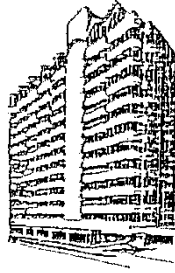


# Approved Minutes



## Willamette Towers HOA

### Meeting Minutes

Tuesday, November 17, 2009

7:00 pm

WT Office/Lounge

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

**Also Present:** Casey Conley (IPMG), Rhonda Romero (IPMG), Dan Solitz (1302), Jeanne Marie (203)

The Board wished to express its appreciation to Laura Romeyn and others who put together the successful WT social event and expressed the hope that there would be others to follow.

1. Comments from the membership:
  - a. New resident Dan Solitz introduced himself and mentioned that he and his wife would be pleased serve on committees as needed.
2. The minutes of the September and October Board meetings were approved with minor modifications.
3. IPMG Report:
  - a. Front door was scheduled to be repaired Thursday November 19.
  - b. Spare smoke detectors were ordered.
  - c. There was a slight increase in insurance premiums to cover building ordnance protection (fire panel).
  - d. IPMG is working on a bid to get the elevators painted

- e. IPMG agreed to a Board request to delineate what portions of the proposed Management Assistant position description were not within the scope of the original contract duties.
  - f. One or more liens for unpaid fees are expected to go out soon to condominium owners.
4. Treasurer's Report: [Combined with the Budget Committee Report]
- a. The Budget Committee has acquired and installed new reserve study software which is meeting expectations. The Committee will be reviewing the work of John Rose's data entry with a plan to make reserve account recommendations to the Board by January.
  - b. The 2010 budget was reviewed and it was recommended that there be a 5% increase in dues to meet future reserve targets. The Board approved the increase and will work to ensure notice go out to owners on or prior to 12/1/09.
  - c. As of 10/31/09 the reserve account held approximately \$395K after a \$102K payment to the painting contractor.
5. Committee Reports
- a. There were no other committee reports
6. Old Business
- a. The Board gave consideration to proposed edits made to the Willamette Towers Committee Charter Request policy by a group of committee members who met for that purpose. The Board accepted some suggestions outright, made some modifications/clarifications to others, and in some cases kept the original language. The final approved Charter Request is attached.
- As a next step, committees are encouraged to submit Charter Requests along with the necessary stated information such as a purpose description and roster of members.
7. New Business
- a. The Board approved the purchase of a programmable digital thermostat for the WT office and directed IPMG to have it installed.
8. Adjourn

