

**Wildflower Two Association of Unit Owners  
Board of Directors Meeting  
September 27, 2008  
Momeni Sunriver Home, Unit 54**

These minutes are subject to correction at the Board of Directors meeting.

**Directors Present:** Richard Bennett (by phone), Rod Englert, Gary Lorenz, Ali Momeni, Bob Rath

**Management Present:** Joanna Johns

**Owners Present:** Ruth Jenkins, Ruth Momeni

**Call to Order**

President Rod Englert called the meeting to order at 11:12 A.M.

**Approval of Minutes**

*Upon motion duly made, seconded and unanimously approved, it was:*

**Resolved:** to approve the minutes of the July 11, 2008 board meeting.

**Financial Report**

Treasurer Ali Momeni and Joanna Johns reported on the financial condition of the association as of August 31, 2008. Changes requested at the July board meeting for the Balance Sheet were completed. The Profit and Loss Report was substantially unchanged from the July report with variances in snow removal and fences.

The 2009 Budget Draft and Reserve Plan Review were postponed to later in the meeting after all bid proposals are finalized.

**Manager's Report**

*Grounds and Snow Removal Proposals 2008-2009*

Two proposals, Affordable Yard Care and Robert Klaver Landscaping, were presented for grounds and snow removal services. The bids were close in cost comparison for similar services.

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*Upon motion duly made, seconded and unanimously approved, it was:*

**Resolved:** to approve the Robert Klaver Landscaping services for snow removal (\$790 per removal inclusive for roads, paths, walkways and entrances) and grounds maintenance not to exceed \$18,800.

*Stump Grinding Proposal*

The cost of grinding 105 stumps is \$1500. Work will be done in late fall in conjunction with the removal of SROA approved trees.

*Crack Sealing*

The Board approved crack sealing the asphalt prior to the start of winter at a cost of \$1197.85 by McMillan Asphalt Contractor.

*Garbage Enclosure Change*

The Board directed management to explore low profile, environmentally aesthetic solutions after checking on probability of push cans being mandated in future by the garbage service provider. Tabled waiting for more information. The projected project implementation plan is 2012.

*Wood Storage and BBQ Proposal from SR Resort*

The Board agreed to recommend through their website that owners implement these ideas of a wood storage holder (does it adjust for width?) for the reduction of pest infestation when wood is off the ground and BBQ safety on wood decks. Joanna will check with Mike Smith to see if owners could order these items through his office.

*Update on Unit 36 Hot Tub Status*

Repairs are being made on this deck and surrounding area per the letter sent to the owner from Tom Wolf stipulating the lease agreement requirements for maintenance. Joanna will monitor the extent of repairs and document progress.

*Management Update on Operations*

The Action Plan List created at the July 2008 Board Meeting is 95% complete. Joanna will complete letter to Unit 28 owners and finish asphalt inspection for low areas.

*Entrance Signs*

The Board requested examples of new entrance signs in a rustic style.

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**Current Business**

*Nominating Committee for Annual Meeting*

Rod Englert appointed Gary Lorenz to serve as chairperson of the 2008 Nominating Committee. A notice asking for volunteers will be added to the annual meeting packet with Gary's contact information included as a way for owners interested in serving on the Board to express their interest. Bob Rath expressed an interest in another term. Ruth Jenkins expressed an interest in serving on the board again. Richard Bennett declined to serve again. Rod thanked Richard for his service to the association and promised the Board would acknowledge Richard at the annual meeting in Richard's absence.

*Re-evaluate Bylaws*

Rod has reviewed all amendments recorded with the county and it appears there may be amendments approved by owners in the past that were never recorded with the county. Ruth Jenkins and Joanna will review files and documents for these records. If in fact they are approved, a recording can be made. Board to be advised on progress before any action is taken.

*SROA Bike Path Connector*

Questions regarding the ability of the SROA to request an easement from WF Two for the land they would like to use for a bike path connector and the possible cost of that acquisition; the comparative cost for SROA to acquire land versus construct a tunnel for use of the more generous common available on the east side of Abbot Drive were discussed. Rod will handle this proposal with SROA.

*Swimming Pool Property Proposal from Wildflower I Association*

Wildflower I Association contacted WF Two through their manager Deanna Knox to request the ability to clean, maintain and improve this parcel of land that belongs to the WF Two Association located in front of the WF I units. Joanna to reply in a letter that states the WF Two Association performed maintenance and knapweed pull on the parcel in early fall and will continue to maintain and clean the site.

*Phase Three Entrance and Step Repair Bids*

Three bids were presented for this project. Sun Forest proposed a paver solution, C&T Construction a stamped concrete solution and Miller Construction a brushed concrete.

*Upon motion duly made, seconded and unanimously approved, it was:*

**Resolved: to approve the proposal of C&T Construction for a stamped concrete solution to replace the entrance pads and paver steps on Units 53 to 66 at a cost of**

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\$62,104. Bob Rath to contact contractor to inspect and/or discuss installations contractor has installed that are over 10-15 years to verify long term viability of product. Joanna to request contractor provide an estimate for electrical conduit in installation for ice and snow management; contractor to present recommendations to the board for texture and color. The Board agreed that if the four worst steps could be repaired this fall the remainder can be repaired for winter and then the project completed in spring. No salt used management through signage and letters to management companies plus use of sand pails if electrical wire is not used are required.

*2009 Operations Budget and Reserve Plan Review*

Tony Cunha, CPA made the following recommendations for the meeting:

On operating expenses, it is basically break-even. The only major variance in 2008 was snow removal. I changed the 2009 budget to reflect actual expenses, but essentially followed the 2008 budget. Items that you may want to take a closer look at are landscaping, insurance and snow removal. The operating budget includes a \$5,000 contingency.

On the reserve side, I followed Ruth's reserve plan for 2009, which is a big number - \$110,000 reserve expenses vs. \$46,000 of reserve dues. It also looks like several projects planned for 2008 were not done and I did not roll these forward.

I did not extend the budget to the 15-months that would be required to change to a calendar year cycle in 2009. Unlike MHN which has an odd accounting year but file tax returns on a calendar year (therefore a change to calendar year has no tax consequences), WFII files its tax return on a September 30 fiscal year. To change the year for tax purposes requires IRS approval, a process that takes time and is expensive. I thought it best to leave it alone for now.

Ruth Jenkins and Joanna had had two meetings to review these records. Ruth suggested the assessment be increased to \$725 to cover reserve needs; operation needs are covered through existing assessment as indicated by Tony. The reserve plan was modified by Ruth to reflect all new changes in timelines and costs. She will convey this to Tony for implementation.

*Upon motion duly made, seconded and unanimously approved, it was:*

**Resolved:** to approve the recommended changes by Ruth and Tony for the reserve plan and increase the assessment to \$750 per quarter, with the stipulation that the change be announced in the annual meeting packet, with owner consensus at the annual meeting on October 18<sup>th</sup>. The Board hopes to hold the \$750 assessment for three years. Management will hold fee increases for same period.

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The Board asked Ruth to do the annual meeting treasurer's report; she has done an excellent power point presentation for many years and the board likes her format.

The meeting adjourned at 1:30 pm.

**Next Meeting:** October 18<sup>th</sup> Annual Meeting, SR Library 1:00 pm

**ACTION PLAN:**

- |  |               |
|--|---------------|
| 1) Award bid for snow and grounds.   | Johns         |
| 2) Add pine beetle tree in front of Unit 54 to grinding project.                           | Johns         |
| 3) Crack seal prior to winter.   | Johns         |
| 4) Explore low profile garbage enclosures  | Johns         |
| 5) Explore new rustic entrance sign options  | Johns         |
| 6) Monitor Unit 36 hot tub repairs   | Johns         |
| 7) Nominating Committee notice in mailing  | Johns         |
| 8) Bylaw Amendment review  | Jenkins/Johns |
| 9) Bike Path Connector   | Englert       |
| 10) WF II Pool Letter to WF I  | Johns         |
| 11) Phase 3 step repair bids and winter repairs  | Johns         |
| 12) Revise reserve   | Jenkins/Cunha |
| 13) 2009 Assessment Increase notice in mailing   | Johns         |
| 14) Annual Meeting treasurer's report  | Jenkins       |
| 15) Check with Mike Smith on availability and price of<br>Wood storage units and BBQ trays | Johns         |
| 16) Put information on website   | Jenkins       |