

WT Office 1/21/2014 5:00 pm

Rick Lowen, Treasurer and acting Chair

Giny Landgreen, Secretary

Douglas Beauchamp

Dan Solitz, absent

Diane Sollinger, BMC

Present: Oliver Thornton, Dottie Kemp, Luther Greulich, Jean Kern, Joanne Gulsvig, Dennis Clay, Annette Gurdgian, Jean Marie Moore, John Rose

Minutes of 12/18/2013 were approved as corrected.

Treasurer's report was approved. The yearly report of finances will be available at the annual meeting.

A motion passed to utilize the service of our Portland attorneys, Vial Fotheringham LLP, to collect debts of a certain size.

A motion to approve the revised 2014 budget passed. The dues will be adjusted retroactively to January 2014 to account for any overpayment.

A motion passed to accept the letter about HOA dues adjustment.

A motion passed to reimburse 202 for plumbing charge.

The Board voted to accept the carpet cleaning in the hall by 808 by Brothers Service.

Planning Meeting: February 8, 2014 5:00

Annual Meeting: Tuesday, 25th of February at 7:00 pm. Materials pertaining to the annual meeting will go out to owners the week of 1/27/2014.

Adjourned at 6:35

Respectfully submitted by Giny Landgreen 1/26/2014

February 25, 2014

Dan Solitz presided over the meeting. It was established that there was a quorum by adding those owners present and proxies. Minutes of last year's meeting were read by Giny Landgreen. Rick Lowen presented the Board report of major accomplishments of the last year:

- WT is now smoke free inside and outside
- Work on overhaul of the two elevators will start in March of 2014
- Working with BMC to reorganize the on-site staff
- Website enhanced through the volunteer efforts of WT resident John Rose
- Roof access door constructed.
- Window inspections implemented in all units and a policy put in place for ongoing inspections
- Laundry updated with an effective credit card payment feature
- Reduced dues assessment for 2014 approved along with an increase in annual allocation to the Capital Reserves and a savings from eliminating the bulk cable contract
- Volunteer committees and the Board worked effectively together with BMC's professional, Diane Sollinger

Rick Lowen presented the financial report with an explanation of expenses.

Committee Reports from the Major Maintenance & Repair, Housekeeping, and Architecture/Design Committees were read. Those residents who volunteered were thanked and named: Dan Solitz, Jeanne-Marie Moore, Dave Lottier, Luther Greulich, John Rose, Ken Guzowski, Giny Landgreen, Douglas Beauchamp, Esther Knopp, Oliver Thornton, Joanne Gulsvig, Dorothy Quirk, and Rick Lowen gave their time on many occasions toward improvements at Willamette Towers.

Jean Kern, Dan Hardt, and Oliver Thornton were elected by a show of hands to fill the three vacant Board positions. Douglas Beauchamp and Giny Landgreen completed their terms.

The meeting was adjourned.

There was a period of general questions open discussion led by Dan Solitz following the meeting.

Willamette Towers Board of Directors Meeting
Tuesday 25 March 2014 **5:PM Willamette Towers' Office**

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Jean Kern, Secretary
Dan Hardt
Oliver Thornton

BMC:

Diane Sollinger
Mark Tanner

Present:

Susan Connolly
Joanne Gulsvig
Dottie Kemp
Jeanne-marie Moore
Luther Greulich
John Rose

Review of 2104 Mar 05 **minutes** – put off until next meeting

Treasurer's report was approved. Because of the computer replacement, we are spending more than expected this month.

Committee Reports:

Policy: Susan Connolly reported that 4 people have signed up to help research 2 areas and to report out in May after reviewing the full list of all policies on line. The updated version of these policies will be posted by the elevators and on line to help keep residents and tenants advised of WTowers guidelines for living, successfully, in this community.

Requesting: The Board and BMC are discussing adding an additional 10 work hours weekly to Celina's work hours in order to bring the office files up to date. An example of tasks Celina is working on include
a current updated list of owners and tenants,
their contact information
verification of window inspection for each unit, including any work that needed
to insure their safety. Currently 40 apartments are missing updates.

Diane will submit a current list of Celina's tasks with a second list of tasks to be accomplished during the additional 10 hours weekly, being requested.

Architecture: Rick Lowen reported on conversations with Sandpiper Imports about the Arborvitae damage on the north side of the building. Ken Guzowski(Sandpiper Import Service)has discussed with Sperry Tree Service about trimming up and replacing needed sections of the hedge. This will require about 6 plants at \$120 in addition to the evergreens on the north side. Requesting approval of \$400 for plantings, dirt and work, leaving \$600 in Architecture budget for professional pruning on the grounds. \$250.00 was authorized for plantings and seconded.

Green Committee: Susan Connolly reported that the Green Committee requests that next fall the staff person be told to place the leaves on the street without being placed in plastic bags for pick up on the city's schedule. The city picks up the unbagged leaves and turns them into garden mulch; the plastic bags go to the landfill. At a later planning meeting, a discussion of debris containers will be held.

Web Site: John Rose has worked 1 ½ years with Doug Beauchamp, redoing Willamette Towers' web site and improving its overall functionality. John wrote an editor's guide for posting board minutes. It was moved and seconded to pay John's invoice for \$105, plus another \$40.00 for editor's guide. It was suggested to put a Lost and Found page on the web site. John Rose wants to transfer out and is training Celina.

Old Business: Illegal storage continues in some parking areas on the lower level.

A one week **move in/ move out notification policy** was adopted with a \$300.00 fine for those moving in/out in violation of this one week moving notification.

Elevator Modernization: The work will be starting 26 March, 2014, with a planned move to the job site at the Towers to take place 27 and 28 of March. Both elevators will be down 31 March for an hour or two.

Arrears past two months due: 1 person resolved the issue; the other, over 90 days in arrears, is to be turned over for collection.

Potable Water System: Reccirculation pumps were changed out. Check valves were replaced. The new ones are all brass. The valve and asbestos removal is still on, with money in reserves, for 2018.

A motion passed to assign \$1,000.00 to line item the clearing of pipes. Mark talked about clearing out catch basins in the back of the building. Drain Master couldn't see clearly. Mark recommended a vac truck out to flush out pipes. The breaks out to %500.00 for the vac truck to jet out the drains and \$200.00 to run the camera through the drains.

202 Water Damage: Joanne Gulsvig updated progress and asked Diane to hold checks. She is requesting that bylaws match what is stated in insurance guidelines; also that her HOA dues receive a waiver for the time 202 has been uninhabitable, approximately January through May, 2014. A motion was passed to reimburse Joanne \$203.00. Joanne also requests that the board see the video of the faulty drain pipe.

BMC Report: Three bids for window cleaning have been submitted. The low bid last year did not do a good job. Water spotting was rampant and left; not remediated. Diane was tasked with acquiring three new bids that will include squeegeeing windows post watering, and cleaning building ledges and ribs. The consensus among those attending that window washing needs to be accomplished twice yearly.

New Business:

The new printer is up and running.

The fob computer has been installed. We are currently waiting for the software necessary for fob programming.

The 'junker' will be used for fob business.

Elevators: Work by others includes installing the heat/ cooling pump. "OTHERS" are on board with the timing and have been given dates for times in between the replacement of the 2 elevators to coordinate the electrical work. BMC is to confirm that the pump is NOT just an air conditioning unit, but will keep the area between 50 and 90 degrees.

Willamette Towers' next HOA planning meeting was set for Tuesday, 08 April at 5:PM.

Willamette Towers' next HOA Board meeting was set for Tuesday, 22 April, at 5:PM.

Adjourned at 6:44 PM.

Respectfully submitted by Jean Kern 01 April, 2014.

Willamette Towers HOA Board of Directors Meeting
Tuesday, April 22, 2014
5:00 PM, WT Office

Board Members Present:

Rick Lowen, Treasurer & Acting Chair
Jean Kern, Secretary
Dan Hardt
Oliver Thornton

BMC:

Diane Solinger
Mark Tanner

Present:

Joanne Gulsvig_
Phyllis Fisher_
Luther Greulich_

Owner Comments: Joanne Gulsvig: contractors and Josh are working well together.
The cupboards will be in today and tomorrow.

Approval of March meeting minutes: Approved with amendments.

Treasurer's Report: See Rick Lowen's report. Budget OK. We're currently having electric bill issues. EWEB has been contacted. There was a rate increase in February but usage is also up. Does the boiler use more electricity to keep hot water available to all tenants? Still looking for other issues. Laundry income is up a lot. Is that a possible contributor? Oliver Thornton stated that the efficiency of the boiler is a problem. There are plans to replace the boiler in 2016.

Committee Reports: Diane Solinger stated that BMC is actively seeking late HOA dues.

BMC Report

Window inspection update: 19 letters have been sent with 25 April deadline for inspection with inspection suggested repairs at least scheduled to avoid fines.

Old Business

Fob system update: Michael Volker, Aronson rep., will try to get the software off the old computer. WT BOD recommends a longer warrantee and accepts the terms of "time and materials, not to exceed \$2,971.00."

Window cleaning bids: A motion passed to accept Abbott's bid because it included squeegeeing the windows, and cleaning ledges and ribs for \$4350.00.

Elevator upgrade-status report: It is on schedule. WTowers residents are requesting that the first floor, work construction tee-pee be folded up at the end of the day and leaned against the elevator until the next work day begins.

Update on determining cause of 202 plumbing backup

It is probably NOT connected to commercial units. Mark has a diagram of the sewer line out of the WTowers building and how it connects to city sewer. No dimensions were given. The city cleans it often. It was suggested that another camera be run in order to help prescribe a timeline for how often to time jetting or clean-up. _and results of cleaning storm water drains: Joanne Gulsvig suggests that a flyer be developed outlining what can and cannot be put down drains or into garbage disposals. Mark Tanner reported that all the heavy debris has been sucked out; also in the lower garage basin. The line is clear but where the main pipe converts to 4", the system is overwhelmed during heavy rainfall. The heavy, oily, gunky debris was vacuumed out. Greasy build up was found on all bottoms and sides. It is recommended that the pipe lines be vacuumed out annually.

Unit 202 assessment waiver request: Convened to executive session for discussion.

New Business

Commercial space lease renewals: WT BOD will keep leases at the same rate. There will be a small increase to renter in unit #206, which is owned by the WT Association. Rent from #206 generates income for the association.

A \$50.00 water and electricity utility sur charge to be assessed to the end unit was passed and approved.

Staff salaries: A 3% increase for both Celina Lawrence and Josh Jones were approved.

Carpet cleaning: BMC is currently seeking bids. It is scheduled for next month or early June. Brothers has done it for us in the past.

Insurance safety report: Tony Core. Diane is staying close in this issue and will keep us advised.

Building security issues: It was recommended and approved that Rick Lowen's letter be sent out building wide via email.

HOA forum May 17th by Vial Fotheringham: BMC will register Celina Lawrence, Dan Hardt and Jean Kern to attend. The forum begins at 8:30 AM at the Downtown Eugene Hilton.

Adjourn: 6:15 PM.

Next Planning Meeting is set for Tuesday May 13, 2014 at 5:PM_Next Board Meeting is set for Tuesday May 27, 2014 at 5:PM.

Willamette Towers HOA Planning Meeting
Tuesday, May 27, 2014
5:00 PM, Willamette Towers Office

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Jean Kern, Secretary
Dan Hardt
Oliver Thornton

BMC:

Diane Solinger
Mark Tanner

Present:

Joanne Gulsvig
Jeanne-marie Moore
Luther Greulich
John Rose
Susan Connolly
Ken Guzowski

The 4/22/14 minutes were approved.

TREASURER'S REPORT: EWEB is exceptionally high. Usage is close to what it was last year. The energy charge is determined by the highest 15 minutes during the month. Wattage we can control to some degree. The Demand charge increased over the past year from \$6.60 to \$7.25. The fall budget calculation annualized figures will have to change. This year's budget allotted \$21,000 for EWEB. It looks like WTowers will pay EWEB \$35,00, leaving the budget \$12,000 in the hole, leaving, hopefully, \$91,000 left at the end of this year to help pay for the boiler. Suggestions floated for remediating EWEB budget hole: 1) increasing first floor rental fees, 2) increase laundry room costs, 3) turn the boiler down a few degrees, 4) leaving the parking gate up during the day; only closing it at night. The unit in foreclosure is up for sale in August. BMC is working on establishing a claim. There was a question about whether the bank owns it right now and if the former owner is still alive. The Treasurer's Report was accepted.

BOILER REPLACEMENT: Oliver Thornton began by complimenting Josh Jones for all the initiative Josh has taken on in addition to the daily maintenance and cleaning of the building and surrounding premises. Example: pursuing and securing three bids for boiler replacement. Replacing the liner will hopefully get a few more years out of the current boiler before it has to be replaced. It was noted that emergency boiler repair needs a certified boiler welder. Those are not available at the drop of a hat. Harvey Piece has put a bid on the work, too. Dan Solitz said Bascigheiser is to run the numbers on gas vs electric heat pumps. There was a question as to whether there was something more efficient than heat pumps.

COMMITTEE REPORTS: Susan Connolly reported on the Policy Committee. It has met twice. At the last meeting Celina Lawrence, Phyllis Fisher and Susan Connolly collected the 19 policies and put them in one place; are separating out bi-laws, policies and things about the building. The committee is sorting out pieces that are in conflict and others that are out-dated. They are planning a handbook to be given out to new WTowers residents to establish guidelines for living here cooperatively. Celina is circulating the policies through the frame at the elevator. The sign-up for bicycles in the building is continuing. A number should be had soon detailing how many are inside & outside of the building. Jeanne-marie Moore requested that Celina Lawrence email Ms. Moore the postings. Susan Connolly will send a policy booklet the Celina to email to Jeanne-marie Moore, also.

MMRC: See MMRC Minutes from Tuesday, May 20, 2014 meeting. Mark Tanner is going to send the "AS BUILT" drawing for the recirculation system from Right Way Plumbing. It was noted that Asbestos Removal needs to be done in the summer. Regarding 202 back-up, which has occurred twice within 14 months of each other, both times in the winter; there was a question as to why 92 units flushing into a 12" pipe backed up into a second floor apartment bathroom and not the first floor bathrooms. There was a question as to whether that pipe had ever been cleaned. Patterson Towers had to replace theirs a few years ago. Ours is fifty years old. There is a 1.34 foot slope of gravity feed in the pipe from south to north end of the building. Willamette Towers has 55.6 feet, 20 feet north of the building, leaving 170 feet not explored. Oliver Thornton made a motion to approve \$300.00 for a plumber to attempt a water shut down, scheduled for a Monday, on the one stack that has had two valves replaced, just to see if the shut down of one just stack is possible. Dan Solitz seconded the motion and it was passed by the board. DSolitz will email Rick the details of what needs to be done and Rick Lowen will send a note to Diane Solinger to arrange it. It was recommended that we pay to have the 190 feet of sewer cleaned out and inspected all the way to the alley. It was noted that Sandpiper Imports is on a separate line to the sewer. The building is only 20 years old. There was a question as to whether to run camera first or simply snake the drains.

LIGHTING AUDIT: EWEB did a lighting audit on Willamette Towers eight years ago. As a result

motion sensitive lighting was installed and heaters in locker rooms were turned off. Some think that locker room heating is still working. There is a lighting meeting Thursday, 29 May at 9:30. The Board thanked MMRC for all the work they are accomplishing.

BMC REPORT: Lazy Drain invoice was sent directly to the Board for payment. It will be returned to Lazy Drain in order for them to follow procedure; owner to pay the bill and request reimbursement from the Board. The \$300.00 fine for move-out without notification/ elevator reservation will be levied. Regarding WINDOW inspections and repairs; a warning letter is sent first and after that, fines are levied. First fines levied have all been paid. Four window inspections still need to be completed. Five window repairs need to be completed. THEFT: some minor pieces of equipment belonging to the window washer and the elevator people were taken while both were away from the premises. The theft was not discovered until after the one week video loop had been recycled. FOB update: Aronson and DaySky are coordinating. Once the new machine is triggered, the old FOBs won't work. Everyone will need to buy a new fob. INSURANCE/SAFETY: item one was removed. Item 8 is costly. Flammable liquids cannot be removed easily until Otis is finished. Their equipment is blocking any removal process. For the June report we can state that items are being worked on. ELEVATOR: Input from Wade Gower is being requested. An updated schedule will be available Wednesday, 28 May. Jay Barber has visited, looked the work site over and touched base with the current progress and felt everything was being accomplished according to the time line plan. Dan Solitz says they are at least a week behind. WINDOWN WASHING: he will finish mid-week. Dan Solitz said that post window washing completion, someone needs to go up and look at the vents on the roof. Satori Spa fee will start in July.

NO TRESSPASSING signs in English and Spanish need to be put up around the property.

JUNE HOA BOARD MEETINGS: June 10th = Planning Meeting
June 24th = Board Meeting.

Willamette Towers HOA Board of Directors Meeting
Tuesday, June 24, 2014
5:00 PM, Willamette Towers Office

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Jean Kern, Secretary
Dan Hardt
Oliver Thornton

BMC:

Diane Sollinger
Mark Tanner

Present:

Joanne Gulsvig
John Rose
Susan Connolly
Phyllis Fisher

The 5/27/14 minutes were amended and approved. **TREASURER'S REPORT:** The HOA has one large outstanding bill in collection. The unit is for sale in August. The May contribution to funds is \$9,000.00. We are receiving a credit from Otis because the maintenance is on one elevator, not two. The Otis invoice for \$33,801.00 will be paid when the car transition takes place. Otis is predicting this to happen 08 July, 2014. The new contract once both old elevators are replaced with new cab installations, will be 2/3s of what the current contract is. Celina has invoices but is not getting the work orders. She is directed to ask Diane Sollinger regarding questions about work orders and checks.

ELEVATOR MODERNIZATION: Otis has decided to finish both cars at the end. Dan Solitz is hoping this doesn't slip the date of total completion further back. HVAC is in and working fine. There was a question about a remote for the heat pump in the elevator machines room. **BOILER REPLACEMENT/REPAIR:** Steve Johnson is asking \$4300.00 to fix it. Oliver Thornton is requesting more bids on the repair. Mark Tanner suggests contacting Twin Rivers and/ or Commercial Air which also has a boiler division. Eric seems to be a boiler expert there. Diane Sollinger will get more bids. Regarding the new boiler, two contractors recommend gas. Gas will run the equipment to the building; individual unit cost would be minimal. Intermediary cost of gas installation will require security 24/7 around the equipment during phases of the installation. Luther Greulich will contact engineers to explore the costs around designing and installing an electricity- driven hot water system. The Board is requesting more replacement bids.

MMRC: John Rose is asking Kurt the Plumber if we can isolate a stack. Mark Tanner stated that in order to do that, the asbestos has to be removed first. It takes as much preparation to rid one stack of asbestos as there would be to remove all of the asbestos in all the stacks. EWEB's suggestions are in the MMRC report. The light at the

dumpster was replaced three months ago. Changing out what is currently installed in the upper level parking area to LED motion sensors would cost \$350.00 each. EWEB gives a \$100.00 rebate on each of the lights currently installed. Mark Tanner also recommends replacing the lower parking lot lights with LEDs when the time comes

. BMC REPORT/POTABLE WATER SYSTEM: Five units were not available for today's valve work.

Two units require another building-wide, water shut down in order to blow debris out of the cartridge and confirm that the recirculation pumps on the 12th floor are switched from the ECC room: today's fix was about debris, not the shutdown. Dan Solitz asked questions about replacing the o-rings and washers. Mark Tanner feels it is stem piece issue, not a gasket issue. Can we rebuild the shut off valves? Rick Lowen informed the Board that there will be \$100,000 in reserves at the end of this year to replace the boiler. There will be another \$85,000.00 at the end of next year for boiler replacement. In 2016 Board funds are targeted to have \$250,000 to replace the boiler. The more linings and repairs happening in the meantime are draining the funds going towards the 2016 replacement. Asbestos removal cannot be done in winter. Ken Guzowski's MMRC report on sewer highlights three areas of action: maintenance, inspection and acquiring recommendations for future actions. Dan Solitz recommends running a camera down the main line, starting at the south end underneath the building, especially being attentive to the areas where pipes turn. It was suggested that a camera be run, a clean out take place, with a second camera run to confirm clean out success clear from the hall. The Board approved to start working with two stacks.

NEW BUSINESS: A roof inspection will be scheduled within the next week or two. Josh Jones recommends buying the \$51.00 light replacements. They have a 15 year guarantee. His request to order a unit of 16 of the light replacement was approved and seconded. BMA was charged with ordering NO TRESSPASSING signs in English and Spanish to be placed around the Willamette Towers property. Nine owners are not in compliance with property regulations. FOB change over details include Aronson needing to bring in a representative from Portland, requiring fees covering the two way drive and an overnight stay in addition to hourly rate. Deus has submitted a bid outlining a four hours maximum at \$125.00 an hour to complete the changeover. Dan Solitz requests research for a security system that does not have a legacy attachment. Clarification: FOB and EntraGard are separate.

ADJOURN: 6:05 PM/ Next meeting dates will be 08 July for Planning, 29 July for Board of Directors Meeting

EXECUTIVE SESSION

POLICY

**Willamette Towers HOA Board of Directors Meeting
Tuesday, 29 July, 2014**

5:00 PM, Willamette Towers Office

Board Members Present:

Dan Solitz, Chair
Jean Kern, Secretary
Oliver Thornton
Dan Hardt

BMC:

Diane Sollinger
Mark Tanner

Present:

Joanne Gulsvig John Rose
Douglas Beauchamp Giny Landgreen
Luther Gruelich Esther Konop
Susan Connolly

Approval of 2014 06/24 minutes: Amended and approved.

COMMENTS: John Rose "A couple of moments from the previous board meeting leads me to say a few words about the MMRC, Major Maintenance and Repair Committee, and how relevant problems are approached.

The main message is: to get a focus on an issue, refer an item to the committee.

Some projects, like the elevators or boiler replacement, are on the agenda by virtue of them being scheduled in the Reserves Study.

The MMRC members are not in the loop of proposals that come to the board. If an item that comes before the board can benefit from a focused look, any board member can simply request that item be referred to committee.

A major part of what the committee does is to describe the problem (this can take considerable theorizing and research). An accurate description is the shortest route to a proper prescription for action.

There is a tendency I have noted within the building to prescribe a solution to a problem, without first describing the problem.

An example: At the last board meeting, there was prescription that water units at stacks should all have certain washers changed when water was shut down. Maybe a good idea, maybe not. But the problem was never properly described. It seemed to be one individual's idea, with no professional opinion cited. Such an item can be referred to the committee for a more in-depth look.

I thought I heard a claim that service personnel are hired to do what any given individual may prescribe that they do.

This hasn't gone so well here. A couple of years ago, a resident wrote up a scope of work for boiler repair. A quote came in for a little over \$14,000. When a service person was allowed to give his own assessment of what was needed, there was a 300% savings.

When windows became an issue, the board handled the prescription itself. The early prescription for repair was overly-specific. It eventually became clear that a variety of remedial steps were needed, depending on the situation, but that original narrowly-conceived prescription had a stubborn staying power, and a lot of residents' money was squandered. It would have been better if the problems were first properly described.

Work demands and life desires lead me to step back from my level of involvement with the committee- I have been a de facto chair and secretary. I have no doubt other committee members will step forward. With the boiler replacement getting started, an array of needed projects that presented themselves when Giny and I moved to WT in 2003 are commencing or are completed. I'm seeing interior lighting, carpeting and a short and long term plan for plumbing as major steps in the future to complete a big picture of renewed life for WT.

I hope the future pattern will be to describe needs or problems, and then to work with the Bennett staff and local professionals to take advantage of their experience with similar facilities and contacts in the community to accomplish projects. Working with BMC creates a history of the building, an institutional memory, that can prove valuable as residents, however involved, come and go.

Maintenance and repair projects seem to come up in a rather haphazard and piecemeal way. I'll be passing on to the committee Ken Guzowski's recommendation to create a plan for the future, prioritizing and attaching (as much as possible) estimates to a comprehensive list of maintenance and repair items. This should help the board plan Willamette Towers' future."

Douglas Beauchamp requested that security updates continue. He is concerned about better communication regarding the budget; requests access to MMRC minutes and for information post action gram submission. More transparency ensures effectiveness.

Dan Hardt suggested an open forum web site to settle issues within the building and to ask questions. Giny Landgreen spoke about pre-notification regarding the bicycle survey.

RESERVE STUDY: Diane Sollinger Software: Original visit would cost \$5,000 then \$400 yearly to keep it updated.

ELEVATOR MODERNIZATION: Jay Barber's review states that the replacement schedule is generally in line. Dan Hardt's recommendation that Otis' May bill be paid was seconded and approved. It seems like workers are on vacation again. Otis' Tom Gower is checking on the slipping of the schedule.

FOB SYSTEM: Aronson has pulled out completely. BMC has conferenced with Deus. Michael Volker did not feel comfortable doing piecemeal work on the fob system.

BOILER REPLACEMENT/REPAIR: Luther Gulsvig presented a comprehensive DRAFT Report based on a 2 hour meeting, 25 July, 2014, with Tim Ely of Balzhiser & Hubbard Engineers, Inc. for the purpose of compiling a preliminary assessment of the mechanical issues facing a 50 year old, aging WT, specifically the issues of the boiler and the domestic water supply; to look at these issues through the eyes of an engineer and contractor as to options, problems and possibilities; to provide some direction to the WT Board of Directors in addressing these issues. Noted during the meeting:

- The existing boiler has exceeded its expected useful life.
- In the unlikely possibility of a boiler catastrophic failure the building would be without hot water for a minimum of 4 to 6 weeks.
- Solving the problem in crisis mode would increase the expected costs from 20% to 100%.
- There are 3 reasonably possible boiler solutions: resistance electrical system, an electric heat pump, a gas boiler. Because these systems provide heat in different manners (both in heating and in storing) an evaluation of the building

requirement needs to be made so that the different systems can be properly sized.

- If the boiler were to be replaced in the existing boiler room, the old boiler would need to be removed first, requiring at least 2 weeks of down time with the best planning and no surprises.
- Other possible location for new boiler installation included the parking structure, the garden space between the bike rack and the parking structure, the laundry room, the roof, some of the commercial space and the storeroom at the north end of the building – the best option being the north storeroom., permitting the new boiler to be installed while the existing system continues to function with relatively little down time (1 to 3 days) necessary to switch over.
- This location has the added advantage over all the others except the roof for allowing the option of a gas fired boiler, the limiting factor being the necessity of providing venting and combustion air.
- Surmising that 4 ducts in the 8” to 12” range could be run to above the roof in either the corner at the intersection of the north stairwell and the '03 units or possible in a rated chase constructed in the space between stair runs in the north stairwell.
- It appears the increasing the size of some of the main supply lines could be done in the hall ceiling above the existing t-bar ceiling without too much trouble and at a relatively reasonable cost.
- It was suggested that a filtration system be installed, concurrent with boiler replacement, to minimize or prevent incoming sediment.
- Replacing the entire domestic water system, including pipes and valves, walls will need to be opened to allow for the installation of new angle stops at sinks, toilets, washing machines, etc. Some shower valves may be accessible from the back side of the wall, minimizing repair costs; others will undoubtedly require the removal and replacement of the tile, maybe some cabinets
- A guestimate for the plumbing cost would be in the \$400,000.00 to \$700,000.00 range.
- Patching, painting, cabinet and tile work could run between \$2,000.00 and \$10,000.00 per unit. .
- A middle number guestimate would be \$550,000.00 for the building plumbing and \$6,000.00 per unit or \$552,000.00 plus \$30,000.00 for common and commercial spaces with a project total of \$1,132,000.00.
- Recommendation: any suspected asbestos be tested be removed.
- A current, complete and accurate set of “as built” drawings be assembled to assist in proper sizing of a new boiler systems, its connection to the existing system and for planning eventual piping replacement of the domestic water system.
- Recommended: that all existing relevant documents including but not limited to the original construction drawings, schedules and schematics, drawings/sketches done by Rite Way Plumbing showing valves and recirculation pumps, any building permits and any prior research and reports to create a current overall picture of the domestic water system within WT.
- Plumbing stacks should be surveyed and documented, including hot and cold water lines all valves, all re-circulation pumps and their return lines, any back flow valves and any filters.
- Common and commercial areas of the building be surveyed and documented, including rented spaces, boiler room, laundry room, janitor closets and all exterior and parking structure plumbing.

- Recommendation: Individual units surveyed and documented with special attention paid to any significant work, i.e. dishwasher, washing machines, ice makers, hot tubs, hose bibs and any relocation of plumbing fixtures.
- Recommendation: Survey and document all drain lines.
- Additional items included the fire sprinkler system: does the HOA need to revisit having an unmonitored system? How does this impact our insurance rates? Is the control panel for the fire sprinkler system by the front door active? Should it be?
- Test on one of the backflow valves was unsatisfactory: what is the current situation.

This draft will be reviewed with Tim Ely, whose firm is interested in assisting WT in planning and managing both the boiler and piping projects, prior to formally submitting it to the WT HOA Board.

BMC REPORT: Windows; down to 7 in noncompliance with 4 of these working towards compliance.

Back flow valve failure: Omlid & Swinney want \$3,486.00 for replacement.

Harvey & Price verbally bid \$3850.00

Dianne needs clarification on whether H&P came out for the boiler or not.

Regarding the request for an asphalt patch outside north entrance door, it was noted that an asphalt patch would not last. Oliver Thornton suggested a good outside mat to put feet above the puddle and provide traction.

1205 & 203 were able to blow water out without a building wide shut down.

308 is private property. 208 is dealing with 308

There has been a suggestion to re-slope 1st, 2nd and 3rd floor balconies. Industrial Concrete

Coatings submitted a bid of \$1,050 with scope of work. The standing water on these balconies is rusting out the metal door bottoms. The Board passed Oliver Thornton's motion for the concrete work to be done after Dan Hardt seconded it.

Sewer: The recommendation is to cut open 2 more walls for plumbing clean outs with running a camera first, run a jetter or snake, then run a camera again. There is no schedule for this but maybe in the next three weeks, probably mid-August. Mark is the get the schedule probably the middle of this week.

Kurt the Plumber suggested closing all up top, open 2 outer ones to flush out particulates, then close those and open the next 2, etc. It means being without hot water for 2 nights to blow out particulates to help with flow.

Mark Tanner was asked to acquire a 3rd bid on boiler replacement.

NEW BUSINESS: Request to revisit screen door policy

Esther Konop asked about renters' insurance policies. Are these submitted as part of a renter's responsibility requirement prior to occupancy?

Oliver Thornton noted that WT's by-laws require owners supplying a certificate of insurance at time of purchase. He also suggested that Celina be asked to report on the insurance status of WT's units. Dan Solitz requested that this request be tabled until the next planning meeting.

John Rose noted that he could add Action Gram resolutions within the existing

closed loop of Board members, BMC and that would include the person submitting. This suggestion will be discussed at the next planning.

ADJOURN: 6:34 PM

EXECUTIVE SESSION

Willamette Towers HOA Board of Directors Meeting
Tuesday, 26 August, 2014
5:00 PM, Willamette Towers Office

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Jean Kern, Secretary
Dan Hardt
Oliver Thornton

BMC:

Diane Sollinger
Mark Tanner

Present:

Joanne Gulsvig	John Rose
Dottie Kemp	Phyllis Fisher
Luther Gruelich	Esther Konop
Susan Connolly	Misha Seymour
Jeanne-Marie Moore	Lourdes Marte

OPENING REMARKS: John Rose has cleaned up the bylaws on the web site and conveyed what amendments happened when. "Casualty affects insurance." The R in MMRC has both a repair and a replace inference. The bylaws note both meanings. They also guide us in what we do to govern. The documents touch on common elements, i.e. screen doors. There is a \$2500.00 limit on changes that can be made to common elements.

APPROVAL OF 2014 -7-29 MINUTES: Oliver Thornton moved to approve.
Dan Hardt seconded. Minutes from 29 July, 2014, Willamette Towers HOA BOD meeting were approved as submitted.

TREASURER'S REPORT: 10 homeowners have past due balances, including the 1 in collections. Nine of the past due, unpaid balances are really just unpaid fines, most of which are under \$200.00. The June Otis invoice has been paid. The May Otis invoice was paid today. \$12,000.00 was moved into reserves. The WTowers electric bill has shrunk to below what is budgeted monthly (in contrast to the EWEB billing statements the 1st ½ of the year). If this continues throughout the rest of the year we may end the year almost within what was originally budgeted for EWEB this year.

RESERVE STUDY: There are 2 bids: Resource Building Consultants for \$2,995.00 and Reserve Funding for \$4,150.00. The process to evaluate those will be passed on to the MMRC. John Rose will be gone the last of September through the third week of October. The last Reserve Study was done in 2006.

Treasurer, Rick Lowen, voiced that we need to make sure that we are collecting the money necessary to have the reserve study done in January.

Dan Solitz communicated that we don't have enough money in reserve to pay for everything. A reserves study could increase each unit's assessment. Dan Hardt spoke that a special levy might be in order to cover the boiler. Oliver Thornton was not in favor of a reserve study at the moment. Dan Hardt agreed. Further discussion was moved to the next planning meeting.

ELEVATOR MODERNIZATION: Diane Sollinger said Otis' July invoice will be paid at the time of the completion of the first cab interior. There is currently a 14 October, 2014, end date for the completed installation of both elevators with new cabs.

BOILER REPLACEMENT/REPAIR: MMRC is investigating the boiler program. Luther Gruelich reported that the draft shared with the Board at the last meeting has been confirmed as correct and complete by Balzhiser & Hubbard mechanical engineer, Timothy Ely. The heat pump looks problematic, is within \$140,000 to \$170,000 price range with life expectancy and required backup system. The gas boiler system seems the better option, on the surface, at a

cost of around \$80,000, if it can be done at all. Mr. Greulich will evaluate its life expectancy and operating costs. There are issues around venting it, so it has to be done on a building end; two boilers with two backup systems each. The north locker room would be an ideal placement. He is also investigating changing the clothes dryers in the laundry to gas because of efficiency, in the event WTowers goes with a gas hot water system. The appliance people are amenable to this dryer change.

MMRC has \$3,500.00 limit on asbestos testing in the building in the event past tests are not available. Asbestos testing was proposed by Dan Hardt and was passed after Oliver Thornton seconded the motion. Rick Lowen remarked that there was no money budgeted for it. Luther Greulich urged its passing now in order to not delay action. Oliver Thornton mentioned collecting a special assessment per unit in order to find the funds. Diane Sollinger disclosed that there had been an asbestos test done within the last two years and will pass that information on to the board from BMC. Mr. Greulich will meet with EWEB about abandoning the pumps.

POLICY/HOMEOWNER INS.: Dan Solitz acknowledged that he had received a letter from Celina Lawrence requesting proof of insurance. Dottie Kemp reported, at the request of the Board that about \$40,000.00 damage was done to her apartment when the uninsured neighbor's toilet-not-in-use broke and poured water into her apartment and onto her belongings; that is has been much graver to find out the neighbor-at-fault does not have insurance after the fact. She urged that because the bylaws state WTowers residents must be insured, that these bylaws be strictly enforced. Discussion ensued and the following points were made: 1) bylaws give the authority to impose rules and regulations to assure the peaceful enjoyment of common properties; 2) that the collection of this information be done internally, alleviating the pressure on responsible owners, rather than through threatening letters stating penalties as if all owners are culprits; 3) Celina Lawrence has the ability to send letters automatically, via a special computer program she is currently setting up, to request proof of policy renewals as they come due; 4) most insurance companies will not add the HOA as an additional insurer without upping the premium by as much as 60%; 5) enforcement be followed by fining as allowed by the bylaws; 6) sanctions are to begin the day the insurance fails to be renewed. Dan Hardt, expressing how everyone after the two most recent floods is fairly traumatized, made a motion to direct Celina Lawrence to finalize the system set up to monitor insurance renewals, send out a notice a month prior to renewal due date and in the event there is a failure to renew insurance in a timely fashion, a \$200.00-a-day fine be imposed from the first day in default until the insurance is renewed or a different policy is instated. The motion passed 3 to 2 with Rick Lowen voicing he thought the fine was too high and Oliver Thornton, also voting against, encouraging the Board to ask the association how to deal with this issue.

The annual premium for Farmers Flood Insurance on Willamette Towers is due 12 October, 2014. Permission for payment tabled until closer to the due date. They are asking for \$12,000.00 to do a quake analysis. WTowers does not have, nor currently plans to have, quake insurance. Esther Konop said she had quake insurance on her personal property.

PARKING GATE / BICYCLE SURVEY: Susan Connolly had no bike survey information to share at this time but said more residents were amenable to the idea of having the entrance garage doors open during the day than were not. Discussion points made include: 1) people are sleeping on the street in the neighborhood; 2) when people are nuisance gathering on Willamette Towers property before or after business hours, call the police; 3) we're doing this to save electricity but it may prove to be a "false economy"; 4) Tate, in the neighborhood, tried the same thing and endured increased vandalism; 5) non-resident bikers have been seen cruising the WTower's upper and lower parking decks on days when the gates were up. Susan Connolly suggested trying it on a trial basis just during the week. A motion to have Tom Weaverling open and close the entrance or front parking gates only during the week on a 30 day trial

basis in conjunction with his beginning and ending work times on the property was made, seconded by Oliver Thornton and passed. The Board took into account Jeanne-Marie Moore's request to have the parking exit gates continue to open and close during the day. The resulting open/shut sound helps her navigate the building's north entrance/ exit safely.

Ms. Connolly summarized her committee's work on WTowers' governing policies; giving praise to Phyllis Fisher's editing assistance. Each Board member received a packet of policies with modifications, which the Board needs to pass, individually, for adoption because of the new, improved language. Included was a new policy proposal regarding lock boxes. If a unit has unpaid fees, fines or other monies owed to the Home Owners Association, the listing real estate agent will not be allowed to place a lock box in any common area of the building until the monies owed to the Home Owners Association are paid in full.

FOB SYSTEM: Diane Sollinger announced that Deus is echoing Aronson's concerns and resistance to resurrecting/restoring the old system because the Windows XP platform is not supported by Microsoft. The recommendation is for AMAG to update the system to the current version, allowing both AMAG and Azimuth to better support the customer's interest in timely repairs when required and better facilitate tech access and resolution as needed. It was stated firmly that there is no "end-run" to restore the current system. Azimuth provides a quote for the following:

1. New AMAG software on new compatible server PC (see data sheet attached): \$290.00
2. Two Azimuth technicians on site for up to one full day. Programmer tech rate is \$120 per hour, second tech rate is \$75 per hour.
3. Travel time for two technicians (assume 1½ to 2 hours each way). \$75 per technician per hour travel.
4. Possible overnight stay required – add per diem at \$125 each.
5. A recommended option is to contract for Software Support Agreement (SSA) for the second and subsequent years.

Dan Hardt's motion to authorize Azimuth to move ahead with the work outlined in the five steps above was seconded by Oliver Thornton and passed by the Board unanimously.

BMC REPORT:

- The sewer clean out schedule: Mark Tanner said Kurt the plumber was confirming a date for mid next month.
- Any potable water discussion: Omlid & Swinney said valve replacement will require a building wide shut down and will coordinate this with Right Way plumbing.
- Mark and Josh did do a roof inspection recently, was that reported on? Everything looked good. Everything was clear. There was a little moss on one drain. The vents for the dryer in the penthouse looked OK. Mark requested information regarding the purpose of the vent by the elevator shaft.
- Any interest the Board has in Mark's input on the Omlid & Swinney/Harvey Price bids for the backflow stuff: The Board approved a motion, seconded by Oliver Thornton, for \$3486.00 to continue the flush; this next time working with the second in from each end; to be done in conjunction with Right Way Plumbing's shut down, flush out.
- Maybe Mark could be present during boiler discussion: The Fire Marshall opens the valve; 2" pipe wide open to pass inspection. Fire Marshall visits are usually scheduled 1½ months out. There was discussion regarding replacing vs. repairing the valve – not the whole device, to test back flow.

Permission to pay \$365.00 to Bravo for hosting building web site was given.

Window update: only 4 are out of compliance; three are talking with us. Only one is in default.

The incident report was reviewed.

Mia Bella: Diane Sollinger will follow up with Celina Lawrence regarding Mia Bella's use of coin dryers in the laundry room. The Board is requesting Mia Bella to always use the credit card dryers in order to allow disadvantaged WT residents to use the coin dryers as needed.

Regarding 308: Board requested 308 to have an official mold review of apartment done. BMC is to request a copy of 308's report and invoice for said mold test/review.

NEW BUSINESS:

Door modification: Joanne Gulsvig spoke of past history; how some doors had offensive 'art' work on them; how some hallways looked gaudy; that uniform hallways lent a classier appearance to the overall WT property. Rick Lowen maintained that the Board is not in the business of deciding door by door what is appropriate. Dan Hardt reported the halls are a common element. Here we have a regulatory Board to oversee our common behaviors. Previous Boards have not been able to come to a decision regarding an appropriate screen door model. Further discussion was tabled for the next planning meeting.

307 requested window fine relief. Owner is currently in compliance with the window policy, invoice dated 13 May, 2014, but states she never received the initial window policy letter sent out November 2014. Owner is not on email nor getting information other ways either. She gets BMC HOA dues letters but did not get a letter about new fees. Dan Solitz tabled further discussion until next month in order to try to figure out what is going on with 307's mail delivery system. Dan Hardt expressed that he was not hearing extenuating circumstances in this particular case when 85 other units complied. "There is no evidence how yours is different."

Misha Seymour asked if the new elevator cabs would have hand rails. Dan Solitz answered that there would be a hand rail on the back side of the cab; that the extra space on the sides was needed to accommodate stretchers and other equipment for medical emergencies.

Joanne Gulsvig asked for shower valve ownership clarification: are they common elements or owner responsibility since they are in the wall? Oliver Thornton noted that valves are part of the system. Luther Greulich said that Joanne's were replaced because of accumulation within the pipes. Dan Solitz noted it was a poorly designed shut off valve. Joanne Gulsvig disclosed that she has charged WTower's insurance for anything within the wall. Rick Lowen expressed that Joanne's valves are not "common element" because she is the only user.

Luther Greulich was requested to write Action Grams on hall-end, balcony doors not working. Dan Solitz asked Diane Sollinger to direct Celina Lawrence to send a letter out to all owners to shut off the water to all abandoned fixtures within their units; to dump a bucket of water once a month in toilets to maintain water seal and p-traps. BMC will follow up on this.

UPPER PARKING DECK SURFACE REPAIRS: Tom Weaverling made a verbal statement to Diane Sollinger that surfaces are starting to chip away.

EMERGENCY EXIT POSTERS: They are ready to put up. After discussion on where to post them (inside units, by the fire extinguisher, on each end of each hallway) it was decided to post them on the garbage door on each floor.

NEXT MEETING DATES: Planning Meeting - 09 September, 2014
Board Meeting - 23 September, 2014

ADJOURN: 7:05 PM
EXECUTIVE SESSION

Willamette Towers HOA Board of Directors Meeting
Tuesday, 23 September, 2014
5:00 PM, Willamette Towers Office

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Jean Kern, Secretary
Dan Hardt
Oliver Thornton

BMC:

Diane Sollinger
Mark Tanner

Present:

Phyllis Fisher
Heidi McCahan-Mattheisen
Luther Greulich
Susan Connolly
Jeanne-marie Moore

Dottie Kemp
Emily Morgan
Rex Hoffman
Paula Rogers

APPROVAL OF 2014 -8-26 MINUTES: Rick Lowen moved to approve. Dan Hardt seconded. Minutes from 26 August, 2014, Willamette Towers HOA BOD meeting were approved as submitted.

TREASURER'S REPORT: The Reserve balance at the end of fiscal year after paying Otis \$97,886 and other budgetary obligations estimated at \$75,000 should be \$197,553.00.

RESERVE STUDY: In our current study at the end of the fiscal year 2014 our reserves should be at \$92,000 and that has been accomplished. A new reserve study needs to be done that includes a good proposal beyond the research. Special assessments are unfair because they financially hardship those living in the building at the time and do not spread the costs to those moving into the building at a post-implementation date yet they reap all the benefits without financially contributing to the upgrade. A budget committee needs to be formed. Dan Solitz and Luther Greulich volunteered for the budget committee. At the next planning meeting WT HOA BOD will discuss earthquake insurance, the boiler, the reserve study, maintenance, and expected budget. Dan Hardt moved to approve the reserve study. Jean Kern seconded it.

COMMITTEE REPORTS – POLICY & ARCHITECTURE: Recently updated/amended policies regarding 1) lockers, 2) move in/ move out, 3) Water shut off and the new real estate lock boxes policy were adopted by WT HOA BOD with Dan Hardt moving and Jean Kern seconding the motion with unanimous Board approval. It was noted that we need a policy to implement the bylaws regarding unit insurance.

The policy being written on bicycles in the building was presented to the board. Greulich said the stickers on bikes will also help keep tracking. Available keys to the gates to store bikes in the back are needed. Bikes need to use the north and east door for exit and entrance.

Phyllis Fisher read WT's insurance policy and noted that any damage to the building due to the 'earth moving' is eliminated from the policy. In the past WT HOA BOD had explored earthquake insurance and found it too costly to include in the budget. Ms. Fisher brought a \$15,000 figure annually for earthquake insurance to the current Board's attention. When \$15,000 is divided by 92 units it comes to \$14.00 per month per unit. She requests that because we live in a glass house, WT HOA BOD purchase earthquake insurance this coming year. Dan Hardt said to make sure that the age of the

building and the structure are insurable. The current rider has a \$500.00 per unit on broken windows. Paula Rogers questions 'earth moving' definition.

Paula Rogers asked about the trash policy regarding the recycling of a plastic highchair. Sanitec says to put it in the dumpster. Diane Sollinger asks that large item disposal avoid Mondays and Tuesdays; to get the keys from the site staff. Dan Solitz reminded those present that large item recycling is the responsibility of owner/ individuals; that the dumpsters are not available for such items.

The new policy regarding lock boxes was moved for approval by Jean Kern, seconded by Dan Hardt and passed unanimously by the Board. If a unit has unpaid fees, fines or other monies owed to the Home Owners Association, the listing real estate agent will not be allowed to place a lock box in any common area of the building until the monies owed to the Home Owners Association are paid in full.

Dottie Kemp spoke to the need for a letter listing what can and cannot be put down kitchen and bathroom sinks and tubs to be created and given to all owners and residents.

ELEVATOR MODERNIZATION: OTIS needs to get their stuff out of the boiler room by 15 October to aid asbestos removal which needs to be accomplished ASAP. Dan Solitz asked Diane Sollinger to write a letter to Jay Barber requesting a punch list regarding completion of the elevator.

BOILER REPLACEMENT/REPAIR: Tom Johnson at Harvey & Price has recommended proceeding with all due haste to replace the boiler. One bad fuse was replaced. Corrosion occurrence is because of the age of the boiler. Discussion about asbestos and the boiler occurred between Dan Solitz and Luther Greulich. The asbestos report that we do have was for a valve test; i.e. 70 joints. Ask ATEZ to further test the piping in the boiler room, insulation on the boiler itself; temporary insulation vs 2 removals of asbestos. Dan Hardt suggested the letter from Diane Sollinger to ATEZ be signed by Dan Solitz and Luther Greulich.

FOB SYSTEM: The FOB system needs Windows 7 to operate. It will be good for a decade and after WT HOA BOD will investigate a card system that does not require an elaborate back up system that outdates itself so regularly. It was asked whether staff hours are sufficient to accomplish the quantity of tasks at hand.

BMC REPORT: Mark Tanner has scheduled the 29 September shut down. Omlid Swiney will replace a valve; the plumber is to open walls for clean out; fire alarm wires back into conduit; flush out – not to increase water pressure. Putting the fire alarm wires back in place is at OTIS' expense..

NEW BUSINESS: An option to insure the building at the higher amount was discussed. Dan Hardt made the motion to approve; Jean Kern seconded; WT HOA BOD approved unanimously.

301 PLUMBING BILL: Dan Solitz made the motion to approve HOA payment. Dan Hardt seconded.

The motion was passed by the Board unanimously.

UPPER PARKING DECK SURFACE REPAIRS: No bid was available at this time.

EMERGENCY EXIT POSTERS: They are being put on the garbage door on each floor.

NEXT MEETING DATES: Planning Meeting - 07 October, 2014
Board Meeting - 28 October, 2014

ADJOURN: 7:00 PM
EXECUTIVE SESSION

Willamette Towers HOA Board of Directors Meeting
Tuesday, 28 October, 2014
5:00 PM, Willamette Towers Office

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Jean Kern, Secretary
Dan Hardt

BMC:

Diane Sollinger

Present:

Giny Landgreen
Jeanne-Marie Moore
Luther Greulich
Susan Connolly

INTRODUCTIONS: Ken Guzowski and Dave Lottier introduced themselves. Giny Landgreen asked that matching the elevator numbers on each floor be done in tandem with Otis' completing the finishing touches they are responsible for.

APPROVAL OF 2014 -9-23 MINUTES: Amended and approved.

TREASURER'S REPORT: Delinquencies are improving; the five past due consist of 1 dues and 4 fees past due. Farmer's flood insurance and Innovative Air have been paid. No monies were moved to reserves because of September bills paid. The biggest change in the budget has been utilities, which has come down some. Bennett Management Company's portion of the budget is \$9,500 for next year. Out of the proposed \$327,848.00 2015 income, \$90,000.00 will be moved to reserves, \$5,000.00 to cash reserves; leaving \$271,848 at an 18% increase over this coming year. Phyllis Fisher is continuing to seek earthquake insurance bids. With this type of insurance incorporated into Willamette Towers' monthly assessment, the increase would cause assessments to increase to \$286.00 for 2 bedroom apartments, \$140.00 for studio apartments, \$201.00 for 1 bedroom apartments and #1303 and \$321.00 for the other three apartments on the 13th floor. The Reserve Study should be \$92,000.00. Right now it is at \$90,000.00. The balance will be where it should have been. Rick Lowen stated that the budget will be taken up at the next planning meeting in response to Dan Solitz' question about budgeting for more to be put into reserves. Mr. Lowen stated that \$35,000.00 of the \$85,000.00 planned was put into reserves currently with an end of year total coming to \$55,000.00 with a \$5,000.00 end of year balance. Rick Lowen's motion to approve reserve monies be moved to make the July Otis payment was seconded by Dan Hardt unanimously approved by the Board. Bennett was directed to make the final payment only when Otis has completed their elevator work to Willamette Towers' and Board satisfaction.

RESERVE/BUDGET: John Rose requested \$125.00 to renew Reserves Study software with the understanding that because their software does not run on Windows 8.1, they be given 60 days to see if their software can successfully interface with Window 8.1. The software we have now was implemented 8 or 9 years ago. Other programs out there are more expensive. Mr. Rose suggested that the reserve study create scenarios to test. Dan Hardt's motion to authorize John Rose to make a renew or default decision, making the \$125.00 renewal fee available to him should a solution present itself, regarding the Reserves Study software in 60 days' time was seconded by Rick Lowen and approved unanimously by the Board.

COMMITTEE REPORTS-POLICY& ARCHITECTURE&MMRC: The Board approved the amended move in/ move out policy and that requested the Policy Committee write a screen door policy to be presented at the next planning meeting. Dan Hardt's motion to approve the new bicycle policy was seconded by Jean Kern, with the Board voting 3 to 1. Rick Lowen dissented, questioning how the \$30.00 sticker enforcement would take place. During the ensuing screen door discussion Ken Guzowski spoke about Oregon state code compliance regarding fire egress being the reason behind the current 'no screen door' decision in place. Dan Hardt and Rick Lowen explained that the screen door choices the Board would be willing to entertain were recess mounted into the door jamb with a sliding across or down option. While the screens currently being entertained would not

necessarily provide security, they would provide an opportunity to keep doors open for those tenants who wanted to also keep their cats in. These sliding screens are only permitted with Board approval prior to installation. There will be a #307 screen door discussion at the next planning meeting.

It was requested that Celina put all policies on Willamette Towers' web site.

It was also noted that a \$1,250.00 fine for discarding cigarettes on the ground is an Oregon state law.

BOILER REPLACEMENT/REPAIR/ASBESTOS: Luther Greulich presented research, options and proposals, recommending gas boiler units for their high efficiency; \$80,000/ \$150,000.00 two bids price tags. With both of these bids there would be additional incidental sums involving fashioning an 18" platform for the boiler equipment prior to its installation, to avoid damaging the equipment in the event of flooding, costing between \$2,000 and \$4,000.00 and removal of the current equipment at the end of current boiler termination. There are also additional removal costs regarding the asbestos on pipes and joints. Mr. Greulich is urgently asking the Board to sign a contract at this time to reserve LOI to begin the work sometime in the near future, stating that if we contracted LOI to begin the work now, he could get the work completed by February 2015. The boilers he and LOI are proposing we purchase, have been recommended by three different companies. There are 3 gas boilers in Seattle currently not promised. Our building requires a 2 tank boiler system that has a high efficiency filter system. It could be vented through the side wall without a problem. Included in the proposal are gas dryers for the common laundry room. Ken Guzowski emphasized his concern regarding the timing on beginning the boiler replacement project prior to completing the elevator project, noting that May minutes stated that asbestos removal was best done in the summer. He reiterated that timing, not the boiler replacement project itself, was his greatest concern; that he supported fully the replacement of the boiler. Dan Solitz emphasized that the pits in the boiler, the erosion around the steel elements, the overall corrosion and aging were factors leading him to believe that limping by for 2 to 6 more years with the current boiler was not an option. In answer to Ken Guzowski's question about funds, Rick Lowen answered that there was \$90,000.00 in reserves currently; that full funding for the project would be available by the end of next year. John Rose, Ken Guzowski and Dave Lottier thanked Luther Greulich for his excellent and dedicated research; urged the Board to make a post-holiday decision regarding beginning work on replacing the boiler, emphasizing pushing boiler related decisions out until after the elevator project was fully completed; requesting that all fear factors regarding the boiler replacement timing decisions not be part of the final decision making process. When Dave Lottier asked if it were possible to move ahead with asbestos removal, Rick Lowen said there was allocation each year in reserves to fund support for beginning the process but did not recommend going ahead with the rest of the project until the funds were available. Dan Hardt spoke to the purpose of reserves and considering a timely special assessment of maybe \$500.00 to help move up, time-wise, more work on the boiler replacement project. Jeanne-Marie Moore urged the Board to consider putting earnest money down now. Dan Solitz confirmed that the asbestos abatement can begin while OTIS is finishing their work. Ken Guzowski urged the Board to reconsider the timing; that the Board is going too fast; that the Board is just now getting around to dislodging tree roots from pipes – a fact shared with the Board six months ago; that the Board is discouraging volunteerism; continuing to question the schedule when there are important things to finish well and correctly. Rick Lowen noted that the kind of thorough planning that went into the elevator replacement is not in place for the boiler replacement. Dan Hardt made a motion, seconded by Jean Kern, for the Board to approve engaging LOI, under contract, in a sequence of work including the process of abatement for \$15,000.00 to be outlined at the next planning meeting possibly involving reserve funds and a special assessment; also getting a proposal to the Oregon Energy Trust; it passed 3/1 with Rick Lowen dissenting.

ELEVATOR MODERNIZATION: The Board appointed Ken Guzowski, at his request, to be Willamette Towers' 'Finish Line Guy' regarding OTIS' conclusion of their work on installing the two elevators in the building.

POLL EARTHQUAKE INSURANCE: Phyllis Fisher asked, “Why take a poll, when having earthquake insurance is responsible management?” Tony of Farmers Insurance will send more estimates to Phyllis Fisher for the Board to discuss at the next Board meeting.

PLUMBING HEALTH LETTER: The Board unanimously approved Dan Hardt’s motion, seconded by Jean Kern, to adopt the letter presented regarding plumbing health in the building. Bennett Management Company was instructed to send out the letter to all owners and tenants.

FOB SYSTEM: The second box of fobs is expected to arrive 29 October. The Board unanimously passed the motion that everybody get two fobs at no cost with additional fobs beyond two costing \$25.00 apiece. Owners are to keep track of FOBS. Rental unit FOBS will be deactivated at the time of move out. The owner or agent on record will be responsible for reactivating the deactivated FOBS in the name of the new resident.

BMC REPORT: Dan Solitz with Luther Greulich will write up a reply/ response to Independent Concrete Coating.

The Board directed BMC to make the AZMET payment.

The Board approved Tom Weaverling’s request, through Diane Sollinger, to clean the garage several Saturdays from now.

BMC is to mail out the Board approved sample insurance letter approved at this meeting to owners. The 9/25/14 – 10/27/14 collection of Action Grams was discussed.

The Board decided not to grant a variance on the 2 dog per unit limit.

The Board will continue to carefully review the process and progress of water egress during all future water flushes/ shut downs.

Regarding FOBS, the Board moved and approved 2 FOBS per unit and any FOBS beyond that number to be sold at \$25.00 apiece. When the FOB price was in debate, Jean Kern noted that Atlanta FOBS for a property similar in price range to Willamette Towers were \$55.00.

SANITARY SEWER: Luther Gruelich asked about how to find out where and how the east/west drain lines connect. Ken Guzowski said he had drawings diagramming this ‘as built’ information; that the first floor pipes are separate from the second floor piping diagram. He also urged that the trees whose roots damage pipes leading from Willamette Towers be eliminated. Myron is to be asked to go through the video with MMRC; BMC was directed to invite Mark Tanner to view the video at that time, also.

NEW BUSINESS: Was covered in the above topics.

NEXT MEETING DATES: WT HOA BOD Planning Meeting was set for Tuesday 11, November
WT HOA BOD Meeting was set for Monday, 24, November.

ADJOURN: 7:20 PM

EXECUTIVE SESSION

**Willamette Towers Board Meeting
November 24, 2014**

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Dan Hardt
Absent: Jean Kern

Residents Present:

Ginny Landgreen
Phyllis Fisher
Jean-Marie Moore
John Rose

BMC Staff Present:

Diane Sollinger

I. Earthquake Insurance: Tony Core, Farmers Insurance, WT insurance provider, gave a presentation on earthquake (EQ) insurance. Phyllis Fisher, WT owner, did an excellent job collecting information on EQ insurance and arranged for Tony to meet with the board and members.

Tony said EQ insurance is always sold as a separate policy and is not included in our current WT policy. It is much less expensive if purchased for the entire building rather than as individual policies. An EQ policy covers the building exterior and interior, water damage from sprinklers, debris removal and window glass. There is a 15% deductible for damage per occurrence – not per unit. Personal EQ insurance for unit possessions can be inexpensively added. The coverage would be approximately \$20 million dollars - the same as our regular insurance. Concern was expressed that \$20 million coverage is not sufficient. Tony said we could discuss this in the future. Currently, Farmers Insurance automatically increases our policy coverage amount about 8% per year.

Tony opined that it was unlikely WT would “pancake” in an EQ, but concrete doesn’t flex as much as wood construction. As mentioned by several members, the Northwest is considerably overdue for a significant EQ; on average our area experiences an EQ of at least 7.0 magnitude every 240 years. Tony said he carries EQ insurance on his home.

By far the lowest estimate received by Tony cost \$20,000 per year with a 15% deductible or \$28,000 per year with a 5% deductible for the entire building.

II. October Minutes: The 10-28-14 board meeting minutes were approved.

III. Treasurers Report: Rick said he had recalculated the 2015 budget to reflect the increased cost of EQ insurance should the board decide to include it. Thus, the 2015 budget with EQ insurance is \$275,000 with the EQ insurance or \$255,000 without the insurance. The HOA assessment without EQ insurance would increase 10.2% and with EQ insurance would increase 18.8%. The purposed 2015 HOA dues would be:

Without EQ Insurance:

Studio: \$120 increased to \$132
One bedroom: \$172 increased to \$190
Two bedrooms: \$244 increased to \$269
Penthouses: \$274 increased to \$302

With EQ Insurance:

Studio: \$120 increased to \$142
One bedroom: \$172 increased to \$204
Two bedroom: \$244 increased to \$290
Penthouses: \$274 increased to \$325

Rick reported that we added no additional funds to our reserves in November; however, monies that would ordinarily go into reserves were used for our ongoing payments for our new elevators. Rick increased our 2015 maintenance budget from \$14,000 to \$25,000 for higher utilities, increased staff hours/salaries, landscaping including tree removal (causing plumbing problems), awning, carpet and window cleaning and consulting fees for our upcoming reserve study.

An EQ insurance discussion followed regarding the board's duty to protect homeowners investments versus whether the question should be brought before the members at the annual meeting. **A motion to include EQ insurance in the 2015 budget passed 2-1.**

Phyllis will determine the up-front cost of the EQ insurance premium and when it is due and inform the board.

IV. Architecture Committee: Ken presented the board with a three page description of the committee, budget requests and other matters. The board declined to approve the request that all committee aspirants be required to write a 250 word essay to be seated on the committee. The board will address the other committee requests at the next planning committee meeting.

V. Policy Committee: Susan reported:

1. Locker Policy: amended to add "Residents are allowed the use of one storage locker per unit(s) owned". **The amendment was passed 3-0.**

2. Screen Door Policy: Dan Hardt is working on the policy and has learned residents must apply to the City to install screen doors and pay a \$100 City fee. Dan will include this provision in the new policy and present at the next planning meeting.

V. Boiler Replacement: Luther said he had been working with Harvey-Price for a proposal for the new boilers. He anticipates 1200 gallons of water storage in three tanks. The boiler room asbestos removal will begin as soon as Otis completes the elevator replacement. Luther opined that the project will be completed within 90 days of the date the boilers are ordered. The board approved the asbestos removal and asked Luther to get bids in the October 2014 meeting. Chair Dan S. stated he would call a special meeting to approve the contract once the bids are received. Rick again questioned as to whether the boiler could be repaired. Dan S., Dan H. & Luther again opined the boilers cannot be repaired sufficiently to justify the expense of repair.

VI. Elevator Replacement: Ken reported the elevators are scheduled to be completed and inspected by 12/10/14 ; a “punch list” will be done before the final inspection. The carriage floor coverings are still not installed due to a vendor mis-order. BMC will negotiate with Otis for a better maintenance contract.

VII. BMC Report: Diane reported:

1. **Incident Reports/Action Grams** were sent to the board members. Susan again asked that a method be devised to allow all residents to review these items. Diane said she would do so if the board so directed.

2. **Window Inspections:** The 1201 owner is a contractor and submitted an inspection report he did himself. Diane will send report to the board for a decision if this report is sufficient.

3. **Water on end-of-hallway Balconies.** Tom, site manager, reported to Diane that there was insufficient drainage from the balconies located at the end of each floor. The rainwater runs indoors and onto the stairways. Diane will write Industrial Concrete Floors, who did earlier repairs, and ask them to either remove their earlier work (deemed by some to be substandard) or add grooves in the concrete that will direct the water flow away from the interior of the building.

4. **Window Inspections:** Two units still out of compliance.

5. **Proof of Insurance:** Two units still out of compliance.

6. **Fines for Repeat Violations.** The Policy Committee will address this problem.

6. **Mira Bella Parking Space:** An inoperable car is still in the space. Diane will again contact Mira Bella and request it be removed.

7. **Exterior Lights:** Some lights are not functioning. Dan S. & Tom, site manager, are working on it.

8. **Trustee Sale:** Dan S. expressed concern that the 7th floor unit has a cracked window and mold and questioned if the HOA has the authority to enter the unit and correct the problems. The unit will be sold at auction on 12/3/14. Diane said her advice from the collections representative is to wait until the sale is completed and try to collect the sums owed the HOA from the new owner.

9. **Renter with Three Dogs:** Diane said the owner had been fined and told only two dogs per unit were allowed. Various residents reported the tenant was still seen with three dogs. Diane will make another incident report and levy a second fine on the owner.

10. Storm Sewers: There is a broken pipe under the sidewalk and it is not draining out to the street. Diane will arrange repair. **The board voted 3-0 to repair the pipe.**

VIII. New Business:

1. Owner Doug Beauchamps requested \$42.50 reimbursement for excessive rust in his unit pipes. **The board approved the request 3-0.**

2. Celina, office staff, asked permission to post notices once per floor, by the elevator, rather than on each unit door. **The board approved 3-0 posting only on the mail room bulletin board on a trial basis.**

The next planning meeting will be 12-10-14 and the next board meeting will be 12-30-14.

The meeting was adjourned.

Respectfully submitted,

Susan M. Connolly
filling in for Jean Kern, Secretary

Willamette Towers HOA Board of Directors Board Meeting
Tuesday, 30 December, 2014
5:00 PM Willamette Towers Office

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Jean Kern, Secretary

BMC:

Diane Sollinger
Tom Weaverling

Present:

Phyllis Fisher Esther Konop
Jeanne-Marie Moore Susan Connolly
Luther Greulich

INTRODUCTIONS: Phyllis stated she came for the earthquake insurance discussion.

APPROVAL OF 2014 -11-24 MINUTES: The 24 November, 2014 WT HOA BOD minutes were approved unanimously by the Board after Dan Hardt seconded Rick Lowen's motion. The Board sincerely thanks Susan Connolly for stepping up and recording 24 November, 2014 WT HOA BOD meeting minutes when illness caused Jean's absence.

Celina Lawrence has asked if draft minutes, prior to WT HOA BOD approval, can be forwarded to her. The Board agreed this could happen so long as these are not distributed or posted prior to their approval.

TREASURER'S REPORT: The sale of 707 went through. Bennett Management is now in contact with the Mortgage Company, inquiring when they will start paying assessments and about insurance on the unit. The mortgage company is saying they are not responsible for past dues. Diane Sollinger continues to pursue that with our attorney. The unit is under water. Direct collection is another possibility. What was owed - close to \$300,000.00 – on the unit was way over what it was worth.

\$55,594.00 is the Otis balance. Tom Weaverling will notify the Board once the punch list is completed, including the installation of our permanent circuit board ('robbed' from Johnson Hall) so the final payment can be made.

Rick Lowen informed the Board that reserves are currently at \$155,134 and will be at \$142,461 after the Otis bill is paid. There was no December contribution. The fiscal year reserves, ending 31 December, will possibly end \$10,000.00 higher than originally anticipated. The Treasurer's Report was unanimously approved by the Board after Dan Solitz seconded Dan Hardt's motion.

EARTHQUAKE INSURANCE: Rick Lowen has not received answers to previously emailed questions to Tony Core of Farmers Insurance regarding other deductibles.

COMMITTEE REPORTS: POLICY & ARCHITECTURE & MMRC: John Rose sent information regarding the reserves software; there is no patch available that allows the current software to interface with the 8.1 Windows program. Rick Lowen will contact another company for possible web site (probably this refers to the reserves software, too) maintenance that includes a presentation to the Board. The Board could hire someone at \$65.00 per hour to do the web site for us or we could do without the web site for a while. ←The website is fine, though Dylan at Bravo Web does charge that amount as an hourly rate.

Susan Connolly presented the packet results from the Policy Committee's work. Celina has been given 17 Board approved policies for WT letter head merge with a letter of instruction to that end. The Board unanimously passed the screen door policy which is in compliance with city regulations for a multiple dwelling after Jean Kern seconded Dan Hardt's motion. Celina will be directed to send the screen door policy to everyone with special notification to 308. Susan has written out procedures for implementing the policies.

Copies of the policy booklet will be made available to everyone requesting one and also renters/residents new to the building upon their arrival; making clear that whether they take a copy or not they are responsible for following the policies. New renters/residents will sign a statement that they either took or refused a copy of the policy booklet; said statement with signature will be kept in their apartment number folder.

Fobs will be deactivated upon rental/resident move outs.

Celina is also busy collecting proof of car insurance for all vehicles parked in reserved unit spaces in the WT parking lot; also filing these in corresponding apartment number folders. She is creating a program that will notify her when car insurances expire so she can request updated proof of insurance as/when needed.

BOILER REPLACEMENT/REPAIR/ASBESTOS: Tom Weaverling gave a well-organized and detailed presentation on the boiler replacement/repair and asbestos removal investigation he and Luther Greulich formulated over the past three months. Mechanical Air (\$79,015.00) and Harvey Price (\$159,890.00) bids were presented along with Tom's recommendation that the Mechanical Air bid be accepted. Their bid is lower because they are local and looking for projects the size of Willamette Towers whereas Harvey Price's bid is a great deal higher, signaling they are only interested in million dollar contracts and deliberately bid themselves out of the WT project. The two boiler units in the two bids reference identical units. Each tank sells currently at an average of \$2,300.00. WT is a two tank job. In addition to the boiler cost, necessary electrical work is estimated to cost \$3,000.00. Because Mechanical Air is local, mechanics are available for same day emergencies and follow-up on problems whereas because Harvey Price is out of town, customers in need have a three or more day waiting period prior to someone showing up to find solutions. The new boilers will have a 15 to 20 year life span.

The timeline presented outlines LOI as a 10 day job. Two weeks for Mechanical Air to put the boilers in and then decommission the old boiler and materials. To get started Mechanical Air asked for half of the \$79,015.00 (\$39,507.50) now, the rest due upon job completion. The motion to contract Mechanical Air to begin the boiler project for Willamette Towers was put forward by Jean Kern, seconded by Dan Hardt and passed unanimously.

While electricity is low carbon, gas is a \$14,000.00 saving annually.

LOI has been contacted to begin the asbestos abatement.

Luther Greulich and Tom Weaverling have tasked themselves with writing up a schedule.

ELEVATOR MODERNIZATION: WT HOA BOD is waiting for a maintenance contract from Otis. The initial elevator door problems were fixed but have spread to other floors. Luther Greulich

thinks the elevator pads should be able to extend from the cab ceilings. Tom Weaverling reported that ANY modifications Willamette Towers does to either new elevator cab will immediately negate the warranty on them.

WEB POLICY AVAILABILITY STATEMENT: This discussion was tabled for the next Planning Meeting. It was noted that Dillon, through Bennett Management, had been our previous web assistant.

LAW SUIT: Attorneys for Willamette Towers and Farmers Insurance are working towards settlement. If that cannot be accomplished, depositions will take place.

BMC REPORT: 707 continues to have window issues.

Jeanne-Marie Moore reported that on Christmas day the water had been turned on full force in the main floor bathroom sometime between 4:15 and 5 pm.

206: Loud yelling was reported 11:30 pm one evening.

The smell of marijuana has been reported on floors 5 & 7. Residents in the two units nearest the reported smell both said it was not them. It is really hard to pin point the source even though floor vents do not intermingle. A notice will be sent out by Bennett Management to all residents on floors 7 & 5 about marijuana smoking in the building.

Are pets living in Willamette Towers registered with the office?

Both the Mia Bella request and unit 505 water bill reimbursement were WT HOA BOD approved.

Diane Sollinger and Tom Weaverling are reviewing the porches at the north end of the building tomorrow.

SANITARY SEWER: Tom Weaverling spoke on behalf of the MMRC noting that the sanitary task was completed; that all that was left was the trees. Myron will expand the 3” clean out to 6” in the spring. “411” Company is to verify the length and depth of the pipe needing replacement. Once the piping is done, a camera will be run from the grassy area to the sump and out to the city street (Lincoln) which should alleviate water build up in back. The cost is expected to be less than \$500.00.

NEXT MEETING DATES: Planning Meeting – Tuesday, 13 January 2015
Board Meeting – Wednesday, 28 January, 2015

ADJOURN: 6:35 PM

EXECUTIVE SESSION