



# Fanno Creek Townhomes Owner's Association

P O Box 23892  
Tigard, OR 97281

Board of Directors Member Meeting Minutes  
April 19, 2023

## **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 19, 2023 by President, Laura Donaca.

**Board Members Present:**

President	Laura Donaca
Treasurer	Chelsea Smart
Secretary	Matt Friesen

Members in Attendance: Heather Macdonald, Carey Lachenmeier, Jason Ling, Avery Hafley

### **A. Approval of Agenda**

The agenda was unanimously approved as distributed.

### **B. Approval of Minutes**

The minutes of the previous meeting were waived.

### **C. Treasurer's Report**

The treasurer's report was waived.

### **D. Open Issues**

#### 1. Bank Change

It was decided to transfer the Association bank accounts away from Key Bank because of poor customer service and unwillingness to provide assistance. The previous branch manager, Dustin Fadenrecht, left shortly after we applied for a business credit card. Laura spoke with the new branch manager a few times and she was less than helpful. Concerns of where the application went, it was obviously processed because Laura received a thank you letter for the credit card, but no card. She has no answers on the matter. Another long time issue with a bill pay to NW Natural Gas (which we don't pay), Laura contacted NW Natural Gas. They did some research but said the bank needed to find where the check was sent and recall/void it out. The new branch manager couldn't find anything out and again basically not helpful. Granted its only for \$18, but it was a false charge. The Accounts were moved to Chase Bank in February 2023.

#### 2. Outcome of the Unit 7545 claim

Insurance settled the claim and obtained release from all parties, claim is now closed.

### **E. New Business**

#### 1. Secretary Position

Motion by Chelsea was made and seconded to have Matt remain in the Secretary position. Matt accepted. The vote was taken and the motion passed.

#### 2. Landscaping

It is suggested to hire McKenzie's Landscaping. McKenzie now charges flat rate - based on number of days & men needed for a project. The landscaping needs involved are trim the greenspace shrubs and trees and treat grass for weeds. Motion by Matt was made and seconded to hire McKenzie's Landscaping to perform above tasks. The vote was taken and the motion passed.

#### 3. Repairs and Maintenance

The Board will itemize and prioritize necessary repairs based on information obtained by a professional resource. The Board will obtain estimates for the listed repairs.

#### 4. Exterior entryway Stairs

If the owner wishes to replace their exterior stairs the following is required.

- 1). A written notice must be provided to the Board containing materials being used, prior to work being performed.
- 2). The stairs must be similar to the other homes in the Association.
- 3). The Board must approve the work before it is begun.
- 4). A written report from an Association approved professional relative to the stair condition is requested.
- 5). Depending on the condition of the existing stairs, the cost may be at the owner's expense.
- 6). The Board will make the cost determination at the time of providing the written approval.

5. Repair Request Policy

An Open forum discussion was held regarding areas owners want fixed that pose a safety hazard. Discussion regarding owners contacting professionals, all owners agree the Association should interview and hire a handyman or two for general contracting repairs and specific professionals for specialized repairs (such as gutters, roofing). This eliminates owners struggling to find different professionals come out each time there is an issue. All Association requests must be sent to [fannocreekhwa2@gmail.com](mailto:fannocreekhwa2@gmail.com). If the Owner discovers an issue inside their home, the owner needs to contact an Association approved professional to determine the cause of the issue. A written report can be submitted by email to the Association email address. If the issue requires immediate attention, the Board will notify the owner of the action to be taken. Attached is a draft of the proposed Repair Request Policy. All agreed to table the Policy for now, until the Association has had a chance to establish one or two trusted professional resources. Rewording of the policy may be necessary.

**F. Adjournment:**

Meeting was adjourned at 7:42 PM in Tigard, OR. by President, Laura Donaca. The schedule for the next meeting is October 24, 2023.

Minutes submitted by: Laura Donaca, President

# Fanno Creek Townhomes Owner's Association

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## Repair Request Policy

**WHEREAS**, Article III of the Amended Bylaws herein after referred to as "Bylaws" grants power to the Board of Directors to conduct Association business and Article VII of the Restated and Amended Declaration of Covenants, Conditions and Restrictions of the Fanno Creek Townhomes Owner's Association herein after referred to as "CC&Rs" establishes maintenance responsibility;

LET IT BE RESOLVED THAT this policy will be used to clarify the procedure to request repairs:

1. The intent of Article VII Section 5A was all the exterior surfaces of the original buildings were included within the Association responsibility.
2. Inasmuch as the owner may discover an issue that results from a needed exterior repair, this policy is adopted to identify the appropriate method to obtain the repair.
3. All communication relative to a needed repair request must be in written form and submitted to the Board at the email address of [fannocreekhoa2@gmail.com](mailto:fannocreekhoa2@gmail.com).
4. The owner of the property must identify what repair is required to solve the issue.
  - a. Example: The owner discovers dampness on the interior of an outside wall of the home. The steps to be taken are as follows:
    - i. The owner must determine the cause by an inspection from a professional.
    - ii. If the cause is determined to be a needed repair of the exterior wall, a written report made by the inspector who made that discovery must be obtained.
    - iii. The written report and the issue is emailed to the Board.
    - iv. The Board would appreciate the owner obtaining an estimate of the cost of the repair, if possible.
    - v. If the owner does not obtain an estimate, the Board will obtain the estimate for the repair and make arrangements to have the repair done.
  - b. If the cause is determined to be something other than a needed repair of the exterior wall, the homeowner must take steps to handle the issue.
5. If an owner determines that an exterior portion of the property needs to be replaced, a written report specifying the replacement must be submitted to the Board for approval.
  - a. If the Board determines the replacement is not immediately necessary, a written denial will be provided to the owner with a possible future date included if available.
  - b. If the owner still wants the replacement to be done immediately, the owner must submit the specifics to the Board for approval with the understanding the work will be done at the owner's expense.
  - c. Thereafter, the owner will be responsible for the upkeep of what was done.

Recorded in the Book of Minutes: Adopted —???

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President, Board of Directors  
Fanno Creek Townhomes Owner's Association