

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

December 14, 2020

AGENDA: Meeting called to order at 3:00 pm via phone conference using FreeConferenceCall.

BOARD MEMBERS PRESENT: Neal Sanders, Chairman; Barbara Stayton, Secretary; Irene Jordan, Treasurer; Paul Brock, Maintenance Officer; Jim Cunningham, Landscaping Officer; Reno Tortora, Neighborhood Watch Area Coordinator; Joan Mathews, Welcome Committee.

ABSENT: Jean Madrid, Assistant Maintenance Officer; Ann Arnold, Assistant Treasurer Officer

RESIDENT GUESTS: Bonnie Sanders #5, Lee Cunningham #34, Patty McIntosh #46 who in discussion with the City of Tigard learned that our contractor for the decks had some work rejected and it had to be redone, Jacki Bauer #89 who is having a problem with not enough parking spaces in her area and is in search of someone who can repair computers, and Cyndy O'Brien #92.

SECRETARY: Motion made, seconded and approved to approve Minutes of November 9, 2020 meeting.

ASSISTANT TREASURER'S REPORT:

November payments/receipts

110 units paid

1 late fee

2 statement fees

TREASURER'S REPORT:

1. Funds on Hand at November 30, 2020:

a. Total Reserves Funds on Hand	\$412,162.83
b. Total Operations Funds on Hand	\$ 85,685.81
c. Total Funds on Hand	\$497,848.64

2. Check numbers 3440 through 3452 were issued for a total of \$24,741.81. There were no Reserve payments in November. There were 2 debit card charges for \$32.98. Checks outstanding at month end totaled \$9,240.08.

3.

Project Costs Summary To Date

	2018	2019	2020	Total
Deck Project	73,334.12	138,871.59	167,256.28	379,461.99
Siding Project	21,403.27	45,718.72	28,328.51	95,450.50

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

The 2021 Budget was discussed at the last Board meeting and also at a Question/Answer Session with interested residents on November 16th. The final budget was emailed to all board member prior to this meeting that will require an increase in the monthly assessment for 2021 from \$355 a month to \$385 a month. **Irene Jordan made a motion to accept the 2021 Budget. The motion was seconded and approved.**

A letter will be sent out explaining the increase in the monthly assessment with a copy of the 2021 Operating Budget and the 2021 Reserve Budget on Tuesday, December 15, 2021.

COMMUNICATIONS: One unit #73 is sale pending scheduled to close on 12/21. Two vacant units (#27 and #43) will be put up for sale in the new year.

NEIGHBORHOOD WATCH: Reno Tortora reported that Nancy Schade will take over from Fran Rieder as Block Captain for Units 103-110.

LANDSCAPE: Jim Cunningham reported that Brightview Landscaping is working under the winter schedule focused on pruning, leaf removal and periodic lawn mowing. The fountains have been turned off until leaf removal is completed to prevent damage to the pump systems.

Treecology will be removing a dead pine tree and birch tree from the upper west corner of the property on 12/24/20.

No major landscaping projects are scheduled until spring

MAINTENANCE: Paul Brock reported that Summit Pest Management is currently treating Building 15483 for squirrel infestation. The squirrels are entering the attic through a breach above the entryway for Units 41 - 44. The cost for this single mitigation was \$540.

These small gaps (breaches) in the siding above our entryways that lead into the attics have developed as our buildings have aged; they are not intended as ventilation. Summit will seal these gaps above all of our entryways for \$50.00 per gap (Two or three have already been done.)

A motion was made and seconded to hire Summit Pest Control to seal the gaps above the remaining building entrances for a cost of \$1400. Motion was approved.

Paul also reported that OneWay Quality Construction has replaced a section of rain leader pipe beside the southwest corner of Garage 81 and better lighting is now available in the shed.

UNFINISHED BUSINESS: None

NEW BUSINESS: As this is Neal Sanders last Board Meeting as Chair he read the following statement:

As of January 1, 2021, my term as a member of the Fountains Board of Director is up and I will not be serving any more as Chairman of the board. I have served for two years, finishing the term of Glen Jay and after that I served my three-year term for a total of 5 years. I have appreciated very much the people that have been working on the board with me for the 5 years. Barbara Stayton and Irene Jordan, Jean Madrid, Ann Arnold and Joan Matthews. My good wife, Bonnie has also served on the board. People that have come on the board more recently are Paul Brock, Reno Tortora, Jim Cunningham, David Smith and Bob Hausserman. I have had two other secretaries during my term, Clare Engle and Nancy Schade. Maryann Smith was landscape officer for years. Thank you all very much for serving and helping to keep the Fountains a great place to live. I have mentioned in Annual and Town Hall meetings that I have helped out on a lot of boards in my lifetime and without question, the Fountains HOA board is the hardest working, most responsive board that I have ever worked on.

A lot of the block captains that are serving now working at their jobs when I started, Many thanks to them. Thanks to all of you for serving and I'm certain that however the new board chooses to function that it will be for the best interest of the residents of the Fountains. Many of the residents that are here now have served on the board in previous years and have done an excellent job. Others that are new here now and will move in in the future and will serve on our boards in the years to come. Condo living is just that way. Thanks again to all.

In response to Neal's announcement Barbara Stayton read the following: *Neal has led the Fountains HOA Board for the past 5 years with distinction. During his time as leader he has overseen the deck project, renovations to the landscaping, and the constant attention that must be paid to our ageing buildings. He has listened to residents' concerns and suggestions. And in one instance, he patiently listened to unfounded complaints and criticisms with respect and an open mind. His leadership has been the gold standard in showing respect and striving for consensus even when challenged and harassed. He has fostered a cooperative spirit among the vast majority of our residents who have recognized this and willingly volunteered to help. Neal's presence on the board will be missed.*

My hope is that he will remember the praise and appreciation of the many Fountains residents rather than the negativity and lies of the few.

NEXT MEETING: January 11, 2021 at 3:00 PM. The meeting will take place via teleconference.

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

Respectfully submitted,
Barbara Stayton, Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

November 9, 2020

AGENDA: Meeting called to order at 3:00 pm via phone conference using FreeConferenceCall.

BOARD MEMBERS PRESENT: Neal Sanders, Chairman; Barbara Stayton, Secretary; Irene Jordan, Treasurer; Ann Arnold, Assistant Treasurer Officer; Paul Brock, Maintenance Officer; Jim Cunningham, Landscaping Officer; Bonnie Sanders, Neighborhood Watch Area Coordinator; Joan Mathews, Welcome Committee.

ABSENT: Jean Madrid, Assistant Maintenance Officer

RESIDENT GUESTS: Patricia Goytia #16, Reno Tortora #48, Patty McIntosh #46, and Cyndy O'Brien #92 who commented that plantings are needed to hold the dirt and keep it from sliding into the French Drain near the entrance to 15437. She also thanked Neal Sanders, Paul Brock and Jim Cunningham for their help with different issues.

SECRETARY: Motion made, seconded and approved to accept Minutes of October 12, 2020 meeting.

ASSISTANT TREASURER'S REPORT

October payments/receipts

110 units paid

1 late fee

1 transfer fee

3 statement fees

1 new owner fee

TREASURER'S REPORT

4. Funds on Hand at October 31, 2020:

a. Total Reserves Funds on Hand	\$413,987.04
b. Total Operations Funds on Hand	\$ 66,849.05
c. Total Funds on Hand	\$480,836.09

5. Check numbers 3422 through 3439 were issued for a total of \$37,284.94. Total Reserve payments were \$16,395.14. There were 2 debit card charges for \$306.15.

6. There will be a budget question/answer session open to residents on Monday, November 16, 2020 at 3:00 via FreeConferenceCall. A notice will be sent out with a copy of the working 2021 budget.
7. A Washington Federal CD matured on October 24 and was rolled over into a 7-month CD. The new maturity date will be May 25, 2021. CD rates are extremely low and the hope is the rates will increase next year.

8.

Project Costs Summary To Date

	2018	2019	2020	Total
Deck Project	73,334.12	138,871.59	167,256.28	379,461.99
Siding Project	21,403.27	45,718.72	28,328.51	95,450.50

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

COMMUNICATIONS: So far this year 8 units have sold. Currently we have one unit Sale Pending and 3 additional units For Sale.

NEIGHBORHOOD WATCH: Bonnie Sanders announced that Fran Rieder, Block Captain for Units 103-110 is resigning and a replacement will be needed. She also announced that Natalie Horne is taking on the responsibility of Block Captain for units 1-14. Bonnie is resigning as Area Coordinator for The Fountains. Her excellent work in this job is much appreciated. She has brought much needed organization to the files.

LANDSCAPE: Jim Cunningham Landscape Officer reported the mature landscaping of the complex is in very good shape. However, as we move forward we will need to address a 4 to 5-year plan for the removal and replacement of mature landscape which is declining or oversized.

Brightview Landscaping has begun the winter mowing schedule, turned off and winterized the irrigation system, and begun pruning and leaf removal. The fountains have been turned off until leaf removal is completed to prevent damage to the pump systems. Brightview has removed the Pyracantha bush that impedes the entrance of units #27 thru #30. Brightview does not deadhead Rhododendrons. However, unit owners may deadhead bushes around their unit.

Treecology will be removing a dead pine tree and birch tree from the upper west corner of the property on 12/24/20. Treecology has provided a 3-year plan for the pruning and maintenance of the large mature trees on the property with those estimated costs used for annual budgeting.

Applying mulch to the entire 10-acre complex, is estimated to cost \$40,000. Mulching is more about aesthetics than weed control that requires the placement of a weed screen under the

mulch adding to the cost. As an alternative, Jim is recommending to the board the planting of ground covers, perennial flowering plants and small shrubs in bare areas.

MAINTENANCE: In October, two members of the maintenance committee inspected all hose bibb covers around the complex. We replaced the hose bibb covers at eight sites. At these eight sites, the styrofoam insulation inside the hose bibb cover had deteriorated, or the hose bibb cover was missing altogether. During the inspection two hose bibbs were discovered to be leaking slightly. These two hose bibbs will be repaired this week by HOA Services.

The City of Tigard Public Works Officer, Sam Morrison, met with Paul Brock, Maintenance Officer, advising him about the proper way to use our angle stop wrench at the 12 water shutoff sites around the Fountains. Each of the 12 sites is located beside a water meter on the city's side of the flow. Sam also recommended a type of wrench which might be easier to use on our angle stop valves. Sam said that we are encouraged to shut off water to a building only during a serious emergency. Wrenches will be purchased and stored in the shed. Paul will select some volunteers on how to use them, and he will include complete instructions for their use on the document that lists the location of the 12 Water Meters.

A substantial amount of regular maintenance is now being performed by the Fountains maintenance committee (Dave Smith, Bob Hausserman, Jean Madrid, and Paul Brock). Some of the regular maintenance performed by the maintenance committee includes touch up painting, new doorbell nameplates, lobby door lock maintenance, garage pedestrian doorknob and deadbolt maintenance, hose bibb maintenance, address sign maintenance (infrequent), and path lights bulb replacement.

In October, at the behest of one of our residents, the Code Compliance Department at the City of Tigard filed a complaint against the Fountains. The complaint was issued in regard to the excessive clutter of construction material on the landscape around Jon Erickson's staging area for the deck project. In the complaint, the city requested that Jon Erickson remove his construction material from the landscape and store it behind a screened area located beside his work shed before closing down for the season. Jon Erickson complied with the city's request. On November 3rd, photographic evidence of Jon Erickson's compliance was sent to the city, and the city closed the file on the complaint.

UNFINISHED BUSINESS: It appears that the restrictions on size of group meetings at the Clubhouse will continue into 2021. The Fountains Annual Meeting must be held sometime during the year, so our attorney recommends that we try to hold the meeting sometime in June 2021. The main purpose of the meeting will be to hold an election for the Board of Directors position that will be vacant. The 2020 Year End Financial reports will be sent out in late

January/early February of 2021 via email to residents with hard copies delivered to residents without emails.

NEW BUSINESS: It was moved and seconded that Reno Tortora become the new Neighborhood Watch Area Coordinator for The Fountains. The motion passed.

NEXT MEETING: December 14, 2020 at 3:00 PM. The meeting will take place via teleconference.

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

Respectfully submitted,
Barbara Stayton, Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

October 12, 2020

AGENDA: Meeting called to order at 3:06 pm via phone conference using FreeConferenceCall.

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

ABSENT: Jean Madrid, Assistant Maintenance Officer

RESIDENT GUESTS: Reno Tortora #48, Bonnie Sanders #5, Marcia Fleming (and her daughter Stephanie Randall) #94 - Marcia stated that she fell from her patio and needs replacement steps from the patio to the common area, Patty MacIntosh #46 - Patty asked who paid the deductible when the fire occurred in Unit 2, and Lorry Christian #67 - Lorry complimented Jon Erickson on the efficient and timely deck repair and Bob Hausserman who replaced the lock on the entryway door.

SECRETARY: Motion made, seconded and approved to accept Minutes of September 14, 2020 meeting. There was no Board Meeting in July or August due to the pandemic restrictions.

ASSISTANT TREASURER'S REPORT

September 2020 payments/receipts

110 Units paid

1 Late fee

1 Transfer fee

3 Statement fees
1 New Owner fee

TREASURER'S REPORT:

9. Funds on Hand at September 30, 2020:

- a. Total Reserves Funds on Hand \$420,844.53
- b. Total Operations Funds on Hand \$ 58,067.48
- c. Total Funds on Hand \$478,912.01

10. Checks Issued:

Check numbers 3411 through 3421 were issued for a total of \$42,294.56. Total Reserve payments were \$16,395.14. There were 2 debit card charges for \$284.51. There was one EFT payment to Intuit for new checks for \$229.87.

11. Entering into the last quarter of the year starts a number of processes: (a) 2021 budget work begins towards the end of October. (b) Work will commence on the 2021 Reserve Study in early November. (c) Year-end work will start at the end of December.

12. A Washington Federal CD will mature on October 24. The value of the CD on 9/30 was \$26,410.39. Current yields are extremely low. Rates change daily. This CD can be renewed for 6 to 12 months when at the end, rates might be higher.

13. Project Costs:

	Project Costs Summary to Date			
	2018	2019	2020	Total
Deck Project	73,334.12	138,871.59	167,081.28	379,286.99
Siding Project	21,403.27	45,718.72	17,685.84	84,807.83

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

COMMUNICATIONS: currently 2 units For Sale - #73 and #74. Unit #83 is sale pending with closing set for 10/20/2020

LANDSCAPE

Jim Cunningham, the new Landscape Officer, thanked Reno Tortora for the great job he did while in charge of landscaping.

Brightview has been selected for a new 3 year contract. As we head into the fall and winter season Brightview will be gearing up for Leaves and Pruning summer growth.

The sprinkler system will be turned off and prepped for winter. And the fountains will be turned off to avoid clogging while the leaves are falling. The crew will begin their Winter schedule in November.

Treecology will do a walk about on Oct 23 at 8:30 to assess the health of our trees. There are a number of trees which need to be removed and replaced due to disease “not treatable” and or dead. They will also be preparing a new 3-5 year plan for maintaining our trees moving forward.

As we begin the budgeting process for the 2021 Budget, we will be discussing the application of bark mulch and the cost of maintaining it from year to year.

MAINTENANCE

On September 24th, One Way Quality Construction completed painting the north and east gables at the Fountains. This marks the completion of the entire siding project which began in 2018. It includes replacing siding with Hardiplank and painting. One Way left a supply of paint for touch up work.

Jon Erickson and his subcontractor Dave Smith are scheduled to complete the decks attached to Units 36 and 44 during the week of October 12th. After completing these decks, Jon and Dave will replace the warped Gabi posts on Deck 10 and complete some flashing work around the columns on Deck 51. All the work is to be completed by October 23rd. The remaining 10 decks are attached to Units 18, 39, 55, 56, 59, 74, 77, 78, 80, 98, and will be completed during next year’s season.

On September 30th, Dave Otis Masonry completed masonry repairs at 13 sites around the Fountains.

On Wednesday, October 7th, Dave Smith and I reinstalled four repaired address signs around the Fountains. The repairs consisted of cleaning off the peeling letters and numerals and applying new letters and numerals to the acrylic sign boards. Fastsigns of Tigard performed the repairs at a cost of \$212.57.

Bob Hausserman, member of the Maintenance Committee, replaced the broken lock on the entry door for building 15510, Units 65 – 68.

UNFINISHED BUSINESS - None

NEW BUSINESS

The Annual Meeting to be held in 2021 will not be like those in the past. Due to COVID-19 large groups gathering indoors will probably not be taking place anytime soon. We are in touch with our Attorney, Stuart Cohen who will assist us in finding ways to accomplish the important tasks conducted at the Annual Meeting while remaining safe. More information to follow.

The 2021 Budget will be in the planning stage beginning at the end of the month. Virtual meetings will be planned to allow residents to ask questions and give input using teleconferencing. Notices of the meeting and copies of the draft budget will also be sent out.

NEXT MEETING: November 9, 2020 at 3:00 PM. The meeting will take place via teleconference.

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

Respectfully submitted,
Barbara Stayton, Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

September 14, 2020

AGENDA: Meeting called to order at 3:00 pm via phone conference using FreeConferenceCall.

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

ABSENT: Jean Madrid, Assistant Maintenance Officer

RESIDENT GUESTS: Bonnie Sanders, Neighborhood Watch #5, Jim and Lee Cunningham #34, Jacki Bauer/Art Schmidt #89, Cyndy O'Brien #92, Virginia Kincaid #108, and Patty McIntosh #46 who asked for more information on where we (residents) get interiors paid for by the HOA.

SECRETARY: Motion made, seconded and approved to accept Minutes of June 8, 2020 meeting. There was no Board Meeting in July or August due to the pandemic restrictions.

ASSISTANT TREASURER'S REPORT

June payments/receipts

110 units paid

2 late fees

2 transfer fees

2 statement fees

2 new owner fees

July payments/receipts

110 units paid

1 late fee

1 transfer fee

1 statement fee

1 new owner fee

August payments/receipts

110 units paid

1 late fee

1 statement fee

TREASURER'S REPORT:

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

14. Funds on Hand as of:

	Jun-20	Jul-20	Aug-20
Total Reserves Funds on Hand	450,137.39	429,583.30	416,004.15
Total Operations Funds on Hand	58,285.73	64,830.38	72,480.75
Total Funds on Hand	508,423.12	494,413.68	488,484.90

15. Checks Issued:

	#'s Issued	Total Amount	Reserve Pymts
Checks Issued in June	3354-3369	59,644.07	30,085.35
Checks Issued in July	3370-3390	59,195.93	25,475.28
Checks Issued in August	3391-3410	92,355.08	9,780.14

In June: There was one debit card charges for \$27.24. There was one EFT payment to the IRS for \$1,752.00.

In August: There were two debit card charges in August totaling \$954.38

16. American Family did not issue any check in May, June or July to The Fountains for the repairs to Unit 2. American Family issued 2 checks in March and April (1 each month) which were then paid to the contractor, R K Construction for a total of \$29,801.47. American Family issued a third check in August which was then paid to R K Construction for \$46,226.58. All the deposits and the checks to the contractor were coded to general ledger account 6250, Miscellaneous. The net effect to The Fountains is zero.

17. Project Costs:

Project Costs Summary To Date				
	2018	2019	2020	Total
Deck Project	73,334.12	138,871.59	150,686.14	362,891.85
Siding Project	21,403.27	45,718.72	17,685.84	84,807.83

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

COMMUNICATIONS: Unit #16 sold and there are currently 3 units For Sale - #73, #74 and #83.

LANDSCAPE:

1. Landscape Vendor Bids – Four Vendors sent in bids for Landscape Maintenance

A. Brightview...3yr Bid

1st year \$4182/month (no change) \$50,208/yr

2nd year \$4310/month (3% increase) \$51,720/yr

3rd year \$4439/month (3% increase) \$53,268/yr

B. Pacific Landscape 1yr Bid

\$4,789/mo \$57,468/yr

C. Signature Landscape 1yr Bid

\$3,875/mo \$46,500/yr

D. 1 Oregon Landscape (1yr-3yr pricing available, did not submit as requested)

\$4995/mo

Based on the recommendation of the Landscape Officer a motion was made to extend the contract to BrightView. The motion was seconded and approved.

2. The Brightview crew has not been out to take care of the landscaping because of the Hazardous Air Quality. As soon as the air quality improves they will resume their work pruning/trimming and adjusting the irrigation for seasonal changes.

3. Treecology is UNDER LEVEL 2 EVACUATION ORDERS so will not be out for removal of diseased trees staying within remaining budget of \$1200 until they are back in their facility

4. Reno Tortora, Landscape Officer is stepping down after a very successful term in the job. He has looked after our landscaping needs communicating well with Brightview.

A motion was made to nominate Jim Cunningham as the new Landscape Officer. The motion was seconded and approved.

MAINTENANCE:

1. On Wednesday, September 9, One Way returned to the Fountains to continue painting the gables and fascia. One Way says that it will take about two or three weeks from today to complete the remaining work. If the warm, dry weather holds up, the entire siding project should be completed by early October.

2. Jon Erickson and his subcontractor, Dave Smith, are scheduled to begin work on the south-facing decks on Units 36 and 44 on September 16. They will also apply coating to the west-facing deck on Unit 36 during this stint. At the end of September when these decks are completed, Jon and his sub will have 10 more decks to complete next year in 2021. These 10 remaining decks are attached to units 18, 39, 55, 56, 59, 74, 77, 78, 80 and 98.

3. As several residents have pointed out, our red lobby entryway doors and door casings need to be repainted. Dave Smith (the Dave Smith on our maintenance committee) and I have received bids from three companies to paint the 30 entryway doors at the Fountains. The first two companies come highly recommended by the manager at Rodda Paint in Tualatin.

R&F Property Improvement and Painting LLC: \$3,750.00

Ofstad Management CO: \$3,200.00

One Way Quality Construction: \$6,000.00

Paul Brock, Maintenance Officer, recommends that we go with Ofstad Management Company for the painting job.

A motion was made to accept the bid from Ofstad Management Co. It was seconded and approved. The work will be done once the budget for next year is established. Every effort will be made to have this project done in 2021.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Two Resolutions were proposed. The first Resolution is to ratify the Areas of Responsibility document that determines maintenance and repair responsibility as between and Association and the Owner.

A Motion was made, seconded and approved to add this resolution to our governing documents

The second Resolution is to clarify the Bylaws concerning insurance and setting insurance deductible amounts. The Resolution explains the conditions, requirements, and procedures.

A Motion was made, seconded and approved to add this resolution to our governing documents

Both Resolutions will be emailed or delivered to all residents.

A motion was made, seconded and approved to adjourn to Executive Session. The board adjourned to Executive Session at 3:40 pm.

The Board reconvened from Executive Session at 4:10 pm. No action was taken as a result of the Executive Session

NEXT MEETING: October 12, 2020 at 3:00 PM place to be determined.

MEETING ADJOURNED: Motion was made, seconded and approved to adjourn at 4:15 pm.
Respectfully submitted,
Barbara Stayton, Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

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June 8, 2020

AGENDA: Meeting called to order at 3:00pm

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

ABSENT: Jean Madrid, Assistant Maintenance Officer

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

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

ASSISTANT TREASURER'S REPORT

March payments/receipts

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

April payments/receipts

- 109 units paid
- 1 unit late fee paid

May payments/receipts

- 109 units paid
- 1 unit late fee paid

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

TREASURER'S REPORT:

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

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

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

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

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

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

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

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

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

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

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

COMMUNICATIONS: Three units (#17, #55 and #68) are Sale Pending and due to close later in June. Two units have sold since the first of the year. During the months of March, April and May several

Forums and Special Announcements were sent out to the residents via email and delivered to those residents without email.

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,
Barbara Stayton, Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

March 9, 2020

AGENDA: Meeting called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

ABSENT: Jean Madrid, Assistant Maintenance Officer

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

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

TREASURER'S REPORT:

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

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

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

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

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

ASSISTANT TREASURER'S REPORT

February payments/receipts
110 units paid
1 unit late fee paid
1 Statement fee
1 Transfer fee
1 New Owner fee

COMMUNICATIONS: Two units are for sale.

LANDSCAPE: Reno reported that Treecology has visited the property and assessed the remainder of the tree trimming needed. **Motion made, seconded and approved to have Treecology complete the tree trimming for \$9,625.** Brightview will finish pruning and the moss/liverwort removal before providing quotes for mulch on the beds. Brightview contract is

up in September 2020. At this time their work has improved significantly. Reno feels there is no need to change vendors.

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

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

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

NEXT MEETING: April 13, 2020

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

Respectfully submitted,
Barbara Stayton, Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

February 10, 2020

AGENDA: Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

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

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

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

TREASURER'S REPORT:

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

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

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

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

ASSISTANT TREASURER'S REPORT

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

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

LANDSCAPE:

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

MAINTENANCE:

Paul has received two bids for concrete grinding of sidewalks and 1 patio. HOA Services bid \$5500. Coast Pavement Services bid \$6840. He expects a third bid tomorrow.

Paul introduced quest speaker, Josh Robertson from Aylwin Construction who is also a Certified Roof Max Dealer. He looked at our roofs earlier today. The roofs showing signs of wear were on building 15695 and the ones showing less wear were on buildings 15432 which is understandable since the roofs were installed in phases over 5 years. He then explained the Roof Max product that could extend the life

of a roof. His presentation was followed by a general discussion of how the Reserve Study is set up to spread the cost of new roofs over 5 years and that the Fountains is currently on target to meet this financial obligation. Recommendations for future planning and options were discussed.

UNFINISHED BUSINESS:

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

NEW BUSINESS:

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

NEXT MEETING: March 9, 2020

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

Respectfully submitted,
Barbara Stayton, Acting Secretary

THE FOUNTAINS HOA MONTHLY BOARD MEETING

Website - fountainsatsummerfield.com

Email - fountainshoa.18@gmail.com

January 13, 2020

AGENDA: Called to order at 3:00pm

BOARD MEMBERS PRESENT:

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

ABSENT: Jean Madrid, Assistant Maintenance Officer

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

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

TREASURER'S REPORT:

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

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

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

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

ASSISTANT TREASURER'S REPORT

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

MAINTENANCE:

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

LANDSCAPE:

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

UNFINISHED BUSINESS:

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

NEW BUSINESS:

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

NEXT MEETING: February 10, 2020

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

Respectfully submitted,
Nancy Schade