

**THE FOUNTAINS HOA MONTHLY BOARD MEETING**

Website - [fountainsatsummerfield.com](http://fountainsatsummerfield.com)

Email - fountainshoa.18@gmail.com

June 8, 2020

**AGENDA:** Meeting called to order at 3:00pm

**BOARD MEMBERS PRESENT:** Neal Sanders, Chairman; Barbara Stayton, Secretary; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer Officer; Paul Brock, Maintenance Officer; Reno Tortora, Landscaping Officer

**ABSENT:** Jean Madrid, Assistant Maintenance Officer

**RESIDENT GUESTS:** Joan Mathews #30, Welcome Committee; Jim Cunningham #34, Maintenance Committee; Lorry Christian #67, Virginia Kincaid #108, and Patty McIntosh #46 who wanted to know the number of decks that are finished, the date of the contractor’s current contract, and the insurance policy for One Way Quality Construction.

**SECRETARY: Motion made, seconded and approved to accept Minutes of March 9, 2020 meeting.** There was no Board Meeting in April or May due to the pandemic.

**ASSISTANT TREASURER'S REPORT**

March payments/receipts

- 109 units paid
- 2 units late fee paid
- 2 Statement Fees
- 1 Transfer Fee
- 1 New Owner Fee

April payments/receipts

- 109 units paid
- 1 unit late fee paid

May payments/receipts

- 109 units paid
- 1 unit late fee paid

One resident has not paid the monthly assessment for three months, but the unit is vacant and for sale with the sale pending. The past monthly assessments, plus late fees, plus interest will be collected when the unit closes.

**TREASURER'S REPORT:**

For the past three months when no Board Meetings were held because of the quarantine.

	March 2020	April 2020	May 2020
Total Reserve Funds on Hand	\$512,573.35	\$495,071.78	\$473,784.59
Total Operations Funds on Hand	72,950.45	65,446.01	59,998.29
Total Funds on Hand	585,523.80	560,517.79	533,728.88

**Motion made to approve each month separately. All three motions seconded and approved.**

The final report of the 2019 Financial Review was received. This completes the annual work that Schwindt CPA firm does for The Fountains HOA. Electronic copies of the review are available via written request. Schwindt annually prepares our 1099's, Reserve Study, federal and state tax filings and financial reviews.

Twice in May, funds were transferred to replenish the HomeStreet Reserve Money Market account. Payments for reserve expenditures are paid out of the HomeStreet Reserve Money Market account. One May 15, the Board of Directors met at On Point Credit Union and \$50,000 was withdrawn from the On Point Money Market account. And again, on May 28 the Board of Directors met at Key Bank to close the two accounts – a CD matured May 28 for \$87,575.16 and the Reserve checking account for \$7,560.00. Both On Point and Key Bank issued checks to The Fountains HOA, as payee, and the checks were deposited into the HomeStreet Reserve Money Market account the same day the checks were issued.

In March, check numbers 3294 through 3315 were issued for a total of \$73,794.32. Total Reserve payments were \$29,401.68.

In April, check numbers 3316 through 3334 were issued for a total of \$81,307.33. Total Reserve payments were \$31,079.16.

In May, check numbers 3335 through 3353 were issued for a total of \$64,845.82. There was on debit card charge for \$158.36. Total Reserve payments were \$33,807.50.

American Family did not issue any check in May to The Fountains HOA for the repairs on Unit 2. American Family issued 2 checks in March and April (1 each month) which were then paid to the contractor, R K Construction for a total of \$29,801.47. Both the deposits and the checks to the contractor were coded to general ledger account 6250 Miscellaneous. The net effect to The Fountains HOA is zero.

	2018	2019	2020	Total to date
Deck Project	73,334.12	138,871.59	95,117.90	307,323.61
Siding Project.	21,403.27	45,718.72	17,685.84	84,807.83

**Motion made, seconded and approved to accept Treasurer's report.**

**COMMUNICATIONS:** Three units (#17, #55 and #68) are Sale Pending and due to close later in June. Two units have sold since the first of the year. During the months of March, April and May several Forums and Special Announcements were sent out to the residents via email and delivered to those residents without email.

**LANDSCAPE:** Reno announced that he is in the process of looking at commercial landscaping companies in order to send out requests for bids for regular landscape maintenance at The Fountains as Brightview's contract is up in September.

He will see what Brightview recommends for aeration and lime application. They will be involved with light summer pruning this summer and will be replacing two trees later in the year.

He will meet with Treecology to determine a 3-5 year plan for taking care of the trees on the property.

**MAINTENANCE:** Paul reported that on June 10 Summit will be treating the outside for sugar ants. An advisory has been sent to all residents. Dave Otis Masonry has cleaned the efflorescence off of the brick work on units #50, #51, and #102. One Way Quality Construction will continue to paint the North and East facing gables and will finish by the end of July.

July 30 the One Way Quality Construction will wash the outside windows and remove damaged screens for repair.

Paul has recruited a Maintenance Committee – Jim Cunningham #34, Dave Smith #25, and Bob Hausserman #53 - to work with him on specific maintenance projects. Jim was present and handed out to the Board copies of the committee members and contact information.

**UNFINISHED BUSINESS:** The Town Hall meeting of Fountains residents scheduled for August was cancelled due to the COVID-19 restrictions about the numbers of people allowed to congregate in the Clubhouse.

**NEW BUSINESS:** In light of the changes now taking place at Landye Bennett Blumstein LLP, **Barbara Stayton made a motion that The Fountains HOA retain Stuart Cohen to act as our legal counsel. The motion was seconded and approved.**

The Fountains HOA has a new mailing address at Postal Connection: **The Fountains PMB 165, 16200 SW Pacific Hwy, Suite H, Tigard, OR 97224**

Neal reported that a resident's radon test came back at 3.8 which is below EPA standards and no mitigation will be done.

**NEXT MEETING:** July 13, 2020 at 3:00 PM in the Summerfield Clubhouse.

**MEETING ADJOURNED:** Motion was made, seconded and approved to adjourn at 3:50 pm.

Respectfully submitted,  
Barbara Stayton, Secretary

## **THE FOUNTAINS HOA MONTHLY BOARD MEETING**

Website - [fountainsatsummerfield.com](http://fountainsatsummerfield.com)

Email - fountainshoa.18@gmail.com

March 9, 2020

**AGENDA:** Meeting called to order at 3:00pm

### **BOARD MEMBERS PRESENT:**

Neal Sanders, Chairman; Barbara Stayton, Secretary; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer Officer; Paul Brock, Maintenance Officer; Reno Tortora, Landscaping Officer

**ABSENT:** Jean Madrid, Assistant Maintenance Officer

**RESIDENT GUESTS:** Lorry Christian #67 and Richard Cox #81

**SECRETARY:** Motion made, seconded and approved to accept Minutes of February meeting.

**TREASURER'S REPORT:**

Total Reserve Funds on Hand	\$514,415.67
Total Operations Funds on Hand	\$ 90,761.71
Total Funds on Hand	\$605,177.38

Checks number 3274 through 3293 were issued for a total of \$88,990.19. There was one debit card charge for \$30.00. The charge should have been \$29.00 and the vendor has issued a \$1.00 credit to our account which should show up in March. Total Reserve Payments were \$12,406.00.

During the month, American Family issued the first of three checks to The Fountains for the repairs to Unit 2 in the amount of \$50,375.14. The deposit is offset by an invoice from the contractor for the same amount. Check #3283 in the amount of \$50,375.14 was issued to the contractor, R K Construction. Both the deposit and the check to the contractor were coded to general ledger account 6250, Miscellaneous. The net effect to the Fountains financials is zero.

	2018	2019	2020	Total to date
Deck Project	73,334.12	138,871.59	27,920.40	240,126.11

Motion made, seconded and approved to accept Treasurer's report.

#### **ASSISTANT TREASURER'S REPORT**

February payments/receipts

- 110 units paid
- 1 unit late fee paid
- 1 Statement fee
- 1 Transfer fee
- 1 New Owner fee

**COMMUNICATIONS:** Two units are for sale.

**LANDSCAPE:** Reno reported that Treecology has visited the property and assessed the remainder of the tree trimming needed. **Motion made, seconded and approved to have Treecology complete the tree trimming for \$9,625.** Brightview will finish pruning and the moss/liverwort removal before providing quotes for mulch on the beds. Brightview contract is up in September 2020. At this time their work has improved significantly. Reno feels there is no need to change vendors.

**MAINTENANCE:** The annual damaged window screen collection for repair will take place at the end of March. Jean will put notices up for residents who want screens repairs about pick up date. Paul reviewed and submitted three bids from painting contractors. **A motion was made, seconded, and approved to hire One Way Quality Construction to paint the north and east gables and the 4 south facing gables on bldg. 15418 for a cost not to exceed \$23,000.** Paul also reviewed and submitted three bids for concrete repair. **A motion was made, seconded and approved to hire HOA Services to repair the sidewalks and walkways within the complex as well and the patio on Unit 9 for a price not to exceed \$6,000.** Paul reported that JBC Roofing who installed our current roofs will inspect the roofs of 9 buildings in Phase 1-3 for \$1000 to provide us with more information about the current condition.

**UNFINISHED BUSINESS:** Information was distributed via email and hard copy about the change in our insurance deductible. All residents were notified to check their insurance policies to make sure that they were covered for the new deductible of \$15,000. The review of the Annual Meeting was very positive. It was well organized and positive. A discussion about privacy screens on the new decks was tabled until we get more information about what is available.

**NEW BUSINESS:** The 2020 Town Hall will be in August. Neal will look into possible dates.

**NEXT MEETING:** April 13, 2020

**MEETING ADJOURNED:** Motion was made, seconded and approved to adjourn at 4:15 pm.

Respectfully submitted,  
Barbara Stayton, Secretary

## **THE FOUNTAINS HOA MONTHLY BOARD MEETING**

Website - [fountainsatsummerfield.com](http://fountainsatsummerfield.com)

Email - fountainshoa.18@gmail.com

February 10, 2020

**AGENDA:** Called to order at 3:00pm

### **BOARD MEMBERS PRESENT:**

Neal Sanders, Chairman; Barbara Stayton, Acting Secretary; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer Officer; Paul Brock, Maintenance Officer; Reno Tortora, Landscaping Officer

**ABSENT:** Nancy Schade, Secretary; Jean Madrid, Assistant Maintenance Officer

**RESIDENT GUESTS:** Patty McIntosh #46 who wanted to know about “seller’s disclosure” on the decks and repairs on the roof. Neal asked her for clarification, and she gave no response. Other residents in attendance were Joan Mathews #30, Maryann Smith #80, Bonnie Sanders #5.

**SECRETARY:** Motion made, seconded and approved to accept Minutes of January meeting.

**TREASURER'S REPORT:**

Total Reserve Funds on Hand	\$526,635.53
Total Operations Funds on Hand	\$ 78,155.77
Total Funds on Hand	\$604,791.30

Checks numbered 3256 through 3273 for a total of \$50,277.25 were issued in January. There was one debit card charge for \$165.00.

	2018	2019	2020	Total to date
Deck Project	73,334.12	138,871.59	15,514.40	227,720.11

Motion made, seconded and approved to accept Treasurer’s report.

**ASSISTANT TREASURER'S REPORT**

- January payments/receipts
- 110 units paid
- 1 unit late fee paid

**COMMUNICATIONS:** One unit has sold and one is for sale.

**LANDSCAPE:**

Reno is working with Brightview to remove moss and liverwort from beds. Brightview will also be looking into the maintenance of the upper fountain to adjust the fountains to the proper height. HOA Services has submitted a quote for moss removal on the brick wall along Naeve Road. Reno will ask that they also look at the moss on the brick wall along Summerfield Drive. HOA Services will be repairing the tree root damage between the patio and brick trim on Unit 76.

**MAINTENANCE:**

Paul has received two bids for concrete grinding of sidewalks and 1 patio. HOA Services bid \$5500. Coast Pavement Services bid \$6840. He expects a third bid tomorrow. Paul introduced quest speaker, Josh Robertson from Aylwin Construction who is also a Certified Roof Max Dealer. He looked at our roofs earlier today. The roofs showing signs of wear were on building 15695 and the ones showing less wear were on buildings 15432 which is understandable since the roofs were installed in phases over 5 years. He then explained the Roof Max product that could extend the life of a roof. His presentation was followed by a general discussion of how the Reserve Study is set up to spread the cost of new roofs over 5 years and that the Fountains is currently on target to meet this financial obligation. Recommendations for future planning and options were discussed.

**UNFINISHED BUSINESS:**

Board members need to be at the meeting by 10:30 on February 19 for the Annual Meeting. A Draft copy of the minutes from last year’s meeting needs to be sent out via email for review rather than printing copies. The Agenda was reviewed. Residents who have questions about Radon can address them to the Soil Solutions Representative who will be present after the Annual Meeting is adjourned. **A Motion was made, seconded and approved to include the Statement about Radon on the website under the Homeowners link.**

**NEW BUSINESS:**

Our insurance agent has informed us that they will be looking for a new provider for D & O Liability policy for our complete insurance needs.

**NEXT MEETING:** March 9, 2020

**MEETING ADJOURNED:** Motion was made, seconded and approved to adjourn at 4:20 pm.

Respectfully submitted,  
Barbara Stayton, Acting Secretary

## **THE FOUNTAINS HOA MONTHLY BOARD MEETING**

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January 13, 2020

**AGENDA:** Called to order at 3:00pm

### **BOARD MEMBERS PRESENT:**

Neal Sanders, Chairman; Nancy Schade, Secretary; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer Officer; Paul Brock, Maintenance Officer; Reno Tortora, Landscaping Officer

**ABSENT:** Jean Madrid, Assistant Maintenance Officer

**RESIDENT GUESTS:** Barbara Stayton #13, Patty McIntosh #46, had questions regarding costs of deck repairs and future roof replacement and also a Level 1 Reserve Study, Clare Engle #78 and MaryAnn Smith #80.

**SECRETARY:** Motion made, seconded and approved to accept Minutes of December meeting.

### **TREASURER'S REPORT:**

Total Reserve Funds on Hand	\$529,591.18
Total Operations Funds on Hand	\$ 69,930.44
Total Funds on Hand	\$599,521.62

Checks numbered 3233 through 3255 for a total of \$36,271.90 were issued in December. There were no debit card charges. Total Reserve payments were \$11,199.95. Total Reserve for 2019 YTD are \$212,275.27. Total Project costs to date are:

	2018	2019	Total to date
Deck Project	73,334.12	138,871.59	212,205.71
Siding Project	21,403.27	45,718.72	67,121.99

Motion made, seconded and approved to accept Treasurer's report.

**ASSISTANT TREASURER'S REPORT**

December payments/receipts  
110 units paid  
1 unit late fee paid

**MAINTENANCE:**

Paul reported that all thirty-two of the capped masonry columns on the decks have been completed. HOA Services provided an estimate of \$5700. for concrete grinding to eliminate trip hazards on our sidewalks and walkways. Coast Paving will be providing an estimate this week.

**LANDSCAPE:**

Reno indicated the fountain filters have arrived and will be installed tomorrow.

**UNFINISHED BUSINESS:**

Invitations to the Annual Meeting were distributed to owners. Nancy is in the process of collecting attendance responses from the owners for The Fountains Annual Meeting to be held February 19, 2020.

**NEW BUSINESS:**

Paul Tate of Soil Solutions will be invited to attend the Annual Meeting and will be available to answer questions regarding radon after the Annual Meeting. There was some discussion on how many forums should be emailed and distributed to homeowners.

**NEXT MEETING:** February 10, 2020

**MEETING ADJOURNED:** Motion was made, seconded and approved to adjourn at 3:40pm.

Respectfully submitted,  
Nancy Schade