

NCOA Board Meeting Minutes- December 3, 2013

The meeting was called to order at 6:30 pm.

Member Comments:

Marcia Knutson asked if an email could be sent out to homeowners informing them when HOA meetings are cancelled and/or rescheduled. Matthew Fullen is updating the HOA email distribution list and will send out notifications regarding the meetings.

Another homeowner asked if it was possible to get an agenda and written memo sent out prior to HOA meetings. In 2014 all agendas and memos will be emailed prior to the meeting.

Marcia Knutson brought up trash becoming a major issue. A reminder will be included in newsletter about picking up trash. There was discussion of a possible reward system for keeping dumpster areas clean.

Homeowner asked about burnt apartment. The apartment is taking longer to get back on-line due to the sprinklers needing to be brought up to code.

Review and approve August Meeting Minutes:

August 2013 Meeting Minutes were approved with the following revision: Juli Garvey from Home Forward is asking HOA for \$160,000.00.

Owner Information Form Update: As of December 1st 73% of Owner Information Forms have been filled out. There are currently 61 homeowners who have not filled out the form.

Website Update: Website is currently being reconstructed. In the process to unify www.newcolumbiaapts.com and www.newcolumbia.org

Modification of Board Meeting Times: Board declined modification. Meetings will start at 6:30 pm.

Exterior Lighting Update:

Kevin Dunn from BC group provided an update on the exterior lighting project. BC Group has engaged an electrical engineer and will be providing bids for the project by the middle of January.

After the bids have been received a special Owner's Association Board meeting will be held to deliberate what contractor will be selected for the project.

Reserve Study & Capital Projects:

Marty Surby from BC Group provided an update on the following projects: Alleyway Asphalt Maintenance and Stormwater System Maintenance.

Storm Water System:

The storm water system in New Columbia has not been fully maintained since 2006. BC Group provided the Board with three different bids regarding the storm water system. The bids range from \$66,305.00 to \$82,588.00. Marty informed the Board after the initial clean up the storm water will have to be maintained annually. Marty did recommend that the Board engage with Bravo to address the issue. If Environmental Services/ DEQ inspect New Columbia before the project is complete there can be a fine of \$500.00 per day. The Board chose to defer the storm water system project at this time.

Alleyway Asphalt Maintenance:

Marty presented the board with two bids regarding the Alleyway Asphalt Project. The first bid was from Pavement Maintenance at \$47,242 and the second bid was from Aegis Asphalt Sealcoating at \$76,320. Aegis Asphalt Sealcoating was more due to the fact that they are based out of Eugene. There is \$51,000 budgeted in 2014. The board approved Pavement Maintenance bid.

Review and Approve 2014 Budget Draft:

Matthew discussed the 2014 budget. A few items that have reduced in 2014 include but are not limited to; Portland Police, Assistant Payroll and Lawn Maintenance.

HOA dues will be increasing by 7% in 2014 from \$71.73 to \$76.97.

Tom Brenneke requested for electrical engineer to look over electrical audit to insure numbers are accurate.

Board approved 2014 NCOA Budget.

Appointment and Term of Officers:

Matthew Fullen discussed the Appointment and Term of Officers after the Bylaws had been reviewed. Officers are appointed or elected by the Board, not the owner, for a term of one year. Only the President of the Association has to be on the Board. Neither the Secretary nor the Treasurer have to be Board members. In theory you could appoint someone outside the Board to serve in those roles. Only if none of the Board members want to fill those roles.

The Board will deliberate at the next OA Meeting.

October Financial Review:

October Financial was reviewed by Matthew Fullen. Matthew discussed that budget comparison income is 1% year to date under budget. Payroll is also under budget. As well as total labor expense which is under budget by 16%. Admin is over budget due to courtesy patrol and legal. In 2014 courtesy patrol will be reduced significantly due to only having two police officers on-site instead of four police officers. Bottom line year to date is outstanding. There are no other major expenses coming through in 2013.

Meeting adjourned at 8:00 pm.