

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

December 9, 2019

AGENDA: Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

ABSENT: Jean Madrid, Assistant Maintenance Officer

RESIDENT GUESTS: Barbara Stayton #13, Patty McIntosh #46, had concerns regarding unfunded reserve units, Lorry Christian #67, and Clare Engle #78.

GUEST: Brett Bargmann, Brightview, came to speak with us about Brightview progress. He will consult with a pool maintenance company regarding the peeling of the concrete in the lower fountain. He also indicated that a filter was missing from one of the fountains.

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

TREASURER'S REPORT:

Total Reserve Funds on Hand	\$531,402.37
Total Operations Funds on Hand	\$ 82,749.83
Total Funds on Hand	\$614,152.20

Checks numbered 3219 through 3232 for a total of \$36,331.87 were issued in November. There were no debit card charges. Total Reserve payments for 2019 YTD are \$11,199.95. Total Project costs to date are:

	2018	2019	Total to date
Deck Project	73,334.12	126,386.27	199,720.39
Siding Project	21,403.27	45,718.72	67,121.99

Motion made, seconded and approved to accept Treasurer's report. Motion was made, seconded and approved to accept the Minutes of the Special Budget Meeting held November 18. Motion made, seconded and approved for the 2020 budget. Our monthly fee will go from \$335 to \$355 beginning January 2020.

ASSISTANT TREASURER'S REPORT

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

1 unit new owner fee paid
2 unit statement fees paid

MAINTENANCE:

Paul asked Coast Paving to repaint those garage doors that were affected by their paving overspray this summer. This repainting will occur without any additional cost to the Association. HOA Services will start cleaning gutters and downspouts December 16. After that occurs, we can determine which drains need to be augered to clear root damage/interference in those drains. HOA Services have provided an estimate to repair the PRV (pressure regulator valve) for buildings 15480 and 15478. A motion was made, seconded and approved to have them provide this service at a charge not to exceed \$3000. Since Patty McIntosh, #46, raised concerns once again regarding deck documentation, documents will be made available for viewing and copying after the close of the meeting.

LANDSCAPE:

Reno has once again walked through the property with Brett Bargmann and determined that Brightview has focused on their contractual obligations and is dedicated to meeting them. Winterizing will begin soon with pruning, trimming, downed limb removal, and leaf removal. It will be done in two segments. A basket filter needs to be replaced in the lower fountain

UNFINISHED BUSINESS:

Nancy is continuing on arrangements for luncheon and making preparations for The Fountains Annual Meeting February 19, 2020.

NEW BUSINESS:

Paul Tate of Soil Solutions will bring information on radon gas to Annual Meeting and answer any questions residents may have. Notification will be made to owners prior to the meeting that this will occur. In the past four years, four residents have reported radon gas readings higher than the EPA level. Two of these were remediated. Unit owners are responsible for initiating and paying for testing if they choose to have it done. Results in a number greater than four, the Board will remediate.

NEXT MEETING: January 13, 2020

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 3:55pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA SPECIAL BUDGET MEETING

November 18, 2019

AGENDA:

Called to order at 1:30pm.

BOARD MEMBERS PRESENT:

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

RESIDENTS: Barbara Stayton #13, Joan Mathews #30, Ellen Marlow #49, Kay Norton #59, Lorry Christian #67, Iris Martinez,

Notices were emailed or hand delivered to those without email on November 9, prior to the meeting, as required. Neal called the meeting to order and directed Irene to conduct.

This meeting was a follow up to the last one, held to discuss budget requirements for the upcoming year 2020. Irene presented budget revisions resulting in proposing a slight increase from those figures discussed in the October meeting. The increase in operating costs and increase in the Reserve Fund will likely result in an increase in the monthly fees to unit owners.

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 1:45pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

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November 11, 2019

AGENDA: Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

ABSENT: Jean Madrid, Assistant Maintenance Officer

RESIDENT GUESTS: Barbara Stayton #13, Joan Mathews #30, Patty McIntosh #46, Ruth Ann Tortora #48, Lorry Christian #67, Clare Engle #78 and Vicki Masengale #86.

Clare wished to thank the Board for their time and contributions. Patty was present to complain, one again, about components of the Reserve study. She has asked this question previously and

the same answer applies. Vicki has concerns about radon gas found in her unit. Lorry questioned why there is a need to increase dues again.

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

TREASURER'S REPORT:

Total Reserve Funds on Hand	\$541,479.29
Total Operations Funds on Hand	\$ 57,250.49
Total Funds on Hand	\$598,729.78

Checks numbered 3195 through 3218 for a total of \$78,565.25 were issued in October. There were no debit card charges. Total Reserve payments for 2019 YTD are \$201,075.32. Total Project costs to date are:

	2018	2019	Total to date
Deck Project	73,334.12	115,186.32	188,520.44
Siding Project	21,403.27	45,718.72	67,121.99

A few months ago, The Fountains received a communication from The City of Tigard stating that a resident had filed a complaint with the city that our decks were unsafe and that The Fountains was in violation of city codes. After hiring a consultant to do a detailed study of the decks and a number of communications with the City and with our attorney, the unfounded complaint was closed without further action required by the HOA. To date, the HOA has incurred a total cost of \$9,181.08 in consulting and attorney fees related specifically to this complaint.

Motion made, seconded and approved to accept Treasurer's report. Motion was made, seconded and approved to accept the Minutes of the October 28 Special Budget Meeting. Another Special Budget Meeting will be held November 18 at 1:30.

ASSISTANT TREASURER'S REPORT

- October payments/receipts
- 110 units paid
- 2 unit late fees paid
- 2 unit statement fees paid

COMMUNICATIONS: #108 is for sale. #110 is closing November 15.

MAINTENANCE:

Paul asked HOA Services to schedule downspout and gutter cleaning to take place in November. July of this year, The City of Tigard increased deck permit fees for the deck project by an additional \$53.82 per permit. The Association will pay for this going forward but will not be charged retroactively for permits already filed. Installation has begun on five deck support posts at a cost of \$1650. per post.

LANDSCAPE:

Reno has walked through the property three times with Brightview and Treecology. Focus will be on leaf removal in the next couple months, then new plantings will be discussed and

recommendations made. The timer needs to be adjusted on the lower fountain. A motion was made, approved and seconded to install a filter on the upper fountain.

OLD BUSINESS:

Nancy is arranging for luncheon and making preparations for The Fountains Annual Meeting February 19, 2020.

NEW BUSINESS:

After a resident questioned the legitimacy of the non-elected members of the Board, Neal was prompted to ask our Attorney, Stephen Russell, to examine our Bylaws and advise us. As a result of his advice, in order to clarify positions: Neal moved to appoint Paul Brock as Maintenance OFFICER, Reno Tortora as Landscape OFFICER, Ann Arnold as Assistant Treasurer OFFICER, and Jean Madrid as Assistant Maintenance OFFICER, to the Board to serve at the pleasure of the Board. They will continue to exercise the authority, responsibilities, and functions that are currently in place and that they have so capably fulfilled. These positions will be non-voting positions on The Fountains Board of Directors. The motion was seconded and approved unanimously.

Nancy, having served three years, will be relinquishing her position as Secretary on the Board at the Annual Meeting so that someone else has the opportunity to serve.

NEXT MEETING: December 9, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 3:20pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA SPECIAL BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

October 28, 2019

The Special Meeting was called to order at 1:30pm.

BOARD MEMBERS PRESENT:

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

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

BOARD DISCUSSION TOPIC: THE 2020 BUDGET

Reserve Study and Reserve Allocation were explained. The Operations Expenses were reviewed line by line. The Board members discussed some minor adjustments. Most services will cost more in 2020. The proposed increase per residence per month will be either \$20 or \$25. More information should be available at the end of October.

A second Special Meeting to discuss the 2020 Budget will be held Monday, November 18, 2019 at 1:30 in the Conference Room of the Clubhouse.

Respectfully Submitted,

Barbara Stayton, Acting Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

October 14, 2019

AGENDA:

Called to order at 3:00pm.

BOARD MEMBERS PRESENT:

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

ABSENT: Nancy Schade, Secretary; Jean Madrid, Assistant Maintenance Director

GUEST: Brett Bargmann, Account Manager from Brightview Landscaping

RESIDENT GUESTS: Clare Engle #78, Vicki Masengale #86, Bonnie Sanders #5, Cyndy O'Brien #92, Sandy and Richard Cox #81 and Patty McIntosh #46

Patty McIntosh asked a question, again, about possible radon issues. Answer to the question was given at past board meeting and the same answer was repeated.

SECRETARY:

Motion made, seconded and approved to accept Minutes of the September meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand	\$559,678.08
Total Operations Funds on Hand	<u>\$ 79,548.90</u>

Total Funds on Hand

\$639,226.98

Checks numbered 3178 through 3194 for a total of \$66,833.29 were issued in September. There were no charges to the debit card. Total Reserve payments were \$24,761.84. Total Reserve payments for 2019 YTD are \$155,238.79. Total Project costs to date are:

	2018	2019	Total to date
Deck Project	73,334.12	95,888.82	169,222.94
Siding Project	21,403.27	45,718.72	67,121.99

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

ASSISTANT TREASURER'S REPORT: Additional August Payment Receipts: Deposits on 8/2 and 8/22 for unit closing mid-August for: September, October, November dues, 1 transfer fee, 2 statement fees, and 1 new owner fee.

September payments/receipts

110 units paid
1 unit late fee paid,
2 units transfer fee paid
2 units statement fee paid
2 units new owner fee paid

COMMUNICATIONS:

Two units are For Sale: #108 and #110

LANDSCAPE: The Board approved the appointment of Reno Tortora as the new Landscape Director. He will be doing a walk thru of the property with Brett Bargmann the Account Manager from Brightview this week and with Treecology in the near future. Brett mentioned that Bark Dust/Mulch would be considered for a Spring application. He will plan to attend HOA Board meetings as needed.

Reno made a **motion to allow HOA Services to install an edge board on the French Drain in front of Building 15430 for \$562.00. The Motion was seconded and approved.** He also reported that he is in the process of forming a Landscape Committee of residents.

MAINTENANCE: Paul stated that he has the documents showing the rejected bids on the deck project requested by a resident. These documents are available for copying.

Paul presented three bids for repair of the brick support columns on two decks. He recommended that we take the bid from Dave Otis Masonry. Paul **made a motion that we pay \$10,400 to Dave Otis Masonry for the repair to the brick columns. It was seconded and approved.**

Paul reported that a new product, GacoFlex U91, will be used on the deck flooring. This product will be applied to all decks, even the ones that are already repaired. The cost of the product is a bit higher than the original coating, but still within budget.

Our rain gutters are filled with shingle fibers and mud that has not been cleaned out in the past. This has left the rain drains clogged in some instances. He described three bids for cleaning the gutters and down spouts and feels that HOA Services' bid is the best. **Paul made a motion**

to accept the bid from HOA Services for \$2849.00 to clean the gutters and down spouts. The motion was seconded and approved.

OLD BUSINESS: None

NEW BUSINESS: There will be a Special Meeting of the Fountains Board to discuss the 2020 Budget and possible increase in the monthly assessment on Monday, October 28, 2019 at 1:30 in the Clubhouse Conference Room. Residents will be notified via email and hard copy for those who do not have email.

The Annual Meeting of The Fountains Owners will be February 19, 2020. More information will be sent out closer to the date.

NEXT MEETING:

Monday, November 11, 2019 at 3:00

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 3:45 pm.

Respectfully submitted,
Barbara Stayton, Acting Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

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September 9, 2019

AGENDA:

Called to order at 3:00pm.

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Paul Brock, Maintenance Director; Maryann Smith, Landscaping Director

ABSENT: Jean Madrid, Assistant Maintenance Director

GUEST: Zach Howell, Bear Consulting Services

RESIDENT GUESTS: Barbara Stayton #13, Patty McIntosh #46, Judy Carideo #50, Brenda Frank #52, Lorry Christian #67, Mary Shute #72, Clare Engle #78 and Vicki Masengale #86.

Judy expressed appreciation for the landscapers attention to the drainage issue near her building. Clare commented that she thought the pavers did a great job.

On behalf of Bear Consulting Services, Zach provided an overview of the deck renovations and repairs. He determined the design a good one and that Jon was very capable of completing the project and that completion should proceed according to the timetable outlined in his report.

SECRETARY:

Motion made, seconded and approved to accept Minutes of August meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand	\$593,593.41
Total Operations Funds on Hand	\$ 54,708.72
Total Funds on Hand	\$648,302.13

Checks numbered 3156 through 3177 for a total of \$51,079.42 were issued in August. Debit card charges totaled \$406.25. \$24,761.84 was spent from Reserves. Total Reserve payments for 2019 YTD are \$135,161.33. Total Project costs to date are:

	2018	2019	Total to date
Deck Project	73,334.12	77,976.32	151,310.44
Siding Project	21,403.27	45,718.72	67,121.99

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

ASSISTANT TREASURER'S REPORT

- August payments/receipts
- 110 units paid
- 1 unit late fee paid
- 1 statement fee paid

COMMUNICATIONS:

Two units are for sale. #81 will close 9/12.

WELCOME:

New owners Melanie Madigan #8 and Cindy O’Brien #82 were welcomed and were given packets.

MAINTENANCE:

Paul talked with Bob Anderson about evaluating the garage doors. Bob will not charge for this service. A bid of \$4532 was received from HOA Services to grind concrete in areas where there’s a trip hazard. Coast Pavement will also provide a bid. The City of Tigard sent us two letters alerting that our property is in violation of Tigard municipal code provisions and the Fountains attorney has responded.

LANDSCAPE:

Brightview has repaired a stuck irrigation valve and has provided a proposal for repairing a second one. They estimated the cost to spread 1 1/2” dark hemlock mulch to be \$13,000. More bids will be obtained. Brightview estimated the cost for new plantings around the upper fountain would be around \$2600. A motion was made, seconded and approved to have them do the plantings as long as the cost doesn’t exceed \$3000. Treecology charged \$150 to spread phosphite on the dogwood tree. The dead tree on the grassy knoll needs to be replaced. Maryann announced she would be stepping down as Landscape Director.

OLD BUSINESS:

Town Hall Meeting went well. Comcast bill review was well received with 21 people talking with them about their individual bills.

NEW BUSINESS:

Neal announced the Board reorganization. Barbara will relinquish the title of Communications Director but will continue to serve as the Website Coordinator. She and Joan will comprise the Welcome Committee. Bonnie will continue as Block Captain Coordinator but she, Barbara and Joan will no longer be required to attend Board meetings. Neal will provide non-Board committee reports which will be conveyed to him via phone or email.

NEXT MEETING:

October 14, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:25pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

August 12, 2019

AGENDA:

Called to order at 3:05pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Barbara Stayton, Communications Director; Joan Mathews, Newcomers Welcome; Bonnie Sanders, Area Block Captain Coordinator

RESIDENT GUESTS: Patty McIntosh #46, Reno Tortora #48, Lorry Christian #67, Clare Engle #78, and Vicki Masengale #86.

SECRETARY:

Motion made, seconded and approved to accept Minutes of July meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand	\$600,815.09
Total Operations Funds on Hand	\$ 65,446.68
Total Funds on Hand	\$666,261.77

Checks numbered 3131 through 3155 for a total of \$47,550.94 were issued in July. Debit card charges totaled \$162.32. \$15,575.32 was spent from Reserves. Total Reserve payments for 2019 YTD are \$110,399.49. Total Project costs to date are:

	2018	2019	Total to date
Deck Project	73,334.12	69,213.59	142,547.71
Siding Project	21,403.27	37,960.90	59,364.17

Approval was received from Washington Federal to buy CD's. Motion was made, seconded and approved to move \$75,000 from Onpoint Credit Union money market to Homestreet money market account.

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

ASSISTANT TREASURER'S REPORT

July payments/receipts:
110 units paid
1 unit late fee paid

COMMUNICATIONS:

Three units have been sold and are pending. Barbara proposed a volunteer could provide hard copies of notices to those without computers.

MAINTENANCE:

Coast Pavement Services is applying Moss Melt this week in preparation for crack filling, seal coating and striping our asphalt next week. Curbs, parking places and edges of entry steps were included in a revised bid which was reduced because Coast had mistakenly included a portion of 114th Ct. in their original bid. Shrubs were trimmed surrounding fire hydrants, as required by City of Tigard, prior to painting them. Three bids were obtained to install a French drain alongside the walkway leading to 15430 to avoid future flooding. A motion was made, seconded and approved to have HOA Services provide the work. Jon Erickson found an improved coating for the decks. All finished decks will receive the new coating including the eight decks which received the original coating. Bear Consulting Services is in the process of evaluating any safety concerns regarding those decks awaiting repairs. Siding repair/replacement has been completed and the large disposal bin has been removed.

LANDSCAPE:

Brightview did part of the pruning. The remainder will be completed in the next few weeks. They also sent an estimate for barkdust and another for bed preparation. Ivy on the bank was trimmed and tree trunks still need ivy eliminated. Treecology has applied fungicide to one of the ailing dogwood trees. A second application will occur in the future. In the Spring, efficacy will be determined to see if the applications were effective.

WELCOME VISITS:

Tricia Devine, #79 and David and Kathleen Smith, #25 were welcomed and information packets were provided.

NEW BUSINESS:

Neal mentioned Comcast brochures will be available at the Town Hall Meeting August 15, 6:30pm and they will have representatives available on-site August 28 and/or 29 to discuss individual issues with owners. Board will provide refreshments for the meeting. Set-up will begin 5:30pm

NEXT MEETING:

September 9, 2019

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

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING
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July 8, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

ABSENT: Bonnie Sanders, Area Block Captain Coordinator

RESIDENT GUESTS: Joanne McRae #27, Bob Markel #31, Bryce and Ruth Bramsen #32, Patty McIntosh #46, Reno Tortora #48, Judy Carideo #50, Brenda Frank #52, Leroy and Alyce Vick #60, Lorry Christian #67, Jim Smith #68, Clare Engle #78, Phil Keene #83, Vicki Masengale, and Rita Fish #88.

All had concerns with landscaping except Bramsen's who had experienced verbal abuse from another owner, Patty who still wanted clarification on deck contract, Lorry who took issue with lack of response to notes submitted to Box 31, Clare who is still witnessing the dog in #73 is not being picked up after, and Vicki would like to see sidewalk repair in entry to her building.

Phil spoke of his review of the landscape contract and options available if, after documentation, Brightview still fails to fulfill their contract.

SECRETARY:

Motion made, seconded and approved to accept Minutes of June meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand.	\$602,867.92
Total Operations Funds on Hand.	\$ 65,401.20
Total Funds on Hand.	\$668,269.12

Checks numbered 3115 through 3130 for a total of \$34,839.77 were issued in June. Debit card charges totaled \$671.75. \$10,407.37 was spent from Reserves. Total Reserve payments for 2019 YTD are \$94,824.17. Total Project costs to date are:

	2018	2019	Total to date
Deck Project	73,334.12	54,336.09	127,670.21
Siding Project	21,403.27	37,263.08	58,666.35

The CD's at Key Bank matured. Total redemption value was \$215,914.57. A new CD was purchased at Key Bank for \$86,000. The balance of \$129,914.57 was put into the money market at OnPoint credit union. Intention is to purchase two short-term CD's at Washington Federal with the \$129K. An application has been submitted to do this; approval process isn't complete. When it is, that money will be moved to Washington Federal.

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

ASSISTANT TREASURER'S REPORT

June payments/receipts:
110 units paid
1 unit late fee paid

COMMUNICATIONS:

Four units are currently for sale.

MAINTENANCE:

Paul addressed the on-going questions/concerns Patty, #46, has expressed regarding the deck contract and the decks safety/integrity. He requested she email specific questions which he will refer to our attorney, Landye Bennett. A motion was made, seconded, and approved to spend \$2100. to have BEAR Consulting evaluate the integrity off the decks. The coating used to resurface was too soft and a replacement sealant was selected and is now being used. There was also discussion regarding Jon having help to finish the remaining decks.

Jean reported the major water leak in #108 is being addressed. An insurance claim will be submitted. She also will contact someone with regard to sidewalk grinding.

LANDSCAPE:

Spencer Vroman is no longer employed by Brightview. Jean Jung will assume his responsibilities until a permanent replacement is found. When she visited our property, she was in total agreement with Maryann about the poor conditions of our landscape. The lower

fountain has been turned on again. Irrigation repairs have been completed. Because of Brightview's poor performance this past month, there was discussion of paying only a portion of their invoice. Treecology will put phosphates on the dogwood trees. Dead trees will be removed later in the summer.

NEW BUSINESS:

Neal announced that a Comcast representative will speak at the Town Hall Meeting August 15, 6:30pm. They will have representatives available on-site August 28 and 29 to discuss individual issues with owners.

NEXT MEETING:

August 12, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:35pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

June 10, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Nancy Schade, Secretary; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Barbara Stayton, Communications Director; Bonnie Sanders, Area Block Captain Coordinator; Joan Mathews, Newcomers Welcome

ABSENT: Maryann Smith, Landscape Director

RESIDENT GUESTS: Joanne McRae #27 with concern about yard debris, Bob and Karen Markel #31 with concerns of Landscape neglect and cost, Patty McIntosh #46 with questions regarding Deck Repair Project, Judy Carideo #50, Brenda Frank #52, Sherry Harrigan #57, Lorry Christian #67, Phil Keene #83, and Vicki Masengale #87. The last six very unhappy with lack of irrigation and landscape condition.

SECRETARY:

Motion made, seconded and approved to accept Minutes of May meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand.	\$611,141
Total Operations Funds on Hand.	\$ 55,460
Total Funds on Hand.	\$666,611

Checks numbered 3092 through 3114 for a total of \$46,618.22 were issued in May. Debit card charges totaled \$223.87. \$22,165.26 was spent from Reserves. Total Reserve payments for 2019 YTD are \$84,416.80. Total Project costs to date are:

	2018	2019	Total to date
Deck Project	73,334.12	51,262.84	124,596.96
Siding Project	21,403.27	29,928.96	51,332.23

Notice has been received from Key Bank regarding the maturity of the three CD's on June 24.

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

ASSISTANT TREASURER'S REPORT

May payments/receipts:

- 110 units paid
- 1 unit late fee paid
- 2 unit transfer fees paid
- 2 unit statement fees paid
- 2 unit new owners fees paid

COMMUNICATIONS:

Units sold - #25, #58 and #79

Units for sale - #81, #92 and #110

Units 8 and 55 are vacant and will soon be on the market. Website has been updated.

MAINTENANCE:

Paul gave a progress report on siding repair project and reported the City of Tigard inspector is expected next week. Fire hydrants will be painted by the City of Tigard. Quality Window Cleaning will be washing windows the week of June 17. Work began a week ago on decks #109 and #110. Jon Erickson sent a letter of apology for not completing deck renovation for decks #105 and #106 in a timely fashion. Three bids were obtained for Paving Project. Coast Paving will remove moss, repair, seal and stripe our parking areas. The Motion was made, seconded and approved to accept Coast Paving's bid, not to exceed \$30,000, for this project.

LANDSCAPE:

There was discussion regarding the landscape issues with a suggestion that we seek other options when the contract is complete September 2020.

UNFINISHED BUSINESS:

Neal distributed possible topics for discussion at the Town Hall Meeting August 15, 6:30pm. He would like input from Board Members to be placed in Box 31 in the next week.

NEXT MEETING:

July 8, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 3:55pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

May 13, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Paul Brock, Maintenance Director; Maryann Smith, Landscaping Director; Barbara Stayton, Communications Director; Joan Mathews, Newcomers Welcome

ABSENT: Nancy Schade, Secretary; Jean Madrid, Assistant Maintenance Director; Bonnie Sanders, Area Block Captain Coordinator

RESIDENT GUESTS: Bob Markel #31 signed in to speak about volunteering to power wash and to inquire about irrigation. Patty McIntosh #46

SECRETARY:

Motion made, seconded and approved to accept Minutes of the April meeting.

TREASURER'S REPORT:

Funds on 4/30/19

Total Reserve Funds on Hand	\$605,739
Total Operations Funds on Hand	<u>\$ 67,776</u>
Total Funds on Hand	\$673,515

Checks numbered 3080 through 3091 for a total of \$28,960.58 were issued in April. Debit card charges totaled \$161.58. A payment of \$1,610.00 was made to IRS for 2018 federal tax return via EFT. Total April reserve payments of \$5,231.41 were made, but there was a credit memo of \$3,076.00 recorded. As a result, the total dollar impact for April Reserve payments was \$2,201.50. Total Reserve Payments for 2019 YTD are \$62,251.54. Total Deck and Siding Project costs are:

	2018	2019	Total to date
Deck Project	73,334.12	37,597.72	110,931.84
Siding Project	21,403.27	21,428.82	42,832.09

There are 3 CD's totaling over \$215,300 at Key Bank that will mature on June 24. Irene will have a proposal for the Board to vote on at the next meeting.

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

ASSISTANT TREASURER'S REPORT

April payments/receipts:

- 110 units paid
- 1 unit late fee paid
- 1 unit transfer fee paid
- 1 unit 2 statement fees paid
- 1 unit new owner Fee

COMMUNICATIONS:

- 3 units closed in early May, units #25, #58, and #79
- 2 units are For Sale, units #92 and #110

Board members were cautioned about hitting “reply all” on emails. Be sure to check all the addresses first.

HOSPITALITY:

New residents have not moved in at this point, but Joan has Welcome packets ready for them when they do.

MAINTENANCE:

The siding project is nearly completed. Twelve (12) of the seventeen (17) buildings under contract have been completed (70% of the total contract), and one building is in progress. (Two of our nineteen buildings did not require service. The deck project is 22% completed. The signs at the front entrance were cleaned and seem to need repainting. Paul has bids for the repainting, but is tabling this project at the moment. Paul is also investigating possibilities for more power washing of the remaining sidewalks. **It was moved, seconded and passed to approve an amount not to exceed \$28,000 for crack filling, seal coating and parking striping of the asphalt.** We have 107,428 sq. ft. of asphalt in The Fountains.

LANDSCAPE:

The irrigation system was checked and there are \$3,915.89 worth of repairs needed. Maryann will instruct Brightview to use white paint to circle the repairs when they are completed. The irrigation will be turned on in all zones as soon as the repairs are completed. Treecology will be called to come out and look at some trees that appear to be dying.

UNFINISHED BUSINESS:

The Town Hall is scheduled for Thursday, August 15, 2019. Neal encouraged board members to begin thinking about topics for discussion.

NEW BUSINESS:

We have a newly revised Areas of Responsibility document. Stephen Russell, our attorney at Landye, Bennett and Blumstein, compared the Areas of Responsibility document and our Bylaws to see if they were in alignment. The result of this analysis is that our Areas of Responsibility document is basically accurate. He made a few minor changes which do not alter the Areas of Responsibility document, but rather clarify it. The

Areas of Responsibility document is based on the Declaration part of the Bylaws. Residents will be sent a newly revised copy via email. A note will be made in the next Forum letting residents without email how to get a hard copy.

As a result of the information we received from our insurance provider, American Family, **it was moved, seconded and passed that the board adopt a new resolution banning Charcoal BBQ Grills on decks, patios, and within 10 feet of any building because of potential fire hazard.** As of now Charcoal BBQ Grills are not allowed in the Fountains. Gas grills and electric grills are allowed.

NEXT MEETING:

June 10, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:15 PM

Respectfully submitted,
Barbara Stayton, Acting Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

April 8, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

ABSENT: Bonnie Sanders, Area Block Captain Coordinator

RESIDENT GUESTS: Carole Hanlin #15, Joanne McRae #27, Bob Markel #31, Patty McIntosh #46, Judith Carideo #50, Brenda Frank #52, Lorry Christian #67, Clare Engle #78, and Dick Reynolds and his daughter Sharon #101. All in attendance had concerns with regard to landscaping issues and use of BBQ's.

GUESTS: Jared Walthard from American Family Insurance, Spencer Stegman and Jesse Vroman from Brightview Landscaping.

Neal introduced Jared and he addressed concerns regarding the use of BBQ's. There was an open discussion. Open fire pits are not allowed. Gas grilling is acceptable and any fires/damage resulting are covered. He is checking on verbiage currently issued by the company and will provide that. Charcoal is considered dangerous and the Board will consider action on charcoal grills at another time.

SECRETARY:

Motion made, seconded and approved to accept Minutes of March meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand.	\$609,873
Total Operations Funds on Hand.	\$ 60,546
Total Funds on Hand.	\$670,429

Checks numbered 3059 through 3079 for a total of \$41,276.45 were issued in March. Debit card charges totaled \$1,659.93. \$12,455.15 was spent from Reserves. Total Reserve payments for 2019 YTD are \$60,095.63. Total Project costs to date are:

	2018	2019	Total to date
Deck Project	73,334.12	35,396.22	108,730.34
Siding Project	21,403.27	21,474.41	42,877.68

Final reports received from Schwindt including the Federal and State tax filings. This concludes the annual efforts of our CPA efforts. The 2019 Reserve Study is on the website.

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

ASSISTANT TREASURER'S REPORT

- March payments/receipts:
 - 109 units paid
 - 1 unit late fee paid
 - 1 unit underpaid

COMMUNICATIONS:

- #25 (Kennedy) sale pending Smith closing 4/17
- #58 (Courson) for sale
- #79 (Mink) sale pending Tricia Devine closing sometime in April
- #92 (Wilson) for sale
- #110 (Lynch) for sale

Forum sent for April 2019. A copy of the new Amendment was sent out, as well. The current Insurance Certificate is posted on the website. The new Amendment is posted on the Bylaws link.

MAINTENANCE:

The window screens were picked up from residents and taken for repair. Repairs have not yet been completed.

LANDSCAPE:

Lime application is finished and aeration is scheduled for some time this month. Maryann introduced Spencer Stegman and Jesse Vroman from Brightview. Discussion with Jesse regarding fountain maintenance and with Spencer asking workers to divide Fountains Landscape into quadrants to accomplish better clean up and attention to detail.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

The Board determined it would be a good idea to schedule a Town Hall Meeting for owners August 14, 6:30pm.

NEXT MEETING:

May 13, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:30pm.

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

March 11, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT: Neal Sanders, Chairman; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Paul Brock, Maintenance Director; Jean Madrid, Assist Maintenance Director; MaryAnn Smith, Landscaping Director; Barbara Stayton, Communications Director; Joan Mathews, Newcomers Welcome

ABSENT: Nancy Schade, Secretary and Bonnie Sanders, Neighborhood Watch Area Coordinator

RESIDENT GUESTS: None

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

TREASURER'S REPORT:

Total Reserve Funds on Hand.	\$632,190
Total Operations Funds on Hand.	\$ 63,498
Total Funds on Hand.	\$695,688

Checks numbered 3035 through 3058 for a total of \$58,338.59 were issued in February. Debit Card charges totaled \$332.18. \$31,843.06 was spent from Reserve Funds. Total Reserve Payments for 2019 YTD are \$47,640.48. Total Project Costs are:

<u>2018</u>	<u>2019</u>	<u>Total to Date</u>
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Deck Project	73,334.12	28,139.50	101,473.62
Siding Project	21,403.27	19,500.98	40,904.25

A motion was made to roll over the WA Fed CD maturing on 3/26/19 and valued at approximately \$25,481.36 for two years. The motion was seconded and approved.

Schwindt has submitted a draft copy of 2018 Financial Review, and we are awaiting answers to questions before the final approval.

A motion was made to accept the revised draft copy of the 2019 Reserve Study. The motion was seconded and approved.

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

ASSISTANT TREASURER'S REPORT:

February payments/receipts: 109 units paid
1 unit underpaid
2 units late fee paid

COMMUNICATIONS: Units #79 and #110 are For Sale. The website is up to date with recently recorded Amendment added to the Bylaws. The Fountains Forum will be distributed for April 1st with the Summary.

MAINTENANCE: OneWay Construction has completed half of the gable siding project. Work is continuing on the decks; 9 of the 60 decks are completed. Gutter repair for building 15371 West Side is scheduled for repair. Screen repair is scheduled for March 29th pick up. Notices will be posted.

A motion was made that when the duckling nests are detected, funds will be available to purchase screens for the drain grates. The motion was seconded and approved.

LANDSCAPE: Treecology has finished pruning the trees along the fence next to Safeway and removed a dead tree behind the shed. Brightview has finished the winter pruning and has removed the leaves and debris from the garbage enclosures. **A motion was made to spend \$1500 on lime treatment of the lawn. The motion was seconded and approved.** There is a problem with Brightview as their mowers are destroying our path lights and sprinkler heads. Maryann will contact the management of Brightview for a meeting with the Board at 4:00 at the April 8th board meeting to discuss this.

UNFINISHED BUSINESS: Jared Walthard our American Family Agent for the HOA Master Policy was present for a discussion resulting from the recent Loss Control Assessment report on our property. Many questions were brought up by board members. It was decided that the board needs to pass a resolution banning charcoal BBQ grills on decks and patios. Before this is done the homeowners need to have a chance to ask questions, so the board will hold an informal discussion with interested residents from 3:00-3:20 before the

next board meeting on April 8th. Residents will be notified of this meeting via a Fountains Forum newsletter distributed on April 1st.

NEW BUSINESS: None

NEXT MEETING:

April 8, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:40 pm.

Respectfully Submitted,
Barbara Stayton, Acting Secretary.

THE FOUNTAINS HOA MONTHLY BOARD MEETING

February 11, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

ABSENT: Jean Madrid, Assistant Maintenance Director and Bonnie Sanders, Area Block Captain Coordinator

RESIDENT GUESTS: Clare Engle #78 and Patty McIntosh #46. Clare has spoken with AARP representative and has scheduled them to come present a Safe Driving Class May 16. She also wondered when PGE is planning to dig on our property near her garage.

SECRETARY:

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

TREASURER'S REPORT:

Total Reserve Funds on Hand.	\$640,063
Total Operations Funds on Hand.	\$ 59,147
Total Funds on Hand.	\$699,210

Checks numbered 3019 through 3034 for a total of \$34,003.45 were issued in January. Debit charges totaled \$649.30.

\$15,797.42 was spent from Reserves. Total Reserve payments for 2019 YTD are \$15,797.42. \$14,785.50 has been charged to Deck Project YTD. \$1,011.92 has been charged to the siding project.

Project Costs Summary to date:

Deck Project \$73,334.12 for 2018, \$14,785.50 for 2019 - Total to date \$88,119.62

Siding Project \$21,403.27 for 2018, \$1,011.92 for 2019 - Total to date \$22,415.19

Received final 1099 report for 2018 from Schwindt. Received draft 2019 Reserve Study from Schwindt.

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

ASSISTANT TREASURER'S REPORT

January payments/receipts:

110 units paid

1 unit late fee paid

COMMUNICATIONS:

#25 is vacant. Bubbles Kennedy has moved to assisted living. The Fountains website will be updated after the Annual Meeting. If the bylaws need to be changed as a result of the vote, this can happen concurrently.

MAINTENANCE:

The disposal bin for the Siding Project has been dumped once after eight buildings were completed. Jon Erickson's contract for the Deck Project was evaluated by our attorney and signed by Neal Sanders and Jon.

LANDSCAPE:

Treecology will prune the pine trees on the west side of our property where a tree was already removed since it was a hazard.

UNFINISHED BUSINESS:

Nancy will be at the Clubhouse at 9:30am to admit Dalton's so they can set up chairs and tables for the Annual Meeting. The remainder of the Board will arrive at 10:30am. Packets and Agendas have been printed. Nancy and Barbara will register owners and distribute ballots. Maryann and Ann will hand out name tags. Registration begins at 11:15am. Welcome and introductions will be followed by a catered lunch after which the meeting will begin.

A vote will occur with regard to charging a buyer's fee. A motion was made, approved and seconded to charge \$1200.00 to new owners for the remainder of 2019 and all of 2020. If the vote is favorable, this will be instituted once the Amendment is recorded with the county. Lorry Christian and Clare Engle will collect and count ballots. Dalton's will provide cleanup by 2:00pm.

NEW BUSINESS:

Clarification is needed by American Family Insurance with regard to BBQ's and propane tank placement/coverage on decks.

NEXT MEETING:

March 11, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 3:55pm

Respectfully submitted,
Nancy Schade

THE FOUNTAINS HOA MONTHLY BOARD MEETING

January 14, 2019

AGENDA:

Called to order at 3:00pm

BOARD MEMBERS PRESENT:

Neal Sanders, Chairman; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer; Paul Brock, Maintenance Director; Jean Madrid, Assistant Maintenance Director; Barbara Stayton, Communications Director; Joan Mathews, Newcomers Welcome; Bonnie Sanders, Neighborhood Watch Area Coordinator.

BOARD MEMBERS ABSENT: Nancy Schade, Secretary, MaryAnn Smith, Landscaping Director

RESIDENT GUESTS: Lorry Christian and Patty McIntosh.

SECRETARY:

Motion made, seconded and approved to accept Minutes of December 10, 2018 meeting.

TREASURER'S REPORT:

Total Reserve Funds on Hand.	\$631,730
Total Operations Funds on Hand.	<u>\$ 47,909</u>
Total Funds on Hand.	\$679,639

Checks numbered 3004 through 3018 for a total of \$36,653.43 were issued in December. \$13,629.30 was spent from Reserves. Total Reserve Payments for 2018 YTD are \$126,311.50.

\$73,334.12 has been charged to Deck Project YTD. \$21,403.27 has been charged to the Siding Project. In December, \$2,178.09 was charged to the debit card for the Siding Project.

Washington Federal CD #118-405386-4 matured with a total of \$96,148.18. The funds were deposited in the HomeStreet Reserve MM as approved in November.

As approved in November, \$6,000 from the Operations Savings/contingency account and deposited in the HomeStreet MM account. This action brought the 2018 YTD contribution to Reserves to \$90,000, the recommended contribution in the 2018 Reserve Study.

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

ASSISTANT TREASURER'S REPORT

December payments/receipts:

- 110 units paid
- 1 unit late fee paid
- 1 unit transfer fee paid
- 1 unit statement fee paid

COMMUNICATIONS:

#79 is still in foreclosure and vacant.
12 Units sold in 2018

NEIGHBORHOOD WATCH AREA COORDINATOR: Block Captains are trying to update Emergency forms with accurate information.

LANDSCAPING: A tree in back of building 15514, which seems to be on apartment property, needs to be examined to see if it needs to be removed before it falls. The path lights in front of buildings 15514 and 15518 have been mangled by what appears to be the mowers from Brightview Landscaping. Jean Madrid has pictures. This needs to be brought to their attention. Brightview also needs to be reminded that the garbage enclosures need to be blown free of leaves. 2019 is our last year of our contract with Brightview.

MAINTENANCE: Paul Brock has acquired permits from the City of Tigard for the siding project. The masonry on the deck project is moving along with 4 more decks to complete this season. There is gutter damage on the west side of building 15371 which will be repaired. A tree blew down damaging the fence owned by the storage company. The tree was behind the shed.

WELCOME COMMITTEE: No Report

UNFINISHED BUSINESS: Logistics and details for the Annual Meeting on February 13th were discussed including the agenda and the power point presentation.

NEW BUSINESS: None

NEXT MEETING:

February 11, 2019

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:08 PM.

Respectfully submitted,
Barbara Stayton, Acting Secretary