captains and emphasized the importance of their role in our safety.

TREASURER'S REPORT:

Irene Jordan reviewed the 2018 budget The Fountains is in good standing as indicated by the cash in our reserve accounts and in our operations saving account. The 2019 budget was then presented and operating expenses discussed.

A show of hand vote was held following the recommendation of our accountants allowing any excess operation funds to be used in subsequent years. A motion was made, seconded and approved.

Funds on Hand 12/31/18

Total Reserve Funds	\$631,730.00
Total Operations Funds	\$47,909.00
Grand Total	\$679,639.00

MAINTENANCE REPORT:

Paul Brock reported on the status of the siding and deck repair projects. He presented some slides clarifying the procedure.

Please submit any comments and requests to Box 31. Ann Arnold collects these daily.

ELECTION OF OFFICERS:

Barbara Stayton nominated Irene Jordan for Treasurer. A vote was taken by show of hand for her to remain in the position of Treasurer for the next three years. A motion was so made, seconded and approved.

UNFINISHED BUSINESS:

Neal suggested that a Town Hall meeting be held again this summer for addressing any questions, concerns, etc. by residents.

NEW BUSINESS:

Barbara Stayton explained the proposed Amendment to the Bylaws allowing the Fountains to charge new owners a fee that would be added to the Reserve Fund. At the February Board Meeting, the Board voted in favor of making the fee \$1200 if the Amendment passes for the remainder of 2019 and all of 2020.

The residents present were asked to vote on the paper ballots and the ballots were collected and counted. The count showed 67 votes to approve the addition of the Amendment and 19 opposed. Needing a simple majority of 56 votes, the Amendment was approved. The Amendment will be signed by the Chairman and Secretary and notarized, then sent to our attorney who will then facilitate having it recorded with Washington County. As soon as it is recorded, the new owners fee will be enforced.

ADJOURNMENT:

Motion was made, seconded and approved to adjourn the meeting. Neal adjourned the meeting at 1:05pm.

Respectfully submitted,
Nancy Schade
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD ANNUAL MEETING

February 21, 2018

Neal Sanders, Chairman	Paul Brock, Maintenance Director
Nancy Schade, Secretary	Barbara Stayton, Communications Director
Bonnie Sanders, Block Capt. Coord.	Joan Mathews, New Owner Welcome
Maryann Smith, Landscape Director	Jean Madrid, Asst. Maint. Director
Irene Jordan, Treasurer	

Absent: Ann Arnold, Assistant Treasurer

Residents representing 71 units were in attendance or had issued proxies.

CALL TO ORDER:

The meeting was called to order at 12:00 noon, followed with lunch served to approximately 65 attendees.

Motion was made, seconded and approved to accept the Minutes for the annual meeting in February 2017. Minutes are included on The Fountains website and are included in the packets distributed.

Neal Sanders chaired this meeting and introduced Board members and read the required confirmation of quorum.

RECOGNITION OF BLOCK CAPTAINS:

Bonnie Sanders introduced our Block Captains and emphasized the importance of their role in our safety.

TREASURER'S REPORT:

Irene reviewed the 2017 budget. The Fountains is in good standing as indicated by the cash in our reserve accounts and in our operations saving account. The 2018 budget was then presented and operating expenses discussed.

Increasing water/sewer costs continue to be a concern.

A show of hand vote was held following the recommendation of our accountants allowing any excess operation funds to be used in subsequent years. A motion was made, seconded and approved.

Funds on Hand 12/31/17

Total Reserve Funds	\$661,612
Total Operations Funds	\$72,887
Grand Total	\$734,499

LANDSCAPE REPORT:

Maryann Smith provided the Landscape report and indicated that Willamette Landscaping was purchased by Brightwood Landscaping Inc. Barkdust will be spread adjacent to the new sidewalk on Summerfield Drive. The lower fountain pump was replaced recently and new Rainbird controllers were installed to conserve water.

Treecology pruned around areas near lower fountain. Several trees were replaced on the grassy knoll and next to the bench by the upper fountain as required by the City of Tigard. The City of Tigard inspected foliage close to the fire hydrants on the property.

Questions, comments, requests and complaints should be submitted to Box 31.

MAINTENANCE REPORT:

Jean reported on the negotiations of upcoming project for deck repairs. When bids have been obtained and a start time is identified, residents will be notified. Decks will then need to be cleared prior to work being done. Owners will receive a questionnaire regarding the general condition of their decks and railings to be filled out and returned.

Painting of garages and repair of garbage enclosures were successfully completed by Jon Erickson and his son.

The sidewalk along Summerfield Drive was replaced.

Window screen replacement/repair will be March 30. Clear identification is necessary for those screens needing repair. Exterior window washing will occur in the spring. Notification will be posted as to when this is expected.

Jean announced that Paul Brock, unit 2, will take on the responsibilities of Maintenance Director. She will remain on the Board in the role of Assistant Maintenance Director.

Again, please submit comments and requests to Box 31. Ann Arnold collects these daily.

ELECTION OF OFFICERS:

Barbara nominated Neal Sanders for Chairman. A vote was taken by show of hand for him to remain in the position of Chairman for the next three years. A motion was so made, seconded and approved.

Neal introduced Don Madden who is in charge of the Summerfield Disaster Preparedness Committee (SDPC). He discussed the need for all to be prepared in the event of an emergency. He had green folders identifying a list of items needed for any new residents who had not received them.

UNFINISHED BUSINESS:

Neal suggested that a Town Hall meeting be held in August again this year for addressing any questions, concerns, etc. by residents.

NEW BUSINESS:

In Don Bartell's (unit 62) absence, Jean Madrid presented his suggestion that devices be placed on grates on the property to prevent young ducklings from falling through them. We'd like this to be a community effort and allow all to participate. A sign up list was posted with grates identified and owners were asked to volunteer for assignments.

ADJOURNMENT:

Motion was made, seconded and approved to adjourn the meeting. Neal adjourned the meeting at 1:30pm.

Nancy Schade
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD ANNUAL MEETING

February 15, 2017

Neal Sanders, Chairman	Jean Madrid, Maintenance Director
Nancy Schade, Secretary	Barbara Stayton, Communications Director
Irene Jordan, Treasurer	Bonnie Sanders, Block Capt. Coord.
Ann Arnold, Assistant Treasurer	Joan Mathews, New Owner Welcome
Maryann Smith, Landscape Director	

Residents representing 84 units were in attendance or had issued proxies.

CALL TO ORDER:

The meeting was called to order at 12:00 noon, followed with lunch served to approximately 75 attendees.

The minutes for the annual meeting in January, 2016 were approved as written.

Neal Sanders chaired this meeting and introduced Board members and read the required confirmation of quorum.

RECOGNITION OF BLOCK CAPTAINS:

Bonnie Sanders introduced our Block Captains and emphasized the importance of their role in our safety. Our Block Captains are: Fran Rieder, Sharon Tracy, Marilyn Katz, Clare Engle, Gene Piercy, Carol Fulkerson, Reno Tortora, Karen Earl and Bonnie Sanders.

Don Stevens was recognized for his efforts as a past block captain.

TREASURER'S REPORT:

Irene presented the 2016 budget. The Fountains is in good standing as indicated by the cash in our reserve accounts and in our operations saving account.

Significant increases in water/sewer costs as well as maintenance costs have resulted in an increase of \$20.00 per month to owner's fees, which are now \$285 a month.

A show of hand vote was held following the recommendation of our accountants allowing any excess operation funds to be used in subsequent years. The vote passed.

Funds on Hand 12/31/16:

Total Reserve Funds	\$630,018
Total Operations Funds	\$48,282
Grand Total	\$678,300

Neal introduced The Fountains insurance agent, Jared Walthard of American Family Insurance. Jared capsulized information relating to our policy which were included in the meeting handouts.

LANDSCAPE REPORT:

Maryann Smith provided the Landscape report and indicated that the contract with Treecology was recently renewed. Tree pruning will begin in June. Willamette Landscaping contract will need to be renewed at summer's end.

Water costs increased substantially resulting in a decision to leave hose bibs on year-round. Hoses should not be used and ground floor units should be using watering cans for deck plants as do their neighbors upstairs.

Salt is destructive to plants and sidewalks and should not be used. A substantial number of plantings were replaced last year and we would not want these damaged.

Questions, comments, requests and complaints should be submitted to Box 31.

MAINTENANCE REPORT:

Jean Madrid reported that comments offered in Town Hall meetings noted a need for repairs to decks. Bids have been obtained and repairs will begin mid-April starting with

those condos on upper levels housing units 1-8. Items should be removed from decks prior to work being done. Owners are requested to provide specifics on repairs pertinent to their deck that need to be addressed.

Painting of garage doors will commence in the Spring, a date is yet to be identified, however advance notice will be provided to owners. It is suggested that cars be removed from your garage prior to the painting on your group of garages. Owners will be notified as to when your garage painting will begin.

Jon Erickson will be superintendent coordinating the renovations efforts. A staging area will be designated.

Window screen removal/repair will be March 31. Please tag or remove those screens needing repair. Exterior window washing will occur in the spring. Notification will be posted as to when this is expected.

Pest spraying will occur in late spring.

Again, please submit comments and requests to Box 31. Ann Arnold collects these daily.

ELECTION OF OFFICERS:

The only open elected position on the Board is for Secretary. Nancy Schade was nominated.

A show of hands elected Nancy Schade as Secretary.

Clare Engle, outgoing Secretary, gave a brief presentation on the importance of volunteering.

Neal introduced Don Madden, a new resident, who is a member of the Summerfield Disaster Preparedness Committee (SDPC).

This committee has been formed to help ready Summerfield residents for crisis in the event of an emergency. They will be contacting each home bringing a bright green folder with suggestions of what to have on hand. They will also be asking for a Skills and Tools inventory.

ADJOURNMENT:

Neal Sanders adjourned the meeting at 1:35pm.

Nancy Schade
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD ANNUAL MEETING

January 13, 2016

PRESENT:

Glenn Jay, Former Chairman

Jean Madrid, Maintenance Director

Neal Sanders, Incoming Chairman

Clare Engle, Secretary

Bonnie Sanders, Block Capt. Coordinator

Barbara Stayton, Communications

Maryanne Smith, Landscape Director

Ann Arnold, Assistant Treasurer

Irene Jordan, Treasurer

Residents representing 72 units were in attendance or had issued proxies

CALL TO ORDER:

The meeting was called to order at 11:55 pm.

The minutes for the annual meeting in January, 2015 were approved as written.

Barbara Stayton chaired the meeting, introducing Board members and reading the required confirmation of quorum.

RECOGNITION OF BLOCK CAPTAINS:

Neal Sanders introduced our Block Captains and emphasized the importance of their role in our safety. Our Block Captains are: Fran Rieder, Sharon Tracy, Don Stevens, Pat and Mary Shute, Gene Piercy, Carol Fulkerson, Reno Tortura, Karen Earl and Sue Christensen. Several of our Block Captains and Coordinator(s) are CERT certified.

TREASURER'S REPORT:

Jean Madrid presented the 2015 budget/actual expenses. 2015 had a deficit of \$2,100 as a result of 2 vacant units not contributing to HOA income and significant increases in water/sewer costs and Comcast cost. The drought this summer impacted our water consumption for one billing cycle until the irrigation timers were adjusted to reduce consumption.

There is no increase in our monthly HOA fees for 2016; although the budget amount for maintenance is very small. Jean explained that we expect to transfer money from the operations savings account to cover any shortage.

The Fountains is in good financial standing as indicated by the cash in our reserve accounts and in our operations savings account.

Voting Item: A hand vote was held to follow the recommendation of our accountants allowing any excess operation funds to be used in subsequent years. The vote passed.

COMMUNICATIONS REPORT:

Barbara reported that 16 units had been sold in 2015 and that is a new record for The Fountains. Also, we have one of the foreclosed units now for sale. There are still 2 units in foreclosure.

Barbara also expressed thanks to another group of volunteers: Marilyn Katz (Courier Delivery), Maryanne Smith (Summary Delivery), Joan Mathews (SCA Newcomers Welcome), Diana Mati (Computer Tech Support), and Natalie Horne (Administrative Asst.).

LANDSCAPE REPORT:

Glenn Jay provided the Landscape and Maintenance reports. There was quite a bit of work done on the irrigation system. Sprinkler heads were replaced with more efficient heads. The “gulch” was cleaned out.

MAINTENANCE REPORT:

Glenn reported that he expects scheduled maintenance in 2016 to focus on replacing dry rot and repairing balcony lattice work.

Barbara explained that Glenn is no longer available to do repairs and he should not be contacted. All maintenance requests need to be in writing and put into Box 31 or e-mailed to The Fountains e-mail address. She said that screens will be repaired on a schedule. The first cycle due date is March 30, 2016.

ELECTION OF OFFICERS:

The only open elected position on the Board is for Treasurer. Irene Jordan was nominated.

Voting Item: A show of hands elected Irene Jordan as Treasurer for a 3-year term.

ANNOUNCEMENT OF BOARD MEMBERS FOR 2016:

Barbara announced the Board members for 2016.

Neal Sanders, Incoming Chairman
Jean Madrid, Maintenance Director
Clare Engle, Secretary
Bonnie Sanders, Block Capt. Coordinator

Barbara Stayton, Communications
Maryanne Smith, Landscape Director
Ann Arnold, Assistant Treasurer
Irene Jordan, Treasurer

ADJOURNMENT

Neal Sanders adjourned the meeting at 1:20 pm.

Irene Jordan

Secretary

THE FOUNTAINS HOA AT SUMMERFIELD ANNUAL MEETING January 14, 2015

PRESENT:

Glenn Jay, Chairman

Jean Madrid, Treasurer

Pam Zugar, Landscape Director

Diane Trainer, Vice Chairman

Barbara Stayton, Communications

Irene Jordan, Secretary

Residents from 70 units in attendance

CALL TO ORDER:

The meeting was called to order at 12:40 pm.

The minutes for the annual meeting in January, 2014 were read and approved as written.

TREASURER'S REPORT:

Glenn Jay presented the 2015 budget with comparison to 2014 budget. He provided an overall explanation of Operating vs Reserve budget and the need for increase in monthly assessment.

Items of note were:

Signing of new 3 year contract with Willamette with only a 2% increase per year

Change in cleaning contractor for common areas

Maintenance increase due to need for hiring contractors for maintenance

Reduced revenue due to two units being in foreclosure

Insurance costs including earthquake insurance

Glenn said there is a need to hire an appraisal firm to provide a valuation for The Fountains' property. This is a requirement for our new insurance policy which is based on valuation and not replacement costs. The cost for the appraisal is estimated to be in the \$3,500 to \$4,000 range.

Glenn explained that we had an \$11,000 surplus in the budget for 2014. Our accountants have determined (IRS ruling 70-64) allows the association to roll that money over into the 2015 budget. This is extra from what is reported in the current budget document.

Voting Item: A hand vote was held to follow the recommendation of our accountants allowing any excess operation funds to be used in subsequent years. The vote passed.

LANDSCAPE REPORT:

Work will continue on refreshing the landscape. Focus this year will be around the buildings. Our landscape architect will be updating the plan.

MAINTENANCE REPORT:

The following have been completed: doorbell installs (110 at \$13/each) previous doorbells cost was \$5. They only lasted 18 months. Both times the doorbells were replaced there wasn't any labor costs. Gutter cleaning has been completed for the year.

ELECTION OF OFFICERS:

Glenn introduced the new appointees to the board: Treasurer, Jean Madrid replacing Gunther Schulze; Secretary, Irene Jordan replacing Jean Madrid; Newly appointed Vice-Chair, Diane Trainer, and Landscape Director, Pam Zuger.

Voting Item: Barbara Stayton oversaw the election process for Chairman. Glenn Jay was nominated and after 3 requests for further nominations, a show of hands elected Glenn Jay for another 3 year term.

UNFINISHED BUSINESS:

Dryer Vents: Dryer vent cleaning will be scheduled this year. Each resident is responsible for the cost of cleaning. The cost is expected to be less than one would pay if done individually. Glenn said that he would be asking for a volunteer to help coordinate the effort.

Hot Water Heaters: Glenn will be obtaining bids for replacing hot water heaters. It's been over 14 years since the last mass replacement. Each homeowner is responsible to pay for this.

Roof Inspection: It has been determined that we need to have the roofs inspected, moss cleaned off as well as replace some pipe vent flashing. There is a concern that the roofs will not last the 25 years as projected. Proper maintenance will help extend the roof life. In addition, the aforementioned gutter size issues need to be addressed. Glenn circulated pictures of the roof issues.

NEW BUSINESS:

New Water Shut Off Valves: The plan to install new water shut off valves behind existing outside water meters was discussed. This is being done to facilitate emergency shut offs when leaks occur and to eliminate the need to get the resident of lower unit to turn off the water from inside. Glenn presented the map of The Fountains to explain where the shut off valves would be installed and which shut off valves serve which buildings.

Gutters and Down Spouts: The gutters and downspouts are too small to handle the load. Gutters are overflowing and causing problems. Also, the last roof was not installed correctly in

that it was overlaid on the previous roof and the overhand is covering up quite a bit of the gutter. In order to solve the problem, larger gutters and downspouts need to be installed.

Adjournment at 1:27 pm.

Irene Jordan
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD ANNUAL MEETING JANUARY 15, 2014

PRESENT: Chairman Glenn Jay, Treasurer Gunther Schulze, Communication Director Barbara Stayton, Secretary Jean Madrid.

Residents: 50 units attending and an additional 24 units by Proxy.

Chairman Glenn Jay called the meeting to order at 12:52PM and welcomed all those in attendance.

At this time he introduced the Board Members and stated that the position of Secretary which has been fulfilled by Jean Madrid since October 2013 will be voted upon. Glenn then called for any nominations from the floor three times and having no response asked for a vote. Jean Madrid was elected to remain as Secretary for the three year term.

Chairman Glenn Jay then read the minutes of the previous Annual Meeting from January 2013. No additions or corrections were made and the minutes were approved as written.

Treasurer's Report: Presentation and discussion of Budget for 2014.

All residents received a copy of the approved Budget for 2014. Treasurer Gunther Schulze explained new Bill Pay System which created a larger expense to provide for new supplies and equipment. He also reviewed the deficit caused by the vacant units which provide no income.

Gunther also explained the ability to retain the dues at the present amount of \$245.00 by maintaining a reserve fund.

Glenn reminded all Condominium owners of the need for volunteers to run an HOA as the way to avoid the cost of engaging a Management Company to perform these tasks, we can manage ourselves.

Discussion and questions regarding lost dues due to Properties under foreclosure and reverse mortgages.

Residents expressed concerns regarding the vacant units that have Interior Water Shut Off.

Communication: Communications Director Barbara Stayton introduced all New Homeowners for 2013. She also reviewed the disposal Items such as Plastic Bags, paper products etc. which will cause expenses to the HOA if not placed in the proper container.

Landscape & Maintenance: Glenn Jay discussed the Reserve Study from Architectural Engineering Report. New landscape plan and committee was presented and plants that need replacing were discussed. These items will go to the committee.

Discussion was prompted by homeowners regarding the Comcast Bundle and questions regarding possibilities of Internet by others than Comcast.

Meeting was adjourned at 1:50PM

Respectfully Submitted,

Jean Madrid, Secretary

**THE FOUNTAINS AT SUMMERFIELD ANNUAL MEETING
SUMMERFIELD CLUBHOUSE BALLROOM
JANUARY 21, 2013**

BOARD MEMBERS: President Barbara Stayton, Secretary Carolyn Fennern Currie, Treasurer Lana Burch, Maintenance Glenn Jay, Landscaping Maryann Smith (excused)

The meeting began at 2:00 pm with Barbara welcoming the condominium owners. She stated that 72 units were represented, 25 of which were by proxies. Barbara then introduced the Board Members.

The president said the **office for Treasurer was open** and she introduced Lana Burch who was appointed to the office when Donna Allen resigned last year, July 2012. Barbara nominated Lana and said that Lana is doing an excellent job. Barbara called for nominations from the floor three times and hearing none asked for a voice vote. **Lana Burch was elected for a three year term until January 2016.**

The January minutes for the Annual Meeting for 2012 were read by secretary Carolyn Fennern Currie. Hearing no additions or corrections the minutes were approved as written.

Treasurer's Report: Lana thanked Donna Allen for her years of service and for assisting her with the transition. She next talked about the adopted budget for 2013. She mentioned the 2012 Ad Hock Budget committee members and thanked them for their work in formulating the budget. Lana moved **that the homeowners approve the annual resolution that the excess homeowners fees of \$169.66** for the year ending 2012 be placed into the reserves. **Motion, 2nd, passed.** Lana's written report is attached to these minutes.

Maintenance & Landscaping Reports – Glenn Jay: Glenn listed the items that have been completed this year. He said we have 12 street water meters that require employing a large, long key to turn the water off to the building(s) it serves, the turning of this key is very difficult. This would only be done in an emergency. He suggested the HOA install a ball valve behind the meter on the building side for such emergency situations. The ball valves are easy to operate. The will be installed as funds become available.

- New lighting was installed along 114th going toward 109th.
- New garage man doors – have installed 48 and the rest to be installed this spring
- Irrigation - there are 5 different types of sprinkler heads that have been tested. All working well and will be repaired as needed.
- Discussed how to manually open the garage overhead door for those without a man door.
- Box 31 will be replaced with a dry, secure box soon, so you can put your monthly fee checks in the new box after installed.
- Encouraged owners to list their needs for light bulbs, or other concerns and place in Box 31. Be sure to date, give Condo number and sign, very important to complete all of the information. Can also email concerns.
- The fountains - both pumps are now underground. With the pumps underground the fountains can run year around without concerns about freezing, damage or theft. The pumps now can be turned off easily, or diverted to circulation mode only. It was noted that the ducks are still a problem.

- One owner asked about sidewalk repair, there is some unevenness. When the weather is warmer, the needs will be determined and repaired as necessary. Discussed sidewalks and moss removal. One owner suggested using Purex and a good broom on the lower patios only, to remove moss. Moss removal products can be found at Home Depot.

The general meeting agenda was interrupted with arrival of the guest speaker, **Deb Schumacher**. Ms. Schumacher represents our insurance carrier, American Benefits. Those residents present received an insurance handout and Ms. Schumacher discussed our master policy. She explained how they keep our rates low. She talked about the policy's \$2,500 deductible and how the resident's Personal Policy should be written to pay for the HOA deductible, in the event of a claim. She explained what the American Benefits policy covers, please refer to your handout. She also discussed Earthquake insurance at length. She said the owner should read their personal policy very carefully and discuss questions with their personal insurer. She recommended all owners to obtain an HO-6 condo policy.

The Association's policy covers the inside of the garage **but does not cover the automobile**. The car owner's car insurance policy would cover any damage to his or her car.

Barbara thanked Ms Schumacher and we continued with the meeting agenda.

Landscape Committee Report: (Glenn Jay reporting for Maryann Smith) He reported what has been completed in 2012 and shared that our Landscaping Architect is working on other areas of design, which in turn will become areas to be completed as the budget of the Landscape Committee allows. The first of the new designs have been completed around the fountains. There have been five trees planted on the grassy knoll and these trees are replacing trees that were removed in the past. Also two other rotting trees will be removed this spring, both on the grassy knoll.

One of our residents, Darlene Young, suggested we use the grassy knoll for a garden area. Director Glenn suggested that she and other residents write their suggestions and place in box 31. The Board will discuss the suggestions and respond accordingly.

Barbara talked about volunteering and how this has really helped our community. She listed some of our needs and the rewards for volunteering. Next she talked about the Neighborhood Watch program and its benefits. She listed the areas and named the Captains for each area. Discussion regarding Pride Disposal - Garbage can lids need to be tightly shut. Any excess garbage left in the garbage area will not be picked up and is really undesirable for the other people using the area. Please do not leave any garbage in the enclosure you cannot fit into the can with a closed lid. If you have excess you can call Pride and they will pick it up for a fee. If you have a contractor doing work in your unit, they cannot leave their debris in our cans. They must take it will them off site at the end of each day.

Next Barbara introduced an old topic of a second hand railing in our entryways. Glenn Jay helped with the explanation, drawing a diagram, showing how it will fit. He had a sample railing that he passed around at the meeting for inspection. Discussion followed.

Glenn moved that a second railing be installed in each of the 30 entries, for both the up and

down stairs. Barbara called for a standing vote with those holding proxy votes to indicate with their raised right hand fingers the number of proxies. Questions were asked and answered.

Motion was seconded and passed. 51 yes to 7 no.

New Business: Barbara said that she is resigning and that the Board has appointed Glenn Jay to fill her position for the two years remaining in her term. His term will end in January 2015. A **new position, Communications Director**, has been created. The duties are:

- Manage Website
- Fountains Forum – 6 per year
- Attend Summerfield Civic Association monthly meetings
- Communicate with legislators regarding Condominium Association laws
- Welcome new residents/Packets
- Maintain Resident List and keep a record of email addresses

Barbara Stayton has accepted this position as our Communications Director.

The current volunteering needs are:

- July 4th Picnic
- Carpet Cleaning Schedule for Building Entries
- Window cleaning scheduling
- Light Bulb Replacement

Resident Issue: Barbara introduced Mary Lou Lynch, unit 110.

Mary Lou said she had a concern she wanted to share with the other residents. It was regarding a water problem in her unit. Her hot water had been shut off from the unit below hers. She had cold water but no hot water. She called Barbara and she said Barbara suggested she call a plumber. Her hot water valve into her hot water heater was replaced. Mary Lou thinks the Association should pay the plumbing bill, as it had been caused by another unit. She said she has withheld from her association fee, the amount she had to pay the plumber.

This unfortunate situation has gone through an exhausting process for collections and lately has been put in the hands of our Corporate Attorneys, which is in keeping with our By-Laws.

Glenn explained that our plumbing water turnoff situation is unfortunate. Upper units have to rely upon the lower units ability to run both the upper and lower units water off and on. However he explained, according to our By-Laws, owners cannot deduct any condominium bill from their unit owners association fee.

Barbara thanked the owners for coming and handed the gravel to Glenn Jay, our new Chairman.

Glenn adjourned the meeting at 3:40 pm.

Respectfully submitted;

Secretary, Carolyn Fennern Currie

cfc 1-24-2013

**THE FOUNTAINS' HOMEOWNERS ANNUAL MEETING
JANUARY 30, 2012
SUMMERFIELD CLUBHOUSE BALLROOM**

BOARD MEMBERS: Present Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance Glenn Jay, Landscape Maryann Smith excused.

Barbara opened the meeting at 2:00 pm. She introduced **Tigard Police Officer Rivera** and he spoke to us, telling us how to protect our home and garage. Some of the items he mentioned such as removing fences and tall shrubs around buildings we have completed. He gave us great information.

He said if there is a problem to call 911 and the police will respond to help us.

Barbara thanked Officer Rivera. She then Welcomed all those present and introduced the Board.

Secretary Carolyn Fennern read the 2011 Annual Minutes and they were **approved as read**.

Next Barbara thanked Jim Allen for his years of volunteer service as he is moving on to other things.

Jim has diligently changed the burned out light bulbs for a number of years.

Donna Allen, Treasurer gave her report and it is attached to these minutes. Donna credited our Maintenance Director, Glenn Jay with saving the Association money this past year. Motion: Donna moved that the excess membership fees for the year ending 2011 be placed into reserves.

Motion/Seconded- Passed by voice vote.

Maryann Smith, Landscape Director is excused so Barbara gave her report and fielded questions. Report attached to these minutes.

Glenn Jay, Maintenance Director, gave his report and had listed the items completed for 2011. The items are: Door Bells, name plates, new lower entry lights installed, 10 pedestrian garage doors replaced, 109 Smoke Alarms hardwired/installed and 72 CO Monitors installed, and all Entry Halls redecorated.

The fountains upgrades scheduled for 2012 are: New pump, filter, wiring issues, and Brick to be installed around the edge of fountains, new lighting and the interior of the basin to be painted black and the small pump house contents to be placed underground this year or next.

New signage for the area, Glenn showed an example for the owner's information. Next, five buildings need entry steps repaired, Pole lights to be cleaned, and miscellaneous paint touch ups. We have hired an Irrigation Consultant and items determined for changed will be put out for bid.

Windows and Gutters will be cleaned and the moss on roofs will be removed. We are looking into how to remove the moss from the sidewalks.

Questions: The Board was asked if we are in compliance with all safety regulations and the answer is “yes” all regulations that we are aware of. Another question was those residents with two cars that do not park one car in the garage which limits parking for visitors, what can be done about this? President Barbara said that we do not have a rule governing this issue, this will be discussed at the next meeting in February and we will work toward a resolution.

Barbara thanked Glenn for his report.

Barbara introduced all nine of the Building Captains and talked about the program. How these people help to keep this community safe by their watchfulness. She commented about Officer Rivera saying that someone needs to know when a neighbor is away to keep a close eye on the area. Barbara emphasized the importance of telling the Building Captain when going out of town, the date for leaving and returning, with a phone number where the resident can be contacted. Also the importance of a resident's key being with the Building Captain or a neighbor so if there is an emergency someone can enter their condominium, such as a fire or water problem.

Barbara then thanked the Hospitality Committee for the preparation for the Annual Meeting today.

The By-Laws state an officer serves a three year term and the president's term is up for election. She ask for nominations for President. Carolyn Fennern nominated Barbara Stayton for President. Barbara asked for other nominations three times and hearing none she asked for a voice vote. **Barbara Stayton was elected for another three year term.**

Barbara thanked everyone and said having the current Board team made the president's job so much easier.

Recycling was the next issue, Styrofoam casing and peanuts cannot be recycled. The UPS store by Albertson's will take any Styrofoam or peanuts happily.

Fourteen(14) Units sold in 2011 and the reason being that the Fountains is attractive and solid financially. The question was asked about the number of renters and there are 5 condominiums rented.

There was some discussing regarding this issue.

All were invited to the July 4th picnic and Barbara asked for volunteers for the picnic to contact her.

Bob Young reminded us about the paper collection by the Lions Club early every Tuesday morning.

He encouraged everyone to have the papers by the mailbox or garage on Monday evening for collection. They use the money from the papers to help those unable to pay for eye problems,

especially children, a very good cause.

The question was asked about where the water shut off is and Barbara explained about the 3x5 cards that are attached somewhere around your water heater in each condominium telling where the shutoffs are in the building. Condominiums 103 – 110 have a large type key in the lower stairwell. If you are a new resident and cannot find the 3x5 card asked one of your neighbors about this.

Door locks were replaced in 2006 and this caused some discussion about the entry doors. It was also mentioned that due to the many sale of condominiums we may need to have new locks as family members and others currently have keys. The Board will discuss this at their next meeting.

Meeting was adjourned at 3:30 pm.

Respectfully submitted;
Carolyn Fennern

ANNUAL MEETING

March 16, 2011

TUALATIN VALLEY FIRE AND RESCUE
Mary Beth Danielson, Lt. Nokes, Lisa Patema
Presentation on Fire Safety

Welcome to Annual Meeting of The Fountains at Summerfield
Homeowners Association

Minutes of last annual meeting read and approved.

Introduce the HOA Board, Directors and Coordinators
Barbara Stayton, President beginning third year of a three-year term
Carolyn Fennern, Secretary beginning first year of a three-year term
Donna Allen, Treasurer, beginning second year of a three- year term
Jack Shannon, Landscape Coordinator
Glenn Jay, Maintenance Coordinator

Thanks to Ellen Marlow, Linda Kaady and Gaylon Huff who served on the board this past year and have resigned.

According to our bylaws the three Director positions on the board must be elected by a simple majority of the homeowners. They each serve a three-year term.

Carolyn Fennern was appointed to complete Angela Barnett's term ending this year and is nominated to the position of Secretary for a three-year term. Are there any other nominees? Hearing none, I call for the vote of the homeowners. All those in favor of Carolyn Fennern serving as Secretary for a three-year term signify by raising your hand.

Financial Report – Donna Allen

Resolution to move the net year-end revenue from the 2009 Operating Fund to the Reserve Fund as authorized by the CPA firm of Schwindt & Company. This resolution needs to be voted on by the Homeowners present at this meeting. All those in favor? Opposed?

Landscape Report – Jack Shannon, Coordinator. Sue Christenson, Landscape Committee Member will give the report

Maintenance Report – Glenn Jay, Coordinator.

Volunteering: A big thank you also goes to all the volunteers who help make things run smoothly here in The Fountains. One person, or 3 people or 5 people can not make The Fountains a Community. It takes all of us, working together, to make the Fountains a good place to live.

Our Hospitality Committee arranged this meeting: Maryann Smith, Mary Shute, Opal Rorex and Carol Peterson.

More and more HOA's are turning over the management of their communities to Management Companies and paying significantly higher

monthly assessments so that they don't have to be bothered. I am glad that the homeowners here in The Fountains reject this idea and homeowners continue to step up when there is a need and offer to help.

There is a continuing need for you to share your expertise and help make our community here at the Fountains one that is unique because of the involvement of the homeowners. If you have a talent or special interest in any feature of our community, I would like to hear about it and will try to find a place for you to serve. This is my third year of a three year term and I am currently looking for a Vice President. All you need to do is indicate your interest.

Highlights for 2011:

1. Water conservation. Continue to be alert. If you see water being wasted or hear water running for long periods of time in a unit near yours, please report it to me.
2. Earthquake Insurance: Read email from Deb Schumacher.
3. June 4th and 5th SUMMERFEILD SHOWCASE. Now that many of our patios are exposed to the street, we need to make sure patios are looking neat and tidy.
4. The Fourth of July Picnic around the lower fountain. Again the HOA will supply the Fried and Baked chicken from Alberston's for the potluck lunch.

Fountains information on the Web.

Fountains HOA Website: www.mysummerfield.com/fountains/

Email address: fountainshoa@yahoo.com

Drawing for door prizes

THE FOUNTAINS ANNUAL MEETING
JANUARY 26, 2010

Board Members: Barbara Stayton, President, Carolyn Fennern, Secretary, Donna Allen, Acting Treasurer, Ellen Marlow, Asst. Treasurer, Jack Shannon, Chairman, Landscaping, Linda Kaady and Gaylon Huff, Co-Chairs, Maintenance.

There were 57 owners present and 17 owners gave a proxy.

Barbara called the meeting to order at 2 p.m. She introduced the Board Members. Pie and drink were served and Barbara invited those present to enjoy the pie.

The minutes were approved as read.

An election for Treasurer was held as Mary Haise has retired. Donna Allen has been treasurer in training and was nominated. The vote was unanimous. Donna Allen is now the treasurer for the Fountains Condominium Association.

Mary Haise gave the year end treasurers report. She read a Resolution which states: "The Board of Directors of the Fountains of Summerfield Condominium Association here by resolves to move the net year-end revenue from the 2009 Operating Fund to the Reserve Fund as authorized by the CPA firm of Schwindt & Company." The resolution was read, voted on and passed unanimously by the those present at the Annual Meeting, January 26, 2010.

Mary enlightened the owners by going through the financial report. She stated that Comcast television contract is to be renegotiated in May. Also that our Association is on track with our Reserve Fund. The Financial Report is attached.

Barbara thanked Mary and reminded those present of two important items, the first is if you are planning to sell your unit the Bank asks for our financial report. And the second is to check out our Reserve Fund on our website.

Barbara introduced Jack Shannon our new landscape Chairman. She thanked him for accepting the job and stated that he has a dynamic committee working with him. They are May Ann Smith, Karen Earl, Jan Blakeley, Sandy Zahle, Glenna Imus, and Patrick O'Brien. Each zone is represented on the committee. If residents have a grounds problem, please contact the person representing your area.

Jack discussed the five year plan for Landscaping which the committee will be developing. Jack asked the residents for their input as these are their homes that all of us want to look good.

Barbara thanked Jack, she then presented Linda Kaady and Gaylon Huff, new co-chairs for Maintenance. Gaylon stated his concerned about the shortage of insulation in the upper units. If more insulation is placed in the units, they will become more energy efficient.

Also this is the year for cleaning the dryer vents. You will be notified of the time and the resident's cost.

Bob Young – Water and Irrigation: Bob told us that water conservation is very important and gave us several suggestions how to conserve. He stated that we have a very good irrigation system with a 24 hour clock. He noted that when it rains the Irrigation System turns off to save water.

Barbara thanked Bob for his report.

The president then called on Helen Bird and Mary Haise to come forward. She said these women were retiring from the Board along with Oie Lood who was the Landscaping Chair. Helen as the Maintenance Chair has served for four years and Mary as Treasurer has served for eight years. Both doing an excellent job and we are very grateful for their work. She presented them with a gift and card.

The president said that Volunteering is sometimes a thankless job but so very necessary. If we were to have a management company it would be much more costly and the attention far less. So she asked those present to volunteer, if anyone has a special interest to give her a phone call.

Next she had some good news and some bad, the good first. It is expected the rate increase for Comcast will be 5% a year for five years. In December 2009 the water rates were increased by 30% and the sewer rates went up, our bad news. Please try to conserve water as our water bill is increasing.

Barbara called for questions and then gave out the door prizes. She invited homeowners to the Board meetings held on the second Monday of each month at 3 p.m. The meeting was adjourned.

Respectfully submitted,

Carolyn Fennern
Secretary

**THE FOUNTAINS ANNUAL MEETING & LUNCHEON
JANUARY 20, 2009 -----SUMMERFIELD CLUBHOUSE**

Attendance: 46 Unit Owners attended and 27 Proxies were received.

Call to Order: The meeting was called to order at 11 a.m. by President Art Schmidt.

The minutes of the last Annual Meeting were read by Carolyn Fennern. The minutes were approved as read.

Introductions: Art introduced members of the Board, Barbara Stayton, Vice President, Mary Haise, Treasurer, Carolyn Fennern, Secretary, Helen Bird, Maintenance, Oie Lood, Landscaping, Bob Young, Irrigation & Water. Art thanked Angela Barnett for her years of service as the Board secretary.

Art welcomed all attending. Mr. Schmidt then bid his farewell as outgoing president. He said it was with sadness because he enjoyed working with the very competent members of the Board. The members were willing to do whatever it takes to get the job done. He mentioned about the lose of his beautiful wife this past August. He is now looking forward to a new adventure, to devoting his life as a deacon for the Catholic Church. He thanked everyone.

Election: Nominee for President is Barbara Stayton, Art asked for any other nominees, hearing none, he asked for the vote and it was unanimous. Art handed the gavel to Barbara.

Business: Barbara's first act was to present Art and Angela gift certificates with the Association's thanks for their work and dedication.

Treasurer's Report: Mary Haise, Treasurer, gave a full explanation of the 2008 Financial Report expenditures and projected the same for 2009. She stated she is working with our CPA to complete our year end report as required by law. The 2008 Financial Report is attached.

Mary introduced Ellen Marlow, Assistant Treasurer, and praised her work. Mary reminded the homeowners that the 10th of the month the fee is due. She requested that Box 31 is **not** to be used for checks as it is not secure. She suggested using Bank Bill Pay which works well.

Barbara asked for questions and expressed our gratitude to Mary for her work and expertise.

Maintenance: Helen Bird reported on what will be happening this year. Our buildings are aging and requiring more repair work. We will be caulking the windows and

sliding glass doors when the weather is dry. Entry windows will not be recaulked.
Glass recycling is picked up **once a month** so please store any extra until the bin is empty.

Any special items for disposal please call Mary Haise for directions.

Recoating of our streets is scheduled for this summer.

Barbara praised Helen for her attention to detail and excellent work.

Irrigation & Water: Bob Young said we have an excellent water and irrigation system, but we need to conserve water. He suggested purchasing showerheads that conserve water with shorter showers. Conservation is very important.

Landscaping: Our contract was up in 2008 with Willamette Landscaping so we ask for three bids. Willamette Landscaping came in with the lowest bid and being satisfied with their work we continued with Willamette. This committee can use some more volunteers and will not take much time. Volunteers help us to maintain costs which benefits all.

Oie & Henry Lood are the chair of the Block Captains. They request that the residents give accurate information when requested as it provides information when there is an emergency. Also we have many snowbirds and 7 units for sale, please stay alert, be aware and observant.

Barbara thanks Oie for her work.

Barbara thanked the many volunteers. She named a few: **Jim & Donna Allen**, Donna painted all of the meter pipes this past year to go with our brick. They also replace our stairwell and garage light bulbs. Also **Churck Imus** who places and removes the covers for the outside faucets. And **Jan Blakely**, who researched power washers for the HOA prior to our purchase. If you have moss on you deck, to use the power washer please call Barbara Stayton. The washer comes with goggles and hoses.

Our email address is fountainhoa@yahoo.com.

Hospitality Committee: Carolyn Fennern is in charge of today's luncheon with committee members Mary Shute and Maryann Smith, many others helped with the arrangements. Our thanks to all.

NOTE: The Board meets the second Tuesday of the month at 3 p.m. at the Clubhouse.
Meeting adjourned at 11:50 a.m.

Respectfully submitted,
Carolyn Fennern