

# Willamette Towers Board Meeting - via ZOOM

Meeting TUESDAY, July 28<sup>th</sup>, 2020, 5:00pm

## **Board Members**

Lauren Dame  
Mya Johns  
Hal Dillon  
Clyde Horn  
Jesse Fittipaldi

## **BMC Personnel**

Diane Sollinger  
Tom Weaverling

## **Owners**

Linda Seymour  
Jean Kern  
Paula Rogers

**Call to order:** 5:02 PM

**Agenda Approval** - *Unanimous approval*

**Previous Meeting Minutes Approval:** *Moved by Lauren 2<sup>nd</sup> by Hal - approved.*

## **Treasurer's Report:** **As per BMC statement**

### ***Operating Funds (Trust Account):***

Beginning Cash Balance in Trust Account:	\$16,367
Ending Cash Balance in Trust Account:	\$17,488

### ***Annual Budget - Comparative***

Total Operating <i>Income</i> :	
MTD Actual:	\$35,217
YTD Actual:	\$204,884
Total Operating <i>Expense</i> :	
MTD Actual:	\$33,952
YTD Actual:	\$194,482
YTD % VAR (expenses)	6.3%

NOTES: Four units with balances due:

- 1) One move-in fee (recently affixed)
- 2) One fine (disputed)
- 3) Two commercial tenants (pending balances from Covid19 situation)

## **As per Morgan Stanley statement**

Reserve Account

### ***Cash Flow:***

Opening Balance	\$121,744
Contributions	\$17,600
Withdrawals	0
Interest	\$1
Closing Balance ("Total Cash Reserves-Allocated")	\$139,345

## Committee Reports:

**MMRC:** Only 1 project is approved at this point, all others await final budget numbers for Plumbing upgrade Project. Jesse moved, Hal seconded that Fire Alarms on each floor are to be updated to klaxon from Bells at a cost of \$3300. Unanimous

**BMC Report:** Mia Bella lease has been renewed. They are caught up on rent except for April and will be paying that off at \$100/mo. as arranged. The Satori space tenant will continue at the same reduced **deferred** payment rate as currently in place. Diane says that the tenant knows it is deferred and not simply a new, lower rate.

## Owner's Forum:

- Marijuana smoke coming into Paula's apartment again. Tom has not found the source yet. Reminder to all residents: THIS IS A SMOKE-FREE BUILDING.

**Old Business:** none

**New Business:** Elevator car airflow - Is it fast enough to lower virus load in the car? Will it be better to have the car return to the ground floor and open doors for more air flow? No, the fan on the roof of each car cycles the air out of the car every 90-120 seconds [depending on which car] The total time in the car to go from the ground floor to 13 is only ~36seconds. More of a concern is the sanitation of the buttons and rails. Those are cleaned at least once daily by Tom or his backup with an approved sanitizing solution [Buttons on each floor are also sanitized]. Airflow in the other shared common areas are also adequate. Laundry room and North storage room are circulated by exhaust fan in laundry room. Garbage rooms and hallways are served by fans on the roof. Again, **surface contamination is more of an issue in all public and shared areas. Personal hand sanitizer use is recommended.**

## Next Meeting

ON-LINE Meeting: Tuesday, August 25, 2020 at 5:00 PM via ZOOM.

**Adjourned at 5:22 PM**

**Executive Session:** followed to discuss financial and contractual matters.  
**Adjourned 5:37**