

State Street Condominium HOA meeting May 7, 2013 – meeting called to order at 7:00pm

Management Present: Geoffrey – CEO of Greentown Real Estate; Doug, Accounting, Greentown Real Estate; Danielle, Leasing Manager, Greentown Real Estate

Board members present: Jan Jansen, Brock Enyeart, Fran Johnston

Owners present: Sandy Jackson, Sandy Iseke, Caitlin Massey

Reports from property manager

Corporate filing was due in November and was not filed – Geoff took care of that

Income and Expense Statements presented: Operating Account has \$ 3175, Reserve Account has \$23,002.

Monthly bills for HOA dues – Greentown will e-mail bills on the 1st, due by the 20th

E-mail list is being updated for sending out meeting notices and monthly bills

Board Business

We will have slightly higher gardening billing for the summer as lawn will be mowed weekly alternating with complete landscaping job bi-weekly – cost will be \$185 per month for the summer

Roof moss removal: Geoff will get the moss removal bids

Driveway repair/replacement - Sandy has a letter from City of Lake Oswego to send Geoff regarding our responsibility/rights vis a vis the driveway repair – Meanwhile, Geoff will get large hole cold-patched.

Discussed whether to restore the “Do Not Enter” street sign that used to be at bottom of driveway

Sandy Iseke doesn't have a key to the lower hallway door – Geoff has a key guy who will look at it

Garage doors – Board discussed getting a bid for four garage doors to complete the project, then assess each property the cost of the door “due and payable on or before 5/1/2016.” Cost goes onto each property as an assessment. Owner can pay it off right away, make payments or pay it off completely in three years, or if unit is sold, it will be due on the sale of the unit because it is an assessment.

Owners/tenants need to keep hallways clear; Entry doors to have two pots only on either side.

Board discussed garage sales and agreed they are not allowed

Walked the property and took note of needed maintenance projects – Geoff will get bids for gutter and French drain cleaning, moss removal, new sweep on bottom of exterior hallway door.

Next meeting will be our Annual Meeting - Tuesday July 9– agenda will include budget, discussing CCR's, especially keeping hallways clear, keeping breezeway clean and uncluttered, how to best enforce CCR's, duties of owners to inform tenants of HOA rules.

Meeting adjourned at 8:30pm