

**Oneonta Townhomes Homeowner's Association**  
**Board of Directors Meeting**  
**January 17, 2018**  
**10:00 - 11:00 AM**  
**@ KMO Office – 15 NE 3<sup>rd</sup> Street Gresham**

**Minutes**

**Call to Order** – Shay Jarvis

Present: Shay Jarvis, Rosemary Baum, Candace Brown, Kerry Ann O'Halloran, Gerry Barra

**Owner Requested Items**

Maggie wants an answer to the insurance questions. Shay and Kerry Ann will meet with Mardy Stevens to find clarification.

**Reports**

**Secretary's Report** – Gerry Barra- November minutes approved as corrected.

**Treasurer's Report** – Kerry Ann/Rosemary- Balances through December 31, 2017:  
Operating Account-\$2,516.40; Reserve Account- \$38,330.80.

2017 Financial Recap will transfer what remains in Operating Account to reserves every month if funds are available.

2018 Reserve Study Draft and Budget Draft- the Board reviewed the Reserve Study update draft and will request Equip Consulting to make the following adjustments to reflect

- Reflect the 100,000 loan as part of starting balance.
- Modify 4<sup>th</sup> Street roof replacement to be completed in entirety in 2018.
- Remove the Japanese maple pruning and other work because that was completed in 2017.
- The Board added in Landscaping.

End of year total income from dues approx. @70,000.

The Budget- will be revised once the Reserve Study is final draft and the Board will review.

**Association Manager's Report** – Kerry Ann O'Halloran

Hummingbird Landscaping's contact is due for renewal.  
Drainage issues have been addressed. The landscaping should help to avoid problems in the future.

**President's Report** – Shay Jarvis

Shay requested that a reminder be sent to owners about clearing snow and ice from sidewalks.

There is concern that the garage lights are not working properly. Bulbs are burning out too quickly. Kerry Ann will contact Pacific Lamp to inspect the light fixtures for any problems.

We need to establish a timeline for small repairs to the exteriors.

**Unfinished Business**

4<sup>th</sup> Street Roofing Update – Kerry Ann

Sawtooth Roofing is scheduled to begin roof replacement on January 29, 2018.

Punch List Updates still waiting to schedule repairs.

Still pending:

Status of Proposed Amended and Re-Stated Documents

Final meeting to answer insurance questions.

**New Business**

No new business.

**Next Board Meeting – Feb 14, 2018**

**Adjourn at 11:02**

The meeting will be conducted under Robert's Rules of Order, with owners given a three minute timeline in which to address requested agenda items before the Board during the "Owner Requested Agenda Items" portion of the meeting. If you have any questions, or wish to request an item be added to the meeting Agenda, please submit to:

Oneonta Board of Directors Attn: Gerry Barra, Secretary C/O KMO 15 NE 3<sup>rd</sup> Street Gresham, OR 97030 or

[kerryann@kmorealestate.com](mailto:kerryann@kmorealestate.com)

**Oneonta Townhomes Homeowner's Association**  
**Board of Directors Meeting**  
**March 7, 2018**  
**10:00 - 11:00 AM**  
**@ KMO Office – 15 NE 3<sup>rd</sup> Street Gresham**

**MINUTES**

**Present: Shay Jarvis, Rosemary Baum, Candace Brown, Kerry Ann O'Halloran, Gerry Barra.**

**Call to Order** – Shay Jarvis at 10:00

**Owner Requested Items**

No requested items

**Reports**

**Secretary's Report** – Gerry Barra- January minutes corrected as approved

**Treasurer's Report** – Kerry Ann/Rosemary- As of January 31, 2018, the Operating Account shows \$3,268.32; the Reserve Account shows a balance of \$84, 711.96.

- 2018 Reserve Study Update-still needs changes.
- 2018 Draft Budget(s) prepared pending corrections and approval by the board.

**Association Manager's Report** – Kerry Ann O'Halloran

- Repairs to dry rot on deck at 260 NE 5<sup>th</sup> are completed.
- Garage light bulbs were replaced.
- Drainage issue at 245 NE 4<sup>th</sup> has been resolved.

Pending-

- Punch List items, disconnected downspout at 245 NE 4<sup>th</sup>, gutter cleaning will occur sometime this spring.
- Hummingbird's contract is up for renewal. Anew contract was submitted. Approved the contract. Will begin new irrigation system as soon as possible.

**President's Report** – Shay Jarvis- concern about the garage lights not working. Kerry Ann will call Pacific Lamp to come and inspect the lights

**Unfinished Business**

4<sup>th</sup> Street Roofing Replacement Recap completed and will be inspected by independent inspector

Punch List Updates waiting  
Status of Proposed Amended and Re-Styled Documents- insurance questions still pending insurance clarifications.

## **New Business**

**Next Board Meeting - March 21, 2018**

**Adjourn**

11:39

The meeting will be conducted under Robert's Rules of Order, with owners given a three minute timeline in which to address requested agenda items before the Board during the "Owner Requested Agenda Items" portion of the meeting. If you have any questions, or wish to request an item be added to the meeting Agenda, please submit to:

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**Oneonta Townhomes Homeowner's Association**  
**Board of Directors Meeting**  
**March 21, 2018**  
**1:00 - 2:00 PM**  
**@ KMO Office – 15 NE 3<sup>rd</sup> Street Gresham**

**MINUTES**

**Present:** Shay Jarvis, Rosemary Baum, Candace Brown, Kerry Ann O'Halloran, Gerry Barra.

**Call to Order** – Shay Jarvis-called meeting to order at 1:00 pm.

**Owner Requested Items**

No requested items.

**Reports**

**Secretary's Report** – Gerry Barra- Review 1/17/18 BOD meeting corrected minutes. Review 3/7/18 BOD meeting minutes approved with corrections.

**Treasurer's Report** – Kerry Ann/Rosemary- As of February 28, 2018, the Operating Account shows a balance of \$3,279.72; the Reserve Account shows a balance of \$46,093.09.

**Association Manager's Report-Kerry Ann O'Halloran**

- 2018 Reserve Study Update- adjustments have been completed.
- Pacific Light replaced two bulbs in the fixtures over the garages
- Arbor Pro is working on damage to tree on 4<sup>th</sup> Street
- Hummingbird will install drip system by April 16
- Alan will inspect the driveway to determine if it needs work.
- Contract Alan Veal, Lifetime Exteriors and Richard Huep for bids to repair Punch List items. to come to fix the items that need attention.
- 2018 Draft Budget(s)-Need to determine how much we want to pay to the loan per month.
- 

**President's Report** – Shay Jarvis-no report

**Unfinished Business**

KMO Management Contract Draft-The Board will review for vote at next meeting.

4<sup>th</sup> Street Roofing Inspection will be conducted March 22.

Status of Proposed Amended and Re-Stated Documents

Irrigation/Landscaping Work

Annual Meeting Date- Tentative date June 25. Location to be determined.

**New Business**

No new business.

**Next Board Meeting - 4/18/18**

**Adjourn**

2:11

The meeting will be conducted under Robert's Rules of Order, with owners given a three minute timeline in which to address requested agenda items before the Board during the "Owner Requested Agenda Items" portion of the meeting. If you have any questions, or wish to request an item be added to the meeting Agenda, please submit to:

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**Oneonta Townhomes Homeowner's Association**  
**Board of Directors Meeting**  
**April 18, 2018**  
**10:00 - 11:00 AM**  
**@ KMO Office – 15 NE 3<sup>rd</sup> Street Gresham**

**DRAFT MINUTES**

Present: Shay Jarvis, Rosemary Baum, Candace Brown, Kerry Ann O'Halloran, Gerry Barra

**Call to Order** – Shay Jarvis at 10:00 am

**Owner Requested Items**

No requested items

**Reports**

Secretary's Report – Gerry Barra

Corrected 3/7/18 and 3/21/18 Board of Directors meeting minutes approved.

Treasurer's Report – Kerry Ann/Rosemary-as of March 31,2018, the Operating Account shows a balance of \$2,913.72; the Reserve Account shows a balance of \$49,089.57.

2018 Draft Budget(s) – Adopt-Board reviewed the 2018 budget. Shay made the motion to adopt the budget. Motion was unanimously approved.

Association Manager's Report – Kerry Ann O'Halloran-

- Annual Corporation Status filing has been completed.
- Irrigation backflow testing completed.
- Deck repair at 260 5<sup>th</sup> Street completed.
- Tree repair at 235 4<sup>th</sup> Street completed.
- New irrigation system to be completed by 4/16/2018.
- Waiting for Lifetime Exteriors to schedule Punch List repairs.

President's Report – Shay Jarvis-

Annual meeting confirmed for Tuesday June 26, 2018 at 5:30

The Board needs to decide on a long-term plan to fix issues with garage lights. The fixtures either need to be replaced or continue to replace bulbs as they burn out.

The issues with Sawtooth Roofing have been resolved.

**Unfinished Business**

KMO Management Contract-The Board is reviewing the contract.

4<sup>th</sup> Street Roofing Status- John will meet with Sawtooth to discuss items that were not completed on the roofing job.

Status of Proposed Amended and Re-Styled Documents- error in document in regard to insurance. Mardy Stevens is reviewing the documents. Will send to Stuart Cohen

Irrigation/Landscaping Work- will request that Hummingbird spread bark dust in the front yards.

Annual Meeting Date-tentative June 25 from 5-7 pm

## **New Business**

**Next Board Meeting - 5/16/18**

## **Adjourn**

The meeting will be conducted under Robert's Rules of Order, with owners given a three minute timeline in which to address requested agenda items before the Board during the "Owner Requested Agenda Items" portion of the meeting. If you have any questions, or wish to request an item be added to the meeting Agenda, please submit to:

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**Oneonta Townhomes Homeowner's Association**  
**Board of Directors Meeting**  
**May 16, 2018**  
**10:00 - 11:00 AM**  
**@ KMO Office – 15 NE 3<sup>rd</sup> Street Gresham**

**DRAFT MINUTES**

**Present:** Shay Jarvis, Rosemary Baum, Candace Brown, Kerry Ann O'Halloran, Gerry Barra

**Call to Order** – Shay Jarvis

**Owner Requested Items**

No items requested.

**Reports**

Secretary's Report – Gerry Barra

Review corrected 3/21/18 BOD meeting minutes-minutes are accepted

Review draft 4/18/18 BOD meeting minutes-approved as corrected

Treasurer's Report – Kerry Ann/Rosemary Baum-see report- There was no report in my packet, so will have to add in.

Association Manager's Report – Kerry Ann O'Halloran

Received proposal from Pacific Lamp to repair garage lights.

Gutter cleaning and landscaping will begin the last week of May.

Water reimbursements issued.

Irrigation drip system installed.

President's Report – Shay Jarvis

Proposal that the water reimbursement be done on a six month basis rather than a yearly payment. Because the irrigation system is not used during the rainy season, it would make it difficult to do so..

Arturo will start next Monday with the landscaping project.

Invite John Pedden to annual meeting to discuss the additional work needs that needs to be completed.

**Unfinished Business**

KMO Management Contract-will be in executive session.

4<sup>th</sup> Street Roofing Status-warranties are available from Owens Corning for roofing.

Punch List Updates Status- revised bid for trim repair, barge board, fascia, garage trim, and sealant as needed.

Status of Proposed Amended and Re-Stated Documents-submitted change in language on fire insurance. Awaiting changes from lawyer.

Landscaping work to be completed early June.

Annual Meeting Date June 26. Library scheduled for 5:30 to 7:30.

**New Business-**

**No new business.**

**Next Board Meeting - 6/20/18 at 10:00**

**Adjourn at 10:15 to executive session Approved Management contract. Out of exec session at 10:24**

The meeting will be conducted under Robert's Rules of Order, with owners given a three minute timeline in which to address requested agenda items before the Board during the "Owner Requested Agenda Items" portion of the meeting. If you have any questions, or wish to request an item be added to the meeting Agenda, please submit to:

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**Oneonta Townhomes Homeowner's Association**  
**Board of Directors Meeting**  
**June 20, 2018**  
**10:00 - 11:00 AM**  
**@ KMO Office – 15 NE 3<sup>rd</sup> Street Gresham**

**DRAFT MINUTES**

**Present:** Shay Jarvis, Rosemary Baum, Candace Brown, Kerry Ann O'Halloran, Gerry Barra

**Call to Order** – Shay Jarvis

**Owner Requested Items**

Irrigation along Hood and 4<sup>th</sup> is not adequately watering the plants. Kerry Ann will ask Arturo to check the system.

**Reports**

**Secretary's Report** – Gerry Barra

Review May 16, 2018 Board of Directors meeting minutes. Minutes are approved with corrections.

**Treasurer's Report** – Kerry Ann/Rosemary Baum-As of May 31, 2018, the Operating Account has a balance of \$5,572.48; the Reserve Accounts has a balance of \$54,775.96.

Board of Directors direction to Columbia Bank re: loan debit amount- For the next three months we will make the minimum payment for the loan. We will determine an increase in payment after three months.

**Association Manager's Report** – Kerry Ann O'Halloran

The Board recognizes Alan Veal for the excellent power washing job he did, and for all he does for us.

Bark dust is completed.

Garage lights – tabled.

Gutter cleaning completed.

Currently working with Lifetime Exteriors to repair dry rot, repair trim around garages and paint.

**President's Report** – Shay Jarvis-

Approved Association Manager's contract.

Finish up with Arturo about irrigation.

Need an update from Lifetime Exteriors.

**Unfinished Business**

Punch List Updates Status – Meeting w/ Lifetime Exteriors  
Status of Proposed Amended and Re-Styled Documents – Insurance Sections need clarification with owner responsibility clearly stated.

Irrigation/Landscaping Work-complete.

Annual Meeting

Adopt Agenda- Board approved

Review Draft Annual Meeting packet

**New Business:**

No new business.

**Next Board Meeting - July 11, 2018 at 10:00am**

**Adjourn**

11:00

The meeting will be conducted under Robert’s Rules of Order, with owners given a three minute timeline in which to address requested agenda items before the Board during the “Owner Requested Agenda Items” portion of the meeting. If you have any questions, or wish to request an item be added to the meeting Agenda, please submit to:

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**Oneonta Townhomes Homeowner's Association**  
**Board of Directors Meeting**  
**July 11, 2018**  
**10:00 - 11:00 AM**  
**@ KMO Office - 15 NE 3<sup>rd</sup> Street Gresham**

**DRAFT MINUTES**

**Present:** Shay Jarvis, Rosemary Baum, Candace Brown, Kerry Ann O'Halloran, Gerry Barra

**Call to Order** – Shay Jarvis

**Guest** – Stuart Cohen of Landye, Bennett, Blumstein

Amended & Re-Stated Documents – Insurance

Stuart Cohen clarified the insurance responsibilities for the Association and individual Owners.

Resolved that the association will cover damage studs out. Owners are responsible for all interior damage.

**Owner Requested Items**

No requested items

**Reports**

Secretary's Report – Gerry Barra

Review 6/20/18 BOD meeting minutes; approved with corrections

Treasurer's Report – Kerry Ann/Rosemary Baum-As of June 30, 2018, the Operating Account shows a balance of \$8,454.38. The Reserve Account shows a balance of \$ 51,456.74.

Association Manager's Report – Kerry Ann O'Halloran

Punch List items are in process with Lifetime Exteriors.

Arbor pro will be out to assess damage to tree on 4<sup>th</sup> street.

Garage lights are on hold while more pressing issues are resolved.

President's Report – Shay Jarvis

Board needs to make suggestions to warn owners about potential damage from overwatering plants on decks.

**Unfinished Business**

Punch List Updates Status – Lifetime Exteriors is preparing a report and recommendations for 200 NE 5<sup>th</sup>.

Status of Proposed Amended and Re-Stated Documents – Insurance section- final changes are being made and will be completed within the next week.

Irrigation/Landscaping Work— Arturo needs to assess the even distribution of water and adjust timing of irrigation for east end and west end.

Concern that weeding and other maintenance is not being done.

## **New Business**

No new business.

**Next Board Meeting - August 15, 2018**

**Adjourn**

11:09

The meeting will be conducted under Robert's Rules of Order, with owners given a three minute timeline in which to address requested agenda items before the Board during the "Owner Requested Agenda Items" portion of the meeting. If you have any questions, or wish to request an item be added to the meeting Agenda, please submit to:

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**Board of Directors Meeting**  
**August 15, 2018**  
**10:00 - 11:00 AM**  
**@ KMO Office – 15 NE 3<sup>rd</sup> Street Gresham**

**MINUTES**

**Present:** Shay Jarvis, Rosemary Baum, Candace Brown, Kerry Ann O'Halloran, Gerry Barra

**Call to Order** – Shay Jarvis

**Owner Requested Items:** no requests.

**Reports**

Secretary's Report – Gerry Barra- Review July 11, 2018 Board of Directors' meeting minutes-approved with corrections.

Treasurer's Report – Kerry Ann/Rosemary Baum- As of July 31, 2018, the Operating Account has a balance of \$4,610.63; the Reserve Account has a balance of \$59,365.30.

Association Manager's Report – Kerry Ann O'Halloran

Pest control has been completed

Sidewalk grinding of seven sidewalks is completed.

Patch saw cut at 245 NE 4<sup>th</sup> is completed

Pending Arbor Pro bid to remove damaged tree on NE 4<sup>th</sup> Street.

President's Report – Shay Jarvis

Can Lifetime Exteriors continue to work on other pending repairs while we are waiting to resolve issues at 200 5<sup>th</sup> Street?

**Unfinished Business**

Lifetime Exteriors report re: Deck at 200 NE 5<sup>th</sup> – communication to owner-

Owner will be notified regarding deck repairs prior to finishing siding,

Will ask Lifetime to submit two separate bids, one for the Association's responsibility and one for the Owner's responsibility. Will accept the bid when responsibility is sorted out.

Status of Proposed Amended and Re-Styled Documents – Insurance Section

**New Business**

No new business

**Next Board Meeting - September 19, 2018**

**Adjourn**

11:00

**Guest - Tina Osterink, City of Gresham - Street Tree Discussion**

The meeting will be conducted under Robert's Rules of Order, with owners given a three minute timeline in which to address requested agenda items before the Board during the "Owner Requested Agenda Items" portion of the meeting. If you have any questions, or wish to request an item be added to the meeting Agenda, please submit to:

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**Board of Directors Meeting**  
**September 19, 2018**  
**10:00 - 11:00 AM**  
**@ KMO Office – 15 NE 3<sup>rd</sup> Street Gresham**

**MINUTES**

**Present:** Shay Jarvis, Rosemary Baum, Kerry Ann O'Halloran, Gerry Barra

**Call to Order** – Shay Jarvis

**Owner Requested Items** – No requested items

Owner Requests – Seeberts

Request for Lifetime to repair/reconnect Comcast cable- Lifetime exteriors will be contacted

Request to inspect roof near chimney-Lifetime will look at it when they are out.

Request for draft annual meeting minutes. The Board can post only when approved by the Association members. The owners were sent the agenda from the annual meeting.

**Reports**

Secretary's Report – Gerry Barra- August minutes approved with corrections.

Review 8/15/18 Board of Directors' meeting minutes.

Treasurer's Report – Kerry Ann/Rosemary Baum-Balances through August 31, 2018:  
Operating Account-\$5,289.85; Reserve Account-\$58,096.20.

Association Manager's Report – Kerry Ann O'Halloran

Pending: Punch list items

Irrigation and plants-scheduling time to meet with Arturo

Damaged street tree on 4<sup>th</sup> Street- working with Arbor Pro to remove.

Garage lights tabled pending funds and completion of more pressing repair items.

President's Report – Shay Jarvis-no report

**Unfinished Business**

Lifetime Exteriors – Status of Repairs-

Board approved bid for association responsibility for repairs to 200 5<sup>th</sup>.

Approved lifetime bid for repairs other than 200 5<sup>th</sup>.

Status of Proposed Amended and Re-Stated Documents – Insurance Section – Bylaws corrected to reflect Declaration language.

Board agreed there is a need for an Insurance Resolution.

4<sup>th</sup> Street Tree(s) - Review Info from Tina Osterink, City of Gresham.

## **New Business**

Roadway Use Review – Gerry- closure of driveway requires written permission from Board.

**Next Board Meeting - October 17, 2018**

**Adjourn**

**11:00**

The meeting will be conducted under Robert's Rules of Order, with owners given a three minute timeline in which to address requested agenda items before the Board during the "Owner Requested Agenda Items" portion of the meeting. If you have any questions, or wish to request an item be added to the meeting Agenda, please submit to:

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**Board of Directors Meeting**  
**October 24, 2018**  
**10:00 - 11:00 AM**  
**@ KMO Office – 15 NE 3<sup>rd</sup> Street Gresham**

**MINUTES**

**Present: everyone**

**Call to Order** – Shay Jarvis

**Owner Requested Items**

Blondheim (see email attached)

A new lock will be put on irrigation system controls and have a key available at KMO and with Gerry Barra and Rosemary Baum.

**Reports:**

Secretary's Report – Gerry Barra

Review 9/19/18 BOD meeting minutes-

Treasurer's Report – Kerry Ann/Rosemary Baum- As of September 30, 2018, the Operating Account shows a Balance of \$1664.11; the Reserve account show a balance of \$ 60,930.26.

Reserve Study-

2019 Reserve Study Proposal from Equip Consulting- we are due for an onsite inspection, but will investigate if we can postpone one more year.

Columbia Bank Loan – see email on new loan info-Columbia Bank- working on using remainder of loan to complete repairs.

Association Manager's Report – Kerry Ann O'Halloran

Garage lights –bulbs replaced.

Fourth Street tree removed

Communication to owners:

Cookie exchange- bring a toy for the Fire Department's Toys for Tots. December 9, 2018 from 1-3 at Candace Brown's home.

Reminder for winter owner responsibilities.

President's Report – Shay Jarvis

No report

**Unfinished Business**

Lifetime Exteriors – Status of Repairs

Work in progress- will check on dates for completion.

Status of Proposed Amended and Re-Stated Documents –

Insurance Resolution – Review Draft- tabled until November meeting

Enforcement Resolution – recommended modifications incorporated 8/16/18

4<sup>th</sup> Street Tree(s) - Review Info from Tina Osterink, City of Gresham-

Will submit a grant proposal to the city to cover 10% of the cost of tree replacement for 4<sup>th</sup> Street.

Will research the viability of solar panels –talk to John- private party on assoc. associated issues etc.

**New Business**

10:55

**Next Board Meeting - November 21, 2018**

**Adjourn**

11:47

The meeting will be conducted under Robert’s Rules of Order, with owners given a three minute timeline in which to address requested agenda items before the Board during the “Owner Requested Agenda Items” portion of the meeting. If you have any questions, or wish to request an item be added to the meeting Agenda, please submit to:

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