

XYZ Condo Association

SL# 99998

Units: 45

Property Manager: Brett
Accountant: David
Resident Manager: n/a

BOARD OF DIRECTORS:

<u>Name</u>	<u>Position</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Mobile Phone</u>	<u>Unit</u>	<u>Term</u>
Ted Dollars	Treasurer	(503) 888-8888	(503) 999-9999	(503) 444-4444	15	04-08
Brandon Roy	Secretary	(503) 999-9999	(503) 555-5555	(206) 444-4444	25	05-07
Susan Times	President	(503) 111-1111	(503) 222-2222	(503) 333-3333	01	06-08

BOARD CONTACT POLICY: OK to give out BOD phone numbers? No
OK to give out BOD e-mail addresses? Yes

INSURANCE:

Policy Type: Bldg/Liab/DO/E Agent: David Siefarth Phone: (503) 684-6411
Pol Number: XYZCONDO 1234 Agency: Siefarth Insurance Services Fax: (800) 508-1225
Deductible: \$10,000.00 Address: 6975 SW Sandburg RD. Suite
Expires: 1/1/2008 370, OR 97223-

EMERGENCY INFORMATION

Delivery Procedure:

Door Entry Code:

Intercom Phone Access: *2341

Garage Remote Code: + 1234 - 5678

Water shutoff location: Master Shut off lobby utility Room - Unit shut offs hallway closet

Gas shutoff location: Master Shut off lobby utility Room

Electric Master location: Garage Utility Room Door

Fire Alarm Panel location: Lobby

Lock Boxes:

Temp Vendor Code: *1234

STATISTICS / POLICIES

Board Meets: 2nd Wednesday

Meeting Freq.: Monthly

Board Quorum: 50%

Annual Meeting: January

Quorum: 51%

Notice Mailed: Not less then 10 not greater then 45 days

Bldg Built Date:

HOA Start Date: 1/1/2006

Turnover Date: 9/1/2006

Tax ID Number: 24-5198692

Fiscal Year End: December

MINUTES: Typed by: Secretary

Issued by: Secretary

E-mail to: Board

Mailed to: n/a

Posted to: www.kmcondo.com

ACCOUNTING POLICIES:

A/P Approval: \$1,000.00

Grace Period: 10

Late Fee: \$35

Finance Charge: 25

Fininacial Statements: Email Financial Statements

Delinquency Policy: Collection Policy Resolution with Vial Fotherinham

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COMMITTEES:

<u>Committee</u>	<u>Name</u>	<u>Position</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Mobile Phone</u>	<u>Unit</u>
ARC Committee	Jim Bower	Chair		(503) 444-4444		24
<u>Committee</u>	<u>Name</u>	<u>Position</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Mobile Phone</u>	<u>Unit</u>
Landscape Committee	Dennis Seven	Chair	(503) 777-7777			65
<u>Committee</u>	<u>Name</u>	<u>Position</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Mobile Phone</u>	<u>Unit</u>
Rules Violation Committ	Chuck Norris	Chair			(971) 265-2525	45

CONTRACT SERVICE PROVIDERS:

Janitorial

HOA Maintenance Services

Phone: (503) 699-0915 Renewal Date: Schedule: Bi-monthly
Contact: Contract Amount: \$150.00 Comments:
Acct#: Entry Code: 2415

Landscape

Willamette Landscaping

Phone: (503) 625-9600 Renewal Date: Schedule: Weekly
Contact: Contract Amount: \$450.00 Comments:
Acct#: Entry Code:

Pest Control

Critter Control

Phone: (503) 244-0993 Renewal Date: 2/10/2008 Schedule: Monthly
Contact: Contract Amount: \$100.00 Comments:
Acct#: Entry Code:

MISC. SERVICE PROVIDERS:

Roof Installation

Arrow Roofing & Sheet Metal

Phone: Renewal Date: Schedule:
Contact: Contract Amount: Comments: Installed Metal Sloped Roofs
Acct#: Entry Code:

Interstate Roofing

Phone: (503) 639-3056 Renewal Date: Schedule:
Contact: Dave Peterson Contract Amount: Comments: Installed Flat Roof
Acct#: Entry Code:

UTILITIES:

<u>Provider</u>	<u>Phone:</u>	<u>Acct#</u>	<u>Meter:</u>
PGE	(503) 228-6322	11111	11111
NW Natural	(503) 226-4212	2222	3333