

# Willamette Towers HOA Board of Directors Annual Board Meeting

Tuesday, 24 February, 2015

7:00 PM, Willamette Towers Office

**Board Members Present:**

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

**BMC:**

Diane Sollinger

**Present:**

26 Owners

**Calling of the roll and certifying of proxies**

29 certified proxies and 26 owners present

**Proof of notice of meeting or waiver of notice: met**

**Reading of minutes of preceding 2014 annual meeting**

Dan Hardt's motion to approve the 2014 annual meeting minutes was seconded by Jean Kern and approved by the Board.

**President's Report:**

Outgoing Chair Dan Solitz listed:

- \* installing new, high efficiency gas boilers creating substantial, future savings
- \* potable water system improvements including the ability to work with stacks rather than having to shut down the entire building each time a water related problem needed remediation.
- \* parking garage – upper surface is identified as a next big project for undertaking
- \* the storm water drain system needs work
- \* window monitoring needs to continue: 2 windows almost fell out this past year: the next window inspection is due to start again this coming July.
- \* both OTIS elevators were replaced this past year, requiring a major upgrade from cable to bands mechanisms. The servicing on the new elevators/ systems will be substantially less expensive than what we were paying with the cable operated cars.
- \* challenging next several years will continue

**Financial Report:** Rick Lowen gave the following financial report.

<b>2014 CASH FLOW</b>		
Opening Balance	\$2,093.80	
Net Income	-\$160,866.02	
<b>TOTAL CASH FROM OPERATIONS</b>	<b>-\$158,772.22</b>	
<b>Adjustments to Cash</b>		
Transfers from Reserves	\$209,252.00	
Other income	\$446.50	
Transfers to Reserves	-\$35,000.00	
<b>ENDING CASH BALANCE</b>	<b>\$15,926.28</b>	**\$13,000.00 allocated to reserves to cover first payment on boiler replacement in January 2015
<b>2014 RESERVES</b>		
Opening Balance	\$328,586.03	
Interest	\$1,624.89	
Transfers to operating funds	-\$209,252.00	
Morgan Stanley Account fee	-\$50.00	
Transfers from operating funds	\$35,000.00	
<b>Closing Balance</b>	<b>\$155,908.92</b>	

2014	BUDGET	ACTUAL	NOTES
<b>INCOME</b>			
Assessments	\$232,201.00	\$232,809.15	\$4,605.94 unpaid assessment (paid 01-2015)
Rent	\$40,908.00	\$40,122.16	3 commercial spaces and unit 206
Laundry	\$5,500.00	\$6,827.01	
Util Reimb	\$2,100.00	\$2,271.67	Mia Bella \$175, Satori \$50 per month
Late Fees	\$700.00	\$1,072.80	
Other	\$4,000.00	\$6,749.90	move-in fees, fobs, etc-\$232.66 int
<b>TOTAL INCOME</b>	<b>\$285,409.00</b>	<b>\$289,852.69</b>	
<b>OP EXPENSE</b>			
<b>Utilities</b>			
storm water	\$2,043.00	\$1,986.68	
sewer	\$11,853.00	\$12,677.49	
electricity	\$37,765.00	\$39,880.49	
water	\$10,689.00	\$11,283.61	
<b>EWEB total</b>	<b>\$62,350.00</b>	<b>\$65,828.27</b>	
Garbage	\$5,640.00	\$5,776.82	
Phone	\$3,710.00	\$3,891.08	
Cable	\$6,000.00	\$5,433.73	
<b>TOTAL UTILITIES</b>	<b>\$77,700.00</b>	<b>\$80,929.90</b>	
<b>Admin</b>			
Prop Ins	\$22,800.00	\$25,251.00	increase flood insurance
Admin Mgmt	\$20,772.00	\$20,772.00	
Site Employee	\$41,000.00	\$40,731.34	
Licenses/fees	\$600.00	\$104.75	
Taxes	\$500.00	\$150.00	
Acct/Legal Fees	\$1,500.00	\$1,290.19	
Consulting	\$600.00	\$255.00	
Office Supplies	\$1,200.00	\$2,628.14	
Petty Cash	\$0.00	\$0.00	
<b>TOTAL ADMIN</b>	<b>\$88,972.00</b>	<b>\$91,182.42</b>	
<b>Maintenance</b>			
Elevator	\$9,200.00	\$5,216.83	
Maint. Contract	\$14,000.00	\$26,334.87	See allocation below
Windows	\$6,000.00	\$4,350.00	One-time more complete cleaning
Carpets	\$2,000.00	\$2,395.00	commercial carpet cleaning
Other	\$6,000.00	\$19,589.87	plumbing, electrical, various vendors
Maint. Labor	\$3,500.00	\$4,784.36	maintenance by BMC
Supplies	\$3,000.00	\$5,522.06	
Landscape	\$1,000.00	\$0.00	
Misc.	\$2,000.00	\$0.00	
<b>TOTAL MAINT.</b>	<b>\$32,700.00</b>	<b>\$41,858.12</b>	
<b>TOTAL OP EXPENSE</b>	<b>\$199,372.00</b>	<b>\$213,970.44</b>	
<b>NET OP INCOME</b>	<b>\$86,037.00</b>	<b>\$75,882.25</b>	
<b>Reserve Expense</b>			
Insurance claim		\$1,000.00	
Computer		\$2,493.93	
Entryguard system		\$3,490.00	
Plumbing Repairs		\$6,012.36	
Elevator upgrade		\$223,751.98	
<b>Total Res Exp</b>		<b>\$236,748.27</b>	
<b>NET INCOME (LOSS)</b>		<b>(-\$160,866.02)</b>	
*****OVER*****			

Committee Reports: John Rose gave a Committee Report .

## **Election of Directors: Two 2-year positions and one 1-year position**

By an overwhelming majority, Jeff Ryder, Luther Greulich and Paula Rogers were elected to the WT HOA BOD Board. Jean Kern will serve another year as secretary. With Rick Lowen retiring, Dan Hardt offered to have his CPA, who is managing his office, assist with the Treasurer's duties. Jeff Ryder stated his desire to be Chair.

**New Business: Open Discussion—Earthquake Insurance:** Phyllis Fisher gave an excellent presentation but the Secretary missed it because she was tasked with certifying and counting ballots.

**Adjourn: 8:33 PM**