

## Willamette Towers HOA

### Board Meeting Minutes

For meeting on: Tuesday, July 28, 2009

7:00 pm

WT Office/Lounge

**Board Members Present:** Tyler Burgess, Chair; Rick Lowen, Treasurer; Kevin Biersdorff, Secretary; Marcy Beard, Board Member; (David Ghelfi, absent)

Also Present: Casey Conley (IPMG), Rhonda Romero (IPMG), John Rose(1202), Joanne Gulsvig (202), and Ed Beach (507)

1. Comments from the membership:
  - a. Joanne noted that the dryers in the laundry were set too hot. The board reported that the dryers were tested by the vendor and were found to be working appropriately.
  - b. Mr. Beach reported, later in the meeting that the door closing mechanism on the door between lobby and the north hall was set in such a way that it was difficult for him to pass through. The board responded that the mechanism has been adjusted several times by the vendor that that it was minimally set to ensure closure. It was also noted that the access control has been successful in reducing unauthorized entries.
2. Minutes of last board meeting (June 23rd) were approved
3. IPMG Report
  - a. Casey noted that the new gates will be installed Friday the 31<sup>st</sup> with the work concluding the following day
  - b. Q Resources' lease is up soon. They requested specific changes. The board moved to direct IPMG to execute a new lease at the same rate, but as a month-to-month tenancy, with a stipulation that either party could terminate the agreement with a 60 day notice.
  - c. Brothers Cleaning will be cleaning carpets August 28<sup>th</sup> to 31<sup>st</sup>.
  - d. IPMG is looking to enlist the services of a new plumber due to a lack of responsiveness on the part of the current plumbing contractor.
  - e. A large limb fell from one of the trees on Lincoln Street, causing substantial damage to vehicle parked underneath it. There was speculation as to

contributing factors such as the scaffolding or the previous night's wind storm, or both. IMPG was instructed to consult with the City arborist.

4. Treasurer's report

- a. Rick reports that both income and expenses are tracking slightly above budget. [See attached].
- b. The reserve account balances total approximately \$472K.

5. Committee reports

- a. Speaking on behalf of the Architectural Committee, John Rose asked for board direction on a sign to be placed on the north face of the building that would include tenant business names. (The current agreement with a tenant allows for a sign). The board moved to limit the HOA contribution to \$3000, with any additional funds contributed by the tenants. The proposed location of the sign is shown below:



- b. There was a general discussion about directing of work by the painting contractor. It was agreed that Marcy would coordinate with IPMG on tasks related to project and contract management.
- c. Grounds Committee commented on vegetation growth in the alley. IPMG was directed to have it dealt with by the landscape contractor. The Board approved the issuance of an electronic fob to UPS for access to the mail room.
- d. The subject of security cameras came up. No action was taken.
- e. The Green Committee reported that the new lights have been installed in the garage and response has been positive.

- f. IPMG has agreed to collect and post notices of units for sale or rent. They receive requests regularly from the public about opportunities to live at WT.
- 6. The Board had an extended discussion on policies; these are highlights:
  - a. There was agreement that we can do a better job at documenting, collecting and disseminating board policy.
  - b. Many policies impact residents, but others serve as governance tools for the Board.
  - c. A new policy was proposed and approved regarding the rescheduling of Board meetings. Board meetings will not be rescheduled if one Board member is not able to attend, as long as there is a quorum (3 present). However one or more Board members may request a meeting schedule date at the previous board meeting.
  - d. The Board is working on a clearer policy with respect to requests made of IPMG. That has yet to be finalized.
  - e. It was understood that IPMG will not be requesting the 5% project management fee for the painting contract. Marcy will be coordinating tasks as mentioned earlier.
  - f. The Board considered a draft Committee Charter document that Kevin had distributed by email. The Board is interested in improving governance at the committee level as well as the board level, and will be circulating the draft document to committee members for input. (Also attached)

Meeting adjourned.

Next meeting – August 18, 2009

## Willamette Towers Budget 2009

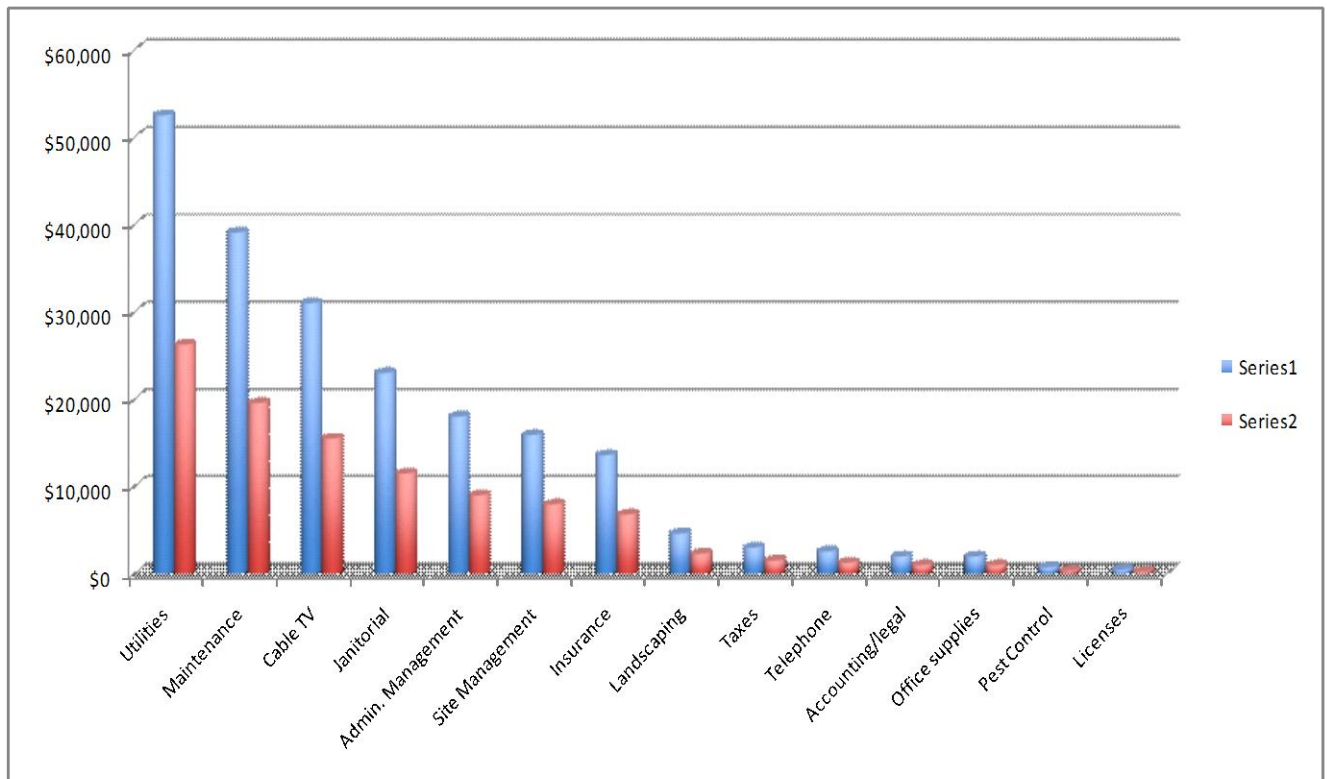
<b>Income</b>	<b>Amount</b>	<b>2nd Q Budget</b>	<b>2nd Q Actual</b>
Assessments	\$203,400	\$101,700	\$103,049.00
Rentals	\$42,000	\$21,000	\$21,050.00
Other	\$4,950	\$2,475	\$21,685.72
<b>Total Income</b>	<b>\$250,350</b>	<b>\$125,175.00</b>	<b>\$145,784.72</b>

\*\*includes insurance reimbursements

<b>Expenses</b>	<b>Total</b>	<b>2nd Q Budget</b>	<b>2nd Q Actual</b>
Utilities	\$52,500	\$26,250.00	\$26,513.67
Maintenance	\$39,100	\$19,550.00	\$21,583.73
Cable TV	\$31,000	\$15,500.00	\$15,914.56
Janitorial	\$23,000	\$11,500.00	\$11,611.88
Admin. Management	\$18,000	\$9,000.00	\$9,000.00
Site Management	\$15,900	\$7,950.00	\$5,869.01
Insurance	\$13,589	\$6,794.50	\$11,409.00
Landscaping	\$4,600	\$2,300.00	\$1,470.00
Taxes	\$3,000	\$1,500.00	\$357.00
Telephone	\$2,580	\$1,290.00	\$1,518.49
Accounting/legal	\$2,000	\$1,000.00	\$716.00
Office supplies	\$2,000	\$1,000.00	\$136.96
Pest Control	\$750	\$375.00	\$783.00
Licenses	\$504	\$252.00	\$297.76
<b>Total Expenses</b>	<b>\$208,523</b>	<b>\$104,261.50</b>	<b>\$107,181.06</b>

\*\*quarterly elevator maintenance paid thru 6/30/09

\*\*property ins payment for whole year



<b>Summary</b>	
Income	\$250,350
Less Expenses	-\$208,523
<b>Net operating income</b>	<b>\$41,827</b>
To Reserve Fund	-\$33,000
<b>Net Income</b>	<b>\$8,827</b>

Available for special projects, such as security cameras and green projects.

## Willamette Towers Committee Charter Request

### General requirements for committees:

1. Committees which expect to interface with the Willamette Towers board as a committee, as opposed to individual condominium owners, shall be chartered and sanctioned by board approval.
2. As the bylaws offer no provision or authority for committees, all committees shall serve as sub-committees of the board and at the board's pleasure.
3. Committees are required to be open to any and all condominium owners without discrimination. Committee membership shall also be extended when requested on the same terms.
4. Committees are required to post committee meeting time and location in a conspicuous place at least one week prior to the meeting. Such times and places shall be reasonably convenient to interested parties.
5. All committee members shall serve in a voluntary capacity, without compensation or conflict of interest.
6. Committees shall consist of no fewer than 5 members, and shall maintain a roster of active members available to the board and the board's management agent.
7. Issues/Requests/Recommendations shall be forwarded to the board only when there is a 2/3 (.667) vote to do so by the standing committee membership (4 of 5, 4 of 6, 5 of 7, etc.).
8. A committee shall be required to coordinate with another committee on issues which effect the purview of the other.
9. [something here about accessing the services of the property management firm]

Proposed Committee Name: \_\_\_\_\_

Charter *(please describe the purpose/role of the committee in as few words as possible)*:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who is the Board member liaison? \_\_\_\_\_

How often will the committee meet? \_\_\_\_\_

What level of discretionary spending is the committee seeking? \$ \_\_\_\_\_ per \_\_\_\_\_

Who will act as the initial committee chair? \_\_\_\_\_

Who are the other current committee members? \_\_\_\_\_

What is the committee's proposed quorum? \_\_\_\_\_

Date submitted: \_\_\_\_\_

Required Board Approvals:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

DRAFT