

DRAFT MINUTES WILLAMETTE TOWERS HOA BOARD MEETING
WEDNESDAY, MAY 1, 2013, 5:30PM

BOARD MEMBERS PRESENT: DAN SOLITZ, CHAIR; RICK LOWEN, TREASURER; DOUG BEAUCHAMP
ABSENT: GINY LANDGREEN

OTHERS PRESENT: DOTTIE KEMP, ESTHER KONOP, INDER DATTA, JOANNNE GULSVIG, GAIL HAND,
DANIEL HARDT, OLIVER THORNTON, DIANE SOLLINGER, BMC, SARAH BENNETT, BMC

COMMENTS FROM RESIDENT: NONE

The March 2013 minutes were approved.

Treasurer's Report:

Rick Lowen reported that our revenue and expenses are in line with our projected budget. At the end of March, eight owners were showing past due balances. Of these eight, three paid all overdue March fees during April. The payment of our annual insurance premium in February again affected our March cash flow, resulting in no transfer of funds to our reserves. We did transfer \$5000.00 in April, and hopefully will get back on track with our monthly contributions. It was moved and seconded to approve the report.

Committee Reports:

Major Maintenance: The committee and members of the board met with the elevator consultant to discuss the two bids that were received. It was decided following that meeting to meet with Otis representatives to discuss an additional proposal made by Otis. This proposal was presented as a "value engineered" option, which includes all code requirements, new mechanical systems, and upgrades for cab interiors. The cost for this proposal is approximately \$347,000 (significantly less than the other bids received). Following the meeting the committee decided to recommend this option to the board for our elevator modernization project. It was moved, seconded and approved to accept the committee recommendation. Dan Solitz will contact Otis to obtain additional information about the maintenance contract, proposed schedule of work and final costs.

Dan also reported that the hot water boiler was inspected to satisfy requirement by our insurance company. The inspector suggested that an epoxy lining on the interior of the boiler could extend the life of the boiler another five years. The committee will examine the options and report back.

Architecture committee: No report

Housekeeping Committee: Ken G., Esther K., and Doug B. completed a successful walk through of the building interior and exterior grounds. The committee reported this is a good way for owners to become more familiar with the building and encouraged interested owners to become part of the committee and participate in the walk through.

Smoke-free Committee: Doug Beauchamp provided examples of outdoor signage that would be installed by June 1, 2013. It was decided to review these at the upcoming planning committee to make final decisions.

OLD BUSINESS

- It was decided to re-examine our fax line when the Century Link contract is renewed in October 2014.
- Doug Beauchamp provided an updated copy of our "Rules and Procedures" for our website. Following discussion the updated document was accepted by the Board.

BMC REPORT

- The scheduled window inspection was cancelled at the last minute due to additional information received from the vendor on Friday before the inspections were to begin on Monday. The vendor had initially believed that a visual inspection would be adequate. However, while making repairs on windows in a unit he determined that it would require removal of operable windows to determine if one particular part needed to be replaced. The vendor has forwarded a new bid proposal for this project, which the board will review at the next planning meeting.
- BMC will schedule exterior window washing once the window inspection is settled.
- Doug Beauchamp contacted our Website provider, Bravo. He confirmed that the domain is registered to Willamette Towers. Doug and John Rose will meet with Bravo to review and changes and updates.
- BMC reported that two of our one year commercial leases expire at the end of June. BMC recommended that we extend these leases for one year and do a market review for any possible changes at the end of that year. Following discussion, it was moved, seconded and approved to proceed as recommended.
- Diane reviewed Action Grams and Incident Reports. Two items, outside faucet on 2nd floor terrace and request to remove magnet from 2nd floor fire escape door, will be reviewed at next board planning meeting.

NEW BUSINESS

- Board planning meeting scheduled for Tuesday, May 14 at 5:30pm.

Moved, seconded and approved to adjourn meeting.