

**AUO of Oswego Ridge, a Condominium  
Board Meeting Minutes  
November 15, 2016**

Call to Order: 7:01pm

Present: Jim Stewart, Ronda Haas-Huntze, Sarah Hanley, Austin Phillips, April Phuong, and Community Manager, Wes Finchum. April will be invited to fulfill the remainder of Doug Ashby's term on the board. Two owner/residents present (Macy & Jackie). No sign-in sheet provided.

A motion was made by Jim Stewart, seconded by Ronda Haas-Huntze, and passed unanimously to approve the August Board Meeting Minutes.

Jim Stewart made a motion to nominate Austin Phillips to fulfill the remainder of Heather Wilaby's term on the Board. Sarah Hanley seconded this motion, and it passed unanimously.

October financials were discussed. Wes Finchum provided a financial report recap. Two accounts are outstanding, one of which is in legal because the owner is deceased (and has been since 2013). Wes will send a reminder letter to the other account holder.

Sarah Hanley has a background in Accounting and Finance, and offered to do an audit on the Association's books. Wes said that he would check Kathy's (the bookkeeper) availability, and get back to her.

Owners provided feedback on Northwest Landscaping Services (NLS). Ronda and Jim expressed dissatisfaction with their services. Wes is in talks with Valley Scapes to see if we could sign an agreement with them. If we were to do so, we would have to provide NLS with thirty days' notice.

Jim asked if Jason (from the HOA maintenance) could clean the gutters. Wes agreed to call him to schedule.

Ronda made a motion to approve the October financials. Sarah seconded this motion, and this passed unanimously.

Wes presented the proposed budget for 2017. Wes sought to leave the dues unchanged from 2016, because of the pending assessment. In order to do so, he removed in-unit repairs, sidewalks, and parking lot maintenance from the budget. Wes also decreased the amount budgeted for general maintenance because with construction to be done, he does not anticipate any miscellaneous expenses. (General maintenance is the most generic line item.) Based on the current reserve study, the reserve amount remained constant. The 2017 reserve study has yet to be conducted, but Wes is going to ask Tim (at Forensic) for a document to certify that the current reserve study is still good. Jim hopes that once the construction is

completed, the reserve contribution will decrease. Sarah motioned to approve the budget, Jim seconded it, and it passed unanimously.

The roof replacement was discussed. There are insufficient funds in the reserve to cover this because the bid came in twice as high as expected. Of the four contractors considered, one submitted a complete bid, two submitted incomplete bids, and one declined to bid. Jim wants to get 1-2 more roof-only bids to compare. Tim is about 50% done with the design book. Once this is completed, Jim will ask the contractors to submit bids with and without the roof. If the price difference is significant, we will seek a separate roofing contract. (We will have to determine what level of cost difference we will consider significant.) However, having two contracts will prolong the project because the two contractors would not be able to work onsite simultaneously (and the roof would have to be completed before the other structural work could begin). For this reason, we would ideally like everything under one contract. Jim will circle back with Carlson to ask if they would be willing to work with another contractor onsite simultaneously. We cannot apply for the loan to fund this project until the total cost is known. Tim expects to have an estimate completed by December 1, and the soonest we could expect to have everything submitted for the loan is February.

Jackie reported some water damage to the structural beams in her unit. We agreed to call Tim to schedule a walk through with Jim, Jackie, and Macy (Jackie's upstairs neighbor) to evaluate the damage.

The next meeting will most likely be in January (after the bids come back).

Sarah motioned to adjourn the meeting, Ronda seconded this motion, and the meeting was adjourned at 8:03pm.