

Park at Timberhill Owners Association
Minutes of the Board of Directors Meeting
November 21, 2005

Call to Order

President Todd Lewis called the meeting to order at 7:05 p.m. in the conference room of the Kings Crossing building, 2211 NW Professional Drive.

Attendees: Board members: Brian Egan, Rosemarie Hubley, Todd Lewis, Fred Bruck and Curtis Wright. Property Manager: Dave Stubbs, DLS Associates. Owners/Guests: Dave Porter, 3394 NW Poppy Drive, Jim Bowey, 4002 NW Poppy Drive.

Approval of Prior Meeting's Minutes

Motion made by Fred Bruck to approve the minutes of the last meeting as distributed. Seconded by Rosemarie Hubley. Approved unanimously by the Board.

Open Forum (One-half hour maximum allocated time for owners/residents to address the Board on matters not on the agenda.)

1. Dave Porter commended Rosemary Hubley on the new landscaping contract she negotiated with Stutzman.
2. Jim Bowey asked if - when the Board was talking with the developer about its City-mandated term of responsibility for common area landscaping – the Board could also talk with the developer about replacing the three dead trees on his property, as per the verbal agreement he had with Palisch, the original developer. Dave Stubbs advised Jim that it would not be legal for the PATOA Board to represent an individual owner in a private matter with the developer.

Treasurer's Report

1. Fred Bruck stated that he had not yet received the October financial statements from NWCM, so he was not able to provide a current report.
2. Fred Bruck informed the Board that NWCM said they had mailed a check for PATOA's funds to DLS Associates.
3. Fred Bruck reported that a new PATOA checking account had been established with Washington Mutual, on Saturday, November 12, 2005, at the WaMu branch in the Albertson's Center at Kings and Circle. Present at the bank to open the account and execute necessary documents were Board members Egan, Bruck and Wright, as well as Dave Stubbs, DLS Associates. These four individuals are authorized signers on the account.

Motion made by Fred Bruck to adopt the banking resolution (copy attached) provided by Washington Mutual for said PATOA checking account. Seconded by Todd Lewis. Approved unanimously by the Board.

Architectural Review Committee (ARC) Report

1. Jim Bowey advised the Board that the requested engineer's letter stating that the boulder wall on Tract A has not been endangered by the additional soil graded onto it would soon be provided.
2. Jim Bowey submitted an ARC application for landscape planting. It was given to Dave Stubbs, DLS Associates, for processing.
3. It was noted for the record by Curtis Wright that the ARC applications submitted by Ross, Marshall and Wright since the last meeting had been reviewed and approved, via email, by the ARC, and the owners had all been so informed.
4. Jim Bowey and Dave Porter volunteered to be ARC members. The Board will take action on the committee membership after the "call for volunteers" at the Annual meeting.

Landscaping Contract Renewal

Rosemarie Hubley reported that the landscape contract renewal with Stutzman had been finalized. She provided Dave Stubbs, DLS Associates, with a copy of the executed document (copy attached). Rosemarie noted that this new contract provides for all the same services as last year, plus the addition of street tree maintenance, for \$2,000 less than last year.

Rosemarie Hubley asked that the PATOA membership be made aware that Stutzman would now be taking care of the trees in their curb/street strips. And that Stutzman also recommends all owners fertilize their lawns now, as fall is the most important time to feed lawns.

Contract with New Property Management Firm

Board member Brian Egan informed the Board that the contract (copy attached) with DLS Associates to provide property management services to PATOA has been signed. The contract will also be posted on the PATOA Web site.

Property Manager's Report/Action Items

Dave Stubbs of DLS Associates thanks the Board for retaining his firm's services. He informed the Board that he has been in contact with NWCM, but has not yet received the promised box of PATOA records from them, nor the check for PATOA funds which Fred Bruck had earlier reported NWCM said was "in the mail."

During the course of this meeting, the Board gave Dave Stubbs the following action items:

1. Determine status of and details of developer's City-mandated responsibilities for common area landscaping.
2. Determine validity of reserve account for 400 feet of fencing, as established by developer.
3. Arrange for cutting down, and if necessary, removing, the dead tree in Common Area C identified by Bob Cook, at a cost not to exceed \$500,
4. Communicate (written) with the PATOA membership about the (a) December 19 Annual meeting and election of two Board members, providing proxy form, (b) the adopted 2006

budget and owners' assessment, and (c) the call for volunteers for the welcoming committee, the landscaping committee, and the Architectural Review Committee (ARC).

5. Determine of backflow testing for owners can be contracted for at a better price than the \$25/house bid from Stutzman.

Status of Dead Tree Issue Reported by Cook

Discussion was held regarding the dead tree in Common Area C as reported by Bob Cook at the September Board meeting. As reported earlier by Rosemarie Hubley, Stutzman had indicated the job was beyond their abilities. The prior property management firm had begun the process of soliciting bids, but as requested by the Board, stopped all day-to-day services at notice of termination. Various Board members and guests provided Dave Stubbs with recommendations on firms that could handle this matter. The question was also raised as to the City's position on leaving the tree, when felled, in the natural open space, rather than paying to have it hauled away. The Board requested DLS Associates to ascertain the City's position on this, and to secure a service provider, at a cost not to exceed \$500.

Backflow testing for PATOA membership

The City of Corvallis requires annual testing of the backflow prevention device installed on every home at Park at Timberhill. This is the legal responsibility of each property owner. On an individual basis, the cost of this test is estimated at \$40+. The Board thinks that by contracting for this service at a communitywide group rate, it could save the members money.

Motion by Brain Egan to include such backflow testing, at an estimated cost of \$25/unit, in the 2006 budget. Seconded by Curtis Wright. Approved unanimously by the Board.

The Board also asked DLS Associates to solicit bids from qualified providers to see if the cost could be lower yet.

Web site hosting for PATOA

Brian Egan proposed that PATOA relocate its Web site from its temporary "parking spot" at the Clarity server to a Web Site hosting firm. He recommended iXi, and indicated that a split cost service, shared with the Meadows at Timberhill, was available for hosting both associations' Web sites. In addition, iXi would obtain domain name registration for the Park at Timberhill, and provide Board of Directors email service. If two years service is paid for in advance, it is available at a cost savings, for only \$84. Brian Egan would continue as Web master.

Motion by Brian Egan to contract (copy attached) with iXi for PATOA Web hosting and related email services for two years, at a total cost of \$84, paid in advance. Seconded by Curtis Wright. Approved unanimously by the Board.

Budget

Fred Bruck presented a second draft of the 2006 budget. Discussion was held regarding the adequacy of estimated costs for certain line items, such as the contingency and landscape

supplies. In addition, new expense line items were needed for backflow testing and Web site hosting. On the revenue side, it was felt there should be a charge to new owners, during close of escrow, of \$30 to cover administrative costs of providing title company information on dues, updating address lists, etc.

Motion by Brian Egan to assess new owners a \$30 administrative fee at change of ownership. Seconded by Curtis Wright. Approved unanimously by the Board.

Motion by Curtis Wright to adopt the 2006 budget, as revised (copy attached). Seconded by Brian Egan. Approved unanimously by the Board.

Volunteers Needed for Three Committees

Discussion was held regarding a "Call for Volunteers" at the December 19 Annual meeting for (a) the Welcoming Committee, (b) the Landscaping Committee (planting/maintaining seasonal color at the monument entry sign), and (c) the Architectural Review Committee.

The Board asked DLS Associates to communicate these needs to the owners/residents as part of the announcement for the Annual meeting.

As noted earlier, Dave Porter and Jim Bowey have expressed their interest in serving on the ARC, and Valerie Marty has indicated interest in being on the Welcoming Committee.

Confirmation of Annual Meeting and Next Board Meeting

The Board confirmed that the Annual meeting for 2005 will be held Monday, December 19, 7:00 p.m., at Kings Crossing.

The action item for the PATOA membership is the election of two Board members, as per the Bylaws. Despite the fact that five Board members were elected at the Turnover meeting in August, this election at the Annual meeting must be done to move Board elections to a calendar year basis, in accordance with the Bylaws. The terms of service will be two years for each Board member elected.

Fred Bruck, Treasurer, will also make a presentation on the 2006 budget at the Annual meeting.

The Board asked DLS Associates to send the PATOA membership written notification of the Annual meeting, including proxy forms for the election of two Board members.

The next regular meeting of the Board of Directors will be held immediately after the Annual meeting.

Old Business

Dave Stubbs brought to the Board's attention that the minutes of the August 17, 2005 meeting did not record the information regarding which of the Board members had been elected to

two- year terms and which had been elected to one-year terms. To make it a matter of record, the results of the election at the August 17, 2005 Turnover meeting were as follows:

One year terms: Rosemarie Hubley, Todd Lewis

Two year terms: Fred Bruck, Brian Egan, Curtis Wright

Adjournment

There being no further business before the Board, President Todd Lewis adjourned the meeting at 912 p.m.

Submitted on November 22, 2005 by

Curtis Wright
Secretary