

New Columbia Owner's Association

Annual Meeting Minutes

May 26, 2015

Attendees:

Board Members

Molly Rogers
Rachel Langford
Simon Williams

Guests

Juli Garvey, Home Forward
Matthew Fullen, Guardian
Alicia Miller, Guardian
Lanya McClintock, POIC/RAHS
Jeneen Dunn, POIC/RAHS
Jeff, IPM
Jill Weatherby, IPM
Robert Black, IPM
Dana Plop, IPM

Membership

Bob & Kerri Clark
Marcia Knutson
April Mascall
Julie Newhouse
Sybil Barrier

The meeting was called to order at 6:35pm. Simon Williams welcomed everyone and thanked all homeowners and guests for attending.

I: *Member Comment*

- Owner Barrier voiced a concern about strange items being added to her personal trash bin at 9631 Haven. For example, people have been adding their regular trash to her bins designated for yard debris only. Board Member Williams suggested that a note be added to the next newsletter reminding everyone of how to properly dispose of various items. He also recommended that residents talk to their neighbors first.
- Owner Barrier also wanted to commend TruGreen for their work on the landscaping and for taking the time to work with the homeowners.
- Owner Knutson wanted to thank Matthew Fullen for his responsiveness and hard work for the NCOA since the very beginning.

II: *Review and Approve February Meeting Minutes*

- Board Member Williams made a motion to approve the February 2015 meeting minutes. Board Member Rogers seconded the motion and the minutes were approved.

III: *Introduction to Rosemary Anderson Alternative High School at New Columbia*

- Lanya McClintock introduced Rosemary Anderson Alternative High School which is part of the non-profit group, Portland OIC. POIC is a social service, non-profit organization offering three alternative high schools, the newest of which is now at New Columbia in the building shared with Resident Services at 4610 N. Trenton St. The program offers

High School, GED and numerous other community programs. There are currently 32 students enrolled in the program at New Columbia. Board Member Rogers suggested adding information about RAHS to the New Columbia newsletter and adding a link to their website to the New Columbia website in order to help the NCOA be proactive with getting word out to the community about the program.

IV: *April Financial Review*

- Matthew Fullen reviewed the Budget Comparison stating that income is above budget by about \$500. He explained that payroll expenses are under budget by \$9,000 for the year, partially due to the Assistant manager position being vacant for some time as well as one maintenance team member who does not utilize the benefits offered. Matt explained that leasing salaries are not included in the budget and never have been. Administrative expenses are a slightly over budget due to legal costs, i.e. files sent to Vial Fotheringham. Utilities are about \$12,000 under budget with a dramatic reduction in water expense since the replacement of irrigation controllers. Electricity expense has also gone down since the installation of LED lights. Non-operating expenses include \$5,200 budgeted for a change order for the lighting upgrade. Matthew advises holding off on this until closer to the end of the year. Board Member Williams made a motion to approve the April 2015 financials. Board Member Langford seconded the motion and the financials were approved.

V: *Guardian Management Close-out Report*

- Matthew Fullen reviewed several accomplishments that have been achieved over the last few years including 1) Crime has been reduced and a large number of problem tenants have been moved out. Guardian has worked closely with the Portland Police Department and there has been a large decrease in the number of police reports. 2) Guardian has brought in a new commercial tenant, Columbia International Cup coffee shop. 3) Guardian played a large role in establishing a replacement reserve account which has funded a number of projects. 4) Garbage pick-up and cleanliness has improved with no additional costs to the HOA. 5) Improvement in the collection of unpaid dues – outstanding collections have reduced by about half since 2012. 6) Established the Owner Information Form and created an email list serve which helped to improve communication with homeowners. 7) Established a web site where all pertinent information can be found and dues can be paid online. 8) Helped facilitate the transfer of ownership of 60 NCOA homes in the last 2 years as well as many improvements on the rental and commercial spaces. Matthew feels very positive about the work that Guardian has done. Board Member Rogers wanted to applaud Matthew for all of his hard work over the last 3 years. She also wanted to applaud Guardian for their many accomplishments and for working closely with IPM to make a smooth transition in management.

VI: *Meet Income Property Management*

- Several employees of IPM were present to introduce themselves as well IPM as a whole. Jill Weatherby introduced Robert Black as the new Portfolio Manager for the NCOA and Mr. Black shared some of his experience in the industry. Mr. Black stated that IPM will be establishing a new structure for the management of New Columbia.

- Jill introduced Dana Plop as the new Portfolio Manager for the apartment homes and Andrea as her assistant. Alana Wilson was introduced as the on-site Property Manager. Dana Plop introduced herself and explained that she was interviewing the current leasing staff but the new leasing team has not yet been established.
- Mr. Black stated that IPM will be drafting and distributing notices of the management change to residents and vendors.
- Mr. Black stated that there would be a new Owner Information Form created. Owner Knutson voiced a concern about how much and what information is required on the form. Board Member Williams agreed and stated that some owners are concerned or sensitive about providing information about their pets as many homeowners have adopted dogs that are often restricted breeds, such as Pit Bulls.
- Owner Knutson stated that she was leery about the change in management as IPM will be the third management company at New Columbia over the last few years.
- A homeowner asked if the maintenance staff would remain the same and Juli Garvey answered stating that two of the maintenance team members accepted positions at other Guardian communities and that IPM would be interviewing any team members who would like to stay on at New Columbia.

VII: *Review and Approve Management Contract*

- To be discussed at another time.

The meeting was adjourned at 7:48pm.