

**MINUTES OF THE MARWOOD CIRCLE  
BOARD OF DIRECTORS MEETING  
January 16, 2007**

Board Members Present: Steve Walker and Shari Adams

Also Present: Karin Whitney of Eugene Burger Management Corporation

A quorum was established and the meeting was called to order at 6:00 pm.

MINUTES:

The Board reviewed and approved the following revised meeting minutes:

- June 19, 2006 Board of Directors Meeting
- June 19, 2006 Annual Homeowners Meeting
- October 3, 2006 Board of Directors Meeting
- October 18, 2006 Board of Directors Meeting

OLD BUSINESS:

The following items were pending as old business and were discussed at the meeting:

Concrete Grinding - The Board noted that the concrete grinding repair provided by Marizco Landscape was uneven with rocks sticking out. Carra Clampitt previously suggested that Tom Olson may repair the work at no cost. No update was available from Carra or Tom. Therefore, the Board has authorized repair cost up to \$200.00. Management will contact Tom Olsen to repair. The area to repair is closest to the street, near the mailbox, north end at 1792 Marlow.

Landscaping – The Board will meet with new landscape contractor Greg Gill to overview planting improvements, tree removal, and bud prohibiting. Shari will contact Greg.

Gutter Screens & Cleaning - The Board discussed the pending installation of gutter screens in Units 1740, 1774 & 1792. Steve will locate the measurements previously given to EBMC and forward them to Management. The Board approved the gutter-cleaning proposal by Spurgeon. Management will contact Spurgeon of acceptance and request a date for providing service. Management will ask Spurgeon to install screens.

Fence Repair – The Board has accepted Dave Kiner’s proposal to repair the fence at #1740 as a Reserve expense, which was approved by the Board previously. The Board has also authorized repair of the fence at #1788 not to exceed \$515.00.

Barn Owl Boxes – The Board will address this proposal if rodents become an issue again. Presently, Shari has not seen or heard any rodents and feels that at present the Barn Owl boxes are unnecessary.

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Siding / Painting - The Board again requested siding repair and painting proposals for Units 1792 – 1754, 1780 - 1784, and 1770. Shari brought information from Mark Gustely, Contractor, at 481-2796. Management will request estimate from Gustely and Urban Brothers.

Garage / Pole Lights – As noted on diagram provided by the Board, the Pole Lights in the Common Area and in front of Units 1716 & 1720 are still not working. The garage light at 1774 and the street-number light at 1792 are also out. Management will have Dave Kiner check for replacement or repair. If repair is needed, an electrician will be contacted.

Bulletin Board Cabinet – The Board is pleased with the quality construction of the cabinet. Management to request cabinet keys from Dave Kiner.

Financial Records – The Board requested an update on the correcting entries requested earlier in 2006. Most of the journal entries were complete, but a few accounts payable items and a reserve transfer are still outstanding. EBMC will arrange a meeting with the Board and the Management accountant.

The discussion of Certificates of Deposit, Satellite Dishes, and usage of the new bulletin board will be deferred until Lacy can join the discussions. The Board will setup a follow-up meeting and forward minutes to EBMC.

**NEW BUSINESS:**

Break In Unit 1778 – The Board discussed the break-in and the steps taken by EBMC. Management to follow up with Mae Mounkes by February 1, 2007 regarding the work performed by Tom Olson to secure the property.

Architectural Procedures – By review of the annual disclosures to homeowners, the Board determined that Architectural Procedures have not been established. EBMC will provide examples from other similar associations for the Board's consideration.

**FINANCIAL:**

A discussion was held regarding the delinquent homeowners and the steps that are being taken by Pro-Solutions. The Board will follow-up with EBMC / Pro-Solutions after the 30-day payment plan offer for Unit #21 expires. The Board also inquired if Unit #22 was referred to Pro-Solutions (with no fee waivers and accrued interest – since homeowner habitually pays annually rather than monthly) as discussed with EBMC on 12/21). Management to notify Pro-Solutions and inform of 2007 dues increase, referral of #22, and progress of #21 requesting appropriate action of the Board to follow-up with a non-certified letter, without invalidating previous notices.

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A number of new financial questions were posed by the Board. As indicated above, Management will arrange a meeting with EBMC staff property accountant.

The Board has requested to table approval of the financials to the next Board of Directors Meeting until specifics are answered.

The Board also requested the cutoff date of the Bank Accounts be moved to month-end for easier reconciliation. The Board also inquired about the status of online access – EBMC is still researching.

The Board also requested EBMC's advice on the Reserve Study due this year. EBMC advised this should be commenced in early-to-mid 2007. Further discussion will be deferred until the next Board Meeting.

**NEXT MEETING DATE**

The next meeting will be held on March 20, 2007 at 6:00 p.m.

There being no further business, the meeting adjourned at 8:30 p.m.

Respectfully submitted,

Karin Whitney  
Property Supervisor