

# Willamette Towers Board Meeting – via ZOOM

Meeting TUESDAY, May 19<sup>th</sup>, 2020, 5:30pm

## Board Members

Lauren Dame  
Mya Johns  
Hal Dillon  
Clyde Horn  
Jesse Fittipaldi

## BMC Personnel

Diane Sollinger  
Tom Weaverling

## Owners

Linda Seymour  
Rick Lowen  
Paula R.  
Bill A.

**Call to order:** 5:32 PM

**Agenda Approval** - *Unanimous approval*

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

## Treasurer's Report:

Month ending: April 30, 2020

As per BMC statement

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

Beginning Cash Balance in Trust Account:	\$14,899
Ending Cash Balance in Trust Account:	\$16,008*

\*Ending cash balance includes \$3,521.25 transferred from reserves as discussed in the March 2020 board meeting and debited below.

## **Annual Budget Comparison**

### **Total Operating Income:**

MTD Actual:	\$32,628
YTD Actual:	\$136,899

### **Total Operating Expense:**

MTD Actual:	\$34,840
YTD Actual:	\$130,763

**YTD % VAR** 4.48%

## **NOTES:**

- 1) April expenses include exterior lighting and smoke detector purchase.

As per Morgan Stanley statement:

## **Reserve Account**

### Cash Flow:

Opening Balance	\$89,893
Credits	\$17,600
Debits	(\$3,351)
Change in value	\$1
Total ending value	\$104,143

Moved, voted, & Approved

## **Committee Reports:**

**MMRC:** no updates - all activity frozen due to COVID-19. Meeting in 2 weeks to discuss possible projects.

**BMC Report:** ActionGrams are all policy related so were referred to the Board.

**Owner's Forum:** Paula and Bill reported smoke coming into their unit multiple times a day now. Did a door sniffing test to see if could find who was smoking and both smelled cigarette smoke at doors of 1301 and 1204. Tom confirmed the smell of smoke [may or may not be cigarettes] inside their unit. Lauren moved Clyde 2<sup>nd</sup> that fine letters be sent to owners of units.

COVID-19 threat response - masks. Recommended that all contract labor doing work in the building be required to wear a mask. The same may be required of all delivery persons who enter the building including USPS, FedEx, & UPS. Lauren will work on verbiage to send to all residents and owners asking/requiring masks to be worn outside their units while in shared public space inside the building.

**Old Business:** none

**New Business:** Proposed Reserve maintenance and construction projects suggested by Tom include: Resurface of down ramps to garage, Concrete work to re-slope the 2<sup>nd</sup> and 3<sup>rd</sup> floor balconies that currently drain into the stairwell, Install venting and fans to produce positive airflow on the ground floor to remove the Salon smells and improve air quality. All 3 projects have been assigned to the MMRC for their review and prioritization.

Windows will be washed mid June.

## **Next Meeting**

ON-LINE Meeting: Tuesday, June 23<sup>rd</sup> at 5:00 PM via ZOOM.

**Adjourned at 6:03PM**