

Special Meeting of the Board to Fill Board Positions
May 26, 2005
7:00 pm

Board Members Present:
Joanne Gulsvig, Chair
Dorothy Quirk, Treasurer
Bill Castle

Association Members present:

Nancy Bessonnett
Mary Erbaugh
Giny Landgreen
John Rose
Evan Gammon

Kieran Walsh
Diana Drake, Administrative Assistant

The meeting was called to order at 7:00pm.

1. A motion was made by Dorothy Quirk to vote Kieran Walsh to the Board. It was seconded by Bill Castle. The vote was unanimous. Kieran has agreed to be the Board liaison to the Facilities Committee.
2. Giny Landgreen was appointed Recording Secretary. She will continue on the Management Committee.

Joanne Gulsvig reported that the roof contract is complete for work to be done this summer. Financial records are being transferred from Bottom Line to Bennett Management Company as of June 1, 2005. A letter to the Association follows.

The meeting was adjourned at 7:15 pm; followed by a tour of the two vacant commercial units.

Willamette Towers Board Minutes: June 20, 2005, 7 p.m.

Board Members present: Joanne Gulsvig, Chair; Dorothy Quirk, Treasurer; Bill Castle, Kieran Walsh and Richard Lowen.

Association Members Present:

Nancy Bessonette
Ken Guzowski
Dick Kraus
Mary Erbaugh
Marge Catha
Evan Gammon
Janine David
Marc Levy
Bob Huntley
Ward Shannon
Robert Bennett

Sue Fish
Paula Rogers
Bill Ayres
John Rose
Judy McKenzie
Ardemis Walsh
Amy Derby
Jim Derby
John Quirk
Diana Drake, Assistant to the Board
Giny Landgreen, Recording Secretary

Bennett Management:
Rob Bennett
Berenice Yoder
Sara Bennett

Reserves Study:
Dan Huntley, Western States

The meeting was called to order at 7 p.m. by Joanne Gulsvig, Chair. Introductions were made.

Dan Huntley of Western States (WSSC) presented the Reserves Study- a report and recommendations. To receive a copy of the 45-page document, contact Diana Drake. Specify email and/or printed copy. The entire document will be posted on the bulletin board. Further discussion of his recommendations for WT reserves funding will occur.

Motion to accept Minutes for May 16th and May 26th meetings were made (Kieran Walsh) and seconded (Dorothy Quirk), and the minutes were approved.

A motion to elect Richard Lowen to the board was made by Kieran Walsh, seconded by Dorothy Quirk, and approved by the board.

TREASURER'S REPORT: was presented with Balance Sheet as of May 31st by Dorothy Quirk. Bennett Management will track income and expenses on a month-to-month basis. Complete financial sheets are available by contacting Diana Drake.

Kieran Walsh presented the Boiler Report. Tests have been done to determine that we have surpassed the 20-year life span of our 40 year old boiler. Plans need to be made to replace it, if we are lucky, between 3 and 12 years from now.

Kieran Walsh also presented the Roof Report. Work is scheduled to begin on July 5th and will take between 4-6 weeks to complete depending on the weather and other factors. Vehicles parked by tenants and commercial clients on the upper level and on the street near WT will be advised to park elsewhere during the workdays so that dust and other falling roof items will not affect vehicles. There will be more detailed recommendations for the whole building for this time of anticipated minor inconvenience. This new roof comes with a 20-year guarantee.

MANAGEMENT REPORT: Rob Bennett reported that he, Bernice Yoder, and Sara Bennett are currently working on negotiating three contracts that are due for us. They are for WT

elevator maintenance, Comcast, and our insurance. Bennett will act as the employer for all of our contract workers.

MANAGEMENT REPORT cont'd; Prichard, Evans and Elder (commercial real estate agents), Joshua Clark (attorney), and Bennett management have met and Rob Bennett recommends that two contracts be considered for our two vacant commercial spaces. He recommended that an investment analysis be done for these spaces to weigh how they will be of best value over time.

The Board approved Bennett sending out the minutes and a unit account balance statement to each owner every month. We are already sending out the minutes so the cost should be similar. This information will include more about their service and how to contact them. Also included will be the time and date of the next WT Board meeting. Our monthly payments are due at the same time (1st of the month/past due the 15th) and checks are to be made out to BMC, 980 Willamette St, Eugene, Oregon 97401.

COMMENTS FROM MEMBERS:

Ward Shannon alerted the Board to standing water on the roof at the second floor level and the danger of insects multiplying there during the hot weather.

Marc Levi appreciated the progress the Board is making in getting information to the membership. This is important to keep as a priority since not everyone can attend board meetings.

Nancy Bessonette requested more uniformity from the Board in communication to the membership.

John Quirk advocated for association members to become proactive and to join committees.

Meeting adjourned at 8:50 pm.

These minutes will be reviewed for approval at the next board meeting- Monday, July 18th at 7 p.m.

Minutes prepared by Giny Landgreen.

Willamette Towers Board Minutes: July 18, 2005, 7 p.m.

Board Members present: Joanne Gulsvig, Chair; Dorothy Quirk, Treasurer; Kieran Walsh and Richard Lowen.

Association Members Present:

Nancy Bessonette	Paula Rogers	Bennett Management:
Dick Kraus	Bill Ayres	Rob Bennett
Mary Erbaugh	John Rose	Bernice Yoder
Marge Catha	Jim Derby	Sara Bennett
Janine David	Yuan Hopkins	
Bob Huntley	Pauline Randall	
Robert Bennett	Giny Landgreen, Recording Secretary	

Joanne Gulsvig, Chair, called the meeting to order at 7:05 p.m. Introductions were made.

OPEN FORUM FOR OWNERS: Paula Rogers stated that the ongoing problem of a ten-minute wait for hot water in her shower has not yet been resolved. Also, people are not turning their storage spaces in to WT when they vacate. They are turning them over to other residents resulting in some people having two and some people having none. In addition there is a lot of banging (of unknown origin) heard in her 1103 unit.

Nancy Bessonette requested a small bookcase for a book or puzzle exchange to be placed somewhere in the common area.

Jim Derby requested signage at the North door so that parking is restricted to 1/2 hour unless there is a permit from WT. The distance from the door needs to be marked to keep safe access (fire, etc.) to the building.

Motion to accept minutes for June 20th was made (Dorothy Quirk) and seconded (Kieran Walsh), and the minutes were approved.

TREASURER'S REPORT: Dorothy Quirk reported that there is a transition of budget layout to a new format. There will be a copy of the budget available in the office from Dixie with the possibility of receiving it by email being looked into.

MANAGEMENT REPORT: Rob Bennett reported that the middle commercial space has been rented and the North space is still awaiting a final decision. Prichard and Evans have the contracts.

KPD insurance is willing to renew our insurance policy on the whole building. Discussion has begun about asking or requiring condo owners to carry insurance for the inside of their units (not just the furniture) and providing a certificate of insurance on record. The Association will carry Fidelity Coverage on employees and the management company. Also there was a motion to maintain the same amount of Director's Officer's Liability on the Board as we did last year. The vote by the Board passed. Wind Peril insurance is being looked into.

REVIEW OF RESERVE STUDY: Rick Lowen presented the requested revised Reserve Study. There continues to be confusion about the numbers and a committee of Association Members,

Management, and a Board member is being formed to further discuss this report, which is being generated by Dan Huntley of Western States. The state law requires a 30 year Reserve Study to be in place annually.

COMMITTEE REPORTS:

ROOF: John Rose, who is the liaison with the project professionals, reported that the roofers had not been able to reserve a crane for the July 5th start date. The roof project is now scheduled to start at the beginning of August. Lincoln St. will be blocked off to thru-traffic for several hours each day. Residents of Lincoln between 13th and 14th Avenues will be able to get to their driveways.

EWEB may be able to provide a 0% loan to the Association (not individual owners) for the cost of improving the insulation in the new roof.

MANAGEMENT COMMITTEE: Mary Erbaugh presented a report. The purpose of the study is to develop and/or redefine building policies. Management will join in on these discussions and the results, when approved, will go to all owners and on an updated “Welcome to the Willamette Towers’ information sheet. The next Management Committee meeting is July 28th at 3:00 p.m.

Meeting adjourned at 8:45 p.m.

These minutes will be reviewed for approval at the next Board meeting – Monday, August 8th at 7 p.m. Minutes prepared by Giny Landgreen

Willamette Towers Board Minutes: September 19, 2005

Board Members present: Joanne Gulsvig, Chair; Dorothy Quirk, Treasurer, Kieran Walsh, Bill Castle, and Richard Lowen

Association Members Present:

Nancy Bessonette	Pauline Randall	Janet Gicker	Bennett Management:
Dick Kraus	Yuan Hopkins	Russell Becker	Rob Bennett
Mary Erbaugh	John Rose	Ward Shannon	Bernice Yoder
Marge Catha	Joan McCormack	Lourdes Marte	
Bob Huntley	Ardemis Walsh	Richard Rondear	
Paula Rogers	Curtis Sexton	Evan Gammon	
Bill Ayres	Mike Sexton	Esther Erford	
Jim Derby	Benton Elliott	Giny Landgreen, Recording Secretary	

OPEN FORUM:

- *Jim Derby suggested speaking to John Hires, the director of Sanipac. The recycling is totally inadequate. It is difficult to reach. It may cost more to do the job. The condition of the carpet in front of the elevators is miserable. We need signage at the North door to keep people from parking there and creating a safety hazard.
- *Nancy Bessonette wants BMC to do more regarding the safety and security incidents in the building. Cleaning of the building is not adequate. A special thanks to Mary Erbaugh and John Rose for all of the work toward the roof project. Their help was essential to the completion of this much needed building improvement.
- *Benton Elliott wants the Association to look into earthquake insurance. The garage is leaking water. Repair of this should be part of the Reserve Study. Is it wise to pressure wash the building and paint two years later?
- *Marge Catha has made a sign to post in the North garden to alert pet owners keep pets out.
- *Joan McCormack proposes that the Board write a letter to thank Hani for his work in the North garden.
- *Curtis Sexton offered to take the Board on a "walk through" with the instruction manual on how the gate works. This is in the interest of completion of the gate project. He suggests setting a goal of 100% owner-occupied units for a target date in the future. Our population is so transient that we cannot know who our neighbors are. He suggested a new lock system for all of the locker room doors and checking out the locker room key from Dixie to secure that area.
- *Lourdes Marte reported someone sleeping in the public downstairs bathroom. She suggested background checks on all of the renters.

MINUTES of the August 8th meeting were approved and accepted.

FINANCIAL REPORT was presented. Current assets are \$152,922.67. A motion to file a lien against the unit which is for sale but which has not paid dues plus assessment was moved and accepted.

RICHARD LOWEN'S request for approval by the Board for remodeling of his unit by a licensed and bonded contractor was accepted.

A motion to accept the RESERVE STUDY REPORT was moved and accepted. This would be reviewed annually. Changes based on income and expenses would be made.

The Board made a motion, which was accepted, to designate ROB BENNETT as the primary contact for our attorney, Joshua Clark.

COMMITTEE REPORTS :

John Rose, for the Maintenance Committee, reported on the wrap up details of the roof project. There exists some damage to units. Umpqua Roofing will send a painter to view the damage and plan corrections.

Giny Landgreen, for the Management Committee, recommended that we have an association meeting at the next regularly scheduled Board meeting to vote to approve changes in the Rules and Regulations that will make them easier to read and enforce. The committee also recommended enclosing a draft of the revised rules (with cover letter to explain) with the minutes that go out to owners. The committee would be soliciting comments through October 10th.

BENNETT MANAGEMENT

Rob Bennett appreciates that the Reserve Study was accepted by the Board and would have recommended that action.

They will be looking at appropriate pay rate and job performance by current employees and contract workers.

INCIDENT REPORTS:

There was an incident report posted on the bulletin board listing a serious crime spike in the building.

The Board approved putting a deadbolt on the locker room and limiting use to when Dixie is here as a temporary way to secure that space. Similar measures will be taken on the downstairs commercial bathroom.

A neighborhood watch team will be formed.

A new key/card system, a video camera security system, additional lights, and the possibility of a security service are all being considered and discussed by the Board.

The Board will look into the file on what's been done and what can be done about the roach problem.

Meeting adjourned at 9:00 p.m.

These minutes will be reviewed for approval at the next Board meeting – October 17th at 7:00 pm.

Willamette Towers Board Minutes: November 21, 2005, 7 pm

Board members present: Joanne Gulsvig, Chair; Dorothy Quirk, Treasurer, Richard Lowen, Kieran Walsh

Association members present:

Bob Huntley

Paula Rogers

Bill Ayres

Bob Bennett

Mary Erbaugh

Dick Kraus

Nancy Bessonette

John Rose

Ardemis Walsh

Joan McCornack

Benton Elliott

Jim Derby

Giny Landgreen

Bennett Management

Rob Bennetts

Bernice Yoder

Guest, Tom West, EWEB

Joanne Gulsvig, Chair, called the meeting to order at 7:00 pm. Introductions were made.

Tom West, one of EWEB's energy consultants for residential efficiency, presented some ideas for partially subsidizing the cost for windows and thermostats. To update the windows, there would be some zero interest loans available for residents. He recommended starting to get bids for different aspects of caring for our windows. Some of the problems are: perceived danger with windows that have been replaced without true safety, condensation in many units.

Energy savings by replacing windows are slow to accrue. Savings can be had when the wall thermostats are changed to manual digital (\$64.00 installed) or programmable (\$90.00 installed) through EWEB and when temperatures are kept at 67 degrees or lower.

A committee will continue to look at this issue and step up the process of getting bids for different aspects.

OPEN FORUM

Benton Elliott: Could we drop off association dues at the WT office? WE ARE NOT PERMITTED TO DO THIS BECAUSE OF OUR INSURANCE.

Are we changing the code to the parking structure after each tenant moves out? YES, WE ARE NOW.

Nancy Bessonette: I have complained to Dixie about several issues and there is no change. Are we sending letters out to owners? BENNETT MANAGEMENT WILL FOLLOW UP ON THIS.

Jim Derby: The back door for the fire escape doesn't close all the way. WE HAVE CORRECTED THIS

SEVERAL TIMES AND WE WILL LOOK AT IT AGAIN. Does Dixie have information about available parking spaces to rent- I am looking for one. YES.

Great Job to the Board for all that has been accomplished of late!

Paula Rogers: The 03 stack is not getting hot water. WE WILL LOOK INTO THIS AND CHECK THE

RECIRCULATING PUMPS ON THE 12th FLOOR.

Jeff Newcomb (by letter): I am living in unit 804. My parking space is #46 and the water is above my shoes. WE WILL CHECK THIS IMMEDIATELY. THE PARKING STRUCTURE IS ON THE AGENDA TONIGHT.

The Board approved BMC's request to waive a \$9.00 late fee for unit 1304.

Paula Rogers requested that the October minutes be changed to reflect her statement about the increase in association fees for the “second to the last increase” and not the “last” increase. The minutes were then approved and accepted.

Dorothy Quirk presented the financial report. Cash reviewed:\$19,489.17, outgoing \$19,491.85, current assets \$115,927.36, reserves \$109,068.24.

PARKING STRUCTURE

The Board will study what needs to be done with the parking structure. Kieran suggested having a concrete person look at the garage and see what it needs. Rob Bennett suggested that we call the City of Eugene. They have the most experience in this and may be able to give us references for contractors.

We last spent \$4,875.00 to patch and fill cracks. Removing the surface will be costly.

WINDOWS

Various practices and solutions were discussed. Only double pane glass keeps out condensation. There are reports of problems with condensation on both East and West facing units. Ardemis Walsh volunteered to call owners and survey how we might proceed. A letter will be going out to owners about safety checks and issues.

WATER DAMAGE/REPAIRS

A motion was made and approved to have ATEZ work on the asbestos problems and BMC work on reconstruction for units 1103 and 1304. Unit 1202 will get the damage report to Bennett and they will further discuss what needs to happen to that unit’s water damages.

ROOF AND LANDSCAPING

John Rose presented the status of the final roof details. The roofers did present the sketch as requested and required but left out the method of attachment. John will work up a letter for the Board to send with the 4 closeout points that remain to be addressed by Umpqua. This letter will go to Carlisle Roofing and Umpqua.

John asked that the Board approve \$100 for labor and \$150 for pavers for Hani to complete final phases of the landscaping committee’s plan. The trees have been planted, the hedge removed and plants have been purchased to replace the hedge. Hani has done extensive pruning. Hani recommends some transplanting of rhodys. A motion was accepted and passed to proceed on all items through #32 in John’s report.

CARD ENTRY

More bids are coming in to discuss later the move from a key to a card lock entry system.

The Board approved BMC managing the rental of unit 206 for a 10% fee. The Board approved trying Waste Management for our garbage challenges. This will begin December 1st.

The Board is looking at BMC’s bid for the contract for groundwork and landscaping.

These minutes will be reviewed for approval at the next Board meeting – December 19th at 7:00 pm.

Recording Secretary: Giny Landgreen

Secretary: Joanne Gulsvig
Approved _____ date

Willamette Towers Board Minutes: December 19, 2005, 7 pm

Board members present: Joanne Gulsvig, Chair; Dorothy Quirk, Treasurer, Richard Lowen, Kieran Walsh, Bill Castle

Association members present:

Bob Huntley	Nancy Bessonette	Bennett Management
Paula Rogers	Ardemis Walsh	Rob Bennett
Bill Ayres	Marc Levy	Bernice Yoder
Bob Bennet	John Rose	
Mary Erbaugh	Giny Landgreen	
Dick Kraus		

Joanne Gulsvig, Chair, called the meeting to order at 7:00 pm. Introductions were made.

OPEN FORUM

Nancy Bessonette commented on the nice job of painting the exterior of the building and the general landscape clean up.

Marc Levy asked how the Board prefers to be contacted. WILLAMETTE TOWERS EMAIL "TO ALL" Willamettetowers@msn.com

Mary Erbaugh inquired about the progress for the final rewrite of the association rules especially as they

pertain to parking at the North entrance, personal objects still in the common areas, and smoking around the building. BMC HAS LETTERS READY TO BE POSTED ON THE BULLETIN BOARD, SLIPPED UNDER DOORS AND MAILED OUT IN AN EFFORT TO EDUCATE ALL CONCERNED.

Nancy Bessonette inquired about the proposals for the cleaning contract. THIS WILL BE GOING TO COMMITTEE BEFORE BEING PRESENTED TO THE BOARD.

Dorothy Quirk made a motion to accept the November minutes as written which passed.

Dorothy reported in the financial report that there is a \$3,789.00 ending cash balance this month.

Joanne will sign a letter to EWEB so that BMC can further investigate a May water charge which is still in question by the Board.

The budget is in progress and will be before the Board at the January meeting.

COMMITTEE REPORTS

John Rose reported that there is still work to be done on the edge detail of the roof. BMC offered to meet with Umqua and John at the beginning of January to wrap up details including the current water spilling on the 13th floor.

John presented the final phase of the Landscape plan. The Board voted to spend \$300 - \$400 to complete this. Dorothy made a motion to fund this last phase. It passed with three in favor, one abstention, and one opposed.

John also reported on a possible alternative in the window replacement. Joan McCornack had interior storm windows installed in 1978 and they have been fine and with no condensation problems. It was suggested that all parties working on the window project could collaborate.

Giny Landgreen reported that the Management Committee will be highlighting several of the new user friendly rules for the bulletin board in upcoming months. Where someone is out of compliance they will receive a letter from BMC with a copy going to Dixie as the first step. BMC is working on updating the roster so that Dixie and the Board know the identity of people living in the building. Also there is a safety handout (fire and earthquake) in process.

CONTRACTS

Kieran Walsh made a motion to accept the yard maintenance contract presented by BMC. The discussion was tabled until January.

Rob Bennett recommended that we move to leasing washing machines from Coin Meter. The company is currently doing our repair work. A motion to accept the contract was made and it was voted unanimously to accept the contract offer.

The Board reviewed the recent contract with Waste Management. The area is picked up and in fine order. There have been requests for a recycling bin that is easier to access.

Harvey and Price will be here on Thursday, December, 22, to fix hot water in the 03 stack.

BMC is moving forward on repair of water damage issues to units (in waiting).

There are three bids for a new security system being considered.

BMC recommended hiring an engineer, Mark Richards, to investigate the leaks in the parking garage. The Board approved this expenditure.

These minutes will be reviewed for approval at the next Board meeting -----January 23rd at 7:00 pm
The annual Meeting and February Board Meeting will be on February 27th at 7:00 pm

Recording Secretary: Giny Landgreen

Secretary: Joanne Gulsvig
Approved _____date