

THE FOUNTAINS HOA BOARD MEETING-----DECEMBER 12, 2011

Next Meeting-----Thursday, January 12, 2012

BOARD; President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance Glenn Jay, Landscaping committee member Sandy Zahnle. Maryann Smith excused

Barbara began the meeting at 3:00 pm.

November Budget Meeting Minutes were approved as written.

TREASURER'S REPORT – DONNA ALLEN: Donna gave her printed report to the board members. Donna questioned the Buyer's Fee which is currently \$35.00, a Transfer Fee for certain materials required by a Real Estate agent, discussion followed. **Donna moved** that the fee be increased to \$50.00 because of increased cost to the Association. Seconded by Carolyn Fennern. **Hand vote in favor, was unanimous.**

Donna then went over November's report and compared to what had been budgeted. Ground Maintenance account is under budget so a portion will be transferred to Professional Fees for the Landscape architect fee in the amount of \$1,829.00.

She reviewed the CD report and all is in good order.

Barbara reported on Units Closing/Sold: Unit 57 is closing on December 15th, 2011, new owners are William & Sharie Harrigan. Unit 36 closing December 19th, 2011 and Unit 55 is also sold.

LANDSCAPING REPORT: Barbara gave the report as Maryann was excused. The committee will start the work for 2012 approved earlier in the 5 Year Plan. Trimming will be in the Ash Tree area, plus other items. The Landscape Committee will review plans with residents at the Annual Meeting, January 30, 2012. Barbara asked Sandy to report this meeting events to Maryann Smith.

MAINTENANCE REPORT – GLENN JAY: Irrigation – Glenn said the lights for the fountains haven't arrived. Barbara suggested that when they do arrive that Glenn hire people to help him with the cleaning of the fountains and installation. Glenn said that his computation for water usage isn't complete. This computation is for the consultant to use in making recommendations.

General Maintenance: All faucet covers are in place. The contact relay, Buildings 15435 and 15437 for the outside lights has been repaired. There was discussion regarding the resident entry door for 7 or 8 garages, Glenn will need keys so he can check the electrical boxes. Glenn is to get the specific numbered doors and Barbara will send a request letter to the owners for a key.

UNFINISH BUSINESS – None

NEW BUSINESS: Barbara has written a letter to resident regarding dog outside without being leashed.. The By-Laws were quoted in the letter, Article IX Section 5C, Rules of conduct, regarding pets.

Annual Meeting, Barbara asked the committee directors to be prepared to report and the secretary to prepare the proxy letters for the owners. Also to contact the hospitality committee and make preparations for the meeting. Barbara said Officer Jim Wolf, Public Information Office, Tigard Police Department, will make a presentation at the meeting on January 30, 2012.

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The meeting was adjourned at 4:05 pm.

Please note the following meeting change, starting in 2012 the Association Meetings will be on the second THURSDAY of each month.

Respectfully Submitted;

Carolyn Fennern
Secretary

The Fountains Board Meeting & 2012 Budget Meeting

November 14, 2011-----Next Board Meeting December 12, 2012

Board: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance Glenn Jay. Excused: Maryann Smith, Landscaping Chair

Budget Committee: Pat Shute, Dennis Murphy, Bob Young

Landscaping Members: Opal Rorex, Sandy Zahnle

Guest: Mary Shute

Barbara began the meeting at 3:00 pm. She welcomed the budget committee members and guests.

October minutes were approved as written.

Treasurer Donna Allen gave out her monthly report. Donna reported on the current CD's. She shared that all of our accounts have been rolled over into the Homestreet Bank and explained why the association has changed banks. The treasurer's reports are attached to these minutes.

Barbara explained the Reserve Study and answered any questions.

We then began the process for budgeting for 2012 and Donna and Barbara walked us through the proposed Budget.

Maintenance Chair Glenn Jay, shared with those present the maintenance items completed this year, 2011. He sited the Smoke Detectors and CO Alarms installation at a cost of more than \$3000.

Maintenance Issues for 2012 are as follows:

Irrigation issues: Glenn said that our two fountains will be flowing all year, making the fountains more efficient and attractive. In 2013 there is a possibility of making other decisions for the fountains. We now have an Irrigation Specialist and he commented on our controls as being simple and should be maintained. With one exception, Building 15655 area should be replaced. Glenn explained the way in which this specialist is helping the association to control our water cost. Irrigation was taken out of the Landscaping contract and we can get bids when there is a problem.

Concrete Steps/Porch areas: The exposed aggregate is crumbling as well as some of the sidewalks. The plans are for five to be replaced this year.

The pedestrian door for the garages is in need of replacement and ten (10) are scheduled for 2012. These are the doors that are out of view of the condominium occupants. We have had some trouble with break-ins so we are going to a fiberglass door. The plan is to have all pedestrian doors replaced by the close 2013.

A question was asked about motion lights. Barbara stated that at the Annual Meeting in January 2012 we will have a speaker from the Police Department to tell us how to better protect our area. Motion lights and garage security are being investigated.

Glenn explained now that all the fences are down we need better directional signs for the area. He shared with those present his plan and cost for the improved signage.

Landscaping: Barbara shared that our former chairman resigned causing the Board to review our contract and become more cost effective. We discovered that the Association will be in a better position if we call for bids on particular landscaping issues. Willamette Landscaping Services appeared to be on the high side with particular services so we had a test area and called for bids to increase our knowledge. We also have a better understanding for the Bark Dust and Arborist for next year.

Barbara noted that our Board Meeting time will be changed to Thursdays at 3 p.m. starting in January 2012.

Barbara asked for questions: Bob Young asked if our insurance covers Earthquakes. Barbara said we are insured for the structure of all buildings. The resident must have Earthquake Insurance for any inside damage to their condominium.

Another question, are there any current safety issues, Barbara said that there are not any that we are aware of at this time.

Motion to accept the 2012 Budget as presented asked for by Treasurer Donna Allen.
Seconded by Pat Shute
Vote passed by raised hand was unanimous.

Barbara noted that Suzanne Spencer is no longer with Willamette and Dan Herzing will be the association's Willamette Landscaping Services representative.

Mr. Bob Young, our resident irrigation specialist, presented his letter of resignation and wants to be relieved of materials he has collected. Bob said he has enjoyed his work with the Board. Barbara thanked Bob for all he has given to this Association and for his many hours of labor.

Mr. Jim Allen has requested to be relieved of his duties of replacing burned out light bulbs. Barbara accepted his request and offered names of others that may help our Maintenance Chair Glenn Jay.

Meeting adjourned at 5:10 p.m.

Respectfully Submitted;
Carolyn Fennern, Secretary

THE FOUNTAINS HOA BOARD MEETING
OCTOBER 10, 2011-----Next Meeting November 14th, 2011

BOARD: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen
Landscaping excused, Maintenance Glenn Jay

Barbara started the meeting at 3:00 o'clock.

September **minutes** were **approved** as written.

Treasurer's Report – Donna Allen: Donna gave her printed report to the Board and she reviewed the report. Current banking issues were discussed, Donna proposed that we do all that we can electronically. She also suggested that we have a "no cash" debit card. She listed the problems with our current Banking Institution and moved that our association place our account with the Homestreet Bank, Tigard/King City Branch, motion was seconded. After discussion and consideration a vote was taken and **was unanimous to move our account to Homestreet Bank.** The Bank has recommended that the signers be the president, secretary and treasurer.

Our next meeting will be the **Budget Committee meeting** and Donna will provide each board member a suggested budget. **The date is Monday, November 14, 2011, at 3 p.m.**

We have two new condominium owners and currently have five for sale. Number 11 is Natalie Horne and Number 29 is Norman Cramer. A hearty "**welcome**" to the new owners.

Landscaping: Barbara reported the Landscaping contract with Willamette Landscaping Services has been renewed for one year. Cost for one year is \$42,864, dated October 1, 2011 through September 30, 2012.

The Landscaping plan will proceed on the West side of Building 15342, area 2, as propose. The committee is working with the architect. The bids (3) for the planting are due October 17, 2011. The successful bidder will be responsible for irrigation in each particular area and the planting to be completed by the end of October 2011.

Irrigation/Maintenance – Glenn Jay: Glen has walked the property with the irrigation consultant and the consultant has recommended new sprinkler heads. He also said our system is not as antiquated as we thought. He suggested replacing one entire zone at a time and using the same type of MP Rotor through the system. Glenn also reported the consultant's other recommendations to the Board for consideration.

Glenn said that Lou's Painting Company has submitted a bid for the Verge Board painting. The bid selected for **the moss on our roofs** will be Fisher Roofing at \$1,610.

Barbara asked Glenn to put the hose bib covers on for cold weather protection and he will do this in November or early December.

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Barbara reported that Unit 38's dining room light exploded and she referred the owner to Frahler Electric for repair purposes.

Unfinished Business:

Barbara said our revised Reserve Study is looking good and the minimum contribution to the Reserve Fund for 2012 is \$72,000.

The meeting date for the Board for 2012 has been changed and will be on the second Thursday of each month at 3:00 o'clock.

New Business:

The date for the Annual Meeting is January 30, 2012 at 2 o'clock. It was suggested we ordered cookies from Summerfield Estates. And Glenn suggested music be played prior to the start of the meeting.

Respectfully Submitted:

Carolyn M. Fennern
Secretary

THE FOUNTAINS ASSOCIATION
BOARD MEETING ----- SEPTEMBER 12, 2011
Next meeting -----October 10, 2011

Board Members: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen,
Landscape Co-Chairs Maryann Smith & Sue Christenson, Maintenance Glenn Jay

Committee Members: Kathleen Van Loozen

President Barbara opened the meeting at 3 p.m.

August Minutes were approved as written.

Treasurer Donna Allen reported: Donna gave copies of the P&L statement to the Board and went over the figures. The new proposals for next year were discussed. Beginning in 2012 there will be line items for Irrigation Repair, Bark Dust and Arborist. All is in good order.

Barbara stated that there are eight condominiums for sale two of which are pending.

Landscape Report – Maryann Smith/Sue Christenson: Barbara and Glenn have composed and sent a letter to Willamette Landscaping Services and have received a response from Suzanne Spencer, WLS. Barbara will email the written letter and response to the Board. The letter requesting a break down of cost for contract work and out of contract work such as: irrigation, planting and other additional work. We also discussed a one year contract instead of three years. The Board decided on a one year contract for 2012.

Glenn Jay suggested that irrigation be included in Maintenance, not in WLS contract, and to hire irrigation repair as needed. Glenn also suggested that we have an overall cohesive Landscape Plan. He suggested we hire a landscape designer and he is willing to share some of the 2011 maintenance budget to have these suggestions happen.

This caused discussion and a vote was taken. The **vote was unanimous** to hire a Landscape Designer. Since the Landscaping Committee does not have a chairperson Barbara will join Maryann and Sue when they meet with the Landscape Architect.

It was also agreed by the Board to switch Irrigation to Maintenance and to have this item out of the Willamette Landscaping contract. Glenn will contact an irrigation specialist for consultation.

Maryann Smith and Sue Christenson were concerned about the impending projects and those that are on the docket at the current time are to continue. Maryann and Sue will meet with the designer and share the current landscape plan and what has been completed to date.

Maintenance – Glenn Jay: Reported that another bid is needed for the Verge Board painting for possibly five roofs. Glenn presented a bid, \$1640.00 for the moss on the roofs and **this was approved**. The issue is the cricket area of the roofs has not been installed properly and is an expensive fix. Glenn will speak to the original roofers and possibly get another bid.

Signage, Glenn brought a display for location of the specific Condominium area. Sixty signs are needed and the cost for each is about \$200. It is in the Reserve Funds for 2012. The Board liked the idea, action to be taken later.

Glenn said that our post lights need to be washed for better lighting and he will follow up on this.

Unfinished Business: Barbara reported the Renewal of Corporation status needs to be paid and is \$50.00. This was **approved**. The Budget Committee was discussed and Donna will contact those suggested and report back. Barbara also asked about the Hospitality Committee, suggested names for new members and we will continue this discussion.

No New Business

Meeting was adjourned.

Respectfully Submitted; Carolyn Fennern Approved _____

Note: Prior to this meeting the Board met with Mike Poirier regarding the Reserve Study for 2012.

THE FOUNTAINS BOARD MINUTES-----AUGUST 8, 2011
Next meeting-----September 12, 2011

BOARD MEMBERS: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Landscaping Jack Shannon. Absent – Maintenance Chair Glenn Jay

Landscaping Committee: Asst. Chair Maryann Smith, Opal Rorex

Residents: Diana Mati, and Bill Drezen

Willamette Landscaping Services: Suzanne Spencer

President opened the meeting and asked the guests to introduce themselves. Then she asked if they came for the meeting or had concerns to share with the Board. (time 3:03 p.m)

Diane Mati, resident, said she was there to speak to the fences being removed and the Board communication surrounding this event.

1. Concerns were that the notices were incomplete and not legible.
Diana suggested that the Board communicate all information by email to the residents.
2. Second concern now that the fences have been removed that those outside have a view of her master bedroom causing a lack of privacy. Car lights shine through the window and only the curb is separating her bedroom from the street also the noise is greater. Diana is concerned about “out of control automobiles”. She said the fences were positioned for privacy After a walk about she thinks her condo is the only one affected

Bill Drezen was also concerned about communication and noted that new name plates have been installed. The plate for his condo was blank and he requested one with his name to be placed by his doorbell.

Barbara said to Diana that the Board would respond to her concerns in writing and asked if she preferred a registered letter or email. Mrs. Mati said email would be fine. Barbara stated she would receive a response by August 15, 2011.

Barbara said that since Mr. Drezen no longer lived here and his condo is vacant and for sale, the plate was blank but we will have one engraved with his name and placed appropriately.

Barbara thanked Mrs. Mati and Mr. Drezen for coming and invited them to come again explaining that the Board Meetings are on the second Monday of every month at 3 p.m.

The meeting returned to the August agenda.

Minutes: June minutes were approved as corrected and July minutes approved as written

Treasurer's Report: Donna Allen said she is receiving checks for the CO and Smoke Detector monitors. We are over budget for the gutter cleaning however the budget is in good shape. Barbara asked Donna to list the arborist and bark dust in "operation account" rather than "reserve" in the 2012 budget. Also irrigation should be a line item.

Landscape Report: This will be Jack Shannon's last meeting so the landscape committee presented him with a gift. Maryann Smith and Susan Christenson are to be the co-chairs for the Landscape Committee. **Maryann Smith reported** the landscape plans have been scaled back due to finances. She made a motion for Building 15432 plant removal be delayed until the irrigation is upgraded. Cost to be \$6000, work to be done in 2012. **Motion-2nd-Passed.**

Maryann and Suzanne (WLS) reported that there are moles on the property and the cost for a month of trapping is \$185 and there was another suggestion for a cost \$175. The committee will determine who to secure and begin the process.

Concerns were Building 15471 and 15510 lawn is very dry. Bldg. 15373 irrigation nozzles are clogged.

Irrigation Report: Donna has uncovered several sprinkler heads and she shared the information with Maryann and Suzanne. Suzanne explained why the sprinklers are overflowing and solutions were discussed.

The Landscaping Five Year Plan and the current Forum will be in the New Member packets.

Maintenance Report: Barbara reported for Glenn Jay. Installation of the Smoke Detectors will begin August 15, 2011. The CO Monitors will be given out at the same time. Glenn is getting another bid for the Verge Board painting and he is also getting bids for spraying for Carpenter Ants. Donna moved that we accept the Orkin proposal for one intensive treatment and follow up with another treatment in 90 days, guaranteed for \$1,410. **Motion- 2nd – passed.**

New Business: The complex has 12 condominiums for sale, 2 sales pending and 3 in closing.

Willamette Landscaping Contract will be up last day of September. We have sent a request to Willamette Landscaping Services for detailed information on the cost structure.

Barbara moved that we pay the annual fee for the Reserve Study. **Motion – 2nd – passed.**

Annual Meeting in January was discussed.

Donna suggested we discontinue the July 4th picnic because of the turnout in 2011 or have a committee to plan the event involving more of the residents. The Board thought that the picnic was a positive for our community.

Barbara read the new Forum to the Board and asked for suggestions.

The Board discussed the personnel for the Financial Committee; it was suggestion to have three resident representatives in addition to the Board members. Also suggested was to have information given to the committee prior to the meeting in November for study and discussion purposes.

Leslie Casey was suggested as a possible resident to review our insurance portfolio.

Meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Carolyn Fennern, Secretary

Approved _____

THE FOUNTAINS BOARD MINUTES-----JULY 11, 2011

Next meeting-----August 8, 2011

BOARD MEMBERS: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Landscaping Jack Shannon, Maintenance Glenn Jay

Landscape Committee members: Maryann Smith, Sue Christenson, Sandy Zahnle

Residents: LeRoy & Alyce Vick

Guests: Suzanne Spencer, Willamette Landscaping Services

Barbara opened the meeting at 3:05.

Treasurers report Donna Allen: Report is attached to these minutes, all in good order. The June fees have been received - 100 %.

Landscape Report- Jack Shannon: Glenn Jay presented 3 bids for fence removal and that he recommends the approval of the Westwood Construction bid.

Jack Shannon moved that we accept the **Westwood Bid. Glenn Jay seconded, motion passed.** The removal of the fences will come from Unexpected Expenses #8000. These fences are to be removed for the safety and security of the residents.

Treecology 5 year plan, 2011 – 2015. This was discussed at the June meeting and each board member has a copy of the plan. **Motion was seconded by Maryann Smith and passed.**

Aeration of the lawn is scheduled for this fall. Two are usually scheduled but because of the wet weather only one this year. **Jack moved** to have this approved. **Motion-2nd, passed.**

We have previously discussed the landscaping contract language and Suzanne said she will be giving us copies of the new language. Barbara requested revision for the new residents information packet, **Jack and Maryann** will get back to her on this matter.

Jack noted that the landscaping committee requested approval of three items from the Summerfield Architectural Committee and approval was received and work completed.

Fountains Board Meeting – July 11, 2011

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Irrigation concern: Barbara asked Glenn if the concern near Building 15655 is resolved and it has been.

Maintenance- Glenn Jay: Glenn said many of the residents have not returned the request for the new CO monitors and smoke alarms. Barbara asked for a list of names

and she will make phone calls and let Glenn know the amount to order. He is scheduling the installation for August.

Glenn said that the street water meter keys for the water shut off will be mounted in each entry way. A card will be attached with specific directions for the turn off. Shut off valve for Unit 64 needs repair. **Maryann Smith volunteered** to do the typing for the cards.

The gutter cleaning will begin August 25, 2011. The Gable roof boards are cedar and are drying out from the South exposure; these boards need to be painted. He will get bids for the trim work. Jay recommended that the red concrete around both fountains be cleaned and he has a bid for \$750.00. The cleaning is to last at least four years. The curb, facing and red concrete will be cleaned. **Donna moved** that we clean around the fountains. **Jack seconded** the motion. **Motion passed.**

Unfinished Business: July 4th picnic report, 47 people attended, the food was very good and a good time was had by all.

Comcast contract will be up in 2015, it was suggested that at that time we negotiate Internet to be included in the contract.

The annual fee for the Reserve Study is \$705.00. We will be meeting in September to review this study. Ongoing operational expenses such as: arborist, bark dust, aeration and irrigation (new & repair) to be included. Jack and Glenn were asked to submit their area estimates for these.

It was suggested that we replace the garage door springs as they are aging.

New Business: Buildings # 58 & 60 are having an ant problem and have seen carpenter ants. Donna said she also has ants and has tried a long time and cannot eliminate the ants. It was suggested that Killers Pest Control be called for a bid to get rid of the ants.

Glenn walked the irrigation area with Jesse (WLS) for the new weather stations; these are supposed to save the Association 25% on the water bill.

Meeting adjourned at 4:45 p.m.

Secretary Carolyn Fennern

Approved_____

THE FOUNTAINS BOARD MEETING MINUTES-----JUNE 13, 2011
Next Meeting-----July 11, 2011

BOARD MEMBERS President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Landscaping Asst. Chair Maryann Smith, Maintenance Glenn Jay

Committee Members – Landscape: Sandy Zahnle and Sue Christenson

Residents: Opal Rorex

Willamette Landscaping Services: Suzanne Spencer

Barbara began the meeting early at 2:55 p.m.

May Minutes were approved as read.

Treasurer’s Report – Donna Allen: Donna gave out copies of her monthly report, and she said all is looking good. She did go over some of the items. Donna also said that she has received all of the HOA fees for June, 2011.

Landscaping – Maryann Smith: The committee had met just prior to our meeting. She reported that we are not to be concerned with the black spots on the Red Maples. Contract with Willamette Landscaping Services (WLS) will be discussed at the July Meeting. There was another irrigation event May 27th and this was discussed. The sprinklers will be working two nights each week, Thursday and Sunday. The beds will get one day per week. Some sprinkler heads have been removed and others slowed down.

Barbara asked the committee to alert residents when landscaping work will be happening in their area a few days prior to the start of the work.

WLS – Suzanne Spencer: presented the three year irrigation plan. The costs will be given at the August 1, 2011. With the fence removal very few plants will be removed. On Naeve Street WLS services the trees and cuts the grass.

Glenn is ready to get bids for the fence removal. He recommended to cutoff at the concrete level if in concrete, if just in the ground to be taken out completely. Suggested 30 days to complete the work. Glenn will send the information to those bidding on the removal of the fencing. The reason for the removal is for security and safety and the Landscaping Committee will notify the residents being affected prior to removal.

Buildings 15432 & 15510, plants to be removed, will be cut level and roots taken out next year. The cost for # 15432, is \$1220. The committee presented their decision to only use Evergreen plants.

Summerfield Drive entryway will have rocks and mulch costing \$329.00, after beds cleared out.

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June 13, 2011

Landscaping continued. Maryann passed out area pictures where fencing will be removed. After the fence removal the cost for replanting will be \$1709.00. Area parking signs were discussed.

Suzanne reported that WLS has replaced 11 plants that died. The work has been completed and WLS absorbed the cost. Also discussed were the garage areas to be or not to be planted.

Barbara shared that the stepping stones behind the patio Bldg. 15485, have been removed and grass seed sowed.

Maintenance – Glenn Jay: Barbara has asked Opal Rorex to work with Glenn regarding the letters for the Smoke Detectors and CO monitors for the residents. This is scheduled for the week of June 13, 2011. These need to be signed by the residents and returned.

Glenn explained that for emergency purposes a shut off key for the water will be placed in each of the required buildings with specific “how to use” directions.

Gutter Cleaning Bids: The low bid was Greg Aranson, who washes our windows and does a great job.

Glenn said that the entryway window in building 15695 will be replaced as the seal is broken.

Glenn presented numerous design options for beautiful fountains for our complex, creating much discussion. These fountains will require less maintenance and water. Glenn will present the designs at the Annual Meeting.

The trim paint is starting to peel so Glenn will get bids. Glenn will get the painting touch up completed soon, weather permitting. Barbara asked if we can get paint to stand up to the sun and Glenn said “no” as the paint is all water based.

New name plate needed for occupants of Unit 1 – Tom and Dona Black.

Unfinished Business: The Summerfield Showcase was a success.

New Business: July 4th Picnic 12-3 p.m., discussed notification, set up and food. Barbara said our insurance company offered to make a presentation at our Annual Meeting and the Board was not in favor of this.

Meeting was adjourned at 4:45 p.m.

Approved _____

Respectfully Submitted: Carolyn Fennern, Secretary

THE FOUNTAINS BOARD MEETING MINUTES-----MAY 9 2011
Next Meeting-----JUNE 13, 2011

BOARD MEMBERS: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance Glenn Jay, Landscaping Vice Chair Maryanne Smith

LANDSCAPE COMMITTEE MEMBERS: Sue Christenson, Kathleen Van Loozen, Sandy Zahnle

GUESTS: Suzanne Spencer, Willamette Landscape Services

The meeting started at 3 p.m.

MINUTES: The March minutes were approved as corrected. The April minutes were approved as written.

TREASURER'S REPORT – Donna Allen: Donna said she had not received bills for back flow testing and bark dust yet. Glenn said he will talk with the city personnel to learn if they have received a report. Donna gave copies of the Treasurer's report to the Board and one will be attached to the minutes. She reported all is going well and no concerns at the present time.

LANDSCAPING REPORT: Suzanne Spencer gave copies of the 5 year Plan to the Board and suggested examination take place when Chairman Jack Shannon is available to take part in the discussion.

Azalea Lace Bug infestation, Suzanne and Sue Christenson released 900 Lady Bugs the end of April and the Lace Wings bugs will be released the week of May 15th. Bark dusting has been completed.

There was another sprinkler incident caused by the time clock failure. This could happen again and Glenn suggested we replace the time clocks. **Glenn Jay moved that the two irrigation controllers that are not working be replaced. The cost is \$573 per clock. Motion seconded and passed. Barbara signed** the order for the repairs.

Glenn suggested that if this happens again that the Rainbird SMT irrigation controller be replaced without having to wait for a Board Meeting. **Maryann Smith moved that if the water incident happens again that the repairs take place and be paid as needed. M-2nd –P.**

The grass is to be removed on the parking strip and bark dusted.

Discussion took place regarding phase one of the grass knoll. Other items discussed were the removal of the various fences, relocation of the signage, and what will happen when the fencing is removed. Barbara stated that new signage is in the budget.

Discussion moved to the Fountain design. Glenn discussed his ideas and said he will be ready for a design presentation in September. He stated his design will be relatively maintenance free

MAINTENANCE REPORT – Glenn Jay: **Annual window cleaning will be June 8-9-10, 2011.** Glenn will put a notice by each entrance June 1st, 2011.

Glenn is will be checking on the gutters and doing some cleaning and determine if we need to have a general cleaning of the gutters.

Smoke Detectors and CO Monitors: Glenn has 2 bids, Willamette Electrical and Frahler Electrical. Willamette's charge for installation is \$75 for 1 and if 2 detectors \$100. Frahler's charge is \$30 per detector. The CO monitors are a plug in device. Cost for a hardwired smoke detector is \$22.10 and the CO monitor - \$24.12 and the resident's pay this cost. The association will pay for the installation of one smoke detector. If Frahler gets the bid the cost will be \$3,300, total for 110 units. The new Detectors have 2 sensors, one for smoke and the other for combustion products. Carolyn was asked to send the letters regarding this matter.

Next item was a new, more permanent plate for the doorbells. Cost \$4.00 each.

Donna moved that we purchase the name plates. Motion passed

Method for cleaning the sidewalks is being investigated.

Caulking around the heat/air units discussed. Glenn said that #42 is in need of the caulking being replaced. When caulking was discussed several of those present said that the outside air around their units is coming into the condo. Glenn was asked to get a bid for the caulking. **Carolyn moved that the cost of caulking for Unit 42 be paid. Motion passed.** Next window replacement was discussed.

UNFINISHED BUSINESS: Petition for Homeowners, Units 19-20-21 & 22. The petition is requesting approval for (2) handrails to be installed in their building 15605. Estimated cost for their building is \$420.00. The petition was denied and is attached to these minutes.

NEW BUSINESS: We have two new residents Mark Adams, Unit 91 and Frederick Haise Unit 81.

The Summerfield Showcase is June 4 & 5, 2011. Barbara asked for volunteers. Maryann Smith, Carolyn Fennern and Barbara Station will be at the Fountains table for this event.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted: Carolyn Fennern

Approved _____

THE FOUNTAINS BOARD MEETING MINUTES ---APRIL 11, 2011

Next Meeting-----May 9, 2011

BOARD MEMBERS: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance Glenn Jay, Landscaping Maryann Smith, assistant chair.

Committee Members: Landscaping - Sue Christenson, Kathleen Van Loozen

Willamette Landscaping Services: Suzanne Spencer, Jessie Stegman – Irrigation

President began the meeting at 3:00 p.m.

March minutes need to be revised and presented at the May meeting.

Treasurer's Report: Donna Allen presented the monthly report with explanation to the Board and gave Board members copies. The P & L had three columns which included the Yearly Budget. The report is attached to the minutes and is filed for review.

Landscaping – Suzanne Spencer and Maryann Smith: Suzanne said she will reorganize the five year plan. She also said that memorial garden, wetlands garden and an arboretum have been suggested for the grassy knoll. Suzanne gave the Board members binders of our current contract with Willamette Landscape Services.

A line of communication needs to be developed with the owners of #15473 so all grass can be mowed. Also the Azalea pest “LaceBug” has caused 20 azaleas to be removed. Removal and treatment of the affected Azaleas for the entire summer is \$807.00.

Motion made by Maryann Smith: Moved that the association pay for the treatment and removal of the affected Azalea plants. **Motion passed.**

Maryann's second motion was to remove the South property plants prior to the blowing of the bark dust. **Motion passed.** It was decided to table the total 5 year plan until Chairman Jack Shannon's return in June.

Jesse Stegman – Irrigation: He discussed the water problem above Building 15483 past 15478 and to the street. Jesse said that there are 2 drains every 50 feet. He presented his proposal for repair, the cost \$1,665.00. Discussion ensued. This matter is on hold until June.

Regarding the spraying event on March 28th and the controller not working, he does not know the reason. Jesse has tested the controls and they are working properly now. He presented his recommendation for new Rain Bird controls with all the details. This will permit a set area and can be adjusted for new plantings. The current control was installed 1998/99.

Ha a five year warranty and we need eleven (11) of these and the device saves 10 – 25% water. Barbara mentioned we are looking for 50% water savings. No decision was made

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Jesse said the backflow valve testing has been completed and the billing will be sent soon.

Maintenance – Glenn Jay reporting: Smoke Detectors with dual sensory and battery backup can be purchased for about \$22.00. Batteries need to be changed annually. Discussion followed regarding the annual check and change of the smoke detectors. CO Monitors with battery back up and plugs into a wall receptacle are \$24.21. The question is do we need an electrician to install the smoke detectors? We will follow up at the meeting in May.

Entry way lights are in the process of being replaced. Sidewalk cleaning and around the fountains to remove the dirt and moss was discussed. We discussed the machine that cleans the Tennis Courts and the cost is \$3,850 for the machine. After discussion purchasing the machine was tabled.

Entry way renovation, Carolyn reported that the painting and carpet installation has been completed. Entry rugs for outside and inside the doors will be decided before the May meeting.

Unfinished Business: Entry way modification.

Plexiglas to be placed on the wall for a resident to use when taking the steps was discussed. The Board decided against Plexiglas being used on the wall.

The Entry Window, building #15695, the seal is broken and needs to be replaced.

New Business: New resident Mark Adams, Unit 91 is Beverly Scott's son. Website needs to be updated, new pictures of planters, etc.

Meeting adjourned at 5:05 p.m.

Respectfully submitted:

Carolyn Fennern
Secretary

Approved _____

THE FOUNTAINS ANNUAL MEETING

March 16, 2011- Minutes

Summerfield Clubhouse Ballroom

The meeting was called to order by President Barbara Stayton at 2:00 p.m. She welcomed all those present.

Barbara stated we have 55 units represented with 27 proxies enabling business to be conducted.

Barbara introduced members of the Tualatin Valley Fire Department saying we would hear from their Department personnel first. Lieutenant Nokies was introduced and he spoke to us about the recent fire in Summerfield with a fatality. He stressed the importance of fire alarms in the home and to have a planned escape route. The essential parts to be how to leave if there is a fire and where family members should meet so all can be accounted for. He said opening an outside door could make the fire more intense so plan carefully. The meeting place can be across the street at the neighbors or by a specific building. Also **not to call the fire department until outside** of the home so take a cell phone with you or call from a neighboring home.

Lt. Nokies stated that most people die of smoke inhalation before the fire is discovered, while they are sleeping. This is the reason smoke alarms are so important and need to be working and checked often. Hard wired with battery backup are preferred. Batteries are to be checked every six months and changed every year. He noted that most fires start in the kitchen. Lt. Nokies then answered questions from the homeowners.

Barbara then introduced Captain Spisla, King City, who is our Fire Department Captain. The captain explained more about the recent fire. He said a few days later they returned to check on the other homeowners and their fire alarms and found five of the alarms not working. Very important to make sure all alarms are working.

Barbara thanked the fire personnel and said they would be available for questions after the meeting.

Minutes were read by the secretary and approved.

Barbara thanked Linda Kaady and Gaylon Huff, co-chairs of Maintenance

Annual Meeting - March 16, 2011

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and Ellen Marlow, Treasurer Assistant, for their contributions and appreciation for their services on the Board.

An election for secretary was conducted, the nominee was Carolyn Fennern and Carolyn was elected.

Donna Allen, Treasurer, gave her report which is attached to these minutes. She stated that we bank on line and have a website. Do our billing through the internet. Donna asked that we conserve on water as the cost is increasing. Donna made the motion: the excess of the membership income for the year end December 31, 2010 be applied to the subsequent tax year pursuant to the IRS Revenue Ruling 70-604. Motion was seconded and passed per the homeowners vote.

Next Sue Christenson reported on our Landscaping. Suggested we view the images for possible new fountains on the easels just outside in the hall. The Fountains use 10.000 gallons of water; this is the reasoning for the suggested new fountain plans. The Landscaping Committee has a five year plan to improve the appearance and to increase the value of our property. Item mentioned are:

- Azalea Lace bug and the solution
- Bark Dust – April 6, 2011
- Area Spring and Summer color
- Suggestions place in Box 31

Barbara thanked Sue for the report. She then introduced Glenn Jay as our new Maintenance Director, and spoke highly of his credentials. Glenn said to call him if you have questions about checking your fire alarm and he will test it.

Barbara expressed her appreciation to all of the volunteers that help to make this a great community. She invited others to join in volunteering.

She suggested that we are looking for a Vice President to make the transition when her term is completed.

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Page 3, Minutes

Update: We have ten (10) units for sale and six are vacant. Realtors love our complex because we are sound financially and we show well.

If anyone hears water running for longer then necessary please call so this can be stopped.

Barbara asked Carolyn to give an update on the Entry renovation. The report is attached to the minutes.

June 4 & 5, 2011 is the Summerfield Open House.

Barbara invited all Fountain Residents to attend our July 4th picnic.

Meeting adjourned at 3:10 p.m.

Respectfully Submitted,

Carolyn M Fennern

THE FOUNTAINS HOA MEETING-----MARCH 14, 2011
Next meeting----- April 11, 2011

Board Members: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen, Maintenance -Linda Kaady & Gaylon Huff, Landscaping – Sue Christenson & Maryann Smith

Guest: Suzanne Spencer Willamette Landscaping Services

Residents: Glenn Jay, Bob Young, Dennis Murphy, Vicki Miller

Barbara opened the meeting by introducing our new **Maintenance Director Glenn Jay** and spoke of his credentials.

Barbara asked the homeowners if they were visiting or had concerns. Vicki Miller explained her Ant problem. Dennis Murphy also had an Ant problem and he suggested a remedy called “Combat Source Kill” which is a syringe spray used where the Ants are in the home. Cost is \$4.95. Also Barbara mentioned that Borax works as the Ants track the Borax back to the nest.. Linda Kaady spoke to the Ant problem and said they were coming from a damp place near the Hoops residence, a drain was installed, problem over. This issue caused considerable discussion.

Bob Young read a petition he and some of his neighbors had signed requesting a second handrail in each entrance. This was discussed. Bob gave the details of the cost and installation.. The next step is to check with Tualatin Valley Emergency technicians for their requirements in an emergency. The way is narrow and the units are in code and another railing may interfere with an emergency, is the concern.

The residents were excused if they chose to leave and we began the agenda.

The minutes were approved as written.

Donna Allen presented the Annual Financial Review that was prepared by Schwindt & Co. CPA’s. and provided copies for all Board members. Donna said there were few slight adjustments to the year-end review. Donna also reported that Schwindt made some minor corrections to the final 2010 return said that there would be no charge for the 2010 tax return. The review is attached to these minutes. Barbara asked that the annual budget be included on the monthly P & L report.

The president proposed an Administration Resolution stating Bill Pay may be used as a secure alternative for sending checks. **Donna moved** that we adopt the resolution. **Motion** passed.

Landscaping – Suzanne Spencer WLS reported that the Brick planter program has been completed. The Treecology work has been completed for the year. She told the Board about the Treecology Arborists five year plan 2011 – 2016.

March 14, 2011

Suzanne talked about the infestation of Lacewing bugs to be removed from the Blue Diamond Rhodes and the cost of the treatment. This is to be completed by May 1, 2011. Suzanne will call Jack, Landscape chairman, with the details. She was asked if this was included in our contract and she did not think so but would check

Lacewing bug decision to be made at the April meeting. Bark Dust is Hemlock and will be spread April 6, 2011. Carolyn said the drain by 15510 is always flooded and Suzanne will check on this. Backflow valve testing issue is finding a company to test. This information was given to Glenn Jay and he will check this out

Sue Christenson said she will have Fountain ideas with a rough cost by the September meeting. Barbara said she will form a Fountain Committee mostly from the Landscape Committee.

Maintenance: Carolyn Fennern was asked to report on the Renovation of the Entrances. She reported on the number completed and ready for carpet and that the wall paper was off all entrances. We then discussed mats for outside of each door and inside on the new carpet so all would be uniform. Details to be discussed at a later meeting.

Maintenance – Glenn Jay: Unit 42 water stains are caused by gaps around the vent above the window. This will be repaired when the weather is dryer. Gutter in front of the building on the right side has holes in it, bldg.15483. Glenn will inspect to see if it can be patched. Donna said that the drains are plugged on this building.

It was noted that we have a sprayer in the shed. Moss on sidewalks and roofs was discussed and Glenn said he will investigate this problem. Glenn talked about screens and their repair by True Value. Barbara will note screens in the next Forum.

Glenn is replacing doorbells as they are reported as not working.

Unfinished Business: All is in readiness for the Annual Meeting on Wednesday. Tualatin Valley Fire Dept. will give a presentation. Gaylon Huff asked if we have Earthquake Insurance, Barbara suggested a review of our insurance policy for the details. She will get back to him. Each homeowner if concerned needs to have Earthquake insurance for their unit. The Association's would not cover cost for alternate housing where the owner's insurance could.

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Carolyn Fennern, Secretary

THE FOUNTAINS BOARD MEETING

FEBRUARY 14, 2011-----next meeting March 14, 2011

PRESENT: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen

COMMITTEE CHAIRS: Linda Kaady, Maintenance, Maryann Smith, vice chair, Landscaping

HOMEOWNERS: Sue Christenson (landscaping), Opal Rorex # 73

OTHER: Suzanne Spencer, Willamette Landscaping Services

Barbara called the meeting to order @ 3 p.m.

Minutes were approved as written.

Treasurer's Report, Donna Allen: Donna gave out her report and went item by item on the P & L form. The budget is on the internet and it was decided to remove the budget. In the packet she gave us was the Year End Financial review that she will be giving out at the annual meeting on March 16, 2011. The Board gave her the go ahead for the report at the annual meeting. Her report is attached to these minutes.

Landscaping, Maryann Smith: Maryann asked Sue Christenson to tell us about the bark dust. Sue said that we are down to bare ground on the South side. Sue stated that 2" of bark dust to be spread on the South side in 2011 and 2" of bark dust on the North side in 2012. **Maryann moved that** Highway Fuel Company be employed to deliver, spread and cleanup after spreading the bark dust, for a cost of \$4,064.00. **Motion passed.** It will take 16.94 units, 127 cubic yards. Highway Fuel Company is to be cautioned by Maryann and Jan, to keep it off of the brick and away from the wood siding.

The bid for pruning by Treecology, Inc. is \$3,805.00. This to be completed in the winter of 2011. **Maryann made a motion** that this bid be approved by the Board. **Motion passed.** Maryann also said that a five year plan for pruning to be prepared. Suzanne Spencer said the raised beds planting will start tomorrow February 15, 2011 and some of the items scheduled for removal previously and missed, (Building 15478) will be removed.

Donna Allen raised the concern about moss on our brick and sidewalks and suggested that the bushes be kept trimmed away from the walks and brick.

Maintenance, Linda Kaady: Linda told us about the ant problem and Barbara asked if she had the list given out for items to be used inside of the home. Suggested she give a copy of this to those having an ant problem. Discussion ensued. In one outside area the problem continues so Linda will call the company to make a return visit.

Carolyn reported that all of the entry ways are clear. She gave out the new flexible schedule for the wall paper removal which will be done in the next 10 days giving

Page 2 – February Board Meeting 2-14-2011

time for the walls to dry before the paint is applied. Also new doorknob stops are purchased and will be installed to protect the walls. **Carolyn moved** that the cost of the carpet be paid for when picked up and the installation of the pad and carpet invoice be paid after the installation. **Motion passed.**

Barbara reviewed the Bylaws regarding the entry ways. In case of an emergency, the hallways are to be completely clear for fire, police or other emergency personnel. This means no furniture, storage of any kind or garbage is to be in the hallway at any time.

New Business: Barbara shared that a resident would like a gate in the fence to the Safeway. **The Board decided against a gate for security reasons.**

The Annual Meeting will be Wednesday, March 16, 2011 in the Ballroom of the Club House from 2 – 4 p.m. Sign in will be begin at 1:30 p.m. Tea, coffee and cookies will be served. Carolyn Fennern is to get the Hospitality Committee going for this event. Opal Rorex will be helping with the ballots. Reports will be given by Donna Allen Treasurer, Sue Christenson, Landscaping, she will talk about new style of fountains and year around operation, also water conservation. Carolyn will report on the hall way renovation. The office of secretary will be elected this year.

Discussion regarding additional colors for awnings and umbrellas was requested and was tabled.

March Meeting is the 14th and the ANNUAL MEETING is March 16, 2011.

Respectfully Submitted,

Carolyn Fennern

THE FOUNTAINS BOARD MEETING

JANUARY 10, 2011-----next meeting February 14, 2011

Present: President Barbara Stayton, Secretary Carolyn Fennern, Treasurer Donna Allen,
Chairs: Landscaping Jack Shannon, Maintenance Linda Kaady & Gaylon Huff,
Homeowners: Glen Jay #68, Sandy Zahnle #19, Maryann Smith #80
Others: Willamette Landscaping Suzanne Spencer, Westwood Construction Nick Smith

Barbara called the meeting to order at 3:00 p.m. Our new homeowner Mr. Glen Jay was introduced.

Minutes: Had been emailed and Gaylon moved to accept the minutes as written.

M/Passed

Treasurer's Report: Donna Allen gave out copies of her report and said the books are to be reviewed by Schwindt this month. Barbara requested the report be received by March 5, 2011. Donna explained that the Gutter cleaning and repair bill was taken out of acct.6130 and put into 6140 before payment. Barbara mentioned that we have earmarked the \$35 transfer fees for various expenses. Barbara asked that the cost of removal of roof moss and the renovation cost of the entries be included in the 2011 Budget under regular maintenance. Report to be filed for audit.

Barbara asked Nick Smith to present his recommendations for the entry ways. Nick said they would remove the grass cloth paper, repair if needed and prime, retexture the wall and paint the walls and ceiling for a charge of \$1800 for each of the 30 entries. Questions were asked and answered. Access to each condo will not be restricted, chemicals will be paint only. And Smith will use fans for drying the paint. The wood railing and trim will be covered. They are fully insured. Nick was excused.

Landscaping: Jack Shannon presented the plan and the cost. The plan includes:

- Renovation of 3 Tiered Planters, and ground in front of bldg 15478,
- Proposal for grassy areas that are not thriving
- Removal of plum tree
- Bark dust
- Arborist – tree pruning

Jack moved that the cost of improvements be approved. Motion passed. Discussed bark dust and what type to select for the south side of the complex to be applied in May 2011. Note the windows to be washed after the bark dust is down. Mr. Shannon moved that the cost of \$5,544.00 for bark dust be approved for late May. M/Passed Tree pruning was discussed next and a 3-5 year plan was presented. Barbara requested a proposal from the arborist to be in hand prior to the February Board meeting.

Jack will be out of town so Maryann Smith will follow up and get this bid.

Back to the entry way improvement, this was discussed thoroughly; there were three (3) Bids:

The Fountains Board Meeting – page 2
January 10, 2011

- Jordan \$1,510 per entry
- Westwood \$1,800 per entry
- BracMac \$3.395 per entry

Mr. Jay # 68 suggested that before proceeding to clarify the following:

- Weekly schedule
- Starting and ending point
- Payment schedule
- Insurance certificates

Carolyn moved that we pursue working with Westwood construction, have our questions answered to our satisfaction before a contract is signed.

M/passed

Unfinished Business: Barbara thanked Donna Allen for her efforts in removing the moss from the brick wall along Naeve Road. All concurred.

Updated Vendor List by adding Rayborn Plumbing

New Business: Items for the next Forum were discussed.

And Barbara said that King City Lions will continue collection of newspaper on Tuesday mornings.

NOTE: Our next meeting will be at #13, Barbara Stayton has graciously opened her home for this date, February 14, 2011. The clubhouse is being renovated.

Respectfully Submitted:

Carolyn M Fennern
Secretary