

Falcon Heights Condominium Association

Board of Directors Meeting Minutes

Date: Thursday, September 11, 2025

Location: Falcon Heights Community Center, Westbrook Drive, Klamath Falls, Oregon

Call to Order

The meeting was called to order by Chairman Anthony Anghinetti at 6:05 p.m.

Roll Call

Board Members Present:

- Anthony Anghinetti, Chairman
- Gene Hurst, Vice Chairman
- Debbie Neubauer
- Dave Tatge
- Robert Stroope
- Bill Sharp

All current board members were present.

Chairman's Report

There was no message from the Chairman at this meeting. The meeting was turned over to Vice Chairman Gene Hurst.

Treasurer's Report

Chairman Anthony Anghinetti presented the Treasurer's Report, as former Treasurer Elizabeth Zerung has resigned following the sale of her home and her upcoming relocation. Supporting financial documents were attached to the meeting record.

Vice Chairman's Report and Capital Improvement Report

Vice Chairman Gene Hurst reported that six roofs have been completed this year, which is within the annual limit outlined in the Association's roofing contract. Roofing work will resume next year in accordance with the existing contract schedule.

Additionally, Web Asphalt has been contacted and hired to repair six driveways in the neighborhood that were identified as damaged and in need of maintenance.

Maintenance Report

Board Member Bill Sharp provided an update on ongoing maintenance activities. A total of ten homes have been identified to have their trim and soffits painted, with completion expected by the end of the season. Additional maintenance projects have also been completed.

Please see the attached maintenance report for the full list of items addressed, as well as the submission from Paul Monteith regarding work completed in the past month by the maintenance crew.

Managing Agent's Report

Managing Agent Samantha Mitchell was not in attendance. A written report was provided to the Board. Please see the attached document for details.

New Business

Item 1 – Resolution 2025-004: Repealing Resolution 0109-2020 and Delineating Bylaws 11.1H Regarding Rental Property Policy and Fine Schedule for Violations

The Board reviewed and discussed Resolution 2025-004, which repeals Resolution 0109-2020 and clarifies Bylaw 11.1H, addressing rental property policy and the fine schedule for violations. The resolution was approved unanimously by the Board of Directors. See copy of resolution attached.

Item 2 – Resolution 2025-005: Updating Association Bylaws Schedule and Collection Policy for Fines

The Board reviewed and discussed Resolution 2025-005, which updates the Association's bylaw schedule and collection policy for fines. Following review and discussion, the resolution was approved unanimously by the Board of Directors. See copy of resolution attached.

Item 3 – Amazon Key Lock Access to Front Gate

Discussion was held regarding a proposal to install an Amazon key lock on the front gate system to allow delivery drivers access to the community for package deliveries. The Board discussed the matter with input from homeowners and determined that the request would be denied. It was agreed that Amazon deliveries may continue to be made during regular gate access hours when the gate is open.

Motion to deny the request passed unanimously.

Item 4 – Gate Schedule Adjustment Proposal

Discussion was held regarding a proposed change to the gate operating times, from the current schedule of 6:00 a.m. to 6:00 p.m. to a new schedule. After review and discussion, the Board rejected the proposal, deciding that the current gate schedule will remain in effect.

Item 5 – Superior Fence Bid for Gate Area Closures

A bid was submitted by Superior Fence to install fencing and close off the areas on either side of the front gate to restrict public access. See attached bid for details. After discussion,

the Board voted unanimously to deny the bid at this time.

Item 6 – Homeowner Request to Plant Tamarack Tree

A homeowner submitted a request to plant a tamarack tree in their front yard. After review and discussion, the Board noted that tamarack trees can create significant debris during the fall and winter seasons. The request was denied, and the homeowner was encouraged to seek an alternative tree species more suitable for the neighborhood environment.

Old Business

At the request of Board Secretary Robert Stroope, the following topics were discussed under Old Business:

Fireworks Within Association Grounds

Chairman Anthony Anghinetti stated that he would draft a formal policy regarding the use of fireworks within the Association grounds. This policy will be presented for review and approval at a future Board meeting.

Homeowners' Responsibility for Backyard Upkeep

The Board discussed enforcement procedures related to backyard maintenance and agreed that, before issuing fines to homeowners for poor backyard conditions, reasonable efforts should be made to determine whether the homeowner is capable of performing the necessary work. The Board emphasized the importance of offering assistance or guidance where possible to help homeowners achieve compliance.

Association's Responsibility for Neighborhood Upkeep

Discussion was held regarding the Association's role in maintaining common areas and overall neighborhood appearance. The Board confirmed that protocols and communication procedures between homeowners and the maintenance crew have been established, and efforts will continue to improve this coordination going forward.

Fire Emergency Protocols

The Board discussed the need for formal fire emergency procedures within the Association. A committee consisting of Robert Stroope, Debbie Neubauer, and Gene Hurst was formed to draft an official Fire Emergency Protocol for Board review and adoption at a future meeting.

Public Comments

There were no public comments at this meeting.

Adjournment

With no further business to discuss, the meeting was adjourned at 8:10 p.m.

The next Board of Directors meeting is scheduled for Thursday, November 13, 2025, at 6:00 p.m. at the Falcon Heights Community Center, Westbrook Drive, Klamath Falls, Oregon.

Respectfully submitted,

File Copy

Robert Stroope, Secretary

**FALCON HEIGHTS CONDOMINIUM ASSOCIATION AGENDA FOR BOARD
MEETING**

Thursday September 11, 2025

FHCA Community Center, Westbrook Drive, Klamath Falls, OR

Call Meeting to Order

Roll Call Current Board of Directors

- Message from the Chairman- Tony Anghinetti
- Financial Reports-Treasurer Elizabeth Zehrunge
- Capital Improvement Report-Gene Hurst, Vice Chairman
- Maintenance Report- Bill Sharp
- RV Lot Report-Dave Tatge
- Administrative report submitted by Managing Agent, Samantha Mitchell
- Maintenance and Landscaping report submitted by Paul Montieth

New Business

- Resolution 2025-004. Updating bylaw violation fine schedule and collection policy for fines.
- Resolution 2025-005. Repealing Resolution 01092020 and delineating Bylaws 11.1 (h) regarding rental property policy and fine schedule for violations.
- Discussion regarding Amazon adding a Keylock system to front gate for deliveries.
- Discussion regarding establishing set gate open times from 6 am to 6pm
- Bid from Superior Fence for fencing open areas on either side of the entry gate.
- Request from 10680 McGuire to plant a Tamarack tree in the front yard

Old Business

At the request of Board Secretary, Robert Stroope:

Continued discussion regarding various topics debated by not reconciled at previous meetings.

- a) Fireworks within the Association grounds
- b) Homeowners' responsibility for backyard upkeep.
- c) Associations responsibility for neighborhood upkeep
- d) Fire Emergency Protocols

Public Comments and Other Matters

Next Meeting Date: Nov 13, 2025 @ 6p

Adjournment

Adjourn the regular session and move to the executive session.

Falcon Heights Condominium Assn.
Profit & Loss
July 2025

	<u>Jul 25</u>
Ordinary Income/Expense	
Income	
4000 · Condominium Fees	74,204.77
4001 · Late Fees Collected	322.11
4002 · RV Lot Fees	465.00
4003 · Community Hall Rental	100.00
4007 · Transfer Fees	350.00
4010 · Interest Income	3.27
4013 · Filing Fees	9.02
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Total Income	75,454.17
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Gross Profit	75,454.17
Expense	
1000 · Administrative Expenses	
1001 · Liab. Ins., D&O, Bond	2,022.24
1002 · Managing Agent Fees	4,000.00
1003 · Security Gate	656.69
1004 · Postage	4.07
1005 · Professional Services	
1005a · Legal Fees	4,980.68
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Total 1005 · Professional Services	4,980.68
1006 · Merchant deposit fees	1,251.80
1008 · Fees & Dues	155.00
1010 · Office Supplies	25.63
1011 · Events	39.51
1014 · Bank Service Charges	5.00
1018 · Misc Admin Expense	256.40
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Total 1000 · Administrative Expenses	13,397.02
1100 · Repairs & Maintenance Expenses	
1106 · Park Maint and Supplies	140.00
1108 · Contract Labor	400.00
1109 · Annual Maint. Contract	13,335.00
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Falcon Heights Condominium Assn.
Profit & Loss
July 2025

	<u>Jul 25</u>
Total 1100 · Repairs & Maintenance Expenses	13,875.00
1200 · Landscape Expenses	
1201c · Alley/Gnrl Cleanup	1,512.75
1201d · Irrigation	824.30
1201e · Tree removal/Trim	-180.00
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Total 1200 · Landscape Expenses	2,157.05
1400 · Utility Expenses	
1401 · Garbage	6,996.25
1402 · Computer and Internet	164.99
1404 · Electricity	
1404a · Street Lights	363.06
1404b · Security Gate	44.84
1404c · Office	72.09
1404d · Community Center	93.80
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Total 1404 · Electricity	573.79
1405 · Telephone	42.91
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Total 1400 · Utility Expenses	7,777.94
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Total Expense	37,207.01
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Net Ordinary Income	38,247.16
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Net Income	<u><u>38,247.16</u></u>

Falcon Heights Condominium Assn.

Profit & Loss

August 2025

	Aug 25
Ordinary Income/Expense	
Income	
4000 · Condominium Fees	64,344.06
4001 · Late Fees Collected	169.41
4002 · RV Lot Fees	780.00
4003 · Community Hall Rental	150.00
4007 · Transfer Fees	350.00
4010 · Interest Income	11,885.93
4013 · Filing Fees	9.03
	77,688.43
Total Income	77,688.43
Gross Profit	77,688.43
Expense	
1000 · Administrative Expenses	
1001 · Liab. Ins., D&O, Bond	2,359.85
1002 · Managing Agent Fees	4,000.00
1003 · Security Gate	296.20
1006 · Merchant deposit fees	1,359.97
1010 · Office Supplies	93.57
1011 · Events	110.98
1014 · Bank Service Charges	35.00
1018 · Misc Admin Expense	62.38
1000 · Administrative Expenses - Other	24.00
	8,341.95
Total 1000 · Administrative Expenses	8,341.95
1013 · Investment Mgt Fees	231.33
1100 · Repairs & Maintenance Expenses	
1104 · RV Lot Repairs and Maint	19.64
1106 · Park Maint and Supplies	340.00
1108 · Contract Labor	400.00
1109 · Annual Maint. Contract	13,335.00
	14,094.64
Total 1100 · Repairs & Maintenance Expenses	14,094.64
1200 · Landscape Expenses	
1201b · Upkeep, Fertilizer	318.49

Falcon Heights Condominium Assn.
Profit & Loss
August 2025

	<u>Aug 25</u>
1201c · Alley/Gnrl Cleanup	200.00
1201e · Tree removal/Trim	2,100.00
Total 1200 · Landscape Expenses	<u>2,618.49</u>
1400 · Utility Expenses	
1401 · Garbage	7,009.64
1402 · Computer and Internet	164.99
1403 · Gas	
1403a · Gas-Community Center	38.00
1403b · Gas-Office	40.04
Total 1403 · Gas	<u>78.04</u>
1404 · Electricity	
1404a · Street Lights	726.00
1404b · Security Gate	93.40
1404c · Office	179.81
1404d · Community Center	234.93
Total 1404 · Electricity	<u>1,234.14</u>
1405 · Telephone	<u>42.91</u>
Total 1400 · Utility Expenses	<u>8,529.72</u>
Total Expense	<u>33,816.13</u>
Net Ordinary Income	<u>43,872.30</u>
Net Income	<u><u>43,872.30</u></u>

Falcon Heights Condominium Assn.
Balance Sheet
As of September 10, 2025

	<u>Sep 10, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking and Savings	
120 · Operating Checking WF	44,280.16
121 · WF Checking 4582	1,186.50
124 · WF Reserve Savings	97,579.53
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Total Checking and Savings	143,046.19
Investment Accounts	
126 · Investment CDs- TD Ameritrade	
126E · Cash/Cash Alternatives-CDs	14,309.85
126G · Wells Fargo CD 12 month	249,982.75
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Total 126 · Investment CDs- TD Ameritrade	264,292.60
Total Investment Accounts	264,292.60
140 · Petty Cash	
141 · HOA Petty Cash	504.14
142 · Events Committee Petty Cash	526.40
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Total 140 · Petty Cash	1,030.54
600 · Discrepancy Account	755.00
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Total Checking/Savings	409,124.33
Accounts Receivable	
800 · Accounts Receivable	-19,949.10
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Total Accounts Receivable	-19,949.10
Other Current Assets	
820 · Undeposited Funds	1,420.00
850 · Market Appr/Depr Investment CDs	125.05
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Total Other Current Assets	1,545.05
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Falcon Heights Condominium Assn.
Balance Sheet
As of September 10, 2025

	<u>Sep 10, 25</u>
Total Current Assets	390,720.28
Fixed Assets	
910 · Furniture & Fixtures	14,385.03
911 · Accum. Depreciation	-33,396.00
912 · Buildings	20,097.50
913 · Land	192,163.92
914 · Building Improvements	35,030.00
916 · Community Capitol Improvements	400,436.39
917 · Equipment	5,662.00
Total Fixed Assets	<u>634,378.84</u>
TOTAL ASSETS	<u><u>1,025,099.12</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
950 · Accounts Payable	24,554.68
Total Accounts Payable	<u>24,554.68</u>
Total Current Liabilities	24,554.68
Long Term Liabilities	
Ghost Ridge Roofing Contract	2,027,771.94
Total Long Term Liabilities	<u>2,027,771.94</u>
Total Liabilities	2,052,326.62
Equity	
1601 · Retained Earnings	1,349,000.56
3000 · 311 - Opening Balance Equity	-3,077,674.44
960 · Reserve	369,900.00
Net Income	331,546.38
Total Equity	<u>-1,027,227.50</u>

5:30 PM
09/10/25
Cash Basis

Falcon Heights Condominium Assn.
Balance Sheet
As of September 10, 2025

	<u>Sep 10, 25</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,025,099.12</u></u>

Falcon Heights Condominium Assn.

Profit & Loss

January through August 2025

	<u>Jan - Aug 25</u>
Ordinary Income/Expense	
Income	
4000 · Condominium Fees	548,500.34
4001 · Late Fees Collected	2,680.50
4002 · RV Lot Fees	4,955.00
4003 · Community Hall Rental	1,125.00
4006 · Excess Garbage Fees	29.16
4007 · Transfer Fees	4,200.00
4010 · Interest Income	11,960.22
4011 · Gate Key Purchase	50.00
4013 · Filing Fees	498.56
4018 · Fines Collected	1,680.00
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Total Income	575,678.78
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Gross Profit	575,678.78
Expense	
1000 · Administrative Expenses	
1001 · Liab. Ins., D&O, Bond	17,100.86
1002 · Managing Agent Fees	36,000.00
1003 · Security Gate	3,773.39
1004 · Postage	4.07
1005 · Professional Services	
1005a · Legal Fees	16,961.33
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Total 1005 · Professional Services	16,961.33
1006 · Merchant deposit fees	10,197.36
1008 · Fees & Dues	1,375.00
1010 · Office Supplies	781.06
1011 · Events	675.09
1014 · Bank Service Charges	147.40
1018 · Misc Admin Expense	1,257.74
1000 · Administrative Expenses - Other	24.00
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Total 1000 · Administrative Expenses	88,297.30
1013 · Investment Mgt Fees	687.55

Falcon Heights Condominium Assn.

Profit & Loss

January through August 2025

	<u>Jan - Aug 25</u>
1100 · Repairs & Maintenance Expenses	
1101 · General Repair	1,986.09
1102 · Painting	810.00
1103 · Maint. Supplies	3,323.60
1104 · RV Lot Repairs and Maint	19.64
1106 · Park Maint and Supplies	526.99
1107 · Snow Removal	2,925.00
1108 · Contract Labor	3,200.00
1109 · Annual Maint. Contract	106,680.00
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Total 1100 · Repairs & Maintenance Expenses	119,471.32
1200 · Landscape Expenses	
1201b · Upkeep, Fertilizer	2,583.49
1201c · Alley/Gnrl Cleanup	7,711.80
1201d · Irrigation	1,137.10
1201e · Tree removal/Trim	3,950.00
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Total 1200 · Landscape Expenses	15,382.39
1400 · Utility Expenses	
1401 · Garbage	49,184.01
1402 · Computer and Internet	1,389.92
1403 · Gas	
1403a · Gas-Community Center	659.05
1403b · Gas-Office	391.90
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Total 1403 · Gas	1,050.95
1404 · Electricity	
1404a · Street Lights	2,735.08
1404b · Security Gate	338.48
1404c · Office	763.53
1404d · Community Center	703.77
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Total 1404 · Electricity	4,540.86
1405 · Telephone	343.46
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9:32 AM
09/11/25
Cash Basis

Falcon Heights Condominium Assn.
Profit & Loss
January through August 2025

	<u>Jan - Aug 25</u>
Total 1400 · Utility Expenses	<u>56,509.20</u>
Total Expense	<u>280,347.76</u>
Net Ordinary Income	<u>295,331.02</u>
Net Income	<u><u>295,331.02</u></u>

9/10/2025

Maintenance and Landscaping

- 1) Completed aerating and thatching throughout the neighborhood.
- 2) Bi-weekly mowing
- 3) Placed an on-site person, primarily focused on watering lawns and sprinklers
- 4) Been replacing fence boards and built 5 stretches of new fence
- 5) Removed the ballfield chain-link fence
- 6) Applied fertilizer and bug killer to a few areas
- 7) Getting ready to do another run of painting
- 8) Preparing for fall turn around and gathering of leaves
- 9) Painted front office door
- 10) Cleared and cleaned landing above community center

FENCES

10241 McGuire. Missing Board

10642 Preddy. Gate post need to be replaced

10690?? Or close to it McGuire Back gate needs posts

10109 Wright fences need work. Boards, maybe posts

10240 McGuire fences need boards and maybe posts

10114 Wright Boards maybe posts

10357 McGuire post broken towards the center of the fence

Please take some time to drive each alley and fix any broken boards or fences. Just load up some materials and start making the rounds and fix them as you find them. There are a lot.

LANDSCAPING AND MAINT

Hydrant at McGuire and Westbrooks needs dug out and area cleaned up

10575 10573 both sides of the driveway need to be leveled and reseeded.

10578 reseed area where we took the tree out

10466 McGuire level and reseed

Weed eat and remove dry weeds from alley on Schilling

Clean up alley at the top of Wright.

Chain and lock the gate in the alley on Wright. It's wide open

Repair hole in fence at RV park

SPRINKLERS

Lets increase the run time on Westbrook by 10 min per watering. If that doesn't help maybe we up it again?

10021 McGuire. Water standing in the yard. Leak? And sprinklers need adjustment

Please look at all the sprinklers from the office, up Preddy to the box on Schilling. They aren't getting enough water.

The area on the corner of Vincent and Preddy (towards the park next to the bikes) needs something. It's not getting watered in one section.

10659 McGuire. Owner says sprinklers hitting the windows. Can you take a look and adjust them as needed please.

We need to start looking at individual lawns and addressing areas that aren't being watered.

Please get some fertilizer for yards that look like they need it and put it on. We don't have to do all of them, just the ones you identify that are struggling. You can use the Diamond account, but if you can't get it there, let me know and I'll get some from Basin Fertilizer.

STACK:

ERROR: undefined
OFFENDING COMMAND: @PJL

Managing Agent Report for September 11th meeting.

Samantha Mitchell

1. Contacted the reserve study group to correct and update our new reserve study. Should have the new study by the November meeting.
2. Work with the attorney about the foreclosure of the two properties on Wright Ave. Both properties have sold, and we are waiting for communication with Klamath County in regard to when the funds will be received. Homeowners have 180 days for redemption before new owner can take possession of the property. County has indicated that they may hold the funds for the 180-day redemption period. Andy Brandness is seeking clarification.
3. Went through the neighborhood and evaluated the homes in need of painting this season Bill Sharp and I identified 10 homes that should be repainted this year and the homeowners have been notified painting should begin the week of September 22nd.
4. Went through the neighborhood and evaluated homes in need of driveway repair or replacement this season. Gene Hurst and I determined that 6 homes need repair of their driveway. I sent the details and information on to our contractor and are waiting for a bid to be submitted.
5. Send a service request weekly to vector control to get the mosquitoes under control
6. Had multiple copies of the key to the hill trail made and have passed out seven to date with signed contracts on file for each person that checked out a key.
7. A total of 12 homes have sold and are under new ownership since the beginning of the year
8. I have been researching specific software for HOA's and have determined that HOALife is the best suited to our needs. We are currently spending about 2500.00 per year for our accounting, elections, web hosting and remote server connection, with sharp increases expected in the upcoming renewal. This service offers website, email, maintenance requests and work orders, violation tracking, online elections, surveys and polls and integrates with our current accounting software, once we move to the online version which is much less expensive. It also has an owner's portal where homeowners can review their accounts, make payments, submit maintenance requests and access our website. We are currently using 5 different platforms to administer the Association and its accounts. My goal is to have the new platform live and ready to go on January 1 2026.

Please feel free to let me know if you have any questions or need further clarification on any of the above-mentioned items.

**Falcon Heights Condominium Association
Resolution # 2025-004**

**Amending Bylaw Violation Fine Schedule
and Collection Policy**

WHEREAS Falcon Heights Condominium Association Board of Directors is authorized through its bylaws (Article 7.5) to establish fine amounts deemed reasonable and enforceable. And the Board has historically established a number of different fine schedules, for various violations, that need to be combined to a single resolution for the clarity and benefit of the homeowners of Falcon Heights.

WHEREAS Falcon Heights Condominium Association Board of Directors must periodically revise the fine schedule through resolution, to maintain a current fiscal value that is up to date and relevant to the current financial climate.

NOW THEREFORE the Falcon Heights Board of Directors resolves that all fines levied against a homeowner's property will be based on a percentage of the current monthly dues amount as follows:

- | | |
|--------------------------|---|
| 1 st Offense: | Written warning sent via email or USPS, no monetary fine. |
| 2 nd Offense: | Fine equal to 15% of current monthly dues. |
| 3 rd Offense: | Fine equal to 30% of current monthly dues. |
| 4 th Offense: | Fine equal to 45% of current monthly dues. |

The amount of fines outlined above will hereby supersede all fine amounts formerly noted in prior resolutions, with the exception of fines defined in Resolution 2025-005, Rental Policy Delineated.

Late charges, at the amount approved by the Board of Directors, will be applied to all outstanding fines after 30 days.

Accounts that accrue fines that are 90 days past due will be subject to the collection policy outlined in Resolution 2017-003.

Accepted this 11th day of September, 2025 by a Board of Directors majority vote.

Anthony Anghinetti, President

Robert Stroope, Secretary

**Falcon Heights Condominium Association
Resolution # 2025-004**

**Repealing Resolution # 01092020 and
Delineating Rental Policy**

WHEREAS Resolution 01092020 deletes Bylaws Section 11.1(h) and replaces it with alternate language regarding the Falcon Heights Condominium Rental Policy

WHEREAS under ORS Chapter 100.411 of the Oregon Condominium Act, bylaws cannot be amended without a majority vote of the homeowners and cannot be altered by resolution.

WHEREAS language, details, violation consequences and restrictions regarding renting of units require clarification and expansion of certain areas of the policy

NOW THEREFORE the Falcon Heights Board of Directors hereby repeals Resolution 010962020, and restates *Bylaws Appendix A, Amendment to Section 11.1 A Rentals*

THE UNITS IN FALCON HEIGHTS CONDOMINIUM ASSOCIATION SHALL BE OWNER OCCUPIED ONLY, WITH THE FOLLOWING EXCEPTIONS A PURCHASER MAY PURCHASE AN ENTIRE BUILDING AND RENT OUT 1/2 OF THE DUPLEX. IMMEDIATE FAMILY MEMBERS OF OWNERS SHALL BE INCLUDED IN THE DEFINITION OF OWNER OCCUPIED ONCE THE DEVELOPMENT OF FALCON HEIGHTS CONDOMINIUM ASSOCIATION IS COMPLETED ALL STAGES, THE RENTAL SHALL BE CONSIDERED ON A CASE-BY-CASE BASIS BY THE ASSOCIATION TO THE BOARD OF DIRECTORS. AT NO TIME BOTH SIDES OF THE DUPLEX SHALL BE RENTED. ALL RENTALS, WHETHER OWNER OCCUPIED OR NOT, SHALL BE APPROVED BY THE BOARD OF DIRECTORS”

AND, NOW THEREFORE the Falcon Heights Board of Directors further delineates the rental policy and establishes additional guidelines as follows:

1. Renting units is only permitted with the following qualifications, and upon Board of Directors approval:
 - a) Renter must be an immediate family member of the owner.
 - b) Owner must submit a written request to the Board prior to renting the unit.
 - c) If approved by the Board of Directors, the owner must submit a copy of the lease agreement, including contact information for the renter, and the homeowner.
 - d) Owner is responsible for making sure the renting family member is familiar with, and abides by the Associations Bylaws and CCR’s
 - e) Owners must maintain current homeowners’ insurance policy (HOA3/HOA5 or HOA9) and submit proof of insurance, along with a certificate naming Falcon Heights Condo Association as an additional insured.
2. If a renter violates the current bylaws, the renter and homeowner will be notified. Should the violation continue, the current adopted fine schedule and collections policy will be followed.

3. If the property receives more than four (4) fines for violation of the bylaws, the Board may rescind the rental authorization for that family member, notify the homeowner in writing and by certified mail, and require that the renter vacates the property within 90 days.
4. If the renter has not vacated the property within 90 days, the Board of Directors will assess fines equal to one month's dues per week, until the property is vacated by the renter. The current adopted collections policy will apply.
5. The Board of Directors reserves the right to refuse additional requests to rent the property to another family member of the homeowner.

Accepted this 11th day of September, 2025 by a Board of Directors majority vote.

Anthony Anghinetti, President

Robert Stroope, Secretary



Falcon Heights

Calvin Davis <calvin.davis@access-pros.net>
To: Falcon Heights <falconheights97603@gmail.com>

Wed, Aug 27, 2025 at 3:11 PM

Hi Samantha,

Thanks for getting back to me! I've included the information we discussed below.

We at Amazon have noticed delivery issues at your community - incorrect deliveries, missing packages, delays, and drivers being unable to access the community. Because of this, we are now introducing a new delivery system, known as Amazon Key for Business. We have already set up most of the properties in your area and we're excited to bring yours on board too!

Please feel free to reach out with any questions that you may have.

Amazon Key for Business:

Amazon is now simplifying the way we deliver packages moving forward. All properties that have restricted access (gates, key fobs, buzzers, and intercom systems) will receive a free 1-click device upgrade. This device allows our drivers limited access into a safe and secure location to deliver packages, medicines, and perishable goods. It has been shown to increase driver accountability, resolve delivery issues, and improve security at the properties that have it.

I've attached more detailed information about how it works and noted some of the Key Points below.

Key points:

- The device is provided, installed, and maintained by Amazon at **Zero Cost**.
- Integrates seamlessly with existing access control systems – no resident downtime or retraining staff.
- Allows drivers to enter properties with restricted access for a limited-time delivery period **ONLY** if these three criteria are met.
 1. Driver is physically onsite (live geolocation tracking)
 2. Driver has assigned packages for the address (scanned before entry).
 3. Driver is delivering within their 2-3 hour delivery window.
- Delivery app communicates specific delivery instructions (with images) to each driver based on the properties' needs.

- Highest level of fulfillment service from Amazon.

KFB Management Portal:

The KFB device includes access to the Amazon Key Portal. The portal grants access to the KFB history, showing timestamps of who used the device and when. This addition has put even more accountability on our drivers and ensures that your property is secure to the level of your choosing.

KFB Benefits:

This updated service replaces current forms of unrestricted access (such as codes or tailgating residents) with verified, timestamped, and time-restricted access. This means that each driver will be limited to a short window of time to enter, deliver, and exit the community. Once our drivers do exit, they will be unable to enter your property again at any time until they return with more packages for your address. This ensures your community's security while also holding our drivers accountable.

Additionally, it has been common for our drivers to leave packages in unsecure areas when they are unable to enter (especially after hours). The Key for Business Device will change this, as it ensures that every driver is pinged to and has access to a secure location to deliver their package.

Finally, with the improved driver-instruction feature, the KFB transmits specific directions to each driver on how to deliver to your community. This removes all previous issues of driver-miscommunication and ensures that even new drivers understand your property the minute they arrive.

Installation:

A device the size of a deck of cards(2x2) will be installed at the controlled access area or mechanical room. This device works with your existing access control systems (key FOB or **Call-box**, buzzer, gates, etc.) This will allow access to the authorized drivers once they clear the multi-factor authentication at our end. For example: they have to be at the correct address, with the right package in their hands, and during the approved delivery time window.

Safety and Security (FAQ's):

Key for Business is the securest way to make sure your residents receive their packages quickly and simply.

Can the driver return and gain access to the building?

- No - the access provided by the Amazon delivery app is Time-Bounded and Geo-Fenced. Access will be denied if the driver does not have a package or the delivery window expires.

Can the driver see the fob code for the building?

- No - the Amazon delivery app is a click for access, but codes are never visible, and the information is encrypted.

What background checks does Amazon carry out for its drivers?

- All drivers receive comprehensive background checks and motor vehicle record reviews.

Can intruders physically hack the fob to gain access to the building?

- The device is completely secure and has been specifically designed and tested to prevent physical hacking.

You can find all the details, including a video to explain our update on this page: www.amazon.com/keyforbusiness

Attachments:

- Device Info
- Delivery Process

Thanks again for your time, and I look forward to hearing from you soon.
Calvin



Calvin Davis

Route Delivery Manager

📞 541-613-3613

✉ Calvin.davis@access-pros.net

🌐 www.access-pros.net



From: Falcon Heights <falconheights97603@gmail.com>

Sent: Wednesday, August 27, 2025 2:02 PM

To: Calvin Davis <calvin.davis@access-pros.net>

Subject: Falcon Heights

[Quoted text hidden]

2 attachments

Leo Lite Specifications



Dimensions
74.62mm x 61.32mm x 22.15mm (not including the antenna)

Power
The device can be powered by using Amazon's 5 Watt USB power adapter or via the 5 pin terminal which accepts any 5-24VAC or 5-24VDC


Connectivity
Cellular: LTE CAT M1 with GPRS/2G fallback capability or ethernet. Please note the two modes will never be used simultaneously.

Relay Rating
57V/25Amp, 15 under 18,500 (under 1500V) so it doesn't have a letter rating.

Operating Humidity
It is not weatherproof designed for indoor usage. 5% to 95% humidity range.

Operating Temperature
0C to 65C operational temp range, -55C to 85C non operational temp range (storage, transport, handling)

Amazon - KFB Device.jpg
400K

 Amazon - Delivery_Driver_Process.pdf
337K



SUPERIOR FENCE LLC 3580 Shasta Way STE F
 KLAMATH FALLS, OR 97603 541-883-3623 Fax: 541-884-7883
 www.88fence.com

ESTIMATE

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Customer Information:

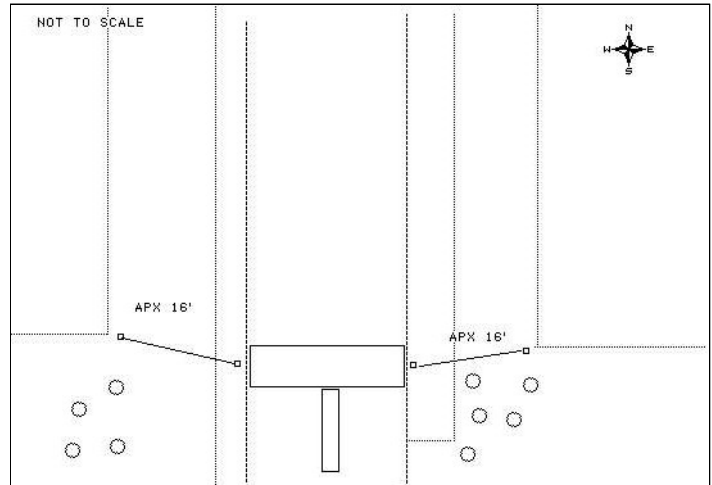
Falcon Heights HOA
 KLAMATH FALLS, OR

Job Information:

ATTN: Sam

Notes:

- Supply and install APX 32' of 6' tall Ameristar 3 rail Montage classic all post set 2' minimum in concrete.



PRICE GOOD FOR 5 DAYS

SUPERIOR FENCE LLC will have the property marked for underground utilities. Sprinkler lines will need to be marked by customer. SUPERIOR FENCE LLC is NOT responsible for any unmarked underground. If needed to dig within the area of marked lines, the client assumes responsibility for any damage to underground lines. Client is responsible for property lines and placement of fence. SUPERIOR FENCE LLC will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does SUPERIOR FENCE LLC assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed. SUPERIOR FENCE LLC shall advise the customer as to local zoning regulations but responsibility for complying with said regulations. Client is responsible for knowing CCR's of their subdivision. SUPERIOR FENCE will assist with obtaining any needed permits. All finished fence to face the outside of framework (field and ranch fence to go to inside) unless indicated in the contract. Fence trenching and excavation of un-native ground will be an additional charge.

Any change of fence lay out or fence description will be an additional charge or credit.

no credit on special order material(s) If customer cancels job after three days, from the date the contract was signed, the down payment will be forfeited. A finance charge of 2% per month for a minimum of \$10.00 will be charged or an annual rate of 24% to any unpaid balance. The customer agrees to pay all interest and any costs incurred in the collection of this debt.

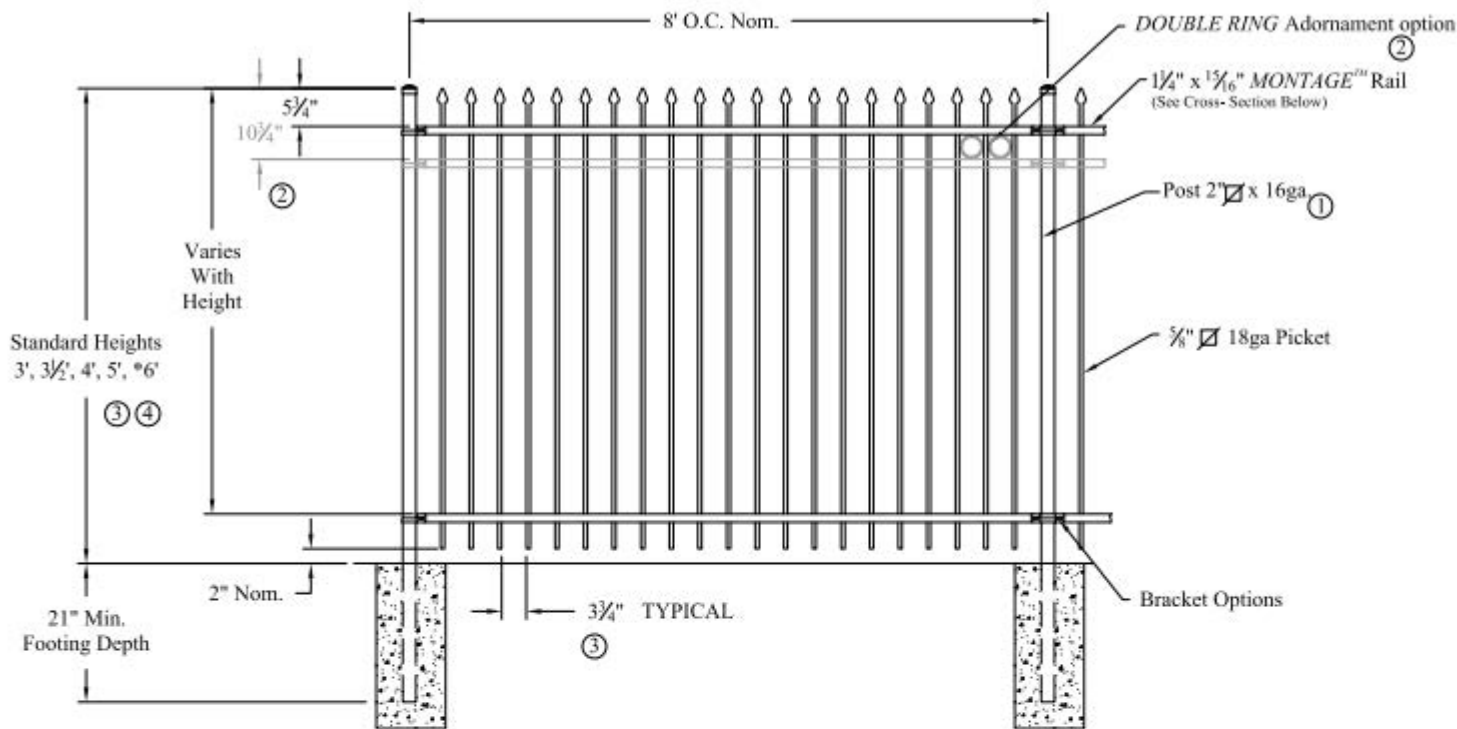
Contract Amount: \$ 4008.04
 Down Payment: \$ _____
 Balance Due: \$ 4008.04

Approved & Accepted for Customer:

 Customer Date

Accepted for SUPERIOR FENCE LLC:

 Salesperson Date

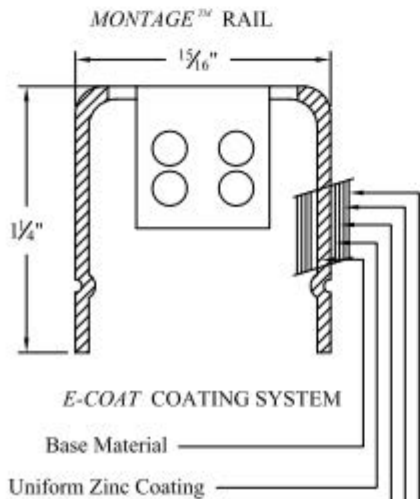


NOTES:

- 1.) Post size depends on fence height and wind loads. See MONTAGE™ specifications for post sizing chart.
- 2.) Third rail required for Double Rings.
- 3.) Available in 3" air space and/or Flush Bottom on most heights.
- 4.) Three rails required for 6' tall.

RAKING DIRECTIONAL ARROW

Welded panel can be raked 45° over 8' with arrow pointing down grade.



PROFUSION™ WELDING PROCESS

No exposed welds,
Good Neighbor profile - Same appearance on both sides

