

New Columbia Owners Association
Owners Association Minutes
February 28, 2012

Attendees:

Board Members

Tom Brenneke
Caren Cox
Molly Rogers

Guests

Erik Fabian, Guardian
Matthew Fullen, Guardian

Membership

Doug Deane
Chad O'Lynn
Steve Pickering
Janis Khorsi
Dan Adams

Tom B. called the meeting to order at 6:16 pm.

Caren reviewed the minutes from the November 2011 meeting. She asked for an update on the No Spray list. The membership notice regarding this issue had yet to be issued.

Caren requested, per agreement of the Board during the November meeting, that a memo be sent to all members communicating:

- there will no longer be a No Spray list,
- the chemical agents used by TruGreen in the community are environmentally friendly and safe, and our contract requires use of the most environmentally safe agents.
- the MSDS sheets for all chemical agents used by the landscaping service will be included with the memo, and
- the No Spray list will be terminated effective April 1, 2012.

Erik F. Fabian committed to performing this request during March.

Motion: Caren C motioned for the minutes to be approved and Molly R seconded.

Action: November 22, 2011 minutes were approved

Tom B. introduced Erik Fabian, the new Community Director and Matthew Fullen, the new Community Manager, to the group. Tom B. and Molly R. provided background information for Erik F. and Mathew F who both have employment history with Home Forward prior to their employment with Guardian, giving them experience with both agencies. Erik F. will be the main contact for all Owners Association concerns and will be the lead managing agent on behalf of Guardian for Owners Association business activity.

Tom B. discussed Caren C.'s resignation from the Owners Association and reviewed the significant contributions she has made as the Owners Association Representative. Tom B. discussed ongoing efforts to recruit nominees for replacement but the February 2nd letter sent to all members failed to produce any response. Member Chad O. indicated an interest in the Owners Association Board seat.

Tom B. reviewed the 2012 Owners Association meeting schedule. The schedule as posted on the website was approved. Tom B. recommended the Owners Association meeting dates be updated on the web calendar, with clarification of the meeting start time.

Erik F. presented an overview of the 2011 Owners Association Budget Comparison and Income Statement. In reviewing the 2011 budget, several items were identified as having significant variances and requiring discussion. In particular: the rental income from Owners Association members and the favorable variance in the total labor expense. Another area of focus was the utilities where water was approximately \$12,000 over budget. Tom B. recommended further analysis be performed on the water variance and Erik F. agreed to review the water charges to determine why the water expenses so greatly exceeded budget.

The next area of focus included the landscaping maintenance contract which was \$14,000 under budget. Erik F. stated that there was \$12,000 worth of invoices that were not posted to the 2011 budget and once posted would eliminate this discrepancy. This has been completed.

The final focus was a \$45,000 favorable variance to net income. Erik F. explained that, while positive, there were several contributing factors to this variance: one being the \$12,000 in landscaping invoices that were not allocated to the 2011 budget. Once performed this would reduce the net income to approximately \$33,000. Additionally, there are approximately \$28,000 in outstanding Accounts Receivables related to unpaid member dues that reduces the net income to approximately \$5,000. Caren would like to have a clear accounting of what, if any, excess operational dues were collected to assist with development of future operational dues assessments.

Erik F. reminded the membership that the 2011 audit on the 2011 financial statement was currently being performed and would soon be finalized. Tom B. requested to review the draft audit prior to the finalization and Erik F. committed that would be provided to Tom for his review prior to finalization. Tom B. presented the New Columbia Owners Association 2012 Reserve Study for vote and approval. The reserve study outlined and forecasted out ways that the Owners Association reserve payments would be used for the overall improvement of New Columbia. Specifically, in 2012 concrete improvements are recommended at New Columbia. Caren asked what specifically would be done. From discussion it seemed there were differing opinions about what would be included in the 2012 concrete repair. This will need to be clarified. For example, which walkways need repair, who is responsible for curb repair –

Association or City, is replacement of slip guards include with cement repairs and who is responsible for replacement (were they originally incorrectly installed?).

Motion: Caren motioned for approval of the 2012 New Columbia Owners Association Reserve Study. Tom seconded.

Action: The 2012 Owners Association Reserve Study is approved.

Erik F. presented the Owners Association Aged Receivables report. This report details outstanding dues owed by members through February 29, 2012. At this time there are approximately a total of \$32,000 in outstanding dues consisting of dues payments, reserve payments, late fees and collections costs unpaid by members. Erik F. provided an overview of the collections process as dictated by the bylaws of the Owners Association. In accordance with the current process, overdue accounts are not sent into the formal collection process until the overdue amount reaches \$250. That can represent a period of 6 months in which member dues were outstanding and unsent to the attorneys Vial Fotheringham and/or the collection agency. Erik F. recommended an evaluation of the collections process in order to more efficiently and quickly hold the membership accountable for dues payments. More in accordance with the time period for late payment of rent by tenants.

The membership suggested mailing of the monthly owners' statements prior to the first of each month be implemented as a reminder for payment. Tom B. responded that the membership should be responsible for payments without being prompted by a reminder notice. The membership indicated that a timely payment reminder would be helpful in order pay dues in a prompt manner. Tom B. recommended that Erik F. connect with the Owners Association attorneys, Vial Fotheringham, to review the collection process and provide a recommendation on how to improve the collection process with an emphasis on tightening the time line. Erik F. committed to doing so. A proposal will be provided and reviewed at the Owners Association annual meeting in April.

Erik F. then presented information related to the vacant, foreclosed, and rented homes in the membership. Of the 227 members of the Association, 20 were in non-resident status (meaning homes were rented and not occupied by the owner) and 14 were in some state of foreclosure. Caren stated that, of the 20 non-owner occupied homes, the vast majority are likely to be unapproved rentals. Caren recommended that Erik F. review which homes were approved to be rented and which ones were not. Erik F. committed to providing this study and review.

Erik F. provided an overview of community maintenance actions that have recently been completed and/or are in progress or scheduled to be conducted. These include:

- gutter cleaning of multi-family units, which was completed late in 2011;
- alleyway maintenance, mechanical sweeping was recently performed on all alley ways and parking lots;

- light pole maintenance, which brought to attention both electrical and lighting maintenance issues for the exterior lighting at New Columbia. Plans for a more organized and regular system of lighting maintenance are being developed;
- graffiti abatement activity, which occurs continuously and is mainly performed by Guardian maintenance staff;
- bark dust, which is scheduled during the month of March, 100% of the campus will have new bark dust/mulch installed;
- plant replacement, this work has not been performed for several years. TruGreen is currently conducting an intensive community-wide study and will provide recommendations on cost and specific plant replacement on a per block status. Upon receipt of the proposed TruGreen plant replacement program, Erik F. will present to the Board and membership with recommendations for consideration.

Caren suggested in future years, when the annual gutter maintenance occurs, the vendor could be asked whether or not there was interest in providing gutter services to single family homes (which would be paid for by individual homeowners electing to use the service) as some homeowners have had difficulty locating companies with the necessary equipment.

Erik F. then introduced an overview of campus-wide activity. In particular, a 12-year crime analysis was performed on New Columbia by the Portland Police Bureau. The general summary of the analysis is that criminal activity continues to decrease across the campus of New Columbia. Current criminal activity levels are consistent with the lowest point of criminal activity prior to the transition of Columbia Villa to New Columbia. Of particular note is that during this particular time period twice as many housing units exist now then at Columbia Villa and the population is nearly doubled from 1300 residents to over approximately 2500 currently living in New Columbia. The membership was enthusiastic about this analysis and the positive trends of ever declining criminal activity across the New Columbia community.

Erik F. then reviewed the planning for Spring Break and discussed that the Portland Police will have a higher presence during this time period. In addition Pernel will be on site during the Spring Break week. Erik F. also reminded the membership that on the third Wednesday of every month the Portland Police conducts a safety meeting in which all members are invited to attend and provide input into the status of community safety across the campus.

In addition, Erik F. provided a brief update on the progress of the Community Cycling plans to establish a community bike park, which has several components, in the vacant south lot. There was a recommendation from the membership that an Owners Association member be included in planning for this development. The membership stated that they were frequently included in the late stage of planning and that they would appreciate being involved in the actual planning and new development of the vacant lots at New Columbia. Erik F. committed to following up with the membership in an effort to recruit any interested parties to future planning meetings for the development of the vacant lots.

Meeting adjourned at 8:25 pm.