

Oswego Ridge Homeowners Association  
Board of Directors meeting  
January 15, 2007

Directors Present: Arlene Stebbins, Julia Thomas, Steve Hunt  
Homeowners Present: Rex Surface  
Guests: Jim Fuhry

#### Agenda

Call to order at 6:30pm by Steve Hunt  
Minutes of December meeting approved as written  
Financial review:

Discuss gas bill - check with CMI to ensure accuracy

#### Old Business

Drainage issues- still in process of being addressed

#### New Business

Check with CMI to see if initial mail box break was reported (it was) and check on progress of getting mailboxes replaced.

Jim will tag all light fixtures needing attention by Oregon Electric

Meeting adjourned at 7:05pm

Oswego Ridge Homeowners Association  
Board of Directors Meeting  
February 19, 2007

Directors Present: Arlene Stebbins, Steve Hunt, Julia Thomas  
Homeowners Present: Mariann Calcagno, Natashe Demyashkevich  
Guests: Nancy Reed, CMI

Meeting called to order 6:35pm  
Minutes of previous meeting accepted as written  
January financial report reviewed and discussed

Old Business:

Mailboxes- Cmi is confirming price, delivery, installation on MailBox Solutions providing new boxes to be placed in the existing location. Demolition of kiosk may be necessary. CMI will look into bids on demolition.

Drains- A plumber looked at drains around the complex and determined they were not backed up needing repair. Drain issues were isolated and handled one at a time.

Dumpster Repair: CMI is repairing destroyed wood on the dumpsters.

Director Resignation: Board accepted Dori VanDerHarr's resignation

New Business:

Window replacement: In preparation of April Homeowners Meeting, CMI will research all legal issues around borrowing money, replacing owners' property as a association, financial options for repayment.

Homeowners' Forum

E103 and 203 reported water leaks around windows. CMI to send someone to verify extent of leakage.

Front of E Bldg was discussed for landscaping. CMI to ask Enstron to bid on plants for both shielding lights from cars as well as presenting an attractive front.

Meeting adjourned at 7:45pm. Next meeting Monday, March 19, 2007 at 6:30pm Clubhouse.

Minutes from the 10/16/06 BOD Meeting, Oswego Ridge Condominium

Directors Present: Steve Hunt, Julia Thomas, Arlene Stebbins, Dorie VonderHaar. Homeowners present: Judy and Bob Bjorklund, Scott Ashby

Meeting was called to order at 6:30pm by Steve Hunt.

Minutes of the 8/21 meeting were approved by motion made by Arlene Stebbins

The September balance sheet was accepted.

#### **Old Business**

1. Landscaping: The front of the D building has still not been landscaped. Last contact with landscaper was October 3rd stating it was going to be done. **We decided to ask landscaper to meet Arlene Stebbins at a convenient time this week during the day to evaluate options for the area behind the D building to resolve the grounds issue there. CMI -please make the contact.**

2. The outside chimney cleaning on D and B buildings has not been completed. Again, we would like that mold removed/washed off.

3. The board accepted the resignation of Marc Crowley as president. We agreed to hold the board position opened until the Homeowners' Annual meeting in February. The board meetings will continue with board leadership by Steve Hunt.

#### **New Business**

1. We discussed the possibility of a HOA web page. Arlene Stebbins will attend the meeting 10/.20 to learn about the possibility and report to the Board at the November meeting -November 20th.

2. The Board voted to accept the 2007 budget with a 4.55% increase in homeowners' dues. The motion was made by Arlene Stebbins, seconded by Steve Hunt.

#### **Homeowners' Forum**

1. Scott Ashby asked again for information concerning his designated covered parking place. He cannot find it on any document he has concerning condo ownership. **Please advise us where parking spots are documented.**

2. Judy Bjorklund announced her vehicle KJC171 California plates will be in their designated covered parking during an extended stay out of state. They do not wish it towed or cited.

3. The Bjorklunds presented the following issues that concerned them: (a) they would like to see landscaping done for the D building. (They were advised the order for the front was in and we would look at the back this week). They were dismayed at the response to their request for painting and area outside the D building. They felt Jim did a sloppy job which he didn't complete - Mr. Bjorklund actually completed the job himself. They believed it should not have been delegated to Jim but rather done by someone who is skilled at painting and repair. They were angry with the response to their reporting a leak in the outside faucet on the D building. It apparently was excessively tightened with a weatherization cover put over the faucet and a note to refrain from using it. The association has not weatherized outside faucets at this time - outside faucets are available to homeowners. They were asking for a repair. Overall, they expressed frustration with CMI's response to issues.

4. Scott Ashby wants to revisit the issues around the leak in D201 and affected areas in D101. We read the response to this from our September issues - He stated it was not the shower head - the leak was the bathtub faucet behind the wall where the faucet device connects to the water pipes. There was a break at that point. He stated there is black mold there now. His insurance company believes it to be a condominium association issue and had denied payment. **Please revisit this and advise the Board. Since he mentioned mold - this could be a health issue we would like to resolve asap.**

Meeting adjourned at 7:35pm

Meeting adjourned at 7:35pm

\*\*\*\*\*

Nancy,

Thanks for your advice and help on the issues in bold. Just a note- there was apparently no anger aroused by Patricia Herbert's letter - however, we are making an effort to correct the obvious issues she raised. There was strong pro and con concerning Jim Fuhry - his work/behavior/interest. The Board did not give any opinions or actions - it was a discussion among homeowners.

Thanks,

Arlene

Nancy:

Following are the minutes from the board meeting. There are a few things we would like CMI to respond to within the minutes, but I will outline them here also.

We asked for a power wash of the Bldg. D and B chimneys to remove mold in September. You said CMI was "backed up". If CMI is unable to, please advise and we will contact an outside vendor for this.

We would like to have whoever did the sensor for our lights to reevaluate the process. The exterior lights have been on on both sunny and cloudy days. Today is the first day they are not on all day. Please advise how we can control this.

We would like to know why so many late fees were reversed on the October financials. A homeowner present said he has automatic withdrawal and was still charged a late fee. He questioned why San Diego is handling the funds rather than a local processor.

We have a pending situation with D201. The homeowner and his mother presented a very heated, impassioned rebuke of the previous Board, CMI and the association's attorney over the handling of the bathroom water pipe break in his unit. He is aided in this action by Dorie VonderHarr who also received damage as a result of this. The minutes detail his demand.

Oswego Ride Board of Directors Meeting November 20, 2006 6:30pm Clubhouse

Directors attending: Julia Thomas, Arlene Stebbins, Steve Hunt, Dorie VonderHarr

Homeowners Attending: Steve Mosinski, Scott Ashby, (Jean Ashby, visitor) (Jim Fury, visitor)

Guest: Pat Enstrom - Enstrom Landscape Management, Inc.

Meeting called to order by Steve Hunt at 6:30pm

Minutes of the October meeting accepted as written

Review of financials: Concern about electric bill (probably relating to the exterior lights being on all the time) and the late charges and reversals. Asking CMI to advise on these issues.

Old Business:

Arlene reported on the possibility of a HOA web page. We will not do this.

CMI power washing Bldg. D and B: Still waiting. CMI please advise

Landscaping completed: Bldg. D in front. Pat Enstrom discussed the soil condition of the entire property, explained why lawn areas are soggy, possible remedies. He discussed the issue behind Bldg. D - path and plants to start. He suggested removing the maple tree in front of D 101 and 201 as it is preventing lawn growth and is a potential danger to the structure. Both residents heartily rejected that removal.

Resolution of E202. Owner wants a sign-off by CMI that what has been done (new plywood floor, heavy padding and new carpeting) meets requirements absent the gypcrete. We need CMI to initiate this or direct a board member to assist - so we are completely cleared for fire and sound issues. Owner felt CMI could have been more responsive to Horizon as they do not know condo rules, by-laws and what are common elements for these units. He believes that sign-off will end the issue.

Resolution of D201. Owner was heated over this issue. We presented the facts as we had from the CMI and legal documents. The owner presented a document from State Farm denying his claim stating it was the

11/21/2006

association's responsibility. The very animated discussion closed with this - if Scott Ashby doesn't hear from the Board or CMI this week, he will begin legal action against the association. The board agreed -unless something decisive comes from CMI- we would accept the fact the will try to sue the association.

#### New Business

Landscaping behind Bldg. D is approved for the price stated. We want to hold off on that, however, until all drainage issues have been resolved in Bldg. G. We instructed the landscaper to begin Bldg. G as soon as possible - as he bid the work. We will walk the property after some heavy rains this week to identify other areas of pooling water. Pat Enstrom believed those may be a maintenance issue and when he knows where they are, will clean and maintain the drains.

Spa is closed for the winter. Jim Fury has ordered two covers @ \$225 each - one to use now and one for reserve as the life of the covers is pretty short.

Winterization will begin with the covering of the outside faucets, Jim will do some pool maintenance and clean the gutters.

Meeting adjourned at 7:45pm

Next meeting: December 18th 6:30pm Clubhouse

Oswego Ridge Homeowners Association  
Board of Directors meeting  
Monday, December 18, 2006 6:30pm

Directors Attending:

Steve Hunt  
Arlene Stebbins  
Julia Thomas

Homeowners Attending:

none

Guests:

none

Call to Order: Steve Hunt at 6:35pm

Minutes of the November meeting accepted as written

Financial statement review: question gas bill

Old Business

Realtor's open house on December 14th was not attended by any homeowner

Both E202 and D201 issues have been resolved

Winterization: A note should go to unoccupied unit owners to keep heat on

Exterior light issues has been resolved

New Business

Note to residents that Entrom will pick up Christmas trees in the back NW corner of parking lot for recycling.

Concerned about the non-payment of HOA dues by some homeowners

Homeowners' Forum

No homeowners present

Meeting Adjourned 7:00pm

Next meeting: January 15th

Oswego Ridge Condominium  
Board of Directors meeting  
March 15, 2004

**Directors Attending:**

Cathy Herman  
Julie Sellin  
Dori Vonderhaar

**Director Absent:**

Catherine Birr  
Marc Cowling

**Residents Attending:**

Betsy Barry

The meeting was called to order at 6:30 by Secretary Cathy Herman. The minutes of the December meeting were not available.

**Financial Report:**

The financial reports for January and February were approved.

**Old Business:**

- Water Bill – Building F
- Spa Cover
- Landscape Proposal
- Door and Window Resolution
- Pool and Spa Heaters - BOD approved bid for \$4,400 to replace both pool and spa heater
- Walk Around – scheduled for March 21<sup>st</sup> at noon.
- G104 – Enstrom will check tree they are worried is damaging sidewalk and in danger of falling
- Reviewing reserve study

**New Business:**

- Critter Problem in Building D. Board ok'd putting traps in D205 and D206 to try to capture animals making noise. Residents must be available to check traps everyday.
- Annual Meeting scheduled for Tuesday, April 20, 2004

Meeting Adjourned at 8:55 pm

Next meeting:

**Annual meeting**

Tuesday, April 20, 2004  
6:30 p.m.  
In the clubhouse



emailed to BOO  
5/3/04

BOO/27/0RC

**BOARD MEETING  
OSWEGO RIDGE CONDOMINIUM  
April 20, 2004  
PAGE 1 OF 1**

**MINUTES OF THE BOARD MEETING OF OSWEGO RIDGE CONDOMINIUM HELD ON TUESDAY  
MARCH 24, 2003 AT THE OSWEGO RIDGE CLUBHOUSE, 86 KINGSGATE DRIVE, LAKE  
OSWEGO, OR.**

**PRESENT:**

Mr. Marc Cowling, Chairman  
Ms. Cathy Herman, Secretary  
Julie Sellin, Director  
Dorie VanderHaar, Director  
Steve Hunt, Director

**BY INVITATION:**

Nancy L. Reed, Community Manager  
**COMMUNITY MANAGEMENT, INC.**

**I. Call To Order**

The meeting was called to order at 7:05

**II. Appointment of Officers**

Cathy Herman motioned and Doris VanderHaar seconded to appoint Marc Cowling as Board Chairman.  
The motion was carried by unanimous decision.

Doris VanderHaar motioned and Julie Sellin seconded to appoint Cathy Herman as Board Secretary.  
The motion was carried by unanimous decision.

Cathy Herman motioned and Steven Hunt seconded to appoint Julie Sellin as Board Treasurer.  
The motion was carried by unanimous decision.

The Appointment of Officers is as follows:

Chairman Marc Cowling  
Secretary Cathy Herman  
Tresurer Julie Sellin  
Director Doris VanderHaar  
Director Steven Hunt

**III. Next Meeting**

The next Board of Directors meeting is scheduled for May 10, 2004 at 6:30 p.m.

**IV. Adjournment**

The meeting was adjourned at 7:10 pm

Oswego Ridge Condominium  
Board of Directors meeting  
May 10, 2004

**Directors Attending:**

Marc Cowling  
Steve Hunt  
Cathy Herman  
Julie Sellin  
Dori Vonderhaar

**Residents Attending:**

Marianne

The meeting was called to order at 6:30 by Chairman Marc Cowling. The minutes of the March and April meeting were read and approved.

**Financial Report:**

The financial report for April was approved.

**Old Business:**

- Water Bill – Building F – the BOD feels the water meter needs replaced and the bill should be monitored and any funds owing to us because of faulty meter be returned.
- Spa Cover – seems to be missing
- Landscape Proposal – the BOD would like the landscaping of the utility box between buildings C & D to begin.
- Door and Window Resolution
- Reviewing reserve study
- Critter removal in Building D – The critter must be captured and removed. The BOD will ask CMI to hire a new company to finally resolve the problem. The Homeowner should be sent a letter explaining the importance of allowing admittance to her unit to remove the offending critter.
- C-103 is still allowing cats to roam the premises, the BOD has received many complaints. The owner is to be fined and another letter sent. The units screen door has been cut to allow access to the 3 cats. The BOD is requiring the owner to repair the screen door.

**New Business:**

- The BOD is not happy with the performance of Steve Burks and has agreed unanimously to fire him. It was agreed we would wait until the spa is up and running. We will contract with CMI to do pool and spa maintenance. Jim Fuhry will be hired to do general maintenance. CMI will draw up a contract with Mr. Fuhry explaining duties and pay schedule. When Mr. Fuhry receives his license to do pool maintenance he will be given those duties.

The meeting adjourned at 7:20 p.m.

Next Board Meeting  
Monday, June 21, 2004  
6:30 p.m.  
In the clubhouse

Oswego Ridge Condominium  
Board of Directors meeting  
June 21, 2004

**Directors Attending:**

Marc Cowling  
Steve Hunt  
Cathy Herman  
Julie Sellin  
Dori Vonderhaar

**Residents Attending:**

Betsy Barry  
Dorothy Sinclair

The meeting was called to order at 6:30 by Chairman Marc Cowling. The minutes of the May meeting were read and approved.

**Financial Report:**

The financial report for June was approved pending a question to CMI on a Insurance Management Fee charged to Oswego Ridge by CMI. The amount was \$166.00. Secretary Herman will call CMI and protest the fee. Director Hunt did not receive copies and Treasurer Sellin should receive long version of report.

**Old Business:**

- Water Bill – Building F – the water company refunded Oswego Ridge \$1,200 for errors. The BOD will continue to monitor the bill.
- Spa Cover - resolved
- Door and Window Resolution
- Reviewing reserve study
- Critter removal in Building D – Betsy hired Critter Control to resolve the problem. They found a dead squirrel in the attic. Cost was \$169.00 initial fee and \$50.00 for each critter removed. BOD will continue to monitor the situation.
- C-103 is selling their unit, the cat problem should be resolved.

**New Business:**

- Residents are bringing a lot of guests to the pool on a regular basis. The BOD will monitor the situation and report at next meeting.

The meeting was adjourned at 7:30 p.m.

Next Board Meeting  
July ??  
6:30 p.m.  
In the clubhouse

Oswego Ridge Condominium  
Board of Directors meeting  
July 26, 2004

**Directors Attending:**

Marc Cowling  
Steve Hunt  
Cathy Herman  
Dori Vonderhaar

**Residents Attending:**

Doug Ashby  
Helen Viera

The meeting was called to order at 6:30 by Chairman Marc Cowling. The minutes of the June meeting were read and approved.

**Financial Report:**

The financial report was read and approved. The BOD would like an itemized timecard for Steve Burkes with the financial reports sent to BOD members.

**New Business:**

- The BOD would like a copy of Steve Burke's duties.
- A written complaint about D206 pool guests was delivered to the BOD. We agreed to have CMI send a letter to D206 outlining the rules and pointing out the infractions.
- The BOD would like a report on the work done in Unit H201 to the plumbing.
- A Pot Luck Party is being scheduled for August 7<sup>th</sup> after the garage sale. Dori Vonderhaar and Doug Ashby are co-chairs.

**Old Business:**

- Monitor water bill in Building F
- Door and Window Resolution
- Reserve Study review
- Critter removal in Building D. Chair Cowling ok'd to have the area squirrel screened.

The meeting adjourned at 7:10 p.m.

Next and all future meetings on the 3<sup>rd</sup> Monday of the Month.  
No BOD meeting in August

**Next Meeting – September 20, 2004**

**6:30 p.m.**

**In the clubhouse**

Oswego Ridge Condominium  
Board of Directors Meeting  
November 16, 2004

**Directors Attending:**

Marc Cowling  
Dori Vonderhaar  
Cathy Herman  
Julie Sellin

**Residents Attending:**

Arlene Stebbins  
Rex Surface  
Nancy Wilbur  
Sharon Carter

The meeting was called to order at 6:30 by Chairman Marc Cowling. The minutes of the October meeting were read and approved.

**Financial Report:**

The financial report dated October 21, 2004 was approved.

**Old Business:**

- Monitor water bill in Building F
- Window and Door resolution
- Pillar lights at front of complex need repaired
- Jim Fuhry will assume pool and spa maintenance duties.
- Unit F 201 needs to paint his sliding door and frame.

**New Business:**

- Reserve study and cost of living increase voted on at a rate of 10% increase over last year by unanimous decision of BOD.
- Building E, F & G by D&F plumbing.

Meeting adjourned at 7:45

**Next Board Meeting:**

December 20, 2004  
6:30 p.m.  
In the clubhouse

Oswego Ridge Condominium  
Board of Directors Meeting  
December 20, 2004

**Directors Attending:**

Dori Vonderhaar  
Cathy Herman  
Steve Hunt

**Residents Attending:**

Dorothy Sinclair

The meeting was called to order at 6:30 by Secretary Cathy Herman. The minutes of the November meeting were read and approved with change of F203 for painting to E103.

**Financial Report:**

The financial report dated November 15, 2004 was approved. The financial report dated December 17, 2004 was approved.

**Old Business:**

- Monitor water bill in Building F
- Window and Door resolution
- Pillar lights at front of complex need repaired
- Unit E103 needs to paint his sliding door and frame – update – E103 has stated he called CMI and got the white sliding door approved before installation – Secretary will call CMI and check.

**New Business:**

- Parking spaces – The subject of oil and grease accumulation in the parking lot was put on the table. Is the association responsible for cleaning or can we charge the spot owners after notification and time to remedy on their own? What is the liability if someone falls?
- Maintenance has noticed a lot of items we are storing that could be sold, given, to the owners. The items include a Christmas tree stand, decorations and auto waterer. There are also some fixtures not needed for the clubhouse or common areas. Tabled till next meeting.
- Enstrom will again dispose of dead Christmas trees at no charge to the association.

**Maintenance Report:**

- 5 light fixtures were ordered for the pole lamps that are not working properly. A supply of extra lights and carport fixtures were ordered.

Meeting adjourned 7:15

**Next Board Meeting:**

Tuesday, January 18, 2004  
6:30  
In the clubhouse

Oswego Ridge Condominium  
Board of Directors Meeting  
March 22, 2005

**Directors Attending:**

Marc Cowling  
Cathy Herman  
Steve Hunt

**Residents Attending**

Jim Fuhry  
Sharon Carter

The meeting was called to order at 6:30 by Chairman Marc Cowling. The minutes of the December meeting were read and approved

**Financial Report:**

The financial report dated February 10, 2005 was approved.

**Old Business:**

- Monitor water bill in Building F
- Window and Door resolution
- Unit E103 needs to paint his sliding door and frame
- Parking spaces – The subject of oil and grease accumulation in the parking lot was put on the table. Jim will clean spaces going forward.

**New Business:**

- Annual meeting date set for 3<sup>rd</sup> week in April either Tuesday or Wednesday.
- Spa pump and pool parts need repaired – Approved (approx \$2,500.00)
- Sharon complained that G101 is still letting his cats out and in the back window, they scratch her entryway and a lot of noise is made opening and closing the bedroom window. BOD requests CMI send letter.

Meeting Adjourned at 7:10 p.m.

Next Board Meeting

**Annual Meeting**

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF OSWEGO RIDGE CONDOMINIUM  
HELD ON MONDAY, DECEMBER 7TH, 2005 AT THE OSWEGO RIDGE CLUBHOUSE, 86  
KINGSGATE DRIVE, LAKE OSWEGO, OREGON AT 6:30 P.M.**

**PRESENT:**

Mr. Steve Hunt, Treasurer  
Dorie VonderHaar

**ABSENT:**

Mr. Marc Cowling, Chairman  
Ms. Cathy Herman, Secretary

**BY INVITATION:**

Nancy L. Reed, Community Manager  
**COMMUNITY MANAGEMENT, INC.**

**I. CALL TO ORDER**

The meeting was called to order at 6:55 pm.

**II. REPORTS AND DISCUSSIONS**

**A. Treasure's report**

AGREED

Director Steve Hunt made motion to approve the 2006 budget as proposed with 4.7% increase, Director Dorie VonderHaar seconded, and the motion carried unanimously.

**B. Appointment of New Director**

The Board accepted the resignation of Director Cathy Herman.

AGREED

Steve Hunt made motion to appoint Arlene Stebbins to fill one of the vacant Director positions, Dorie VonderHaar seconded, and the motion was carried unanimously.

**C. 2006 Property Maintenance Plan**

Nancy Reed reviewed a proposed 2006 maintenance list, including dryer vent cleaning, re-keying the pool gate and a portion of the long range landscape renovation plan.

**III. NEW BUSINESS**

Request to post notice regarding storage of bulk firewood.  
Concern about covered spot #3, motorbike chained to post.  
Reminder to use flyer boxes for minutes.

**III. ADJOURNMENT**

The meeting was adjourned at 8:00 pm.





Our Ref: BOD/27/ORC #35  
December 7, 2005

## **McNary Highlands Condominium Homeowners Association**

### **Board of Directors Meeting Agenda**

Date: Wednesday, December 7, 2005  
Location: 86 Kingsgate Road, Oswego Ridge Clubhouse  
Time: 6:30 p.m.

- I. Call to Order
- II. Owners Forum (if any)
- III. Reports and Discussions
  - A. Treasurer's Report
    - 1. 2006 Budget Adoption
  - B. 2006 Property Maintenance Plan
- IV. New Business
- V. Adjourn

PH 503.233.0300  
FAX 503.233.8884  
2105 SE 9th  
Portland, OR  
97214



approved

**BOARD OF DIRECTORS MEETING  
OSWEGO RIDGE CONDOMINIUMS  
MARCH 6<sup>TH</sup>, 2006  
PAGE 1 OF 1**

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF OSWEGO RIDGE CONDOMINIUM  
HELD ON MONDAY, MARCH 6<sup>TH</sup>, 2006 AT THE OSWEGO RIDGE CLUBHOUSE, 86 KINGSGATE  
DRIVE, LAKE OSWEGO, OREGON AT 6:30 P.M.**

**PRESENT:**

Marc Cowling, Chairman  
Arlene Stebbins, Director  
Steve Hunt, Treasurer  
Dorie VonderHaar, Director

**BY INVITATION:**

Nancy L. Reed, Community Manager  
COMMUNITY MANAGEMENT, INC.

**I. CALL TO ORDER**

The meeting was called to order at 6:30 pm.

**II. FINANCIAL REPORT**

Per Mark Cowling, the last report received before tonight was the December year-end.

**III. APPROVAL OF MINUTES**

Steve Hunt made motion to approve the December minutes, it was seconded and carried unanimously.

**IV. OLD BUSINESS**

The owner of space #3 is still storing a motorcycle and has (3) vehicles.

**V. REPORTS AND DISCUSSIONS (cont'd)**

**A. Community Manager's Status Report – Building Repairs**

Discussion followed regarding the replacement of gypcrete in #E202. Bill Borgen had a better suggestion for repair. Karna Gustafson's opinion is that maintenance of the subfloor is not addressed in the documents. On the question of the sub floor, it is not believed to be a part of the structure and the Association isn't responsible or wanting to set a precedent.

Motion was made as to whether or not the Association should pay for the sub floor damage that was a pre-existing condition. Board members in favor of paying – none. Those against paying – unanimous.

**1. Building H**

Damage to the exterior and interior – ok to move ahead with Horizon Restoration.

**2. Building B**

Per Bill Borgen, there is ceiling damage in his unit from an old leak. Need to check on chimney flange and flashing, then repair interior.

**B. TREASURER'S REPORT**

Discussion followed regarding whether or not to update the reserve study this year. It was decided that the Board and CMI will review the update paperwork and the Board of Directors will decide whether to have a formal update or to carry the information from the previous study forward into the 2007 budget. Discussion then followed on delinquent accounts and uncollectible fees.

**VII. APPOINTMENT OF NEW DIRECTOR**

Marc Cowling made motion to appoint Julia Thomas to vacant board meeting, it was seconded and then carried unanimously.

**VIII. ADJOURNMENT**

The meeting was adjourned at 8:40 pm.



Our Ref: BOD/27/ORC #35  
December 7, 2005

## **OSWEGO RIDGE CONDOMINIUMS Homeowners Association**

### **Board of Directors Meeting Agenda**

Date: Monday, March 6, 2006  
Location: 86 Kingsgate Road, Oswego Ridge Clubhouse  
Time: 6:30 p.m.

- I. Call to Order
- II. Owners Forum (if any)
- III. Reports and Discussions
  - A. Community Manager's Status Report – building repairs
  - B. Treasurer's Report
- IV. New Business
- V. Adjourn

PH 503.233.0300  
FAX 503.233.8884  
2105 SE 9th  
Portland, OR  
97214



Community Management Inc.

approved

**BOARD OF DIRECTORS MEETING  
OSWEGO RIDGE CONDOMINIUMS  
MAY 22, 2006  
PAGE 1 OF 1**

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF OSWEGO RIDGE CONDOMINIUM  
HELD ON MONDAY, MAY 22<sup>ND</sup>, 2006 AT THE OSWEGO RIDGE CLUBHOUSE, 86 KINGSGATE  
DRIVE, LAKE OSWEGO, OREGON AT 6:30 P.M.**

**PRESENT:**

Marc Cowling, Chairman  
Arlene Stebbins, Director  
Steve Hunt, Treasurer  
Dorie VonderHaar, Director  
Julia Thomas, Director

**BY INVITATION:**

Nancy L. Reed, Community Manager  
COMMUNITY MANAGEMENT, INC.

**I. CALL TO ORDER**

The meeting was called to order at 6:45 pm.

**II. SELECTION OF OFFICERS**

Motion was made to appoint Marc Cowling as Chairman, Steve Hunt as Treasurer, Dorie Vanderhaar and Julia Thomas to the Landscape Committee.

**III. OLD BUSINESS**

**A. Damage to E202**

Marc Cowling reviewed prior history and the previous Board decision not to pay for damage.

**AGREED**

Director Steve Hunt made motion that if the engineer report confirms structural damage, Chairman Marc Cowling is authorized to settle with the owner for no more than \$2000. The motion was seconded and carried unanimously.

**AGREED**

Director Steve Hunt made motion to engage a structural engineer to inspect the unit. The motion was seconded and carried unanimously.

**B. Insurance Resolution**

The Board reviewed the insurance resolution, and will consider adopting it at the next Board meeting.

**IV. NEXT MEETING DATE**

The next meeting is scheduled for June 19<sup>th</sup>.

**V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:40 pm.

Our Ref: BOD/27/ORC #35  
May 22, 2006

**OSWEGO RIDGE CONDOMINIUMS**  
**Homeowners Association**

Board of Directors Meeting  
Agenda

Date: Monday, May 22, 2006  
Location: 86 Kingsgate Road, Oswego Ridge Clubhouse  
Time: immediately following Annual Owners Meeting

- I. Call to Order
- II. Selection of Officers
- III. Signing of Bank Signature Cards
- IV. Reports and Discussions
  - A. Repairs to E202
  - B. Insurance Resolution
- V. Next Meeting Date
- VI. Adjourn

Bob/27/OKC

Oswego Ride Board of Directors Meeting November 20, 2006 6:30pm Clubhouse

Directors attending: Julia Thomas, Arlene Stebbins, Steve Hunt, Dorie VonderHarr

Homeowners Attending: Steve Mosinski, Scott Ashby, (Jean Ashby, visitor) (Jim Fury, visitor)

Guest: Pat Enstrom - Enstrom Landscape Management, Inc.

Meeting called to order by Steve Hunt at 6:30pm

Minutes of the October meeting accepted as written

Review of financials: Concern about electric bill (probably relating to the exterior lights being on all the time) and the late charges and reversals. Asking CMI to advise on these issues.

Old Business:

Arlene reported on the possibility of a HOA web page. We will not do this.

CMI power washing Bldg. D and B: Still waiting. CMI please advise

Landscaping completed: Bldg. D in front. Pat Enstrom discussed the soil condition of the entire property, explained why lawn areas are soggy, possible remedies. He discussed the issue behind Bldg. D - path and plants to start. He suggested removing the maple tree in front of D 101 and 201 as it is preventing lawn growth and is a potential danger to the structure. Both residents heartily rejected that removal.

Resolution of E202. Owner wants a sign-off by CMI that what has been done (new plywood floor, heavy padding and new carpeting) meets requirements absent the gypcrete. We need CMI to initiate this or direct a board member to assist - so we are completely cleared for fire and sound issues. Owner felt CMI could have been more responsive to Horizon as they do not know condo rules, by-laws and what are common elements for these units. He believes that sign-off will end the issue.

Resolution of D201. Owner was heated over this issue. We presented the facts as we had from the CMI and legal documents. The owner presented a document from State Farm denying his claim stating it was the association's responsibility. The very animated discussion closed with this - if Scott Ashby doesn't hear from the Board or CMI this week, he will begin legal action against the association. The board agreed -unless something decisive comes from CMI- we would accept the fact he will try to sue the association.

New Business

Landscaping behind Bldg. D is approved for the price stated. We want to hold off on that, however, until all drainage issues have been resolved in Bldg. G. We instructed the landscaper to begin Bldg. G as soon as possible - as he bid the work. We will walk the property after some heavy rains this week to identify other areas of pooling water. Pat Enstrom believed those may be a maintenance issue and when he knows where they are, will clean and maintain the drains.

Spa is closed for the winter. Jim Fury has ordered two covers @ \$225 each - one to use now and one for reserve as the life of the covers is pretty short.

Winterization will begin with the covering of the outside faucets, Jim will do some pool maintenance and clean the gutters.

Meeting adjourned at 7:45pm

Next meeting: December 18th 6:30pm Clubhouse

Oswego Ridge Condominium  
Board of Directors meeting  
April 23, 2002

**Directors Attending:**

Arlene Stebbins  
Cathy Herman  
Natalie Shell  
Marc Cowling

**Director Absent:**

Mark Emmons

**Residents Attending:**

Edith Caylor  
Frank Shuffle

The meeting was called to order at 6:30 by Chairman Arlene Stebbins. The minutes of the previous meeting were read and approved.

**Financial Report** – approved.

**Old Business:**

- Painting of buildings is going ahead, should begin sometime in May, 2002
- Work on the spa will be postponed until next year.
- Insurance – BOD has agreed to keep current policies in place until renewal.

**New Business:**

- Roof Repair – Work needed done includes replacing broken tile, cleaning and moss proofing – contract awarded to CC&L Roofing for \$10,422.00
- Pine Tree Thinning – approved to do the 8 trees that need thinning on west of Bldg A. at \$735.00.
- Drains at Building F – approved to work on drains around Bldg F. at \$760.00
- Security – approved for June, July, August and September from First Response at \$350.00 per month for one random and one scheduled check.
- Natalie Shell agreed to plant flowers around the pool again this year, Jim Fuhry will powerwash the pool area before opening.

**Homeowners open forum:**

- Screen doors may be used and specific doors allowed are outlined by the BOD. Homeowners needing information should contact CMI.
- Window washing or replacement is the responsibility of the homeowner.

The meeting was adjourned at 7:00 p.m.

**Next Board Meeting:**

May 28, 2002  
In the Clubhouse



Oswego Ridge Condominium  
Board of Directors meeting  
June 25, 2002

**Directors Attending:**

Arlene Stebbins  
Cathy Herman  
Natalie Shell  
Marc Cowling

**Director Absent:**

Mark Emmons

**Residents Attending:**

Edith Caylor

The meeting was called to order at 6:30 by Chairman Arlene Stebbins. The minutes of the previous meeting were read and approved.

**Financial Report – approved.**

- Overdue accounts will be sent to Vail Fotheringham for collection.

**Old Business:**

- Painting – the painting is progressing. The BOD will do a walk through when the painting is complete and check for areas that need touched up. At that time the BOD will also enforce compliance with the deck and patio rules, including landscaping done by residents.

**New Business:**

- A letter will be sent to all owners and residents explaining the patio and deck resolution and a meeting will be held on July 22<sup>nd</sup> to discuss individual landscaping done by residents. Nonconforming landscaping, buildings, etc. will be removed.

**Homeowners' Forum:**

- Edith Caylor expressed concern about the plantings damaged by the painting contractors. The BOD will look into the matter.

The meeting adjourned at 7:10

Next Board meeting will be held in August  
No meeting is scheduled for July.

Oswego Ridge Condominium  
Board of Directors meeting  
September 24, 2002

**Directors Attending:**

Arlene Stebbins  
Cathy Herman  
Natalie Shell  
Marc Cowling

**Director Absent:**

Mark Emmons

**Residents Attending:**

Edith Caylor

**CMI Representative:**

Nancy Knees

The meeting was called to order at 6:30 by Chairman Arlene Stebbins. The minutes of the previous meeting were read and approved.

**Financial Report – approved**

**Old Business** – Residents with ongoing problems were invited to the meeting to resolve them. Jeff Conger attended. It was agreed if he could provide back-up, times and dates of his complaints against his downstairs neighbors the BOD would take further action.

**New Business -**

- Pool closure, October 1, 2002
- It was approved to increase our insurance deductible from \$2,500 to \$5,000. This will increase our insurance costs only 26% from a proposed 46%. An extra \$2,500 will be put into reserve to cover the deductible.
- Handrail repairs of \$1,200 were approved.
- Reviewed the landscaping plan from Enstrom, approved.
- Budget for 2003. The proposed budget will be sent to homeowner's. Dues will be reduced \$.01.
- The BOD talked to CMI about lack of communication between ourselves and CMI. A meeting will be held 10/14/02 to discuss this further.

The meeting was adjourned at 7:25

**Next Board Meeting**

Monday, October 28, 2002  
In the Clubhouse

Oswego Ridge Condominium  
Board of Directors Meeting  
9/24/02  
6:30pm Clubhouse

Call to order

**Homeowner Forum:** Residents with disagreements on Board actions on pets, noise, etc.  
Residents requesting Board action

**Landscape Committee Report**

Regular Business Meeting

Review minutes of last meeting

Current financial statement

Business:

1. Pool closure date
2. Review Enstrom Landscaping plan
3. Budget for 2003

Adjourn

Oswego Ridge Board of Directors Meeting  
October 28, 2002  
6:30pm Clubhouse

Call to Order

Review Minutes from last meeting

Financial Report

Maintenance Report

**Old Business**

Report from Landscape Committee

Discussion on Management Company

**New Business**

Foreclosure on D106

Locksmith at G Building

Budget Discussion

HomeOwners' Forum

Adjourn Meeting  
Next Meeting:  
Monday, November 25, 2002  
6:30pm Clubhouse

Oswego Ridge Condominium  
Board of Directors meeting  
January 27, 2003

**Directors Attending:**

Arlene Stebbins  
Cathy Herman

**Director Absent:**

Mark Cowling  
Natalie Shell  
Marc Emmons

**Community Manager:**

Nancy Reed, Community Management Inc.

The meeting could not be called to order as there was not a quorum of Board members present.

Nancy Reed and Arlene Stebbins discussed the Annual Homeowners to be held on February 24, 2003 at 7:00 pm in the Clubhouse. CMI will mail the meeting notice this week. Included with the notice will be:

Newsletter  
Proxy (Quorum and voting)  
Nomination Form  
2002 Annual Meeting minutes  
2002 Year End Financial Statement

The Board will award one months HOA fees as a door prize as an incentive to get owners to attend the meeting. All owners get one chance to win when they sign in at the meeting. Off-site owners get one more chance if they also send in their proxy beforehand.

Rental Restriction Bylaws Amendment – CMI is waiting for a cost proposal from Vial Fotheringham. Newsletter will indicate that topic will be discussed at the annual meeting.

Cathy Herman asked Nancy to have some of the gutters re-checked – at the end of building D and in some areas where large pine trees overhang the gutters, they seem to be clogged.

Cathy asked CMI to send a dog feces letter to Jayni Askew-Classen, and asked if the Association was fining her regarding dog issues. Nancy will check.

Arlene, Cathy and Nancy discussed cleaning the grease spots in the covered parking places. Nancy will talk to Steve Burks about a program to get the initial clean up done – future cleaning will be charged back to the owner of the space. This information is to be included in the newsletter.

Arlene asked Nancy to respond to Sandy Lewis' letter regarding her allowing her dog to roam and defecate in the landscaping. The Board cannot make an exception based on the Lewis' personal circumstances, and they should be advised as such in writing.

Nancy will follow up on the 4 items mentioned in a letter left in the clubhouse from Director Natalie Shell.

**Next Board Meeting**

Monday, February 24, 2003 – Annual Homeowners Meeting

7:00 pm

In the Clubhouse

**MINUTES OF THE BOARD MEETING OF OSWEGO RIDGE CONDOMINIUM HELD ON TUESDAY MARCH 24, 2003 AT THE OSWEGO RIDGE CLUBHOUSE, 86 KINGSGATE DRIVE, LAKE OSWEGO, OR.**

**PRESENT:**

Mr. Marc Cowling, Chairman  
Ms. Cathy Herman, Secretary  
Ms. Catherine Birr, Treasurer

**BY INVITATION:**

Nancy L. Reed, Community Manager  
**COMMUNITY MANAGEMENT, INC.**

**I. CALL TO ORDER**

Secretary Cathy Herman called the Meeting to order at 6:30 p.m.

**II. SELECTION OF OFFICERS**

Discussion followed relative to the selection of the officers for the Board of Directors. The appointment of officers is as follows:

Chairman	Marc Cowling
Secretary	Cathy Herman
Treasurer	Catherine Birr

**III. FINANCIAL REPORT**

Nancy Reed with CMI reported on the financial state of the Association. In addition the Board of Directors reviewed the accounts currently in collections.

**II. OTHER BUSINESS**

**A. SPA COVER**

Discussion followed relative to the spa cover currently used at the property. It was noted that the dimensions of the spa are 10' X 10'. Additionally the Board discussed their desire to obtain bids for a more durable spa cover.

**AGREED**

It was agreed that CMI would obtain bids for a more durable cover for the spa.

**B. POOL & SPA OPENING**

Discussion followed relative to the date to open the pool and spa.

**AGREED**

It was agreed to open the swimming pool the Saturday of Memorial Day Weekend and the spa on May 1, 2003. CMI will contact Steve Burks two weeks prior to the openings to make sure the pool and spa are properly prepared.

**C. BUILDING G LIGHTING**

Discussion followed relative to the lighting situation at building G.

**AGREED**

It was agreed to eliminate the light pole by building G and add a light fixture pole by the clubhouse. It was agreed to have Oregon Electric check the other three poles to ensure they are correctly wired.

**D. ASSOCIATION PURCHASES**

Discussion followed relative to items that need to be purchased on behalf of the Association.

**AGREED**

It was agreed that Steve Burks will purchase 3 umbrellas at Costco. Secretary Cathy Herman will purchase and plant flowers in the pots around the pool.

**E. PRESSURE WASHING THE POOL DECK**

Discussion followed relative to pressure washing the pool deck.

**AGREED**

It was agreed that Secretary Herman would pressure wash the pool deck.

**III. ADJOURNMENT**

Upon motion made, seconded and carried the meeting was adjourned at 7:40 p.m.





# OSWEGO RIDGE CONDOMINIUM

**Our Ref: BOD/27/ORC  
March 24, 2003**

## **Board of Directors Meeting**

**DATE:** March 24, 2003  
**TIME:** 6:30 p.m.  
**PLACE:** Oswego Ridge Clubhouse  
86 SW Kingsgate, Lake Oswego

## **AGENDA**

- I. OWNERS OPEN FORUM
- II. CALL TO ORDER
- III. APPROVAL OF PREVIOUS MINUTES
- IV. SELECTION OF OFFICERS
- V. REPORTS OF OFFICERS
  - A. Financial Report
- VI. OTHER BUSINESS
- VII. ADJOURNMENT

PH 503.233.0300  
FAX 503.233.8884  
2105 SE 9th  
Portland, OR  
97214



**Community Management, Inc.**



Oswego Ridge Condominium  
Board of Directors meeting  
May 19, 2003

**Directors Attending:**

Cathy Herman  
Marc Cowling

**Director Absent:**

Catherine Birr

The meeting was called to order at 7:00 by Chairman Marc Cowling. The minutes of the March and April meetings were read and approved as amended.

**Financial Report:**

- The report was reviewed by the BOD and accepted as correct.

**Old Business:**

- Nancy Reed will supply the BOD with bids for resurfacing the parking lot and a spa cover. It was agreed to accept the low bid for driveway resurfacing and to approve the low cost foam cover for the spa.
- Exterior light replacements are complete to date. The BOD agreed to repair as they fail and use carports where possible for pole replacement.
- Flooring in bath area – waiting for bid from CMI

**New Business:**

- An application for a screen door was made to the BOD. After review of the screen door resolution effective 10-1-98 it was agreed to modify resolution to meet current residents needs. Chairman Marc Cowling will draft the new resolution for approval. Until then the BOD will approve screen doors on a case by case basis.

The meeting was adjourned at 7:20.

Next Board meeting is scheduled for the 3<sup>rd</sup> Monday in June, 2003.  
6:30 p.m.  
In the clubhouse

Oswego Ridge Condominium  
Board of Directors meeting  
July 21, 2003

**Directors Attending:**

Cathy Herman  
Marc Cowling

**Director Absent:**

Catherine Birr

**Residents Attending:**

Julie Sellin  
Sharon Carter  
Ben Cary

The meeting was called to order at 6:30 by Chairman Marc Cowling. The minutes of the June meeting were read and approved.

**Financial Report:**

- The report was not ready for the BOD meeting. The BOD will review at August meeting.

**Old Business:**

- The word "RESERVED" needs to be removed from the parking space in front of Building C.
- Landscaping proposal – waiting for bids
- Landing carpet proposal – waiting for bids
- Screen Door resolution – Marc is working on a new draft of the resolution.
- Spa Cover – still on order
- BOD has questions regarding the pool and spa heater. Why so many repairs?

**New Business:**

- Residents brought up the subject of replacing windows and sliding doors that have failed. The BOD agreed to investigate the subject and find if there are reasonably priced replacements.
- A resident brought up the subject of animal size limitations – the BOD knows of no existing size limits in the current by-laws.

Meeting adjourned at 7:30 p.m.

**Next Meeting:**

Tuesday, August 26, 2003  
6:30 p.m.  
In the clubhouse

Oswego Ridge Condominium  
Board of Directors meeting  
August 26, 2003

**Directors Attending:**

Cathy Herman  
Marc Cowling

**Director Absent:**

Catherine Birr

**Residents Attending:**

Julie Sellin  
Dori Vonderhar  
Rick Surface  
Dori Vonderhaar  
Ronda Haas-Huntze  
Ben Cary

**CMI Representative:**

Nancy Reed

The meeting was called to order at 6:30 by Chairman Marc Cowling. The minutes of the May meeting were read and approved.

**Financial Report:**

The reports for July and August will be reviewed at the September 29<sup>th</sup> BOD meeting.

**Old Business:**

- "Reserved" on parking space will be removed by Steve.
- Spa Cover – will be received by first week of Sept. per supplier.
- Pool & Spa Heater – Mark will have the gas co. look at the heater and determine why there is soot accumulation. There are several parts to the system and repairs have been made to different parts to address different issues.
- Replacement of sliding doors and windows – BOD requests an architectural review on a condo by condo basis for replacement.
- Landing Carpet Proposal – agreed to replace carpet on the upstairs, exposed landings. The cost is \$3653.00 and will be funded by the contingency reserve.
- Landscaping Proposal – agreed to go ahead with the tree pruning at a cost of \$3370.00. The BOD will review the rest of the proposal from Enstrom and discuss at next meeting.

**New Business:**

- Structural changes – Ronda requested an addition to her condo. The BOD agreed she could pursue the legal requirements involved and decide if she wanted to proceed. Nancy believed it would require 80-100% agreement from homeowners to make any structural changes.
- Reserve Study – the BOD agreed to hire Helsing Group for \$2,000.00 to facilitate the study.
- **New Board Members** – Julie Sellin and Dori Vonderhaar, the BOD welcomes their input.

Meeting adjourned at 9:30 phew!!!

**Next Meeting:**

September 29, 2003  
6:30  
In the clubhouse

BOD/27/02C

Oswego Ridge Condominium  
(Name of Condominium/PUD)

August 26, 2003  
(Date of Election)

COMMUNITY MANAGEMENT, INC.

SEP 04 2003

File: \_\_\_\_\_

**BOARD OF DIRECTORS INFORMATION**

[ ] Mr. [ ] Mrs. [ ] Miss ☒ Ms. (please indicate)

NAME: Julie A. Sellin

ADDRESS: 86 Kingsgate Rd. E-204  
Lake Oswego, OR 97035

TELEPHONE:

Business: 503.213.5052 Ext. # \_\_\_\_\_

Home: 503.639.2847

E-Mail: Julie.A.Sellin@health.net

☒ You may contact me at my business number, if necessary.

[ ] Please do not contact me at my business number unless it is an emergency.

6pm is the best time to reach me at home.

**(PLEASE COMPLETE AND RETURN TO CMI AS SOON AS POSSIBLE.)**  
**(AN ENVELOPE IS PROVIDED FOR YOUR CONVENIENCE.)**

Boad/27/03

Oswego Ridge Condominium  
(Name of Condominium/PUD)

COMMUNITY MANAGEMENT, INC.

August 26, 2003  
(Date of Election)

SEP 05 2003

File: \_\_\_\_\_

**BOARD OF DIRECTORS INFORMATION**

[ ] Mr. [ ☒ Mrs. ] Miss [ ] Ms. (please indicate)

NAME: Dori Vonderhaar

ADDRESS: 86 Kingsgate Dr.  
Lk. Oswego, OK 97035

TELEPHONE:

Business: \_\_\_\_\_ Ext. # \_\_\_\_\_

Home: 503-603-0621

E-Mail: \_\_\_\_\_

[ ] You may contact me at my business number, if necessary.

[ ] Please do not contact me at my business number unless it is an emergency.

Any Time is the best time to reach me at home.

**(PLEASE COMPLETE AND RETURN TO CMI AS SOON AS POSSIBLE.)**

**(AN ENVELOPE IS PROVIDED FOR YOUR CONVENIENCE.)**

Oswego Ridge Condominium  
Board of Directors meeting  
September 22, 2003

**Directors Attending:**

Cathy Herman  
Marc Cowling  
Julie Sellin  
Dori Vonderhaar

**Director Absent:**

Catherine Birr

**Residents Attending:**

Rick Surface  
Ben Cary  
Tim and Patty Herbert

The meeting was called to order at 6:30 by Chairman Marc Cowling. The minutes of the August meeting were read and approved.

**Financial Report:**

The financial reports for July and August were approved.

**Old Business:**

- New screen door resolution was passed. Copies will be sent to CMI for distribution to residents.
- Spa Cover – will be resolved by Secretary Herman.
- Ben Cary's sliding glass door replacement was approved. Unit E201
- Jeff Conger must come current. BOD agreed to address outstanding late fees, not paid fees.
- Landscape Proposal – will be reviewed at next meeting. Secretary Herman agreed to do a visual plan to show existing planting and proposed planting.

**New Business:**

- Spa and Pool – BOD agreed to keep spa open thru November. Pool will close end of September.
- Operating Budget – review with reserve study and keep on agenda until resolved.
- Ben Cary suggested putting paper recycling bin near mail boxes. BOD will have CMI check with Rossman to see if this adds to current garbage costs.
- Chairman Cowling has agreed to put together a resolution regarding replacement of existing doors and windows.
- BOD agreed to add additional barkdust in front of D Building.

Meeting adjourned at 7:50 p.m.

**Next Meeting:**

Monday, October 20<sup>th</sup>  
6:30 p.m.  
In the clubhouse



Oswego Ridge Condominium  
Board of Directors meeting  
October 28, 2003

**Directors Attending:**

Cathy Herman  
Marc Cowling  
Julie Sellin  
Dori Vonderhaar  
Catherine Birr

The meeting was called to order at 6:30 by Chairman Marc Cowling. The minutes of the September meeting were read and approved.

**Financial Report:**

The financial reports for September was approved. The BOD feels the water bill for Building F is unusually high and would like CMI to investigate.

**Old Business:**

- Spa Cover – CMI and the BOD has discovered the inexpensive cover is no longer available and will shelve issue until spring.
- Landscape Proposal – reviewed by BOD. BOD has agreed to do a walk around to further its understanding of the proposal and re-visit the issue in conjunction with the reserve study.
- Door and Window Resolution – BOD is waiting for resident Cary E102, to install door approved before drafting resolution.

**New Business:**

- BOD will do a walk around of all Buildings on Saturday, November 1. BOD will check for compliance with covenants. The Board is concerned about several units that have done some exterior "remodeling".
- Pool and Spa Heaters – BOD needs additional information from CMI and would like a second estimate for replacement before making any decisions.

The meeting was adjourned at 7:30

**Next Meeting**

Tuesday, November 18<sup>th</sup>  
6:30 p.m.  
In the clubhouse

Oswego Ridge Condominium  
Board of Directors meeting  
November 18, 2003

**Directors Attending:**

Cathy Herman  
Julie Sellin  
Dori Vonderhaar

**Directors Absent:**

Catherine Birr  
Marc Cowling

The meeting was called to order at 6:30 by Secretary Cathy Herman. The minutes of the October meeting were read and approved.

**Financial Report:**

The financial report for October was not available.

**Old Business:**

- Water Bill for Building F.
- Spa Cover
- Landscape Proposal
- Door and Window Resolution – E201 has installed his door for BOD review to proceed with draft of new Resolution.
- Pool and Spa Heaters – BOD requests 3 additional bids for repair from CMI.
- Walk Around - Completed by BOD. Individual letters will be sent out before we start removal of patios, stepping stones, etc

**New Business:**

- Director Vonderhaar has agreed to be Clubhouse key keeper.
- Discussion on rules of clubhouse. BOD agreed the rules needed no amending concerning the gentle user fee.

**Homeowners Forum:**

- Arleen Stebbins noted the light above the mail boxes was out.
- Ben Cary, E201, said the tree beside his unit was hitting the chimney cover when the wind blew.
- Jackie McCool, G104, was concerned about the tree near her entrance, it is leaning and seems to be growing under the sidewalk creating cracks. BOD agreed to have Enstrom check it and give an estimate to remove it, its stump and the stump around the side of the G building.

The meeting was adjourned at 7:15 p.m.

**Next meeting:**

December ??, 2003  
6:30  
In the clubhouse