

## **NOPHA Board Meeting Minutes March 12, 2012**

Board members in attendance: Kathy Giesen, Donna Leudesdorf, Diane Welsh, Scott Bonnell. Sterling Management was represented by Bonnie Anderson and Patti Lundeen. Homeowner Peter Herley #74 was also in attendance for a portion of the meeting. Nic VanNortwick with Kevin Cohen Plumbing was in attendance to make a brief presentation.

Meeting was called to order by President Donna Leudesdorf at 7:04 p.m. Minutes of the previous meeting (February) had already been approved via email.

Treasurer's Report: Edward Jones accounts: closed

Umpqua Bank money market: \$137,475.79 and savings: \$5,000

Operating Account: \$11,108.96

Total funds: \$153,585.00

7:15 Nik VanNortwik with Kevin Cohen Plumbing presented us information regarding replacing water shut off valves for each unit in the complex. The board is continuing to work on finding possible leaks that might be causing our water bill to be so high. American Leak came last fall to talk to us about the process of finding leaks in water lines. The first step is to be sure there are not leaks in the lines into the units. Each unit's water must be shut off and then the leak detection device can determine if there is a leak in that unit. In the past, the gate valve to turn off the water to the unit breaks when it is turned and springs a major leak. Then it is an emergency repair. The board listened to the information about the process for replacing gate valves with ball valves. The most complicated ones to replace are in the units where the water shut off valve is located under concrete either in the garage or the extra storage room. The Board listened and asked questions.

### **I. OLD BUSINESS**

- A. Valve repairs: discussion about the information Nik from Kevin Cohen Plumbing gave us regarding replacing water shut off valves. Diane Welsh moved that we replace the valves for Units 37-44 and Units 59-73 @ an approximate cost of \$360 per valve. The estimated \$7,500 will be taken from the reserves to pay for this. Scott Bonnell seconded the motion and it was unanimously approved. Kevin Cohen Plumbing will do the work. Secretary Kathy Giesen will write a notice to the residents of the affected units inviting them to a meeting to get the information about the prep work they will need to do before the plumbers can start the work.
- B. Edward Jones account has been closed with a \$0.25 balance.
- C. Planting @ #61/62 - This is an ongoing project. The tree has been planted, but there are still other plants to be planted in the area. The juniper will be removed; azaleas will be planted along the edge of the apron; some will be planted behind the tree and hydrangeas behind the new maple tree. Kathy Giesen will contact Thompson Landscaping to get a timeline.
- D. Update on cover over the mailbox area: John Moses checked with the post office and there are no specific requirements, just build so a legal size mail truck can drive up and make delivery. James Pileggi of River City Construction is in the process of making a drawing of a plan for us. Once that is finished, we will get bids for the construction.
- E. Chimney cleaning: The Board did a walk around on February 18th and determined that the outside of the following chimneys need to be cleaned: #1-6 and #44-49. Diane Welsh moved that we clean 1-5 in the month of May and #44-49 in September. Scott Bonnell seconded it; it was unanimously approved. Oregon Chimney Guys had the lowest bid @

\$350 per chimney. Sterling will see if they can negotiate a lower price if all are done the same month.

- F. Directory: Secretary Kathy Giesen has several updates and information for new renters. She will email it to Sterling so it can go on the master directory.
- G. Repair @ #74 has been completed to the owner's satisfaction.
- H. Evaluation of #62 and water flow during roof cleaning: Jim Steele with Belfor Restoration checked the ceiling of #62. There is no mold - only old water stains from some previous issue. He will write a report and send it to both Sterling for our records and to the owner of #62.
- I. Repair/replace lights at the front sign: Diane Welsh contacted Kyla @ Lynn's Electric. She has a bronze fixture for the spot on the sign. It is halogen rather than LED, but is a longer, cooler type of halogen. Sterling will check the price of the Craftsman style post lights that the Board has previously approved. Diane will continue the followup with Lynn's Electric.
- J. Light between #39/40: bulb was replaced, but it is still blinking. Diane will check on Lynn's Electric cost to assess the situation.
- K. Car in space B: Kathy Giesen has contacted the owner twice. His plan is to move the car to the Seattle area, hopefully within the next 2 weeks.
- L. "No Parking" signs on Bond Lane: Style of sign has been approved; board placed flags for placement, but flags have been removed. Sterling will have maintenance person tag placement again and proceed with digging holes and placing posts.
- M. Architectural Committee - President Leudesdorf would like a committed team to walk the ground once a month and report back to the Board. Kathy Giesen and Diane Welsh said they would be interested and will check with each other on scheduling.
- N. Pool Committee - Board will ask John Moses to head up this committee
- O. #5 noise complaint: Kathy Giesen called Bell Property management and scheduled a time to meet the representative and the tenant at Unit #4 and look at the TV/sound situation.
- P. Holes in the roof on #4 discovered by Eagle Roofing have been repaired by River Roofing. A neighbor said she knows that a renter from the past nailed Christmas decorations to the roof.
- Q. Satellite Dish Policy: Board reviewed the 2008 Board resolution which grandfathered in 6 dishes that were already in place. The policy stated that anyone who wanted to put up a dish would contact the board in writing for permission. This has not happened, and there are 3 additional dishes in the complex.

Therefore, the board passed a new policy.

NO SATELLITE DISHES are allowed in the complex and existing dishes will be removed when a unit sells.

A notice will be delivered and passed out to every resident. The notice will be mailed to all off-site property owners and to all property management companies for them to pass on to tenants.

- R. Units #15-18 were treated for ants by Oregon Pest Control. No ants have been seen since the treatment.
- S. There are fertilizers and pest control items in the #2 Storage room. Thompson said they will use them. Sterling will have maintenance move the items to the #1 maintenance room so Thompson has key access.
- T. Donna K. in Unit #7 has agreed to be in charge of Recreation Room rentals. Diane Welsh will orient her to her duties.

- U. Energy Trust of Oregon - Sterling has called but not been able to contact them yet; waiting for a return call.
- V. Police walk around re our lighting; Sterling has contacted the officer and will do so again.
- W. Royal Refuse has changed the garbage and recycling dumpsters to smaller size because they were not full at the time of pick up. This will reduce our cost; the April bill will be lower.
- X. Letters were sent to 13, 14 and 16 regarding debris on upper deck of units. #13 and #16 have cleared theirs; #14 has not. Another letter will be sent to the property management company.
- II. NEW BUSINESS
- A. Discuss walk around: Board did a complete walk through of the complex on February 18th. Many things were noted for current and future needs. A write up of those items is submitted as an addendum to these minutes.
- B. Unit #11 reported a leak from the chimney into the unit. River Roofing repaired the seal on the roof around the chimney.
- C. Irrigation start up is scheduled to begin March 27th or 28th. Thompson Landscape will be conducting.
- D. Taxes are just about ready to file, and Sterling will make sure they are filed on time.
- E. Highland Tree Service came to do a walk through with several member of the board to discuss some major pruning. Some trees will be removed; major pruning will be done on some; and minor pruning on some others. The bid for the work is \$3,075. A motion was made by Scott Bonnell that we go ahead with the work and pay for it out of the reserves. It was seconded by Kathy Giesen and unanimously approved. Sterling will contact Highland Tree service to arrange a start date.
- III. Next meeting is April 9, 2012
- IV. Adjournment at 9:14
- V. Executive Session

Respectfully submitted,

Kathy Giesen Secretary NOPTHA Board of Directors