



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

Board of Directors Member Meeting Minutes
April 29, 2026

Opening:

The Member Meeting of the Board of Directors of Fanno Cree4k Townhomes Owner's Association was called to order at 7:02pm on April 29, 2026.

Board Members Present: Laura Donaca
Heather Macdonald
Aaron Peterson

Members in Attendance: Averie Hafley, Sheryl Soliday, Jason Ling, Sandra McCormick

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 read. Positive trend in savings and reserves, but we are still in the red and need to prioritize necessary spending.

D. Open Issues

Our Accountant, Diann, has become ill and is in the hospital, thus deposit of checks may be delayed. No late fees will be incurred based on postmark dates. Please continue mailing payments on time as normal.

E. New Business

a. 2026 Board Election

The 2026 Board of Directors was elected. The results are as follows:

President – Laura Donaca

Secretary – Aaron Peterson

Treasurer – Heather Macdonald

Laura would like to step down as President due to personal time commitments, health and travel. She will stay on until someone else volunteers. If no one volunteers, steps may need to be taken which will require a 3rd party PMC, and cost the HOA money.

b. Gutter Repairs

1. Gutter repair Building 1, Unit 7565 – there is no downspout in the far NE corner and overflows, suspect a blockage in another downspout. Motion by Heather and

seconded by Laura to have AA Roof and Gutter Service clean gutters and snake all downspouts. Laura to schedule for early June.

2. Gutter repair Building 2, Unit 7525 – there is a blocked downspout and back side of unit. Heather to access and report issues.
3. Gutters on Building 3 need to be replaced this year. Motion by Laura and seconded by Heather to contact Gutter installers to get quotes. Averie Hafley offered to assist.

c. Front Porch Repair

1. Building 2, Unit 7525 – front porch and steps need replaced as soon as possible. Motion by Heather and seconded by Laura to have Laura contact prior resource and accept reasonable bid quote. Repair/replace targeted for completion by end of July.

d. Landscaping and tree trimming

1. The common area desperately needs debris removed, all shrubs need trimmed and trees between units in Building 2 need trimmed away from gutters. Laura to contact Landscapers from adjacent duplexes to obtain a quote.

F. Other Business

- a. The renters in Building 2, unit 7535 moved well over a month ago, and the unit has remained empty. Aaron confirmed through apartments.com that the unit is still pending a renter. Heather to follow up with the rental company for status.
- b. A reminder from our Treasurer, Heather, although we are headed in the right direction with savings and reserves, we must use extreme caution when we start repair projects. We are still financially short of where we should be for reserves.
- c. Reminder to all Owners, any HA covered repair requests must be submitted with photos to our email account at fannocreekhwa2@gmail.com.

G. Adjournment

Meeting was adjourned at 7:43pm in Tigard, Oregon. Our next meeting is scheduled for October 28, 2026 at 7:00pm. Note Laura Donaca will not be present at the October meeting. Heather and Aaron will cover on her behalf.