



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

Board of Directors Member Meeting Minutes  
April 23, 2024

**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 October 24, 2023 by President, Laura Donaca.

**Board Members Present:** Laura Donaca  
Matt Friesen

Chelsea Smart was absent as she was moving.

Members in Attendance: Avery Halfey, 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 waived.

**C. Treasurer's Report**

The treasurer's report was read.

**D. Open Issues**

1. None

**E. New Business**

1. Board Election

Motion by Matt was made and seconded to elect Matt Friesen as President, Laura Donaca as Secretary and Heather Macdonald as Treasurer. The vote was taken and the motion passed. Laura will provide miscellaneous documents or files, passwords, and banking information to Heather.

2. Paint remainder of buildings

ESP Painters was contacted. The initial quote was received and reviewed by the board. The pricing did not reflect the true size of what was being painted. Matt contacted ESP Painters with questions and concerns about the bid. A new quote from ESP is to be issued. Once the new quote is received, the board will review, assess funding and move forward as needed. The goal is to complete the painting in 2024.

3. Landscaping

Given the small size of the property and limited amount of work, monthly maintenance is not feasible. Laura was assigned to contact landscape companies, including those who maintain the duplexes, to obtain a quote on trimming trees, shrubs, haul away yard debris from the green space, and prep and frame out the South visitor parking area to have course gravel hauled in.

**F. Adjournment:**

Meeting was adjourned at 7:34 PM in Tigard, OR. by President, Matt Friesen. The schedule for the next meeting is October 22, 2024.

Minutes submitted by: Laura Donaca, Secretary