



Fanno Creek Townhomes Owner's Association  
P O Box 23892  
Tigard, OR 97281

Board of Directors Member Meeting Minutes  
April 26, 2022

**Opening:**

The Member Meeting of the Board of Directors of Fanno Creek Townhomes Owner's Association was called to order at 7:03 PM on April 26, 2022 by President, Laura Donaca.

**Board Members Present:**

President	Laura Donaca
Treasurer	Chelsea Smart
Secretary	Robert Peterson - absent out of town family illness

Members in Attendance: Matt Friesen, Sheryl Soliday, Konrad Juengling, Jason Ling, Heather Macdonald

**A. Approval of Agenda**

The agenda was unanimously approved as distributed.

**B. Approval of Minutes**

The minutes of the previous meeting were read and approved by attending members.

**C. Treasurer's Report**

The treasurer's report was read.

**D. Open Issues**

1. None

**E. New Business**

1. 2022 Budget

By maintaining a frugal fiscal policy, it is possible to do some major maintenance and obtain commercial landscape services while maintaining the monthly dues at \$300. The year to date 2022 comparison of budget and current actual expenditures is attached. Although this is very early in the year, some maintenance planning has already begun.

2. Repairs and Maintenance

The Association has hired Link Construction, LLC to repair the siding on Building 2 unit 7545. The work is scheduled to begin May 6, 2022.

Additional repairs are planned as follows: paint south facing gable and trim Building 1 units 7565 thru 7595 - nail and caulk as needed, replace the cracked boards and repaint the exterior entryway stairs of Building 1 unit 7575 and Building 2 unit 7545. Painting the west side of unit 7595 was discussed since it is visible from the street. Also repair of loose shingles on building 2, unit 7580 was deemed necessary.

A new roof on Building 2 is being considered. The estimates have not been obtained. Motion by Chelsea Smart was made and seconded by Laura Donaca to obtain a quote from Jensen as well as other potential roofing companies. Jensen replaced the roof on Building 1 and the work was satisfactory. Due to the 18 month time period since the original estimate some increase can be expected. The vote was taken and the motion passed.

3. Landscaping

Arbor shrubs around Building 1 and Building 2 need to be cut back and the dead limbs removed. In the common area, the tree in the middle is overgrown and the roots are causing the foundation to crack in unit 7590. A landscaping estimate needs to be obtained that includes the cost of trimming the Arbor shrubs to the height desired by the homeowners, trim the large shrub between unit 7570 and the visitor parking, clean up the common area, trimming other trees as needed, lay a weed barrier and bark chips. A quote is also needed from a tree service to cut back the larger trees in the common area and either remove the middle tree next to unit 7590 or cut the roots to discontinue the damage to the townhome foundation, and trim all the trees as needed. Motion by Laura Donaca was made and seconded by Chelsea Smart to obtain landscaping service quotes with the above requirements. The vote was taken and the motion passed. Laura Donaca was assigned the task of obtaining the estimates.

**F. Adjournment:**

Meeting was adjourned at 7:35 PM in Tigard, OR. by President, Laura Donaca. The schedule for the next meeting is October 18, 2022.

Minutes submitted by: Laura Donaca, President



Fanno Creek Townhome Owners Association

P O Box 23892

Tigard, OR 97281-3892

## Comparison of Budget and. Actual Expenditures

January 1 through April 26, 2022

	<b>Jan 1 - Apr 26, 22</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Expense</b>			
Accounting Expense	\$ 165.00	\$ 660.00	25.0%
Website	\$ 179.88	\$ 250.00	71.95%
Asset Repairs & Maintenance	\$ 2,150.00	\$ 8,500.00	25.29%
Depreciation Expense	\$ 3,580.17	\$ 14,320.68	25.0%
Fixed Asset Reserves Expense	\$ 4,342.47	\$ 15,001.80	28.95%
Insurance Expense			
General Liability Insurance	\$ -	\$ 3,200.00	0.0%
<b>Total Insurance Expense</b>	<b>\$ -</b>	<b>\$ 3,200.00</b>	<b>0.0%</b>
Landscaping and Groundskeeping			
Common Area Maintenance	\$ 138.00	\$ 3,600.00	3.83%
Landscape Special Projects	\$ -	\$ 1,000.00	0.0%
<b>Total Landscaping and Groundskeeping</b>	<b>\$ 138.00</b>	<b>\$ 4,600.00</b>	<b>3.0%</b>
Miscellaneous Expense	\$ -	\$ 300.00	0.0%
Office Supplies	\$ -	\$ 200.00	0.0%
Postage	\$ 166.00	\$ 150.00	110.67%
Taxes & Licenses	\$ -	\$ 50.00	0.0%
Utilities	\$ 59.56	\$ 260.00	22.91%
<b>Total Expense</b>	<b>\$ 10,781.08</b>	<b>\$ 47,492.48</b>	<b>22.7%</b>