

Willamette Towers Owner's Association  
Annual Meeting  
Wednesday February 20, 2008

- I. The meeting was called to order by Board Secretary, Rick Lowen, at approximately 7:20PM
- II. A quorum was established with 50 members present in person or by proxy.
- III. The minutes from the 2/15/07 Annual Meeting were read. The minutes were approved.
- IV. Rick Lowen read the President's report in the absence of Board President, Kieran Walsh. See the attached copy of the report.  
  
Rick Lowen presented the Treasurer's report. It was noted that a \$39,042.06 surplus from the 2007 budget was being held as operating reserves. The board will present options to the association for use of these funds. One option that the board would like the association to consider is to apply the funds to our reserve funds which will allow for the reduction of the 2008 special assessment by that amount. In addition, it was announced that the 2008 budget has been amended and the monthly assessments will not be increased 5% as previously announced. The cost of our property insurance is much less than anticipated and the increase in assessments is not required.
- V. Rick Lowen reported on the activities of the Architecture/Design committee over the past year. The major project for 2008 is to complete the remodel of the building lobby. Anyone interested in participating on the committee should contact Rick Lowen.  
  
David Ghelfi reviewed the work of the By-laws committee. Annette Guidian served as the chair of the committee. The association members present commended the committee for the work they had done.  
  
Tyler Burgess reported on the Management committee. The committee during the year has updated the Welcome Packet provided to new owners, assisted the board in updating a number of policies, and is working on initiating a newsletter for the association.
- VI. The board has openings for 3 new members. Kieran Walsh and Rick Lowen completed their terms and a replacement to complete a 1 year term open due the Jeff Newcomb's resignation. Two candidates had come forward and were listed on the ballot, Kieran Walsh, for a 2 year term, and Rick Lowen, a 1 year term. No other nominations were received from the floor. Kieran Walsh and Rick Lowen were elected by a show of hands.
- VII. David Ghelfi called for all ballots that had not been turned in for the vote on the amendments to the Declaration and Association By-laws. It was announced that the ballots would be counted immediately following the adjournment of the meeting and the results would be published as soon as possible.
- VIII. The meeting was adjourned.

Willamette Towers  
Board Meeting Minutes  
3-18-2008

Attendance: David Ghelfi, Tyler Burgess, Rick Lowen, Rob Bennett, Bernice Yoder, Dixie Bradley, Ester Comer, Kathy Miller, Janine David.

***Approval of Minutes from 2-20 2008 meeting. Changed sentence that states "all units will show Bennett Management as Insurer" to "all units will show Willamette Towers as Insured".***

***Approved with change, 3-0.***

Financial Report: Beginning balance of \$6042.99, ending balance of \$10430.06. Assessment and rental income doing fine. Reserves at \$269900.25. We have \$39042.06 excess in our Operating Balance. ***Do we apply this amount to our Reserves and reduce the 2008/2009 Special Assessment by this amount, thus keeping our Reserves on course while reducing Owners fees?***

***Approved 3-0.***

The interest rate we're getting at Smith & Barney is dropping, so we should transfer some funds around. ***We should keep \$50000 in the Money Market, then take the remaining funds and divide them between six and nine month CD's so we can get better rates without increasing our risk.***

***Approved 3-0.***

Paid \$1735.00 in Federal and State taxes; \$833.00 to Lawyer for consulting on Bylaws and flood damage; paid \$540.00 to CPA for preparing taxes.

Received bill from Overhead Door for repair of the front gate. We called them within the warranty period for the repair. They had problems getting out to the site with enough people to do the job. By the time that they completed the job, the warranty period had expired. They now are trying to bill us for the work. Bennett will argue out position and try to get the job covered under warranty.

Architecture & Design Committee: The address sign on the portico is installed and looks great!

Bylaws Committee: The committee gives BMC to ok to print and mail final revised copies to all of the owners.

The committee will pursue a re-vote on the Declaration since the changes must pass for us to remain legal. The only reason it didn't pass at the Annual Meeting was that it required 75% of the owners to pass. We had just over 50%.

Green Committee & Website Committee: These groups are now forming. Anyone interested in the Green Committee contact Tyler, anyone interested on the Website Committee contact David.

BMC Report: When Dixie is sick or is not coming in, an member of BMC will either come down and put a not on the office door, or will contact a resident Board Member to put the sign up.

Instead of providing proof of criminal background check and credit check, they're submitting the Lease Agreement. This is not what we are asking for. From now on BMC will enforce this requirement.

***In Dixie's contract with BMC, she receives no Overtime. Propose paying her up to three hours per month for Board Meeting attendance. Approved 3-0.***

Board needs to decide if they want a Property Manager, or just an office person. Right now we're paying for an office person. If we pay for more, then we'll get a lot more service from BMC.

Elevator pad has arrived. Board requests that the installation look good, and professional.

**Incident Reports:** There have been cigarettes falling onto the westside balconies and the ledges higher up. BMC will write a letter to the offender.

Old Business: Drain cleaning in front is almost done. The westside awning has also had its top cleaned in this process.

Janine David only received a check for her unit #504, and not #704, when 704 was damaged too. David Flitton said that there was about \$2000.00 coming to her, but that's not what she got. Rick Lowen will follow up on this.

The Willamette Towers Newsletter is now available. It can be downloaded off the website, and Tyler will purchase a holder so that they can be stored near the bulletin board.

Tyler wants to change the Drain pipes in the laundry room from the existing 3" to 4".

Board will research this.

Tyler will also research where to find replacement circuit breakers since they're obsolete.

The board is researching new trash/ash cans for both the north exit area, and the lower parking garage near the stairs.

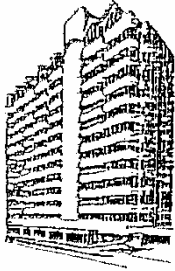
Does the North Garden need special maintenance care? Is Epi qualified to do this? There is quite a lot of grass growing among the decorative moss.

The Architectural Committee recommended specific restrictions for unit doors in 2006.

The existing Bylaws are less restrictive. This matter needs more debate.

Comments from Members: Janine's leaky tub is a Common Element problem and the Association shall get it repaired.

John Rose suggests that Owners look for swelling near their windows. This is caused by water seeping into the walls, and that the best time to get it repaired is while the access to the outdoors is available during the exterior painting and caulking this summer.



**WILLAMETTE  
TOWERS  
Condominium**

1313 Lincoln Street  
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Telephone 541-344-4020  
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Willamette Towers  
Board Meeting Minutes  
4-15-2008

Attendance: David Ghelfi, Tyler Burgess, Rick Lowen, Rob Bennett, Bernice Yoder, Dixie Bradley, Joanne Gulsvig, Shawn Bratner, Linda DeAngelo, Rick DeAngelo, Jeanne-Marie Moore.

***Approval of Minutes from 3-18 2008 meeting. Changed sentence that states “all units will show Bennett Management as Insurer” to “all units will show Willamette Towers as additional Insured”.***

***Approved with change, 3-0.***

Financial Report: Beginning balance of \$10430.06, \$23667.30 in receipts, expenses of \$29503.04, leaving an ending balance of \$4594.32. ***Approved 3-0.***

Architecture & Design Committee: Would like to bring the lobby area back to it's original style, but with a modern flair. They ask permission to explore behind the existing murals. ***Approved 3-0.***

Bylaws Committee: Re-submittal of Declaration vote will happen in May. Final By-Laws still needs some last tweaks, and will be mailed out in May too.

Management Committee: Recommends that the Treasurer look at our monthly invoices that go through BMC; that we have an audit every two years; have a single Board member make all contact with the management company and that all official contact be in writing; and that the Board either enforce the current By-Laws or change them. The Management Committee is disbanding and going inactive.

Maintenance Committee: Air conditioners have been inspected. The committee recommends replacing all but two in Mia Bella Salon. BMC will get quotes on replacements. There is debris on top of some of the storage lockers. Dixie will determine who uses said lockers and warn them to remove before we throw out the debris. BMC needs to schedule safety painting of garage

stairs. BMC will inspect the standing water problem on the Portico and make recommendations. Sludge drain at Mia Bella needs to be snaked. BMC will schedule. Recommend writing this maintenance into their lease. BMC will also look into the repair on 13<sup>th</sup> floor North drain. The Board will put together a list of periodic maintenance for BMC to enter into their schedules.

Green Committee & Website Committee: Recommendations:

1. Replace 4 of our top loading washers with front loading washers
2. that they be Energy Star compliant, and turn at a minimum 1000 RPMs
3. dryers reprogrammed with a half hour option that for an additional \$0.25 can be upgraded to a 45 minute dry.
4. turn our hot water down 5 degrees

All recommendations ***Approved 3-0.***

BMC Report: Unit on 2<sup>nd</sup> floor causing Common Areas to smell badly of cigarette smoke. BMC to investigate.

New Business: Board to investigate better method for hanging Elevator Pads. Board asks BMC to develop a Move In/Move Out notification system for the Board so that we can better monitor this activity.

Board approves April newsletter. ***Approved 3-0.***

Tyler will create a form for information gathering whenever someone is injured or acting disoriented or showing signs of dementia on the grounds.

Old Business: Board gives permission for the HOA's insurance company to continue settling Janine David's claim.

Rightway Plumbing to begin repair on Lowen/David tub leak.

Board to buy cigarette disposal canister ***Approved 3-0.***

Board approves Queer Resources request to paint their logo on their door. ***Approved 3-0.***

Board approves Bratner request for spring water shut off for May 16<sup>th</sup> plumbing work.

***Approved 3-0.***

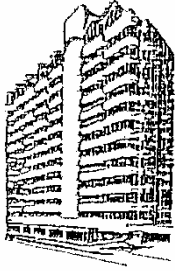
Board approves DeAngelos request to remodel their property. ***Approved 3-0.***

Board approved Gulsvig request to paint her terrace. ***Approved 3-0.***

Board approves Moore request for Variance to relieve her Guide Dog on the bark dusted areas in the east yard. ***Approved 3-0.***

Board gives permission for BMC to hire consultant on parking garage problem.

Board will address the issue of unapproved screens doors in the near future.



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Willamette Towers  
Board Meeting Minutes  
5-20-2008

Attendance: David Ghelfi, Tyler Burgess, Rick Lowen, Bernice Yoder, Dixie Bradley, Joanne Gulsvig, Ken Guzowski, Marla Lowen, Pat & Marty Lynch, Jeanne-Marie Moore & John Rose.

***Approval of Minutes from 4-15-2008 meeting. Approved 3-0.***

Financial Report: Beginning balance of \$10722.94. Are approximately 2% over budget due to higher than expected elevator repair expenses. ***Approved 3-0.***

Green Committee: 6 recommendations:

1. have our newsletter mailed to non-resident owners, then hand deliver within the building.
2. use the WT office to host an informational meeting on Conservation in June.
3. have Sanipac's 'Recycling Outside the Blue Box' brochure place into move in package.
4. distribute Green Informational packet to each unit, will pick up any that are still at doors after two days.
5. stop delivery of all 'yellow page' style books other than Qwest-Dex.
6. that a laminated instruction sheet on Co-Mingle Recycling be place in each Garbage Room.

All recommendations ***Approved 3-0.***

The Green Committee has received a proposal from Solar Energy Design on installing solar panels on our roof. There will be a presentation on this proposal in the WT Office on May 29<sup>th</sup> at 6:00 PM.

Architecture & Design Committee: It appears that it's going to be too late to get the building's exterior painted this year. The committee recommends painting the parking structure this year instead, and then work on securing bids for exterior painting in 2009.

Bylaws Committee: The committee is disbanding now that the By-Laws have been revised and passed. David Ghelfi will continue pursuing another vote on the Declaration.

Maintenance Committee: the committee requests that BMC begin touch up painting of the Green on the elevators, and then schedule it to be done every six months. BMC has been

authorized to buy four new air conditioners. One for the Office, two for Mia Bella, and one for Q-Resources. This is in an effort obtain newer, energy efficient models, thus reducing expenses.

BMC Report: Dixie spoke to the owner of 205 about the cigarette smoke leaking out into the hallway. They purchased and installed new door seals. The hallway is still smelly, but we will observe if it gets better with the new seals.

BMC has written in the maintenance of the Sludge Drain into Mia Bella's new lease contract.

The new front loading washers shall be installed after the changes to the lease agreement have been signed. This will happen ASAP. Also, all of the machines shall be changed over to \$0.25/15 minutes.

BMC obtained bids for drain repair of the Portico. The Board votes to accept the bid.

***Approved 3-0.***

BMC shall redesign the elevator pad hangers.

David Ghelfi & Rick Lowen shall meet with Mark Richards (engineering consultant) on both long and short term fixes for the parking structure's drain system.

Old Business: Ms. Moore will supply less expensive Braille samples to Dixie for evaluation. The Board will examine them and then make decision on installation.

The trees along the North Alley are to be cut to an even height, and Sandpiper Automotive will water them.

The new Smoke Stand shall be installed near the North Entrance.

New Business: There is an Elevator Pad Transfer Form. It will be given out with the elevator pads. It allows for responsibility of the pads to be transferred from one owner to another, when there are multiple people needing them on a single day.

There is a new injury reporting form located in the office and out by the mail boxes

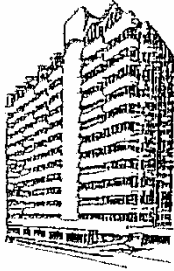
All air conditioner installations must be done by licensed contractors, or be inspected by an authorized representative of the Management Company. ***Approved 3-0.***

There has been a revision to the water shut off policy, reflecting the fact that our sprinklers are inspected once every five years and not yearly.

The Board would like to announce that as of August 1<sup>st</sup>, we will be changing Management Companies. The new company will be announced after all contracts have been signed.

Tyler Burgess will be hosting a Tea party for Mary Erbaugh, who is moving, on Thursday June 5<sup>th</sup> at 4:00 at her home, unit #201. All are welcome.

David M. Ghelfi \_\_\_\_\_  
Secretary, WT Board of Directors



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Willamette Towers  
Board Meeting Minutes  
6-17-2008

Attendance: David Ghelfi, Tyler Burgess, Rick Lowen, Dixie Bradley, Joanne Gulsvig, Ken Guzowski, Marla Lowen, Joan Gulsvig, Yuan Hopkins & Jeff Rider.

***Approval of Minutes from 5-20-2008 meeting. Approved 3-0.***

Financial Report: On budget. We have one unit that has made no payments since March. They have been sent late payment notifications monthly. Rick asked BMC if they knew of any issues with the owner and they didn't. The owner is currently \$1300.00 behind. Rick will ask that Bernice get a letter out that sites the By-Laws and requests that they bring their account up to date. The 2007 Special Assessment came due on 5-31-08. As of the meeting, only 5 people are late, with a total of \$2600.00 due.

We have two CD's coming due at the end of the month. Rick recommends that we take these two CD's and put them into two nine month CD's. Also take \$30,000.00 from our Money market account at Smith Barney and put it into a 12 month CD. These CD's will have rates of approximately 3.5% each. Thus we get the highest return with the least commitment. ***Approved 3-0.***

Green Committee: 9 recommendations:

1. Locker Room and Laundry Room overhead heaters should be disconnected to ensure they aren't heating these areas.
2. All hallway heaters should be removed for the same reason.
3. The new air conditioners that are going into the rental shops be Energy Star. There is a new type that heats too, and EWEB is currently offering a \$100 rebate. They are 42" in diameter.
4. Stair/Hall lights, replace with low energy bulbs. Rebate \$2.00 per bulb from EWEB.
5. EEC room, janitor closets and trash room lights need to be replaced with low energy bulbs.
6. Elevator Lights: Replace bulbs with low energy bulbs.
7. All but three of our EXIT signs including the garage EXIT light need to be replaced with high efficiency fixtures. EWEB has rebate money for this too.
8. The Garage lights are high pressure sodium at 150 watts each and are high energy users. Replace with high performance T-8 fixtures at 50 watts each.



9. Install motion sensors to trigger lighting in Locker, Public restrooms, and Garbage rooms. There are rebates here too.

EWEB came to the building and assessed our energy usage. Our boiler is the biggest consumer. Going with a gas boiler would save a lot of money in the future.

The Board votes to have BMC work with the Green Committee on determining costs and return on investment in implementing these recommendations. ***Approved 3-0.***

The committee has also determined that solar panels aren't currently feasible.

Maintenance Committee: Developed a checklist for new management company.

**We need more people on this committee!!! Please contact David Ghelfi if you would like to participate.** There is spotting on the back lawn. Is it due to insects, or the dog urinating there?

The Board asks BMC to work on this and talk to the landscape maintenance company on this.

The trees in the alley have been cut back and look better. BMC will work on their maintenance.

BMC Report: Smoke alarm on 12 was out and has been fixed.

On May 21<sup>st</sup> an owner witnessed someone climbing the wall in the parking lot and begin going through cars. 911 was called, but by the time they arrived, the criminal had left.

Lane County Glass will be bidding on the repair of the front windows that have been etched.

Old Business: The new elevator pad had arrived.

The Braille sample supplied by Ms. Moore wasn't approved, and David is pursuing more options.

Window washing will happen in July.

Old bikes that are unridable need to be removed from the bike rack in back. Dixie will talk to owners.

New Business: IPMG will take over as the Management Company as of August 1<sup>st</sup>, 2008. They will be mailing out introductory letters, and will be present at the August meeting.

The Board Meetings in July and August have been changed. New dates are: Thursday 7/17/2008, and Thursday 8/14/2008.

Comments from Members: Jeff Rider has asked for clarification on what is allowed to be changed on windows. The board will investigate and have an answer at the July Meeting.

David M. Ghelfi

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Secretary, WT Board of Directors



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Willamette Towers  
Board Meeting Minutes  
7-17-2008

Attendance: David Ghelfi, Tyler Burgess, Rick Lowen, Dixie Bradley, Ken Guzowski, Jeanne Marie Moore, Pat Lynch and Tina Behnke, Yuan Hopkins & Bernice Yoder

Approval of Minutes from 6-17-2008 meeting. ***Approved 3-0.***

Financial Report: Our starting balance was \$10420.38, and ending was \$10477.30. We're on or better than budget as far as Utilities costs.

There is a single Owner who is significantly behind on assessments. Richard Lowen has spoken to the Owner, who assures us that they will pay as soon as some investments pay off. The Board is going to send a letter anyway that requests that payment be received by August 1<sup>st</sup>, in order to prevent Lien proceedings from beginning. Bernice will draft this letter. There are three other owners who are a couple of months behind as well, and Richard will speak to them about this problem.

We purchased the additional CD's, renewed others and transferred funds from Money Market accounts as approved at the last month's Board meeting. ***Approved 3-0.***

BMC Report: Two incident reports. The first one indicated that the security gate was not working. BMC came and repaired the same day. The other indicated that someone was smoking on one of the balconies. Dixie spoke to the accused, who denied the activity.

There is still non-compliance concerning Background Checks and Lease Agreements. The Board would like to see this regulation complied with, and places the burden with BMC.

The Excel spreadsheet that records the Owner/Tenant data is not up to date. Gathering info on storage lockers will begin the following Monday.

Maintenance Committee: The ivy along the back alley that is climbing the garage will be cut down this coming week, on the same day as the bark is delivered for the remaining areas of the property. We need to work on a storage space for the Bollards. They're currently being leaned up against the building, which causes damage. David will investigate fixes. Elevator still needs touch up painting. BMC will paint once the elevator pad hanger is completed (next week or so).

Old Business: Braille samples should be available in a couple weeks.

David & Rick met with Mark Richards (Architect) about parking garage repairs. They delivered a Scope of Work and assessment document. They are approved to prepare a full proposal by the board.

***Approved 3-0.***

New Business: We have received two bids on the painting of the garage structure. The first, from Travis Zook was brief and was for \$19400.00. The second was detailed and was from Mr. Goodbrush for \$13340.00. The Board accepted the bid from Mr. Goodbrush. ***Approved 3-0.***

Lane County Glass delivered a bid for \$2285.00 to replace the windows that were recently vandalized. The Board accepts this bid. ***Approved 3-0.***

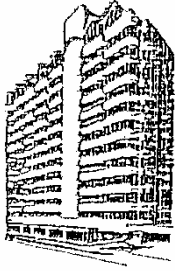
Upon reflection, the Board has changed the Air Conditioner Installation Policy to remove the option of having a WT representative approve the installation, thus limiting the approval to a Licensed, Bonded Contractor.

Comments from Members: Marci Beard requests approval to begin standard remodeling work on her new unit. ***Approved 3-0.***

Jeanne Marie Moore advises that lane County Glass is very expensive, and that it would be in our best interests to get additional bids on the glass repairs. She also asks to install a screen door. The Board will take both of these into consideration.

The grass along the back (east) isn't being watered. Dixie to look into this.

David M. Ghelfi \_\_\_\_\_  
Secretary, WT Board of Directors



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Willamette Towers  
Board Meeting Minutes  
8-18-2008

Attendance: David Ghelfi, Tyler Burgess, Rick Lowen, Dolf deVos, Kim Kent, Tammy (IPMG), Rhonda (IPMG), Esther Conner, Jeanne Marie Moore and Anna Mayo.

Approval of Minutes from 7-17-2008 meeting. **Approved 3-0.**

Financial Report: Ending was \$20683.27. We're ahead on assessments for both the month and the year. Rental income is current as of 7/31/2008. 2 owners still owe on their Special Assessments from 2007/2008, letters will be sent to them. Letter to be sent to long over due by IPMG. They have been instructed to begin Lien proceedings as per Rick Lowen.

Tammy at IPMG to contact BMC about final accounting follow up.

What is "Pond Maintenance" charge of \$3885.97. Rick will follow up on this.

IPMG Report: Two incident reports. One involved somebody parking in an owner's spot, and the other was a report that the garage gate was stuck. Kim is making an effort to transfer as much handwritten data as she can find into the computer, update the locker and parking data, and organize the keys and FOBs (this will include canceling any FOBs that are out).

Old Business: Simple plastic Braille labels shall be installed in the inside of the elevators by Jeanne Marie and Kim. IPMG to place an order with Signlanguage for permanent Braille labels on the outside of each floor, plus at the inner sides of the doors on each floor. The 2009 Reserve Budget has provisions for up grading out elevators, and ADA signage is included. This is why the inside is temporary. **Approved 3-0.**

It was proposed that a variance be granted to Jeanne Marie Moore for a screen door, made of wood and stained dark as to match the doors and installed by a qualified contractor. **Failed 1-2.**

The glass that was recently vandalized shall be replaced by Lane County Glass.

The parking structure is to be painted soon. Contract signed today.

New Business: WT to pay plumbing bill for unit 1003, from May 2008.

The responsibility to recruit new Board Members lies with the Association. The Board will begin efforts, along with the HOA, to continue this recruitment ASAP.

The Budget Committee is seeking interested people to help with the drafting of the 2009 Operating Budget. Work is to begin in October.

David M. Ghelfi \_\_\_\_\_  
Secretary, WT Board of Directors



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Willamette Towers  
Board Meeting Minutes  
10-21-2008

Attendance: David Ghelfi, Tyler Burgess, Rick Lowen, Kim Kent, Rhonda Romero, Esther Conner, Yuan Hopkins, Jeanne Marie Moore, Joanne Gulsvig, Marla Lowen and Ron Blanton.

Approval of Minutes from 8-18-2008 meeting. *Approved 3-0.*

Financial Report: Income in September was \$17231.00, expenses were \$19247.72. Added \$18591.88 to Reserves. Assessments are on track and rental income is current as of 9/30/2008.

IPMG Report: Five incident reports since last meeting.

- Noise complaint about #1103. Warning letter sent to renters. IPMG told that they must also send a letter to the owner, as per the bylaws, whenever a renter is in violation.
- #1001 smoking on balcony. Warning letter sent to renters.
- #708 had their bike stolen from the lower parking garage.
- On Friday, 10-17-2008 at about 11:00AM, someone climbed the wall and entered the upper parking garage. They entered a blue pick-up truck (#1006's vehicle), and rifled through contents, then proceeded to try to gain entry via the locked east door, as well as the main south entrance. They were not successful. A tenant did call 911, but by the time the police arrived, the intruders had left. **DO NOT LET ANYONE INTO THE COMPLEX THAT YOU DO NOT KNOW. IF THEY HAVE BUSINESS HERE, THEY CAN GAIN ENTRY VIA THE ENTRAGUARD SYSTEM!**
- Kim found the remains of marijuana in the lobby bathroom, as well as evidence of smoking. A sign was hung in the bathroom reminding users that every time they enter, their FOB number is recorded, and that smoking of any kind is prohibited in the common areas. No further problems have been reported.

Mr. Goodbrush is putting a lien on a unit due to lack of payment. Also Satori and Mia Bella's leases have been up for many months. Tyler will check to see if we paid BMC to renegotiate these for us. Mia Bella's is currently in negotiation.

Green Committee Report: Delivered prioritized list of electrical upgrades to the Budget Committee. Board ok'd the installation of motion detector controlled lighting in the storage lockers and public restrooms, as well as the change out of lights in the parking garage to more efficient bulbs, resulting in immediate savings. Due to budget restraints, the remaining electrical upgrades will be considered in the 2009 budget.

The replacement of our current full size recycling dumpsters with two smaller recycling dumpsters was voted on. ***Approved 3-0.***

Budget Committee: The Committee will try to keep assessments, maintenance, landscaping and utilities the same as 2008, while reducing expenses. The Operating Budget will contribute \$36000 to the Reserves. As of September we're \$3000 under budget. Our accounting and legal fees to be cut in half and reduce office expenses from \$3100 to \$2400.

Old Business: Replacing two of the last four top loading washing machines with front loaders in the laundry room. ***Approved 3-0.***

The September Member Gathering was a success. The Board will attempt to have another one in six months, possibly on back lawn.

New Business: Mia Bella would like to install a new sign about 30' up in the North wall of the complex. The Board acknowledges that they are good tenants and wants to work with them, but thinks that it is a bad area for such a sign, and will go back to Mia Bella with alternate options.

Bids were obtained for pest control (cockroaches) for the building. The bid gives options for a building wide projects as well as pricing for tenants on an individual unit basis. The Board asks IPMG to obtain two additional bids before the next meeting in November.

The Board asks IPMG to obtain bids for getting broadband for the Office, as well as looking over our Qwest bill to see if we will be affected by upcoming increases in cost.

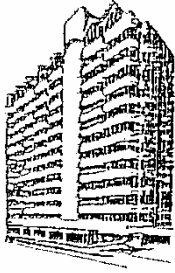
Joanne Gulsvig has expressed concern over the safety of our windows. At least three have fallen out over the past two years. This is due to a small plastic retainer that allows the window to slide open in it's frame. She would like to see the HOA pay for inspections of this piece, in an effort to limit our liability and keep the public as safe as possible. The Board shall consider this as soon as possible and obtain bids if necessary.

The "User Friendly Bylaws" are to have the sections referring to Background and Credit Checks and their associated fees removed, as it is contrary to the provisions in the Bylaws and is thus unenforceable. ***Approved 3-0.*** Those who would like to see these rules reinstated may lobby to have them voted into our Bylaws, as long as it does not conflict with Oregon Condominium Law.

David Ghelfi would like to see a sign installed near the stairs in the upper parking deck, indicating where contractors should park (in one of our visitor spots or on the street and not in one of the spots at the top of the stairs), plus a sign at the inside of the front door instructing people to A: not move furniture in or out of this entry or block it open, and B: not to let anyone in who you do not know. David will come up with text and a mock up and present it at the next meeting for approval.

A Welcome Committee may be formed in order to give new tenants/owners a custom tour and full instructions on our Bylaws, rules and regulations.

David M. Ghelfi \_\_\_\_\_  
Secretary, WT Board of Directors



**WILLAMETTE  
TOWERS  
Condominium**

1313 Lincoln Street  
Eugene, OR 97401

Telephone 541-344-4020  
Fax 541-338-8632

Willamette Towers  
*Amended* Board Meeting Minutes  
11-18-2008

Attendance: David Ghelfi, Tyler Burgess, Rick Lowen, Kim Kent, Joanne Gulsvig and John Rose.

Correction concerning lighting/motion detector changes in parking garage in October minutes. Approval of Minutes as amended from 10-21-2008 meeting. **Approved 3-0.**

Financial Report: Reserve Report: In 2008, the painting of the parking structure was the only project undertaken with Reserve funds. In 2009, Fire suppression maintenance, painting and caulking the exterior of the building and lighting improvements at the elevators are scheduled, and should cost \$196,000. \$40,878 will come from elevator funds, and \$8801 from portico/roof repair funds.

Planned on having \$206,453 in Reserves at the end of 2008, but due to such things as savings on insurance and not completing the exterior painting, we have \$396,508. Our original ending balance for 2009 was to be \$185,000, but with the savings and the work scheduled for completion, we will have \$281,508. Also, we will be able to contribute. This means *potentially* keeping dues from raising excessively, plus achieve all of our planned goals. Soon we will be reevaluating the Reserve Study to update real world costs and reprioritizing actions.

Monthly Financial Report: Income was \$22268.50, and expenses were \$27215.47, with a net of \$-4946.97. The garage painting was paid this month, which accounts for the low number. The Reserve budget will reimburse the Operating account. Assessments are on schedule. Reports **approved 3-0.**

IPMG Report: Mia Bella: Board approves only a single rent increase per lease term. They still want the sign on the north wall. IPMG will counter.

Numerous pest control bids were obtained. The board approves termite treatment in the stairwell on the first floor, but elects to allow individual owners deal with any cockroach issues themselves.

Electrical Bids: We have received a bid from Christiansen Electric, waiting for a second to come in.



Budget Committee: There have been reductions in laundry income. Utility and maintenance costs are down. IPMG seeking new landscaping bids, possibly save one third. Possibly discontinue monthly bill mailing to owners who can have it delivered electronically.

Old Business: The bids to repair the parking structure have come in and are under consideration by the Board.

Window Safety: IPMG has replaced all of the windows on units that they independently manage. There are double pane and broken pane issues throughout the building. The Board encourages owners to have their windows inspected by a qualified contractor. IPMG will arrange notification.

New Business: Asphalt repair bid to fix cracks and ruts caused by the garbage truck is in at \$1100, but weather may hinder scheduling of this project.

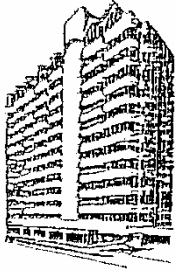
David Ghelfi to arrange a Welcome Committee, with the purpose of both welcoming new residents, but also making clear that all of our the rules and regulations are properly explained and understood.

Security cameras. Bids and the location and design of the system are in progress.

Reschedule window cleaning to a March – October rotation, from the current July – November rotation.

Comments: John Rose: thanks for the Reserve study work. We should have the office phone forwarded to the WT cell phone so that the Office Manager can answer while out of the office. Would like the Budget Committee to look into having the bike lock up area covered.

David M. Ghelfi \_\_\_\_\_  
Secretary, WT Board of Directors



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Willamette Towers  
*Amended* Board Meeting Minutes  
12-16-2008

Attendance: David Ghelfi, Tyler Burgess, Rick Lowen, Laura Romayn, and Ed Beach.

Change to minutes where Board asks IPMG to find fuses. They don't have to do that.  
Approval of Amended Minutes as amended from 11-18-2008 meeting. **Approved 3-0.**

Financial Report: Income was \$18214.96, and expenses were \$11323.34, with a net income of \$68691.92. We have two owners who are past 90 days delinquent on their Assessments. Letters will be sent asking them to make their accounts current. Rick estimates that at end of year (2009) that we will have a balance of \$23000.00. He suggests that we take that balance (less 2009 unpaid dues) and transfer to reserves and tie to fixing the upper parking deck of garage.

We made the scheduled 2008 contribution from the Operating budget to the Reserves of \$11628.72. This brings our Reserves to an approximate balance of \$403,000.00. Report **approved 3-0.** 2009 Operating Budget **approved 3-0.**

IPMG Report: Couldn't make it to the meeting due to weather.

Satori Day Spa is ready to sign a new lease. They want an additional parking spot, beyond the one they have now. Board approves one (1) additional spot, to be taken from one of our current WT Visitor spots. The Board also wants Satori to change their sign out, since Rachel Rubin is no longer there.

Mia Bella can have a new sign, to be installed on the north side of the building, on about the second floor level. They must remove their old sign. We are not raising costs on their lease at this time. We are raising their utility fees from \$100 to \$125 per month.

Old Business: The security camera bid was incorrect. Must resubmit. Right Way Plumbing needs to shut off the water. Why, what owner, do they know they must pay any fees? Comcast will be here 1-7-09 to hand out digital converters.

New Business: Locker room in north hallway's light not going off. Handle on east door loose. We would also like new mats in front of the south, east and north doorways. The board would

also like to see the door separating the hallway from the lobby have an auto closing mechanism installed, as well as a fob entry system. This should increase security and reduce problems of people entering the lobby from the rental shops. This last item was *approved 3-0*.

Comments: Laura Romayn: does she need anything to adapt her TV for digital? Comcast will provide everything needed. Ed Beach: Special Assessments are a hardship. He'll have to move if they continue. Board let him know that once he has paid up through May 2009, then the Special Assessments will be done.

David M. Ghelfi \_\_\_\_\_  
Secretary, WT Board of Directors