

Columbia Point Condominiums

Homeowner's Association

MINUTES

November 17, 2011

BOARD MEETING

Meeting Location: 233 N. Hayden Bay Drive, Portland OR 97217

Board Members Present: Julie Wright, Jeff Warila, Ellen Seminora

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Board Members Absent: Dean Irvin. Mike Bandy excused himself early when there was a quorum.

1. **6:30 PM: OPENING OF MEETING:**

Tree Discussion: There were questions and concerns voiced by a homeowner regarding the need to have more small trees in an area near building C. It was determined that it would be best to consult an arborist who can make a recommendation on the planting in that particular area.

Exterior Projects: There was brief discussion of several exterior improvement projects recently completed. Several of those in attendance mentioned how they appreciated all the extra effort by Julie Wright in following through with what needed to be done.

Minutes provided from the last board meeting: *September 22, 2011. There was a motion passed to accept the minutes as presented. There was no formal October meeting due to lack of a quorum.*

2. **FINANCIAL REPORTING AND REVIEW:**

REPORTS OF OFFICERS AND PROPERTY MANAGER

The Treasurer was not in attendance and the property manager briefly reported on the current funds of the Association.

Financial Reporting

Current Funds Available as of 10-31-11:

\$ 13,200.30	General Operating Account
\$ 226,477.88	Reserve Money Market Account
\$ 42,732.31	Construction Defect Account (Reserve)

Homeowner Directory (provided to Board with current balances)

Report from Property Manager:

The property manager reported on current delinquencies and there are two owners with written payment proposals provided. There was a motion passed to accept their proposals of paying dues each month along with an additional amount toward their past due balance.

The property manager reported one unconfirmed bankruptcy and foreclosure. The former owner is to provide documentation. At that point we should be able to determine who the new owner is. There is one other owner who has received their second and final legal warning notice. If they do not respond then the account will need to be turned over to the law firm for collection and possible litigation.

The property manager also explained the need to have a full audit for 2011 with the transition from Invest West to Affinity Group Inc. and this is also a requirement to be done each year thereafter. It is also a requirement to do a reserve study update each year as well as the tax return filing. There was a motion passed to proceed with the CPA firm, Schwendt & Co. for preparing the reserve study update and tax return for 2012 and to do the audit for 2011.

3. **REPORTS OF OFFICERS / COMMITTEES:**

Finance Committee:

There was brief discussion of the need for the Board and finance committee to finalize the 2012 budget. There is also a need to have an income and expense statement for 2011 that combines the information from Invest West and Affinity Group for the upcoming annual meeting.

Landscape Committee:

Margo was not able to attend, but there were questions brought up for consideration in the future. The main issues are large trees that are too close to some buildings that will gradually need to be removed. There were also some concerns with recent pruning around windows and patio areas taking away some privacy as well as some plantings that may obstruct desirable views.

4. **UNFINISHED BUSINESS AND NEW BUSINESS:**

Exterior Issues and Projects:

There was discussion of several completed projects supervised by Julie Wright. Among the issues were the removal and replanting of trees in the main front area where sidewalks were replaced. At the time of the work, sprinkler system improvements were made in the area. There were also striping improvements, power washing, dryer vent cleaning, gutter cleaning and some painting of railings.

5. **Next Meetings:** It was agreed that there would not be a December meeting.

Annual Meeting: The date for the annual business meeting was scheduled for Thursday, January 26th, 6:30 PM.

The finance committee will need to finish the 2012 budget in December. An income statement comprising the numbers from Invest West and Affinity Group will also need to be completed by early January prior to the annual meeting.

Board member terms were discussed and agreed upon as follows: Dean Irvin, Julie Wright and Mike Bandy have terms ending at the upcoming annual meeting. Jeff Warila and Ellen Seminora have terms that continue until the annual meeting of 2013. Julie Wright is willing to continue with her name submitted as a nominee. Mike Bandy is willing to continue if necessary until a replacement is found but he is not able to continue as President.

**** ADJOURNMENT: 7:50 PM**

**Respectfully Submitted,
Tim Benintendi
Affinity Group Inc.
Property Manager, Broker**