

THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES DECEMBER 14, 2015

PRESENT:

Barbara Stayton, Communications Director Neil Sanders, Area Coordinator Block Capt.
Jean Madrid, Treasurer Irene Jordan, Secretary

ABSENT: Bonnie Sanders, Area Coordinator Block Capt., Glenn Jay, Chair, Landscape Director,
Maintenance Director

VISITORS: Clare Engle (Unit 78)

The meeting was called to order at 3:00 pm.

The minutes from November, 2015 board meeting were approved.

Barbara Stayton presided as acting Chairperson for this meeting.

TREASURER'S REPORT:

The current income and expenditure reports were reviewed and approved.

The expiring CD with Washington Federal for the Reserve account was reissued for an additional 18 months.

Jean said that's the budget is still missing the Reserve Study, but that Glenn has it and the information will be added to the budget for our January meeting. Also, there will be no increase in the monthly HOA fees for 2016.

Jean reported that we have not had any response from Bank of America on the insurance letter sent regarding access to Unit 108.

New keys have been made for Unit 53. An inspection schedule needs to be set up.

Glenn came to meeting for a few minutes and brought keys for Unit 79. Barbara will see if Maryanne will be responsible for inspecting this unit every two weeks.

Glenn also indicated he is intending to resign from the Fountains Board for personal reasons.

COMMUNICATIONS REPORT:

Unit 98 (Barnett) has sold and sale is pending. 15 units have been sold this year.

The December Forum newsletter is ready for distribution. Barbara asked Neal to distribute a copy to every unit. This is a standard practice for December's newsletter every year.

AREA COORDINATOR BLOCK CAPTAIN REPORT:

Neal reported that Nancy Schade has not yet moved into Unit 105. They have spoken to her about becoming the Block Captain for Area 1. It was also suggested that Neal talk to Fran Rieder in Unit 104 about being Block Captain.

LANDSCAPE REPORT:

Barbara and Neal reported that a tree limb is down in the lower fountain area. One of the residents has cut it up a bit and cleared it from parking/driving areas. It is thought that Willamette will remove the debris if told.

MAINTENANCE REPORT:

Glenn has indicated he is still looking for an on-call handyman.

Unit 40 has a significant leak around the heating unit. Resident reports that mold is building up and she wants it fixed. Glenn has arranged to have a contractor resolve.

ANNUAL MEETING:

Irene reported that we have had responses from 47 units with 39 attendees and 14 proxies. Another 17 units need to respond to be a quorum.

Glenn provided a draft agenda for the Annual Meeting. Irene suggested that we include our Block Captain Coordinators at the head table and honor those folks who serve as Block Captains. Neal said he would like to have the Block Captains sit together at a “reserved” table. The idea was approved.

OLD BUSINESS:

<None>

NEW BUSINESS:

The Board needs to appoint three new members for positions that will become available after the first of the year: Chairperson, Maintenance Director and Landscape Director.

Claire Engle (Unit 78) was asked to be Landscape Director. This position involves fielding resident communications, reviewing landscape requirements and working with our landscape contractor, Willamette. In discussion, it was decided to have Willamette assume maintenance of the two fountains.

Neal Sanders (Unit 5) was asked to be Chairperson of the Board. This position involves oversight of all operations of the association, presiding over Board meetings and Annual meetings, responsibility for master insurance policy and other general duties normally assigned to chief executive officers of associations.

The remaining open position, Maintenance Director, still needs to be named.

Adjournment was at 3:50 pm.

Irene Jordan
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES NOVEMBER 9, 2015

PRESENT:

Barbara Stayton, Communications Director Bonnie Sanders, Area Coordinator Block Capt.
Jean Madrid, Treasurer Neil Sanders, Area Coordinator Block Capt.
Glen Jay, President, Landscape & Maintenance Director
Irene Jordan, Secretary

VISITORS: Clare Engle (Unit 78) and Ann Arnold (Unit 41)

The meeting was called to order at 3:00 pm.

The minutes from October, 2015 board meeting were approved.

TREASURER'S REPORT:

The current income and expenditure reports were reviewed and approved.

Jean explained there was an issue with getting the P&L Statement printed. It would be e-mailed to Board members after the meeting.

A proposed DRAFT Budget for 2016 was presented. Income is based on 107 units due to the foreclosed units. Costs are going up and the budget will be tight; but at this point, the monthly dues amount is expected to remain the same. Additional work needs to be completed on the Reserve Account expenditures for 2016.

COMMUNICATIONS REPORT:

New residents: Laurie Kosche (Unit 12), Sharon Trofenbaum (Unit 27), Diane Nibley (Unit 28) and Nancy Schade (Unit 105)

Unit 98 (Barnett) is expected to go on the market soon. Unit 79 (Mink) will be vacant by the 15th; but this unit is expected to go to foreclosure. The mortgage holder is HUD.

Discussions with American Family Insurance (Fountains insurer) indicate that if a unit is unoccupied for 60 consecutive days, the insurer will not pay for damages caused by the vacant unit. This creates a liability for the HOA. The Board needs keys to access these units periodically to ensure that all is well primarily with the plumbing and electrical systems. Letters have been sent to the mortgage holders of units 53 and 108 (both in foreclosure) requesting access to the units. Our insurer indicates if we don't receive anything from the mortgage holders, they will contact them as well.

A Forum newsletter is scheduled to be prepared for December. Irene reported that the Annual Meeting is scheduled for Wednesday, January 13, 2016. Time will be 11:30 to 1:30. The Kitchen and Ballroom have been reserved. Jean indicated that last year she sent proxies out December 1.

AREA COORDINATOR BLOCK CAPTAIN REPORT:

Bonnie and Neal have received their CERT (Community Emergency Response Team) certification. They will be setting up Emergency Response guidelines for The Fountains residents.

Pam Zugar (Unit 105) is moving. Her replacement as Block Captain will need to be identified. Bonnie will contact Nancy Schade (new resident in 105) to see if she is interested.

LANDSCAPE REPORT:

Glenn reported on two items: (1) the gulch area is being cleared. (2) Future work is yet to be determined.

Bonnie reported a problem tree in her area that she feels needs to be removed. Glenn said that was one of the trees on his list; but that it wouldn't happen until next year. There are 6 trees that were removed this year and need to be replaced.

Barbara indicated that we need to notify Willamette Landscaping to blow out leaves in the garbage enclosures.

MAINTENANCE REPORT:

Glenn continues to look for an on-call handyman. The one we are using is only able to give us 4 hours a month and this isn't working well. Visitor Clare Engle said she has someone she is using who is licensed and insured. She will provide name and phone number to Glenn.

Glenn would also like to find someone to be Chair Person of the Board as he continues to hold three positions.

OLD BUSINESS:

<None>

NEW BUSINESS:

Adjournment was at 4:13 pm.

Irene Jordan
Secretary

**THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES
OCTOBER 12, 2015**

PRESENT:

Barbara Stayton, Communications Director	Bonnie Sanders, Area Coordinator Block Capt.
Jean Madrid, Treasurer	Neil Sanders, Area Coordinator Block Capt.

Glen Jay, Landscape & Maintenance Director Irene Jordan, Secretary

ABSENT: Diane Trainer, Chairman

The meeting was called to order at 3:00 pm.

The minutes from September, 2015 board meeting were approved.

TREASURER'S REPORT:

The current budget report was reviewed and approved.

Jean explained there was an issue with getting the P&L Statement printed. It would be e-mailed to Board members after the meeting.

COMMUNICATIONS REPORT:

All new residents have received welcome packets. Two units, 105 and 28, recently sold and are in pending status.

A Forum newsletter is scheduled to be prepared for December.

AREA COORDINATOR BLOCK CAPTAIN REPORT:

Bonnie and Neal are earning their CERT (Community Emergency Response Team) certification. They will be setting up Emergency Response guidelines for The Fountains residents.

LANDSCAPE REPORT:

Glenn reported on 3 items: (1) the gulch area is being cleared. He will review results with Willamette Landscaping this week. (2) Willamette Landscaping has been working on the irrigation systems – Irrigation heads are being re-set and/or new heads added to replace old ones and (3) our landscape architect is working on updating our plans for future work.

The Board will review the plans and decide what work will be done for next year.

MAINTENANCE REPORT:

The wrought iron railings have been sanded and painted. Thanks to Glenn, who did much of the work himself.

Our handyman is only able to work 4 hours a month at The Fountains. He will be used for some big items such as cleaning gutters. Glenn continues to look for an on-call handyman who is both licensed and insured.

OLD BUSINESS:

The Reserve Study for 2015 will be revised to include the new area water shut-offs to be installed before the end of the year. In addition the Study will be updated for 2016.

NEW BUSINESS:

1. Barbara motioned to accept Diane Trainer's resignation. Jean seconded and the motion passed.

2. Barbara also motioned to nominate Glenn to the Chair position. This, too, was seconded and the motion passed.
3. The draft Budget for 2016 will be completed November and the Board will approve it in December Board meeting. It will be published to the homeowners at the Annual Meeting in January.
4. Irene made a request to move forward with gaining access to our checking account via on-line inquiry. Jean and Irene will be set up with this access. This was approved.

Adjournment was at 4:13 pm.

Irene Jordan
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES September 14, 2015

PRESENT:

Diane Trainer, Chairman
Jean Madrid, Treasurer

Barbara Stayton, Communications Director
Glen Jay, Landscape & Maintenance Director
Irene Jordan, Secretary

ABSENT: Bonnie Sanders, Area Coordinator Block Capt., Neil Sanders, Area Coordinator Block Capt.

GUESTS: Carol Petersen, Unit 12

The meeting was called to order at 3:00 pm.

The minutes from August, 2015 board meeting were approved.

GUEST COMMENTS: Carol brought to the Board's attention that there was a homeless camp behind Petco. She reported seeing a man relieving himself in the gully on the Fountains' property. Glenn indicated that he has scheduled a complete clearing out of the gully area which should help eliminate people coming onto the property for seclusion.

TREASURER'S REPORT:

The current budget report was reviewed and approved.

Jean explained that funds from the reserve account were transferred to the operations account to cover reserve expenses that were paid out of the operations checking account. This has been a standard practice as we do not run a checkbook out of the reserve account.

COMMUNICATIONS REPORT:

Two units are pending:

#12 – new resident is Laurie Kosche

#27 – new resident is Sharon Tropfenbaum

Barbara and Jean reported on a vacant unit, #53. The bank has custodial control of the unit and has changed the locks. Neither the Block Captain nor the Board has a key. Recently, the smoke detector in the unit went off. The Fire Department was called, but did not enter the unit because they could see through the windows that there was no fire or resident. There is concern about what would happen should there be an emergency that requires access to the unit. As a result, Jean is sending a letter to the bank explaining their fiduciary obligation should such an event occur.

AREA COORDINATOR BLOCK CAPTAIN REPORT: No Report.

LANDSCAPE REPORT:

Glenn reiterated the scheduled cleanup of the gully area. He is waiting for the vendor to provide a date.

MAINTENANCE REPORT:

The newly contracted handy-man was able to schedule 4 hours last month at the Fountains. He has also indicated he will be at the Fountains for another 4 hour period this month. Glenn is scheduling him to paint the wrought-iron railings. He is also intending to hire a laborer to sand the railings prior to painting.

Glenn is researching options to replace the lattice work on the upper decks in 2016. He is looking into wrought-iron uprights. After discussion, it was agreed that the residents will need to vote on this item at the annual meeting. Glenn will prepare a presentation for the meeting.

OLD BUSINESS:

The hearing was held to resolve issue with resident smoking in common areas. No fine was levied and the resident understands that smoking is not permitted in common and semi-common areas.

NEW BUSINESS:

Irene brought up the Annual Meeting for discussion. We will try to schedule the meeting on Wednesday, January 13, 2016. Additional details will be sent to residents as was done in the past.

Adjournment was at 4:38 pm.

Irene Jordan
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES

August 10, 2015

PRESENT:

Diane Trainer, Chairman

Jean Madrid, Treasurer

Bonnie Sanders, Area Coordinator Block Capt. Irene Jordan, Secretary

Neil Sanders, Area Coordinator Block Capt.

Barbara Stayton, Communications Director

Glen Jay, Landscape & Maintenance Director

GUESTS: <none>

The meeting was called to order at 3:00 pm.

The minutes from July 2015 board meeting were approved.

TREASURER'S REPORT:

The current budget report was reviewed and approved.

Jean indicated that our insurance agent wasn't responsive to request for certificate of insurance. There was some discussion on process and timing of selecting a new agent. Policy is up for renewal in April, so process should start shortly after the first of the year.

COMMUNICATIONS REPORT:

New residents received welcome packet:

#10, William and Gloria Wyatt

#7, Lorraine Christian

Pending sales: Units #12 and #27.

Barbara plans to put out a Forum shortly and requests that information be sent to her to be included in the newsletter.

AREA COORDINATOR BLOCK CAPTAIN REPORT:

Bonnie and Neil reported that they have met with all Block Captains except Gene Percy. They also have all the door codes except for one building.

There was a discussion about emergency preparedness and CERT training. Bonnie and Neil have signed up for the training. A need has been identified to organize an emergency preparedness process in The Fountains. It has been awhile since the last safety meeting for The Fountains residents.

LANDSCAPE REPORT:

Glenn indicated that it's been a tough summer for plants. Some areas are really bad because the irrigation doesn't cover the area and/or plants have grown enough to prevent proper irrigation.

He will work with Willamette to improve the irrigation. To cover the cost, he proposes to transfer funds from Landscape Renovation budget.

The water shut offs need to be put into the reserve study. The cost is expected to be less than \$7,000. The installation of the shut offs needs to be done by a plumber, but not the excavation.

MAINTENANCE REPORT:

It's been difficult to schedule the handyman's time. The handyman is booked out; but he will be here on Saturday, August 15. Glenn indicated he may want to get another handyman. As a result, Glenn will be doing some of the maintenance items.

A number of residents have reported an ant problem. A contractor will be on site to spray around the buildings. The Forum will provide details on how to contact the contractor to have units sprayed inside. Inside spraying cost is the responsibility of the owner.

Electricity to a unit's garage was fixed.

OLD BUSINESS:

Only two vendors (of three) responded to request for proposal to replace water heaters. The expected dollar savings did not materialize. Both vendors submitted costs equal to what residents can obtain as individuals. As a result, no further action will be taken on this item. The Forum will provide contact information for residents to arrange to replace their water heater individually.

NEW BUSINESS:

A hearing has been scheduled to resolve issue with resident smoking in common areas.

Adjournment was at 4:26 pm.

Irene Jordan
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES July 13, 2015

PRESENT:

Glenn Jay, Chairman	Barbara Stayton, Communications Director
Jean Madrid, Treasurer	Diane Trainer, Vice Chairman
Bonnie Sanders, Area Coordinator Block Capt.	Irene Jordan, Secretary
Neil Sanders, Area Coordinator Block Capt.	

ABSENT: Pam Zuger, Landscape Director has resigned

GUESTS: Clare Engle, unit 78

The meeting was called to order at 3:03 pm.

The minutes from June 2015 board meeting were approved.

TREASURER'S REPORT:

The current budget report was reviewed and approved.

Discussion of reports for benefit of new Block Coordinators followed.

COMMUNICATIONS REPORT:

New residents:

#10, William and Gloria Wyatt (need welcome packet)

#7, Lorraine Christian (need welcome packet)

#27, Larry Mason (has received welcome packet)

No units are currently for sale. Also there are still two units in foreclosure.

Barbara plans to put out a Forum shortly and requests that information be sent to her to be included in the newsletter.

AREA COORDINATOR BLOCK CAPTAIN REPORT:

Bonnie and Neil reported that they are getting familiar with the process and working with SCA Chair, Martha Ambler.

There are 9 Block Captain positions in The Fountains and 8 are filled. They are speaking with Carol Fulkerson, unit 61.

They plan to meet with each Block Captain individually, get current emergency information from all residents and get organized.

LANDSCAPE REPORT:

Glenn will provide a job description to Barbara and she will send an e-mail out for volunteers for the Landscape Director position. It was agreed that all Board positions require each Board member to have e-mail addresses. Otherwise, communication is just too difficult.

There was a discussion on common area pruning. Residents are requesting pruning ad hoc. This is causing problems. It was agreed that pruning should be scheduled twice a year in the Spring and Fall. Residents will be instructed to put a written request in Box 31.

Glenn reported that there are areas where there is over-watering. He will instruct Willamette Landscaping to turn adjust these areas down. He will also request that Willamette monitor the actual watering to ensure that it is operating correctly, not just the fact that the sprinkler heads are working. The landscape maintenance side of Willamette needs to communicate to the irrigation side when water needs are not being met.

MAINTENANCE REPORT:

A handyman has been found and he will start in August. It is expected that he will work on a regular schedule, but exact dates are yet to be determined. Residents will be required to submit

requests for common area repairs in writing and put in Box 31. Glenn will make up a list of maintenance items for him each time he is here.

It is thought the new handyman may be able to do personal maintenance for residents. Specifics for this are not yet known.

OLD BUSINESS:

Water heater replacement proposals have been sent out. Each vendor is requested to provide estimates for 3 costs: (1) Remove/replace 40 gallon water heater in closet and install earthquake straps. (2) Remove dryer, remove/replace 40 gallon water heater, replace dryer in closet and install earthquake straps. (3) Cost to replace 40 gallon water heater with 50 gallon water heater if it will fit in closet. 33 residents have signed up to have their water heaters replaced.

NEW BUSINESS:

There was a discussion on car washing. In one reported incident, a hose was left with water running out of it and no nozzle on the hose to shut it off when not in use.

Ants have been reported in and around a number of buildings. Glenn will arrange for outside spraying.

Glenn is abdicating his role as Chairman of the Board effective immediately. Vice Chairman, Diane Trainer, will take over. Glenn will keep his position as Maintenance Director.

Adjournment was at 4:25 pm.

Irene Jordan
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES June 9, 2015

PRESENT:

Glenn Jay, Chairman

Jean Madrid, Treasurer

Pam Zugar, Landscape Director

Barbara Stayton, Communications Director

Diane Trainer, Vice Chairman

Irene Jordan, Secretary

ABSENT: Oie Lood, Block Captain Coordinator

The meeting was called to order at 3:05 pm.

The minutes from May 2015 board meeting were approved.

GUESTS: <none>

TREASURER'S REPORT:

The current budget report was reviewed and approved.

Glenn indicated that the reserve budget needs updating and will talk with our bookkeeper.

Also that our accountants, Schwindt, say we have to start making quarterly payments to the Federal government for 2015 tax year. This is due to the amount of interest we are earning.

COMMUNICATIONS REPORT:

New residents:

#27, Larry Mason has not yet received welcome packet

#10, William and Gloria Wyatt have not yet received welcome packet

Pending Units:

#7, Lorrains Christian

#30, Joan Mathews

#41, Ann Arnold

#21, Rhodes

No units are currently for sale.

Also there are still two units in foreclosure.

BLOCK CAPTAIN COORDINATOR REPORT:

No report.

LANDSCAPE REPORT:

In front of #20 a dead tree was replaced with small cedar trees.

More landscape renovations will be done in the fall because the summer weather is too hot for new landscaping. The Landscape Committee is getting bids on four areas for renovation. When they come in the Landscape Committee will decide what work is to be done.

Jean indicated that a tree in her area could cause damage to garages if it is blown over. Glenn will have our arborist take a look at it.

6 replacement trees are scheduled to be planted this fall.

MAINTENANCE REPORT:

Per the roofers who cleaned the roofs last month, our current roofs should last another 5 years.

The proposed Secondary Water Shut Off Valves are budgeted at \$7,000.

There will be no new sidewalks or sidewalk cleaning next year. The sidewalks fronting Fountains property on Summerfield Drive need to be fixed where there are trip hazards.

Glenn prefers that residents contact him via a note in Box 31.

OLD BUSINESS:

33 residents have signed up to replace water heaters.

65 residents have signed up for dryer vent cleaning. We have contracted with Top Hatter to do the work. The cost is \$30 per unit. Each resident is responsible for the cost and checks must be received by 6/15. The checks are to be put in Box 31. Top Hatter will begin on June 16. Residents do not have to be home when this is done. The vendor will clean the vents from the outside. Should the vendor have to go inside the unit to complete the process, the vendor will contact the resident and make arrangements.

NEW BUSINESS:

Glenn reported that the fountain heads in our fountains need to be replaced. He is researching costs.

Adjournment was at 4:20 pm.

Irene Jordan
Secretary

**THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES
May 11, 2015**

PRESENT:

Glenn Jay, Chairman
Jean Madrid, Treasurer
Pam Zugar, Landscape Director

Barbara Stayton, Communications Director
Oie Lood, Block Captain Coordinator
Irene Jordan, Secretary

ABSENT: Diane Trainer, Vice Chairman

The meeting was called to order at 3:00 pm.

The minutes from April 2015 board meeting were approved.

GUESTS: <none>

TREASURER'S REPORT:

The current budget report was reviewed and approved.

The two CD's that came due in April were moved to Premier Bank at 1.0% for 24 months. We expect interest rates to increase and these CD's will give us the ability to move to the higher rate during the 24 month period.

Glenn reported that our accountants say we have to pay additional amounts to both the Federal and State governments for 2014 tax year.

COMMUNICATIONS REPORT:

New residents who received new welcome packets:

- #62, Don and Heather Bartell
- #10, William and Gloria Wyatt
- #101, Dick Reynolds
- #30, Joan Mathews

Unsold units are 7, 21, 27, and 41.

Also there are still two units in foreclosure.

BLOCK CAPTAIN COORDINATOR REPORT:

A list of the residents by area with Block Captains designated was handed out. It was recommended that area 8 covering 15605, 15565 and 15525 be split into two areas. 15605 and 15565 would be one area and 15525 would be a separate area. Oie will be identifying a new block captain for 15525.

LANDSCAPE REPORT:

The architect is working on areas between and around buildings.

Three screening trees are to be planted at entry where a dead tree was removed. This is fronting 114th close to 15525.

We are awaiting bids for work on 4 areas. When they come in the Landscape Committee will decide what work is to be done.

MAINTENANCE REPORT:

Roof cleaning is completed. There was a slight cost overrun due to the need to replace more vents than expected. However, the roofs appear to be in good shape.

Window washing has been ordered. No time frame yet, but expected to be end of June.

OLD BUSINESS:

Water heaters replacement and dryer vent cleaning counts have been completed. 33 residents have signed up to replace water heaters and 63 for dryer vent cleaning. We will be getting 3 bids for the water heaters.

NEW BUSINESS: <none>

Adjournment was at 3:52 pm.

Irene Jordan
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES

April 13, 2015

PRESENT:

Glenn Jay, Chairman
Jean Madrid, Treasurer
Pam Zugar, Landscape Director

Diane Trainer, Vice Chairman
Barbara Stayton, Communications Director
Irene Jordan, Secretary

ABSENT: <none>

The meeting was called to order at 3:00 pm.

The minutes from March 2015 board meeting were approved as written.

GUESTS: <none>

TREASURER'S REPORT:

The current budget report was reviewed. Glenn noted that the budget for Reserve account 8015 (Roof and Gutter Cleaning) did not have a budget amount and will need to be amended to match the reserve study. A new column, YTD Difference, has been added.

Two CD's come due this month. These will be moved over to Premier Bank CD's where we will get 1.0% interest for 24 months. We expect interest rates to increase and these CD's will give us the ability to move to the higher rate during the 24 month period.

Glenn, Jean and Barbara will be authorized signers on the new account at Premier.

Glenn reported that a draft version of the financial review was completed. Our accountants request we review our security protection for the computer that is being used for our Quick Books. Also add, for those who don't know, our QB's for bill paying is being done by Diane of Summerfield office. We do not pay bills on line, only with checks that require two signatures.

COMMUNICATIONS REPORT:

New residents:

#62, Don and Heather Bartell
#10, William and Gloria Wyatt
#78, Clare Engles
#30 Joan Mathews (sale pending)

Unsold units are 7, 25, 27, and 41. Unit 101 is sold pending. Jean indicated that Dick Reynolds has moved into this unit.

LANDSCAPE REPORT:

The architect is working on areas between and around buildings. There are no new landscaping bids yet.

Several trees have been removed where needed and one tree was replaced behind building 15518.

MAINTENANCE REPORT:

Roof cleaning has started and the contractor is also evaluating the condition of the roofs. The roofs themselves appear to be in good shape. Vents and flashings are being replaced as needed. An anti-moss treatment is being sprayed as well.

OLD BUSINESS:

Barbara reported that we are getting a good response on water heaters project. She estimates that 30 to 40 water heaters will be replaced. We're also getting a good response on dryer vent cleaning.

NEW BUSINESS: <none>

Adjournment was at 4:33 pm.

Irene Jordan
Secretary

THE FOUNTAINS HOA AT SUMMERFIELD
March 9, 2015

PRESENT: Chairman Glenn Jay, Treasurer Jean Madrid, Communication Director Barbara Stayton, Vice Chairman-Diane Trainer, Landscape Director-Pam Zugar

Absent: Irene Jordan, Secretary

The Meeting was called to order at 3:07PM

The Minutes for February 2015 were approved as written.

Treasurer's Report:

Current budget status reviewed and on track.

Discussion regarding Certificates Due dates approaching to be renewed.

Continued planning of impact of Deck Railing replacements and how this will effect budget. Cost of Railings will not exceed budget allocated for this project.

Communication Director:

Barbara Stayton Suggested a Fountains Forum be published this month.
Discussion regarding Water Heater replacement for those resident that wish to participate in community scheduling will need to be organized.

Landscape Report:

Landscape Architect walk scheduled for 3rd week in March.
Arborist to remove 4 more trees.
Discussed options for tree replacement at bldg. 15518.

Maintenance Director:

The Pagoda Lights replacement continues.
Search for Maintenance man continues.
Parking areas and streets cleaned and striped Tues. March 10th.

Old Business:

Roof cleaning, inspection and repairs will begin April 6, 2015.
Shut offs behind water meters to be added into Reserve Acct.

New Business:

Insurance quotes discussed and motion made to accept quote with American Family Associates.
A resolution for banking purposes as to whom on the board would be granted the power to exercise banking needs for the Fountains at Summerfield. The board voted and approved three individuals: Glenn Jay, Jean Madrid, and Barbara Stayton. The resolution is attached.

Meeting adjourned 4:29PM

Respectfully Submitted,
Jean Madrid, Treasurer
For Irene Jordan, Secretary

February 9, 2015

PRESENT:

Glenn Jay, Chairman
Jean Madrid, Incoming Treasurer
Irene Jordan, Secretary

Diane Trainer, Vice Chairman
Barbara Stayton, Communications Director

ABSENT: Pam Zugar, Landscape Director

The meeting was called to order at 3:01 pm.

The minutes from January 2015 board meeting were approved as written.

GUESTS: Linda McCall

Concern was expressed about the sidewalk behind garages 1-5. The sidewalk is not well lit and at night it is considered a safety issue for people to use. In addition there are steps without lights that also should be corrected. A list of concerns will be given to Glenn and he will work to resolve.

It was brought up that some residents do not have access to a computer. Given that communications are normally provided via e-mail or our web site, these residents are not getting the required information. It was decided pursue getting a plastic box (like realtors use) and mounting it on the garage wall next to Box 31. Important communications, such as Board Meeting Minutes, can be put in the box for residents to pick up. Glenn will follow up on this.

TREASURER'S REPORT:

The current budget report in a Quick Books format was presented. The report prints directly out of the Quick Books accounting application rather than being reentered into an Excel worksheet. It appears that there is a month to date columns set and a current month year to date set of columns. Given that both sets were labeled Jan2015, there is some confusion about the second set. Next month's report should clear it up.

Glenn indicated that a new line item was going to be added to the reserve budget to cover the roof cleaning and repair. All building roofs including garages will be cleaned and inspected as to their life expectancy.

Check signers are to remain the same as previous year: Glenn Jay, Jean Madrid, and Barbara Stayton, dropping Gunther Schultz. All bills and invoices are paid by check that requires two signatures. Nothing is paid electronically.

COMMUNICATIONS REPORT:

Barbara met with a number of new residents and presented them with the welcome package. A discussion followed on the status of units currently available for sale.

LANDSCAPE REPORT:

Glenn provided the landscape report. The architect visit has not been scheduled for this year.

As a result of the recent windstorm, there is a tree that needs to be removed. The arborist will be contacted.

MAINTENANCE REPORT:

Sidewalks have been cleaned. Glenn is pursuing estimates for the cleaning of our parking areas and streets.

OLD BUSINESS:

A contract was signed to get the roofs cleaned, inspected and spot repaired as needed.

Estimates are being asked for to install shut off valves that will be installed behind the water meters.

The professional appraisal of The Fountains buildings is ready. This appraisal will be used to establish values for our up coming insurance renewal.

NEW BUSINESS:

A number of the CD's that exist for Fountains HOA are coming due in 2015 and there is a need to reinvest them. Glenn led a discussion about the disposition of these CD's. Based on the research that he has done with various banks. Interest rates for CD's and money market are not good. At this time, the best rates are with Premier Community Bank. It is paramount that we do not allow more than \$250,000 to be deposited in any one institute, because of the FDIC insurance limits. Final decisions will be made at the March board meeting.

Adjournment was at 4:35 pm.

Irene Jordan
Secretary

**THE FOUNTAINS HOA AT SUMMERFIELD BOARD MINUTES
January 12, 2015**

PRESENT:

Glenn Jay, Chairman	Diane Trainer, Vice Chairman
Gunther Shulze, Treasurer	Jean Madrid, Incoming Treasurer
Barbara Stayton, Communications Director	Pam Zugar, Landscape Director
Irene Jordan, Secretary	

The meeting was called to order at 3:00 pm.

The minutes for December, 2014 were approved as written.

GUESTS: None

TREASURER'S REPORT:

The final 2014 P & L was presented in the old format. A newly revised format was developed to print directly out of Quick Books. Gunther indicated that there were some issues with the new format and the data is not properly allocated between operating and reserves. Glenn and Jean will meet with Diane to discuss.

COMMUNICATIONS REPORT:

Diane will assume responsibility for updating the website. A new folder needs to be added for 2015 minutes. In addition, there are a number of new residents and the resident lists is being updated. The homeowner's communication on the website has been updated.

LANDSCAPE REPORT:

The landscape architect will be meeting with the Landscape Committee and updating the landscaping plan designs. There are a number of areas remaining in the current plan to be done this year.

MAINTENANCE REPORT:

The following have been completed: doorbell installs (110 at \$13/each) and gutter cleaning. Both the dryer vent cleaning and hot water heater replacements will be discussed at the annual meeting. Each homeowner is responsible to pay for these items.

The maintenance budget was increased for 2015. In the past, the Maintenance Director has done most of the work related to maintenance (doorbells, for example). Going forward, the Director will work with contractors to get maintenance done.

The sidewalks all need to be powerwashed. The Maintenance Director is planning to get this done with the help of homeowner volunteers. The cost for an outside contractor is quite high.

OLD BUSINESS:

The plan to install new water shut off valves behind existing outside water meters will be discussed at the annual meeting. 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.

NEW BUSINESS:

Glenn signed a contract with accounting firm to perform the 2015 review. In addition, he requested a proposal from the firm to perform an audit of our financials.

An agreement has been made with Schwint Co. to update The Fountains Reserve Study for \$750. This study lays out the future requirements and estimated costs for major repairs (such as new roofs) and improvements for the HOA.

Glenn is in the process of getting bids to clean the moss off the roofs.

Our insurance company is requesting an appraisal of The Fountains. A motion was made by Barbara and seconded by Jean to get this done for not more than \$4,000. The motion was passed.

A general discussion of the annual meeting presentations followed.

Adjournment was at 4:55 pm.