

Approved Minutes



Willamette Towers HOA

Meeting Minutes

Tuesday, October 20, 2009

7:00 pm

WT Office/Lounge

Board Members Present: Tyler Burgess, Chair; Rick Lowen, Treasurer; Marcy Beard, Member

Also Present: Casey Conley (IPMG), Rhonda Romero (IPMG), Giny Landgreen, Joanne Gulsvig, Esther Konop, Ed Beach, Marla Lowen, Pat Lynch, Marty Lynch, Laura Romeyn, John Rose

1. Comments from the membership:

- a. Laura Romeyn reported that the social event is scheduled for Monday, November 16, 2009 in the WT Office from 6:30 until 8:30pm. All residents are invited. Announcements will be posted. Residents will be asked to bring “finger food”. The association will provide drinks and service ware. **Laura requested the Board approve a budget of up to \$50 to cover the costs. The request was approved.**

- b. Mr. Beach reported that a person had come to his door asking to use his bathroom. He was curious if this could have been a worker. The board advised Mr. Beach that he should not admit anyone to his unit unless he knew them. Workers have other options should they need to use the restroom while in the building.

2. Approval of last meeting’s minutes—Tabled until next meeting

3. IPMG Report:

- a. Fire Door update: Casey reported that an Exit Analysis prepared by an architect would be required before the City would consider any changes to the function of the door from the Lobby to the north hallway.
- b. Garage entry gates were working again. Problem resulted from malfunction of the electric eyes.
- c. Window washers are scheduled for end of October/first week of November.
- d. Provided additional information on the Fire Panel

4. Treasurer’s Report:

- a. It was requested that the Mastercraft charge for removal of items from the boiler room be charged back to the owner of the unit.

5. Committee Reports:

- a. Budget Committee: John Rose presented a proposal to purchase software for updating the Reserve Study. Three different programs were examined. AFI Professional was

recommended at an initial cost of \$269 (plus tax) with a yearly licensing fee of \$100. Rick Lowen continued the presentation with information about costs for preparation. The committee recommends that we contract John Rose to do the work to update our reserves at a cost of \$450.00. **The total cost would be approximately \$750.00**
It was moved, seconded and approved.

The committee presented the first draft for the 2010 budget. The proposed budget calls for a 5% increase in the monthly HOA dues. The budget did not include funding for the building signage that the board agreed to pursue. The board asked that the committee return a final version with funds for the signage at the next meeting.

- b. Welcome Committee: Marty Lynch volunteered to take over the function of greeting new residents for the committee.
- c. Architecture Committee: Marcy Beard reported the punch list for the exterior painting project is complete. The final walk around is pending. She also reported that the masonry sections on the ends of the building will not be sealed as planned. The painters were not able to solve the issue of the white coloration. The board asked Marcy to check with the painters about the caulking that was done during the project.
- d. Grounds/Security Committee: No report
- e. Green Committee: Joanne Gulsvig presented a proposal to replace the light fixtures in the elevator lobby and the office with more efficient fixtures. The board asked that the committee request additional bids before consideration.

6. New Business

- a. Concern was raised about the overdue rent from tenant Q Resources. Rhonda reported that the rent was now up to date.

7. Meeting was adjourned.