

**AUO Oswego Ridge
Condominium Clubhouse
November 6 2012, 6:00 p.m.**

Meeting Agenda

- 1. Homeowner Forum**
- 2. Call to Order**
- 3. Confirm Quorum of Board Members**
- 4. Approve the Minutes of the Last Meeting**
- 5. Financial Report**
- 6. Old Business**
 - a. Roof/Chimney Repairs
 - b. Sidewalk Repair Bids
 - c.
- 7. New Business**
 - a. 2013 Budget
 - b. Gutter Cleaning (Bid from CAP)
- 8. Executive Session**
 - a. Review with Ed and Keith from CAP
 - b. Collection Accounts
- 9. Adjournment**

Proposal and Contract

102412-011

This is a proposal and contract for construction work to be performed by SIDEWALK SOLUTIONS for:

Reference No.

Property Owner: Community Association Partners LLC	Phone Day:	Proposal Date: 10/24/12
Address: PO Box 2429	Phone Evening:	Fax/Email
City, State, Zip: Beaverton, OR 97075	Job Location: 86 Kingsgate Rd. Oswego Ridge	

Scope of Work:

Sidewalk Solutions to furnish the material and perform the labor necessary for:

- 1) Demolish, excavate and reconstruct approximately 63 s.f. of 4" thick concrete walk
- 2) New concrete to have a broom finish with shined edges and control joints, constructed upon a compacted granular base
- 3) Clean up all construction related materials returning site to pre-existing condition

Concrete to be constructed of 3500 P.S.I. and placed at a 2 - 4 inch slump.

SIDEWALK SOLUTIONS will obtain all required permits. All work will be completed in a workmanlike manner and according to industry standards. Any alteration or deviation from the above Scope of Work involving extra cost will be executed only upon a written change order to this contract.

Payment Terms:

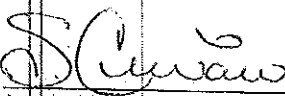
SIDEWALK SOLUTIONS will furnish material and labor, complete in accordance with the above Scope of Work, for the sum of: One thousand two hundred forty four dollars and 00/100..... dollars (\$ 1,244.00)

Payment to be made as follows: In full upon completion and clean up

Payment may be made by cash, check, debit/credit card. Property Owner agrees to pay an additional charge of 1 1/2% per month for past due amounts. An amount shall be considered past due 15 calendar days after payment due date.

This proposal and contract may be withdrawn by SIDEWALK SOLUTIONS if not accepted within 30 days of proposal date.

The Terms of this Contract are accepted by:

Property Owner/Authorized Agent	Print Name	Date
	Susan Crivaro	10/24/12
Authorized Agent	Print Name	Date

SIGN & RETURN THIS COPY TO:
Sidewalk Solutions
P. O. Box 90919
Portland, OR 97290
Ph: (503) 218-4172 Fax: (503) 685-9647

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Address: PO Box 2429	Phone Evening:	Fax/Email
City, State, Zip: Beaverton, OR 97075	Job Location: 86 Kingsgate Rd. Oswego Ridge	

Scope of Work:

Sidewalk Solutions to furnish the material and perform the labor necessary for:

- 1) Demolish, excavate and reconstruct approximately 147 s.f. of 4" thick concrete walk with A.D.A compliant handi-cap ramp
 - 2) New concrete to have a broom finish with shined edges and control joints, constructed upon a compacted granular base
 - 3) Clean up all construction related materials returning site to pre-existing condition
- Concrete to be constructed of 3500 P.S.I. and placed at a 2 - 4 inch slump.

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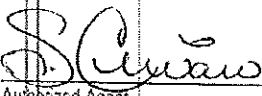
SIDEWALK SOLUTIONS will furnish material and labor, complete in accordance with the above Scope of Work, for the sum of: One thousand seven hundred twenty seven dollars and 00/100..... dollars (\$ 1,727.00)

Payment to be made as follows: In full upon completion and clean up

Payment may be made by cash, check, debit/credit card. Property Owner agrees to pay an additional charge of 1 1/2% per month for past due amounts. An amount shall be considered past due 15 calendar days after payment due date.

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Property Owner/Authorized Agent	Print Name	Date
	Susan Crivaro	10/24/12
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Sidewalk Solutions
P. O. Box 90919
Portland, OR 97290
Ph: (503) 218-4172 Fax: (503) 685-9647

NUWAVE CONCRETE

PO Box 947
 Cornelius, Or. 97113
 503-693-4636

Estimate

Date	Estimate #
10/31/2012	618

Name / Address
Community Association Partners 12190 SW 1st Street Beaverton, OR 97005 Phone: 503.546.3400 Fax: 503.546.3401

			Project
Description	Qty	Rate	Total
Properties; 86 Kings Gate 91sq ft city sidewalk remove & replace minimum rate charge with concrete, shortload fee included, rate is good up to 140sf of remove & replace finish standard mix design. Rate = \$12.50 per sq ft above 140sf	1	1,750.00	1,750.00
Thank you for your business.		Total	\$1,750.00

Association of Unit Owners of Oswego Ridge, a Condominium

2013 DRAFT Budget - Based on 82 Residential Units

OPERATING EXPENSES

Landscape Maintenance Services

Acct. #	Description	2102 Budget	2012 Yr End	Draft 2013
			Est.	Budget
5101	Landscaping - Contract Services	\$ 12,000	\$ 11,500	\$ 12,000
5130	Landscaping - Irrigation Repairs	\$ 1,200	\$ 325	\$ 1,200
5190	Landscaping - Miscellaneous	\$ 2,500	\$ 500	\$ 2,000
Total Landscape Maintenance Services		\$ 15,700	\$ 12,325	\$ 15,200

Maintenance Services

Acct. #	Description	2102 Budget	2012 Yr End	Draft 2013
			Est.	Budget
5202	Parking/Street Cleaning	\$ 300	\$ -	\$ 300
5301	Roofs - Cleaning and Repair	\$ 1,200	\$ 1,600	\$ 2,000
5302	Gutters and Downspout Cleaning	\$ 2,500	\$ 2,500	\$ 2,700
5306	Chimneys	\$ 900	\$ 900	\$ 900
5375	General Maintenance and Repair	\$ 9,000	\$ 9,250	\$ 9,500
5390	Pest Control	\$ 3,500	\$ 1,850	\$ 2,000
Total Building & CA Maintenance Services		\$ 17,400	\$ 16,100	\$ 17,400

Clubhouse & Swimming Pool/Spa Services

Acct. #	Description	2102 Budget	2012 Yr End	Draft 2013
			Est.	Budget
5401	Clubhouse Maintenance/Equipment	\$ 600	\$ -	\$ 600
5421	Spa & Pool Supplies	\$ 1,400	\$ 950	\$ 1,400
5422	Spa & Pool Service/Repairs	\$ 1,500	\$ 750	\$ 1,500
5424	Spa & Pool Licenses	\$ 400	\$ -	\$ 400
5425	Spa & Pool Miscellaneous (Maintenance Staff)	\$ 3,000	\$ 150	\$ 3,000
Total Clubhouse & Swimming Pool/Spa Services		\$ 6,900	\$ 1,850	\$ 6,900

Administrative Services

Acct. #	Description	2102 Budget	2012 Yr End	Draft 2013
			Est.	Budget
5501	Management - Basic Contract	\$ 18,232	\$ 18,232	\$ 18,780
5502	Management - Additional Services	\$ 250	\$ 50	\$ 250
5503	Reserve Study Updates	\$ 400	\$ -	\$ 400
5505	Compliance Violation Services	\$ 400	\$ -	
5510	Legal Expenses and Collection Costs	\$ 2,500	\$ 9,000	\$ 4,000
5515	Accounting, Tax Returns and Tax Due	\$ 2,700	\$ 2,400	\$ 2,500
5520	Board/Annual Meeting Expenses	\$ 120	\$ -	\$ 120
5522	Social Expenses	\$ 100	\$ -	\$ 100
5530	Office Supplies, Printing, Postage, etc.	\$ 1,400	\$ 1,500	\$ 1,500
5540	Licenses and Annual Reports	\$ 75	\$ 75	\$ 75
5545	Insurance	\$ 21,550	\$ 21,500	\$ 22,000
5575	Bad Debt	\$ 2,500	\$ 2,500	\$ 2,500
Total Administrative Services		\$ 50,227	\$ 55,257	\$ 52,225

Association of Unit Owners of Oswego Ridge, a Condominium

2013 DRAFT Budget - Based on 82 Residential Units

Utility Services

Acct. #	Description	2102 Budget	2012 Yr End	Draft 2013
			Est.	Budget
6001	Utility - Water and Sewer	\$ 68,000	\$ 73,000	\$ 73,365
6010	Utility - Electricity	\$ 4,000	\$ 3,250	\$ 4,000
6020	Utility - Natural Gas	\$ 2,000	\$ 1,250	\$ 2,000
6030	Utility - Garbage and Recycling	\$ 11,400	\$ 10,750	\$ 10,750
Total Utility Services		\$ 85,400	\$ 88,250	\$ 90,115

Operating Contingency

Acct. #	Description	2102 Budget	2012 Yr End	Draft 2013
			Est.	Budget
7095	Operating Reserve Contingency	\$ 1,800	\$ 1,800	\$ 1,800
Total Operating Contingency		\$ 1,800	\$ -	\$ 1,800
Total Annual Operating Expenses		\$ 177,427		\$ 181,840
Total Capital Reserve Contribution		\$ 76,577		\$ 111,000
Total Annual Expenses		\$ 254,004		\$ 292,840

% of Common Interest	2012		2013 Monthly
0.0115	\$ 244.00		\$ 281.00
0.0118	\$ 250.00		\$ 288.00
0.0128	\$ 271.00		\$ 313.00
0.0131	\$ 278.00		\$ 320.00

0.0115 = Lots 1-8, 49-56, 61-64, 69-72, 77-80

0.0118 = Lots 9, 10, 47, 48, 57-60, 65-68, 73-76, 81-82

0.0128 = Lots 13-16, 21-24, 29-36, 41-44

0.0131 = Lots 11-12, 17-20, 25-28, 37-40, 45-46

Info

From: Keith Gustafson [keith@capartners.net]
Sent: Tuesday, October 30, 2012 10:04 AM
To: 'Yvonne Palmer'; chance@capartners.net
Subject: RE: ORC gutter cleaning

We cleaned them at the end of last year, and billed during 2012. It was \$1850 (billed as Time and Materials). We can spot clean now on a time and materials basis, or just do a full clean for \$1850.

From: Yvonne Palmer [mailto:yvonne@capartners.net]
Sent: Wednesday, October 24, 2012 12:35 PM
To: 'Keith Gustafson'; chance@capartners.net
Cc: 'Yvonne Palmer'
Subject: ORC gutter cleaning

Please give me a price for cleaning gutters at ORC. Let me know if they need to be spot cleaned now or cleaned now with spot cleaning later. Let's bid both things and the board can decide.

Thanks,

Yvonne Palmer camp, ccam

Sr. Community Manager
Community Association Partners, LLC.
503.546.3400 - 503.546.3401 Fax
yvonne@capartners.net



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From: Julia Monaco [mailto:jmonaco@stimsonlumber.com]
Sent: Wednesday, October 24, 2012 9:58 AM
To: yvonne@capartners.net
Cc: mark@haggarthomes.com
Subject: Landscaper - remove summer planting

Yvonne,

I'm not sure if the message was passed on, but about 4 or so weeks ago we had asked the landscaper to remove all the summer plants. Can you follow up with, to make sure they take of that this week? Also, this is the time of year they really need to pay attention to gutters. I haven't done a walk thru to see what they look like, but just remind them – if you wouldn't mind.

Thanks, Julia