

## FOUNTAINS BOARD OF DIRECTOR'S SPECIAL MEETING

September 1, 2022

All residents of the Fountains were notified by an e-mail on August 26, 2022 of a special meeting of the Fountains Board of Directors on September 1, 2022 at 2:00 P.M. in the conference room of the club house. The only item on the agenda was to approve more extensive testing on certain decks that PONO Building Consultants is going to perform jointly with Gores Inc.

The meeting was called to order at 2:00 P.M. by Barbara Stayton, Chairperson. Board members present were Barbara Stayton, Chairperson, Irene Jordon, Treasurer and Paul Brock, Maintenance, which constituted a quorum, and Julie Helle, Secretary. Residents attending were: Mabel Ramsthel, #33, Clare Engel, #78, Vicki Masengale, #86, Lorry Christian, # 67 and Patty McIntosh, #46.

Paul Brock gave a brief explanation of the purpose of the meeting. The soffits under six decks will need to be removed for PONO Building Consultants to fully assess and provide a complete written report of their current condition. Decks that need soffits removed are: the south deck on #10, the deck on #17, the east facing deck on #70, the decks on # 48 and #102 and one of the decks on # 33. Because this will need to be done from below, patios on units #9, #69, #100, #31, #15 and #46 will need to be accessed. Inspections are to be conducted jointly by PONO Building Consultants and Gore's, Inc. with Gore's, Inc. removing the soffits and PONO Building Consultants doing the inspections. If approved, the work is scheduled to begin on September 7<sup>th</sup>.

This joint project arranged by PONO Building Consultants requires two separate proposals, one from PONO and one from Gore's, Inc.

Paul Brock moved to accept the proposal from Gore's, Inc. for \$3,040.00 and the proposal from PONO Building Consultants for \$1,950.00 for a total cost of \$4,990.00, with the cost not to exceed \$5,000. The motion was seconded and approved.

The meeting was adjourned at 2:10 P.m. by chairperson Barbara Stayton.

Respectfully Submitted,

Julie Helle, Secretary

## **FOUNTAINS BOARD OF DIRECTOR'S MEETING**

**July 11, 2022**

The meeting was called to order at 3:05 P.M. by chairman Barbara Stayton. A quorum was present: Barbara Stayton, Chairman, Irene Jordon, Treasurer, and Paul Brock, Maintenance.

**OFFICERS PRESENT:** Elena Madden, Assistant Treasurer, Bob and Karen Markel, Landscape, Jim Cunningham, Arborist Officer, Joan Mathews, Newcomers Welcome, Judy West, Resident Information and Communication and Julie Helle, Secretary. Jean Madrid, Assistant Maintenance, was excused.

**RESIDENTS PRESENT:** Lee Cunningham, #34, Carol Hanlon, #15, Stella Vetrone, # 17, Marilyn Katz, #97, Cyndy O'Brien, # 92, Susan Reinhart, #20, Lorry Christian, # 67, Patty McIntosh, #46, and Dottie Francis, # 66.

**COMMENTS AND CONCERNS EXPRESSED BY RESIDENTS:** Most concerns were regarding the state of poor landscaping in the Fountains, the budget for same and a question about moss removal. One person asked when she would get a 2021 tax return copy.

**SECRETARY'S REPORT:** A motion was made, seconded and approved to approve the meeting minutes from the June 13, 2022 meeting.

**ASSISTANT TREASURER'S REPORT:** Elena Madden: 110 units were paid in full in June.

**TREASURER REPORT:** Irene Jordon: Funds on Hand at June 30, 2022:

- |                                   |              |
|-----------------------------------|--------------|
| a. Total Reserves Funds on Hand   | \$527,106.45 |
| b. Total Operations Funds on Hand | \$ 98,371.92 |
| c. Total Funds on Hand            | \$625,478.37 |

Check numbers 14000 through 14014 were issued for a total of \$39,108.16. New checks were ordered and the sequence was revised. There were no reserve payments in June. There were two debit card charges in June totaling \$504.66. There was one EFT payment for the new checks and deposit slips for \$402.25. Checks outstanding at month end totaled \$4,241.62. The Profit and Loss sheet will be sent out tomorrow. It will include detail on payments made, reserves and other financial activities.

**NEIGHBORHOOD WATCH AREA COORDINATOR:** No new information.

**NEWCOMERS WELCOME NEW RESIDENTS:** Joan Mathews: The new resident in 21, Christine Green, was welcomed. Unit #26 is expected to close on July 18<sup>th</sup>.

**LANDSCAPE REPORT:** Bob and Karen Markel: Karen Markel presented the report. Karen stated that the objective is to hold Brightview accountable for the contract they have with the Fountains. Bob and Karen have met with owners to try and address their needs such as needing a shrub trimmed to get into a garage or one that is rubbing against a window. They have also met with the Brightview supervisor Matt Lake twice since taking over on July 1<sup>st</sup>. They walked the area with him and pointed out areas which need to be addressed as part of their contract. The following concerns were noted: mowed grass not being bagged, pine needles should be raked and removed, shrub trimming is going too slowly, weeds are terrible all over the property, the shrubs by the lower fountains need to be trimmed, and there is a great need to replace plants. There are also concerns about overgrown plants blocking the Fountains sign. Bob and Karen's plan is to plant low growing white roses by the sign and then work on the plants behind the sign. Bob is doing much of this work himself, as well as helping residents set plants that residents purchased themselves with Bob and Karen's approval. They are requesting that the budget be increased next year for new plants, etc.

Bob raised a question about the cost of the tree (\$550.00) that Brightview planted by the upper fountain, and commented that it could be done for much less money if not purchased and planted by Brightview. He also asked why we are using a commercial service which might be more expensive than a non-commercial service. Bob asked that in the future, all landscaping expenses will be approved by him first. The budget for irrigation is really down; that was explained that a lot spent this spring readying the system for summer. Noted also that the sprinklers behind the garages next to Fountainwood are not operating. A suggestion was also made to have Brightview's supervisor Matt Lake come out while Brightview is working.

Bob and Karen will be looking into hiring another other company to handle our landscaping. The Fountains needs to give Bright View notice of 3 months. A former company used here was Rain or Shine, but they don't know irrigation. It was noted that a separate company could be hired for irrigation issues.

**MINUTES FROM THE MAINTENANCE COMMITTEE MEETING JUNE 22, 2022:** Barbara Stayton, Chairman, read minutes from the Fountains HOA Maintenance Committee Meeting.

Committee Members Present: Irene Jordon, Chair, Paul Brock, Barbara Stayton, Bill Norton, Donovan Madden, Jean Madrid, Ken Miller, Jim Cunningham, Neal Sanders, Joan Mathews, and Reno Tortora. Bob Hausserman was absent.

The goal of the meeting was to address specific issues raised in the CERTA BEI Report dated June 2, 2022.

**Garage Buildings Siding**

- There are 27 garage buildings
- Develop a plan for targeted repairs, especially on West and South facing walls instead of replacing all the siding on the garage buildings. HOA Services says that most of our garage siding can remain in service with repairs and some replacements.
- Check for water intrusion near corner trims.
- Investigate longevity and maintenance for fiber cement siding (Hardie plank).
- Possible sheet metal flashing on skyward facing Pedestrian Door Trim.
- Need to get figures and adjust the Reserve Study.

## **Roofing**

- Consider JBC evaluations versus CERTA evaluations. The faults identified by CERTA are not signs of catastrophic damage and can be dealt with at re-roof time according to JBC.
- Consider moving onset date for roof replacement ahead of 2033.
- Isolate amounts in Reserve Study to show exactly how much is being raised for the roof.
- Raise funds for roof replacement via monthly assessments rather than special assessment.

**Decks** CERTA identified a few problems with coatings and coverings on decks, but could not identify which decks had these problems. This was not helpful.

- Getting proposals from three companies to inspect all 60 decks.

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## **Exterior Wall Cladding (Brick)**

- HOA Services recently repaired several large cracks in the brick veneer of two buildings. The wood frames behind the cracks were undamaged and the tar-paper sheathing was seen to be in excellent condition.
- Identify a couple of buildings per year for masonry maintenance/repairs.
- Paul has given HOA Services the CERTA report to advise us as to costs and timelines.

## **Dryer Vents**

- Investigate HOA Services and other companies as to cost and if they could set up a day or two to allow for several residents to participate in getting their dryer vents cleaned at a reduced cost.
- Advise residents via the Forum Newsletter about the dangers of dryer vent fires.

## **Windows**

- Advise residents about the need to have efficient and correctly installed windows.
- The HOA has the responsibility to paint trim, caulk, and flashing repair on exterior of windows.
- Advise residents about replacing the just the glass.

**MAINTENANCE REPORT:** Paul Brock: The striping on the steps by the William Ofstad Company is completed. The new stripes are wider and clearly show the front edges of the steps. The cost was \$4,880.00.

Deck Inspections: CERTA identified problems with coatings and coverings on some of the decks. (See above.) The fountains received three proposals to inspect the coatings on all 60 of the decks: CERTA Building Solutions (\$4,400.00,) Forensic Building Consultants (\$5,480,) and Pono Building Consultants (4,400.00.) All three companies will provide a report on which decks are affected and what those problems are. Paul moved to accept the bid from Pono Building Consultants, the motion was seconded and approved.

Targeted repairs on garage buildings: we are still waiting on cost estimates for garage repairs from HOA Services and other contractors.

Clean-A-Duct HOA pricing and Proposal: During the CERTA inspection, lint was found on the roofs of the following buildings: 15518, 15655, 15565, and 15525. On July 26th, Clean-A-Duct is scheduled to come and clean the eight dryer vents in building 15518. The resident's price for a building with eight dryer vent ducts will be \$86.50 per unit for a full-service duct cleaning which includes entering the resident's unit to check the duct connection to the dryer. If the duct cleaning is performed only from the outside of the building, the price drops to \$66.50 per unit for a building with eight dryer vents. Contact information for Clean-A-Duct is Boni Courtright, 503-863-7717; postal address: P.O. Box 2745, Clackamas, OR 97015. Residents are requested to contact Clean-A-Vent with any questions.

**ARBORIST REPORT:** Jim Cunningham: Jim reported that the tree trimming is going well; they are working on the left side today, will later do the right side. Trees are being trimmed to three feet from building sides and six feet above roofs. Lorry Christian raised a question about dead limbs on a tree; Jim replied that for now, they are trimming just near buildings; they will come back to address other tree issues.

**Old Business:** There was no old business

**New Business:** Barbara asked for information to include in the forum. Information will be provided on dryer vent cleaning, recruiting volunteers to help with landscaping, and replacing just the glass in windows as an alternative to the entire window being replaced.

Johnson Windows was named as being an excellent company; they work with L&M glass for this.

**Motion to adjourn:** the motion was made and seconded to adjourn at 4:03 P.M.; seconded and approved. There will be no meeting in August. The next meeting will be September 12<sup>th</sup> 2022 at 3:00 P.M.

Respectfully Submitted,

Julie Helle, Secretary

## **FOUNTAINS BOARD OF DIRECTORS MEETING**

**June 13, 2022**

The meeting was called to order at 3:00 P.M. by Barbara Stayton. A quorum was present: Chairman Barbara Stayton, Irene Jordon, (Treasurer) and Paul Brock, (Maintenance.)

**OFFICERS PRESENT:** Elena Madden, Assistant Treasurer, Jean Madrid, Assistant Maintenance, Jim Cunningham, Landscape, Joan Matthews, welcome and Julie Helle, Secretary. Bill Norton, Neighborhood Watch and Judy West, Resident Information and Communication, were absent.

**RESIDENTS PRESENT:** Bob and Karen Markel, #31, Millie Grauel, #43, Dottie Francis, #66, Clare Engle, #78, Neal Sanders, # 5, Sue Reinhart, # 20, Terri Stewart, #22, Patricia Goytia, #16, Patty McIntosh, # 46, Vicki Masengale, # 86 and Lorry Christian, # 67.

**COMMENTS AND CONCERNS EXPRESSED BY RESIDENTS:** Patty McIntosh, #46, asked what the difference is between a CPA audit or review and when the last audit was done. Barbara said she would look it up. Vicki Masengale, # 86 expressed a concern about the decks and a warranty.

**SECRETARY REPORT:** Julie Helle: Julie requested a motion to approve the minutes of the May 9, 2022 meeting. The motion was made, seconded and approved to approve the minutes.

**ASSISTANT TREASURER'S REPORT:** 110 Units are paid in full.

**TREASURER'S REPORT:**

2. Funds on Hand at May 31, 2022:

- |                                   |              |
|-----------------------------------|--------------|
| a. Total Reserves Funds on Hand   | \$530,978.20 |
| b. Total Operations Funds on Hand | \$ 96,594.77 |
| c. Total Funds on Hand            | \$627,572.97 |
3. Check numbers 3750 through 3770 were issued for a total of \$50,330.92. There were two reserve payments in May totaling \$16,505.26. There were no debit card charges in May. Checks outstanding at month end totaled \$8,522.45.
  4. A new money market account was set up at Washington Federal and \$100,000 in reserve funds was transferred to the new account from the reserve money market account at Home Street Bank on 5/19/2022.

**NEIGHBORHOOD WATCH:** Bill Norton resigned as Neighborhood Watch Coordinator, so the board is looking for a replacement.

#### **LANDSCAPE REPORT:**

Jim Cunningham is resigning as head of landscape at the end of June. Bob and Karen Markel have volunteered to head up the Landscape Committee. The motion was made, seconded and approved for them to serve in this position.

Jim reported that tree planting has been completed as well as the bushes by Unit 20.

A motion was made, seconded and approved to change from Treecology to Elite Tree Services for our Arborists needs. Elite Tree Service will be trimming trees near buildings and roofs. It was noted that Elite Tree Services has been very good.

Jim has agreed to remain on the Board as our Arborist Officer. The motion was made seconded and approved for Jim to remain on the board in this capacity.

**MAINTENANCE REPORT:** The repairs to the cracks in the masonry veneer of Building 15655 began and were mostly completed on May 31. Repairs to the cracks on the masonry veneer of Building 15480 were postponed due to weather and scheduling issues; it is scheduled to resume Tuesday, June 14.

Bricks were removed from the cracked areas on Building 15655. The tar paper sheathing behind the bricks was discovered to be in excellent condition, and the wooden structural members were found to be undamaged.

The entire repair project will include repairs to the cracks in Buildings 15655 and 15480 and should be completed this week, weather permitting.

The work is being performed by HOA Services.

Our attorney, who wrote the contract for our deck contractor, Jon Erickson, advises us that that under Oregon law, Jon Erickson has a duty to perform his work in a workmanlike manner and that if his work is defective, he has an obligation to repair it. The statute of limitations for such a claim is 6 years.

#### **OLD BUSINESS:**

**PRIVACY SCREENING RESOLUTION:** Barbara read the resolution (attached.) It was moved, seconded and approved to accept the resolution.

**NEW BUSINESS:** Our attorney Stuart Cohen stated "You should adopt a rule that prohibits recording of meetings and notes that the official minutes of the meeting will be taken by the secretary and are not final until approved by the BOD." There were no objections. The motion was made, seconded and approved.

A forum will be sent out with the following information:

1. A Neighborhood Watch coordinator is needed.
2. An announcement of the Building Envelope Meeting to be held 06/22 from 1-2:30 P.M.
3. Landscape requests should be written on a note, signed and put in box 31
4. Elite Tree Service will be here on July 11 and 12 to trim trees away from the building.
5. A welcome to our new residents Peggy J. Sult, # 82, and David House, # 77

The meeting was adjourned at 3:30 P.M. The next meeting will be Monday, July 11 at 3:00 P.M.

Respectfully Submitted,  
Julie Helle, Secretary

#### **PRIVACY SCREEN RESOLUTION**

**WHERE AS** ARTICLE IX - MAINTENANCE AND USE OF CONDOMINIUM PROPERTY, Section 5. Rules of Conduct. The following rules of conduct apply to all unit owners and all other persons using the condominium in any manner. Paragraph g. In order to preserve the attractive appearance of the condominium, the Board of Directors may regulate the nature of items which may be placed in or on windows, decks, patios, and the outside walls so as to be visible from other units, the common elements or outside the condominium. All such items shall be maintained in a neat, clean and sanitary manner by the unit owner. All windows shall be covered with material that is white or lined with white, or as the Board approves.

**NOW, THEREFORE, BE IT RESOLVED THAT** Privacy Screening on the Decks



of upper units shall be 3 feet high and long enough to cover the front of the patio railing with additional panels to cover the sides of the railing if the owner wishes. The color of the screening will be Charcoal with UV protection and will be attached with Black zip ties to the existing railing.

Adopted this \_\_13th\_\_ day of \_\_June\_\_, 2022

Julie Helle\_\_\_\_\_

Association Secretary

## **FOUNTAINS BOARD OF DIRECTOR'S MEETING**

**May 09, 2022**

The meeting was called to order by Barbara Stayton, chairperson, at 3:00 P.M. A quorum was present: Barbara Stayton, Irene Jordon, Treasurer, and Paul Brock, Maintenance. Also present were Jim Cunningham, Landscape, Judy West, Resident Information and Communication and Julie Helle, Secretary. Elena Madden, Assistant Treasurer, Jean Madrid, Assistant Maintenance, Joan Matthews, Newcomers, and Bill Norton, Neighborhood Watch were all excused. Residents present were: Lee Cunningham, #34, Dottie Francis, #66, Lorry Christian, #67, Neal Sanders, #5, Susan Reinhart, #20 Millie Grauel, #43, and Patty McIntosh, #46.

Patty McIntosh, #46, asked if the board had received the written Certa report; Paul Brock responded that it is expected this week.

**Secretary Report:** Julie Helle: Julie requested that the secretary report from the April meeting be approved. The motion was made, seconded and approved.

**Assistant Treasurer Report:** Elena Madden: 110 units have paid in full.

**Treasurer Report:** Funds on Hand at April 30, 2022:

- |                                   |              |
|-----------------------------------|--------------|
| a. Total Reserves Funds on Hand   | \$518,448.44 |
| b. Total Operations Funds on Hand | \$113,125.40 |
| c. Total Funds on Hand            | \$631,573.84 |

Check numbers 3727 through 3749 were issued for a total of \$37,037.13. There were no reserve payments in April. There were no debit card charges in April. Checks outstanding at month end totaled \$8,565.44.

**Newcomers Welcome, New Residents:** Judy West: Unit 82 has been sold.

**Landscape Report:** Jim Cunningham: Jim is resigning as head of the landscape committee as of June 30, 2022. The upper fountain motor has burned out; Jim may seek bids to replace it this week. Brightview does the maintenance currently; there was a brief discussion if maintenance of the two fountains might be better handled by experts in fountain and pond maintenance. This can be addressed when the contract with Brightview is re-done.

A Star Magnolia tree and bushes will be placed by units 19 and 20. Susan Rinehart, #20, asked what kind of bushes; Jim told her either Azaleas or Rhododendrons, he will let her know. A tree will be removed near units 71-74 by Elite Tree Services. Trimming of trees near Units 81-84 is not done yet.

On Thursday May 12, the Oregon Department of Agriculture will spray for Japanese Beetles.

**Maintenance: Paul Brock:** The pest control spraying for ants by was completed by Summit. Carpets in the common areas will be cleaned by Cleanway Carpet Cleaners, possibly the week of May 23<sup>rd</sup>. Greg Arnason of Quality Window Cleaning Service will be washing windows beginning on May 18<sup>th</sup>. Volunteer Dave Smith, #25, will handle window screen repairs and will notify residents of same. Dottie Francis, #66, asked if the tabs are to go on the inside or outside of the screens. The response was that the tabs should be on the inside so the screens can be quickly removed in case of an emergency.

Power washing is done; much thanks to Dave Smith, Bob Markel, Bill Norton and Jim Cunningham for doing this.

Pedestrian Doors in the garages damaged in break ins: doors and door frames for Garages 1, 2, 3, 4, 5, 6, and 110 have been replaced. Door frames for Garages 11, 12, 27, and 103 were able to be repaired. HOA Services did this work at a total cost of \$12,255.26. Replacement doors and door frames have been ordered for Garages 13 and 14 which will be an additional cost.

CERTA stated that they agree with the repair proposal submitted by HOA Services to repair the cracks in the masonry veneer on Buildings 15480 and 15655 at an estimated cost of \$4,741.12. The motion was made, seconded and approved to have this work done at a cost not to exceed \$5,000.00. If more work is required on the brick veneer, that will be considered separately.

**Old Business: Ductless H/C Resolution:** A resolution has been drafted listing the minimum criteria required to install these units. Barbara Stayton read the resolution and a brief discussion followed. A motion was made, seconded and approved to adopt the resolution as written. It will be posted on the web site and included in the next Fountains Forum. (A copy of the resolution is also provided below.) Residents are strongly encouraged to use Able Heating and Cooling if they plan to install one of these units. Able Heating and Cooling has installed several units in the

Fountains and in units with the same floor plans as ours in nearby communities, so they are familiar with how to install in our condos.

**New Business: Privacy Screen Resolution:** Our deck rails do not provide as much privacy as the wood slats did. The board will establish criteria to assure a uniform appearance for owners of upper decks only who wish to install privacy screens. This will be further addressed at the next board meeting.

We are required to have our by-laws written in gender neutral language. Our lawyer, Stuart Cohen, will begin work on this. Mr. Cohen also recently sent us a letter describing the importance of always assuring that any hired workers, contractors, and companies who do work for the Fountains have the proper licensure, credentials and insurance.

Chairperson Barbara Stayton asked if anyone has information they would like in the forum that will come out soon. She also announced that there will not be a meeting in August.

**Next Meeting:** Monday, June 13<sup>th</sup> 2022 at 3:00 P.M. in the conference room of the clubhouse.

**Meeting adjourned:** It was moved, seconded and approved to adjourn this meeting at 3:46 P.M.

Respectfully Submitted, Julie Helle, Secretary

(See below for the resolution concerning ductless heating and cooling systems)

**ASSOCIATION OF UNIT OWNERS OF  
FOUNTAINS AT SUMMERFIELD CONDOMINIUM  
RESOLUTION DUCTLESS HEATING AND COOLING SYSTEMS  
(MINIMUM CRITERIA)**

**WHEREAS**, Article 5, Section 2(m) of the Bylaws states that “the Board of Directors shall have authority to carry out and be responsible for the following matters: Promulgation of rules and regulations governing the condominium and use thereof which shall be consistent with the restrictions set out in Article IX of these Bylaws”; and,

**WHEREAS**, for the health, safety, welfare, comfort, and convenience of all Owners, the Board wishes to establish criteria for the placement of ductless heating and cooling systems on the patios and balconies of an owner’s unit.

**WHEREAS**, the Summerfield Civic Association Architectural/Landscape Manual provides:

2.16 Climate Control: Placement of heat pump, condenser units, and portable air conditioning units shall receive special consideration to ensure appropriate visual screening and noise attention to the neighboring residential units and areas. Use of solar heating systems is acceptable provided that the panels or collectors are integrated into the structure with regard to overall appearance and design. All exterior climate control equipment and solar units must be approved by the Board of Directors prior to installation. The City of Tigard requires a mechanical permit that complies with state and federal regulations for installation of heat pumps and air conditioners.

**NOW, THEREFORE, BE IT RESOLVED THAT**, Owners may install ductless heating and cooling systems in accordance with the following criteria:

**Ductless Heating/Cooling System Criteria**

Outside compressor dimensions:	Not to exceed 42” W x 20” D x 38” H
Outside compressor location:	The compressor can be located on the deck/patio or on a concrete slab next to the building. If the compressor is located on a deck/patio, a hose must be attached to the compressor to drain the condensation to the landscape.
Weight of compressor:	150-200 pounds
Sound Level from compressor:	Not to exceed 65 Decibels
Exterior pipe (“line hide”) from compressor to building:	Must be painted to match the trim of the building.
Opening left in the exterior of the building when heat/pump is removed from wall sleeve:	The exterior grill no longer used by the heat pump may remain in place. The wall sleeve must be blocked and insulation must be installed inside the wall sleeve.

## **FOUNTAINS BOARD OF DIRECTOR'S MEETING MINUTES**

**April 11, 2022**

The meeting was called to order by director Barbara Stayton at 3:00 P.M.

A quorum was present: Directors Barbara Stayton, Chairman, Irene Jordon, Treasurer and Paul Brock, Maintenance. Officers present were: Julie Helle, Secretary, Elena Madden, Assistant Treasurer, Jean Madrid, Assistant Maintenance, Jim Cunningham, landscape, and Bill Norton, Neighborhood Watch Coordinator. Joan Mathews and Judy West were excused.

Residents present: Lorry Christian, #67; Dottie Francis, #66, Ann Arnold, # 41, Patricia Goytia, #16 and Patty McIntosh, #46. Patricia Goytia addressed the board about a branch lying on a roof. Jim said he would have a tree person address it.

**Secretary Report:** Julie Helle moved that the minutes of the March 14, 2022 minutes be approved. The motion was seconded and approved.

**Assistant Treasurer Report:** Elena reported that 110 units paid in full in March.

**Treasurer's Report:** Funds on Hand at March 31, 2022:

d. Total Reserves Funds on Hand	\$505,924.26
e. Total Operations Funds on Hand	\$115,162.04
f. Total Funds on Hand	\$621,086.30

Check numbers 3709 through 3726 were issued for a total of \$34,901.67. There were no reserve payments in March. There were six debit card charges for \$624.23. In addition, there was a single EFT withdrawal for 2021 tax payment to IRS for \$101 and a deposit of \$5.99. Checks outstanding at month end totaled \$6,240.48.

As approved by Board in March, there was a transfer of Reserve funds from Home Street Reserve Money Market to On Point Reserve account of \$50,000.

A motion was made, seconded and approved to accept the treasurer's report.

**Neighborhood Watch Area Coordinator:** Bill Norton: Units 61-70 have a new block captain: Karen Black, Unit 68.

**Newcomers Welcome/new residents:** There is no one new this month.

**Landscape Report:** Jim Cunningham: Trees have been replaced in the following areas: a Paperback Maple by the bench, and where the trees were removed near Fountain Wood, two Dogwood trees and Alaskan Cedars. A stump has been removed by the

utility boxes. The sidewalk washing project was discussed. Several maintenance committee members have worked many hours to do this and it is nearing completion. One owner will be re-imbursed for gas.

**Maintenance Report:** The building envelope inspection has been rescheduled from April 14 to April 21, 2022.

We are still in the planning stages of a project in which white safety stripes will be repainted on the entryway steps and other steps on concrete walkways around the complex. We are waiting for an estimate from Bill Ofstad of Ofstad Management Company. A permit application needs to be submitted to the city of Tigard for this project.

HOA Services is currently replacing or repairing pedestrian doors on garages that were broken into in February and March. Due to the extensive damage to the door frames, many of these doors will need to be replaced. The maintenance committee is working with the techs on repair options when applicable.

**Old Business:** Results of the Election Held at the Annual Meeting: Barbara announced that Irene Jordon was re-elected to serve as treasurer with 77 votes. The **IRS Revenue Ruling: 70-604:** was approved with 72 votes and the amendment to the bylaws were approved with 73 votes. All owners will receive information on the changes either by e-mail or hard copy.

**New Business:** The board will be working on criteria for the installation of ductless heating and cooling systems.

The next Fountains Board of Director's meeting will be Monday, May 9, 2022 at 3:00 P.M. in the conference room of the clubhouse.

It was moved, seconded and approved to adjourn the meeting at 3:55 P.M.

Respectfully Submitted,

Julie Helle, Secretary

## **FOUNTAINS BOARD OF DIRECTORS MEETING MINUTES**

**March 14, 2022**

The meeting was called to order at 3:00 P.M. by Chairman Barbara Stayton. A quorum was present: Barbara Stayton (Chairman,) Irene Jordon (Treasurer) and Paul Brock, (Maintenance.)

**OFFICERS PRESENT:** Jim Cunningham, Bill Norton, Joan Mathews, Judy West, Elena Madden, and Jean Madrid. Julie Helle was excused

**RESIDENTS PRESENT:** Lee Cunningham, Ann Arnold, Dottie Frances, and Dave Smith.

**SECRETARY REPORT:** It was moved, seconded to approve the minutes from the February 14, 2022 meeting. The minutes were approved.

**ASSISTANT TREASURER'S REPORT:** Elena Madden: 110 units are paid in full.

**TREASURER'S REPORT:** Irene Jordan:

1. Funds on Hand at February 28, 2022:

a. Total Reserves Funds on Hand	\$493,288.89
b. Total Operations Funds on Hand	\$113,553.13
c. Total Funds on Hand	\$606,842.12

2. Check numbers 3694 through 3708 were issued for a total of \$25,680.19. There were no reserve payments in February. There were three debit card charges in February for \$1,002.14. Checks outstanding at month end totaled \$840.00.

3. Board approved motion to deposit \$50,000 in OnPoint reserve account in March.

**NEIGHBORHOOD WATCH COORDINATOR REPORT:** Bill Norton: A block captain is still needed for Units 61-70.

**NEWCOMERS/WELCOME NEW RESIDENTS REPORT:** Joan Mathews: No new residents have moved in during the last month.

**LANDSCAPE OFFICER REPORT:** Jim Cunningham: Jim and the supervisor from Brightview did a walkaround the property on March 8<sup>th</sup>.

The fountains are being repaired and should be up and running soon.

The annual lime application on the lawns is completed.

A Paperback Maple tree will be planted near the bench in front of the upper fountain. Four trees will be planted in the spaces where the Sequoia trees were removed; these are much smaller trees and will not cause damage to foundations.

The French drains near unit 60 are working and the lawn area will be reseeded as the weather gets warmer.

**MAINTENANCE OFFICER REPORT:** Paul Brock: Certa Building Solutions will be performing a building envelope inspection of our complex next month on April 14 and 15.

Numerous garage break-ins - the residents of the Fountains have recently suffered numerous break-ins and burglaries of garages around the complex. As many as eighteen garages have been burglarized, and ten of these garages will require replacement pedestrian doors due to the extensive damage to the door frames. The burglarized garages so far are Garages 1, 2, 3, 4, 5, 6, 13, 27, 28, 29, 30, 103, 107, 108, and 110. Officer Hicks of the Tigard Police Department has investigated the rash of burglaries and gave us her contact information including her email address with the City of Tigard. All break-ins and burglaries need to be reported to the Tigard Police Non-emergency Number 503-629-0111.

Pressure washing the sidewalks will be done by volunteers.

**OLD BUSINESS:** Barbara Stayton: The Annual Meeting agenda was review and edited by the board members. Volunteers were secured for the different jobs that need to be completed to set up the meeting. There will be hard copies of the following on the tables: The list of officers and directors, the December 2021 financial report, a breakdown of what the \$418 monthly assessment covers, and the meeting agenda. We are waiting the hear whether a Tigard Police Officer will be present to address the recent break-ins.

**NEW BUSINESS:** Barbara Stayton: The Annual meeting with our insurance agent, Jared Walthard of American Family was held on March 11<sup>th</sup> and attended by Barbara, Irene Jordan and Paul Brock. Jared wanted us to remind residents that their individual insurance policies should have \$50,000 earthquake loss assessment and \$25,000 standard loss assessment. The new insurance certificate will be posted on the website April 1, 2022.

**NEXT MEETING:** The next meeting of the Fountains Board of Directors will be April 11, 2022

**MEETING ADJOURNED:** The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Barbara Stayton, Acting Secretary



## **FOUNTAINS BOARD OF DIRECTORS MEETING MINUTES**

**February 14, 2022**

The meeting was called to order at 3:00 P.M. by Chairman Barbara Stayton. A quorum was present: Barbara Stayton (Chairman,) Irene Jordon (Treasurer) and Paul Brock, (Maintenance.)

**OFFICERS PRESENT:** Jim Cunningham, Bill Norton, Joan Mathews and Judy West.

**ABSENT:** Jean Madrid.

**RESIDENTS PRESENT:** Carole Hanlin, #15, Susan Reinhart, # 20, Ann Arnold, #41, Cyndy O'Brien, #92, Dottie Francis, # 66, Lee Cunningham, #34, Patricia Goytia, #16, Patty McIntosh, #46, Stella Vetrone, #17 and Elena Madden, #56.

**Comments and concerns expressed by residents:** Landscaping: some areas are looking unkept, roots of plants were not removed with the plants, etc. A question: why has the lower fountain been off. Jim Cunningham, Landscape Officer, explained that the fountain has been off because it is clogged. It is to be cleared in the coming week. Jim will meet Susan Reinhart, # 20, Patricia Goytia, #16, and Gretchen Gander, #19, to see what can be done about the landscape issues.

**SECRETARY REPORT:** It was moved, seconded and approved to approve the minutes from the January 10, 2022 meeting.

**ASSISTANT TREASURER'S REPORT:** Bill Norton: 110 units are paid in full, there is one transfer fee and one statement fee, each \$50, and one new owner fee of \$1,500. Bill Norton is retiring from the position of Assistant Treasurer and Elena Madden has agreed to take his place.

It was moved, seconded and approved to appoint Elena Madden to this position.

**TREASURER'S REPORT:** Irene Jordan

Funds on Hand at January 31, 2022:

Total Reserves Funds on Hand \$480,766.36

Total Operations Funds on Hand \$112,887.82

Total Funds on Hand \$593,654.18

Check numbers 3677 through 3693 were issued for a total of \$32,351.03. There were no reserve payments in January. There were no debit card charges in January. Checks

outstanding at month end totaled \$5,668.39. The Washington Federal CD that expired in January was rolled over to 13 months at .35% as approved in the January 2022 meeting. It was moved, seconded and approved to approve the treasurer report.

**NEIGHBORHOOD WATCH COORDINATOR REPORT:** It was moved, seconded and approved to accept Bill Norton for this position. A block captain is still needed for Units 61-70.

**NEWCOMERS/WELCOME NEW RESIDENTS REPORT:** Joan Mathews: Joan reported that she still has been unable to reach the new resident in 110. Joan took a packet up to their unit and left it by the door. She will continue to try to connect with this resident.

**RESIDENT INFORMATION REPORT:** Judy West: Judy will update the resident information list by March 1.

**LANDSCAPE OFFICER REPORT:** Jim Cunningham: The French drain project was completed around buildings in the southeast area of the property. A big thank you to Paul Brock for coordinating the project.

After speaking to Brightview they have waived the requested \$70 monthly increase after it was pointed out that we just had an annual contract increase.

Brightview reports Fall leaf season is over so crews are transitioning into detailed cleanup in order to prepare your landscape for the Spring. Maintenance crews will be finishing up dormant season pruning and detailed landscape bed cleanups between January and February. In January the crew was focused on cleaning up landscape beds, weed removal, dormant season pruning of select varieties of shrubs, and clearance pruning of shrubs and trees along buildings.

Upcoming services crews will focus on:

- Jan/Feb – pre-emergent herbicide applications
- Feb/Mar – Irrigation teams will be looking to schedule pre-season irrigation audits late winter/early springing

Scheduled service days and times may vary depending on the type of service needed week to week.

**MAINTENANCE REPORT:** Paul Brock  
Building Envelope Inspection 2022

Three companies have provided bids for the building envelope inspection in April: Forensic Building Consultants, J2 Building Consultants and CERTA Building Solutions. Each bid also includes an option to inspect all of the roofs.

Accepting the bid from CERTA Building Solutions with the option to inspect all the roofs has very strong support among the members of the board and the maintenance committee. The total cost for CERTA's proposal, including the option to inspect all of our roofs, is \$5,690.00.

A motion was made, seconded and approved to accept CERTA's bid and to hire CERTA to perform our building envelope inspection, including the option to inspect all of our roofs, for a cost not to exceed \$6000.00.

### **OLD BUSINESS:**

**Annual Meeting:** Currently, the annual meeting is scheduled for March 17 at 1:00 in person the ballroom of the clubhouse. (Note: if this changes due to Covid-19 cases, all will be notified.) Hard copy notices of the meeting will be hand delivered to all residents; Barbara will also contact the part time residents.

There are three items to vote on:

1. The election of an officer to the board (Irene Jordan has agreed to run again)
2. IRS revenue ruling 70-604
3. An amendment to the Bylaws allowing residents who wish to purchase ductless heating/cooling units to place condenser/compressors on their decks/patios.

A form at the bottom of the notice is to be filled out by the resident and returned to box 31 by March 8, 2022. One vote per unit is allowed. In lieu of food served, there will be a drawing for Safeway gift certificates; eight \$25 certificates, and four \$50 certificates. Currently, masks are required until March 31<sup>st</sup> at the clubhouse.

**COMCAST:** Jim, Irene and Barbara met with Comcast. Currently \$36.63 of our monthly HOA dues goes to Comcast for television only. Comcast did not have any good plans to offer us. The committee is continuing to look into options, especially for those who have internet too. The Fountains contract with Comcast doesn't run out until 2023, so there is no need to change anything now. This will be discussed further at the annual meeting.

### **NEW BUSINESS:**

**Post office Boxes at the clubhouse:** The post man is having difficulty getting the mail for each HOA into the right box. Fortunately, we will have the other address through July and it should be straightened out by then.

The meeting was adjourned at 3:48 P.M. The next regular meeting will be Monday, March 14<sup>th</sup> at 3:00 P.M. in the conference room of the clubhouse unless the situation with Covid-19 changes, in which case all will be notified.

Respectfully Submitted,  
Julie Helle, Secretary

FOUNTAINS BOARD OF DIRECTORS MEETING MINUTES  
JANUARY 10, 2022

The meeting was called to order by chairman Barbara Stayton at 3:00 P.M. by phone conference. A quorum was present: Barbara Stayton (Chairman,) Irene Jordon (Treasurer) and Paul Brock, (Maintenance.)

Officers Present were Bill Norton, Jean Madrid, Jim Cunningham, Joan Mathews, and Judy West.

Residents present were Vicki Masengale, # 86, Carole Hanlin, #15, Dottie Francis, #66, Ann Arnold, #41, Janet Giovannetti, #83, Lorry Christian, #67, Patricia Goytia, # 16, Patty McIntosh, #46 and acting secretary Julie Helle, #40.

RESIDENTS WITH QUESTIONS OR REMARKS: Patricia Goytia mentioned that a branch is lying on the side of the garage and that she has a concern about the roof. Jim Cunningham responded that Treecology will remove the branch.

SECRETARY REPORT: A motion to approve the secretary report from the December 13, 2021 meeting was made, seconded and approved. A motion was made and seconded to approve Julie Helle as the new secretary. The motion was approved.

Barbara Stayton moved to correct the August 9, 2021 Fountains HOA Board meeting minutes as follows:

Under the section "Residents with Remarks or Questions" Clare Engle #78 is reported to have said, "Some Board members are not qualified for their responsibilities/ positions." This should be corrected to read: "As an organization that requires legal sanctions to exist, the Fountains Board can consist of individuals who have no qualifications for a job, only that they volunteer for a job." The motion was seconded and approved.

ASSISTANT TREASURER'S REPORT: (Bill Norton) 109 Units are paid in full with 1 unit delinquent. There were 3 transfer fees of \$50.00 each, 5 statement fees of \$50 each and 3 new owner fees of \$1,200 each.

Bill Norton is resigning as assistant treasurer and Elana Madden, #56, has agreed to take over this position.

TREASURER'S REPORT: (Irene Jordon)  
Funds on hand on December 31, 2021 are:

- a. Total Reserves Funds on Hand      \$466,742.58

- b. Total Operations Funds on Hand \$101,965.99
- c. Total Funds on Hand \$568,708.57

Check numbers 3660 through 3676 were issued for a total of \$28,417.83. There were no reserve payments in November. There were 4 debit card charges for a total of \$186.81. There were 2 bank charges for depository supplies for a total of \$111.48. Checks outstanding at month end totaled \$15,648.06.

There is a Washington Federal CD that will mature January 13, 2022. Washington Federal continues to offer it's special 13-month CD rate of .35%. A motion made, seconded and approved to move CD over to 13-month CD at .35%.

**NEIGHBORHOOD WATCH COORDINATOR:**

Reno Tortora has resigned as coordinator. Bill Norton expressed interest in this position. Barbara explained the duties of this position, with emphasis that it is important to get emergency contacts for people if they are willing to give them.

A block captain is needed for units 61-70 as Carole Fulkerson, #61, wants to give up the position. Barbara e-mailed residents in that block to ask if anyone is interested and also asked residents from that block present at the meeting if anyone is interested with no response. Barbara will follow up with phone calls.

**NEWCOMERS WELCOME REPORT:** (Joan Mathews) All have been welcomed except #110. 110 has been called several times with no response. Others reported that this resident has moved in and some have talked to her, so Joan Mathews was urged to keep trying to reach her.

**RESIDENT INFORMATION AND COMMUNICATION:** (Judy West) Judy reported that the packets have been updated and the new email put in. She has updated the resident list and reports that only 77 and 110 have not been added. 77 has not closed yet. Judy will need a name and phone number once it does.

**LANDSCAPING REPORT:** (Jim Cunningham) Jim restated that Treecology will be taking care of the branch on the garage. Brightview is going to raise their prices in March by \$70.00 citing increased costs for fuel and other expenses. The motion was made and seconded to accept this increase and it was approved. Jim stated that some of the areas Brightview works in need to be done in the spring.

**MAINTENANCE REPORT:** (Paul Brock) Regarding repairs to the masonry repairs in buildings 15480 and 15565, HOA Services technician, Daniel Stinchfield, advised to wait until warmer weather. Daniel said that consistent temperatures between 40 and 85 degrees is best. HOA Services has put us in their scheduling system to perform the repairs in March of 2022. Paul will follow up with them periodically. Daniel also pointed out that there is little concern for water intrusion into the wooden structure behind the bricks. The

wooden structure behind the bricks is protected by a water repellent membrane (“tar paper”), which protects the wood from moisture. Daniel has seen the tar paper membrane behind the bricks on another one of our buildings, and he said that the tar paper that he saw there was perfectly intact.

When the repairs are performed, HOA Services will provide a complete report of what is discovered behind the bricks. If there is any damage to the building behind the bricks, the damage will be repaired at that time.

Building envelope inspection in 2022: The board is currently collecting bids from three companies to perform a building envelope inspection in 2022. The three companies are Forensic Building Consultants, J2 Building Consultants, and Certa Building Solutions. We have just completed renovations of all the decks and an inspection is required at the completion of any major project. Upon a question being raised as to the definition of an envelope inspection, Paul defined it as a general inspection of all outer components of the buildings in the complex

#### OLD BUSINESS:

Annual Meeting: Barbara announced that there are 3 main Items to be voted on:

1. Voting in a new director for the Fountains HOA
2. The 70-604 IRS regulation to allow excess funds to be placed in the Operations account
3. To amend the regulation that prohibits permanent items on the decks or patios to allow for the installation of mini-split heating and cooling systems that have an outside compressor.

Barbara suggested that we set the date of March 15<sup>th</sup> at 1:00 P.M. for the annual meeting and reserve the room.

Please note: the meeting date has now been changed to Thursday March 17<sup>th</sup> at 1:00 P.M.

If the meeting cannot be held due to the number of cases of the Corona-19 Virus, residents will be provided with ballots in their building entrance so they can vote on these measures. Barbara Stayton emphasized that the safety of our residents during this pandemic is a top priority.

NEW BUSINESS: Comcast: Barbara Stayton, Irene Jordon and Jim Cunningham met with two Comcast representatives to discuss options available as our contract with Comcast to provide services as part of our monthly dues will be ending. Comcast is to put together a package to offer. Residents may be offered a ballot to indicate their opinions about the Comcast package and what services they would like provided. This has been tabled for now. Lorry Christian asked where we could find the number to contact Comcast for our type of service. It is under the Fountains link on the SCA website, on the Homeowners page; 855-307-4896.

The next meeting will be held on Monday, February 14<sup>th</sup> at 3:00 P.M. A notice will be issued to all residents stating if the meeting will be held in person or by phone.

A motion to adjourn the meeting was made, seconded and approved. The meeting was adjourned at 3:57 P.M.

Respectfully submitted,  
Julie Helle, Secretary