



**WILLAMETTE
TOWERS
Condominium**

1313 Lincoln Street
Eugene, OR 97401

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

Willamette Towers
Board Meeting Minutes
1-20-2009

Attendance: David Ghelfi, Tyler Burgess, Rick Lowen, Casey Conley, Rhonda Romero, Yuan Hopkins, Marcy Beard, Joan Gulsvig and Jeff Rider.

Approved Amended December Minutes. **Approved 3-0.**

Financial Report: Income was \$26,259.34, and expenses were \$16,480.27, with a net income of \$9,779.07. We contributed \$11,628.72 to our Reserves, leaving a net balance of \$10,000.00 in our Operating Budget. Financial Report **Approved 3-0.**

IPMG Report: Incident Reports: Bike left in hallway on fifth floor, resolved. 1003's tenant moved out improperly. The new tenant was informed of rules for moving in and out as a reminder. Automatic lighting in north locker room problem resolved. 1001's tenant moved out improperly. Owner notified. Possible harassment issue between two tenants referred them to police.

Overhead Door says we need a new chain on back garage gate. Casey will arrange repair. Casey also worked on compliance of hallway doors. There are again many with posters and artwork mounted on them.

Old Business: Security Cameras: received a revised bid from SAC. We are also getting bids from Omlid & Sweeney and Smeed.

Board approves Earth Pro's bid as new landscaping company. **Approved 3-0.**

Tenant Leases: Almost all done. Ready by annual meeting.

New Business: We need our drains snaked around building.

A committee is to be formed that will look at obtaining new signage throughout the inside and outside of the building.

The Board is asking for volunteers to form a short-term committee to evaluate the exterior painting and caulking bids.

Due to requests by owners, a copy of the minutes shall be placed on the bulletin board after their approval. Any owners who would like the minutes mailed to them can submit a request to Casey,

and who will include them in the monthly mailing Otherwise, the minutes are to be posted at www.willamettetowers.com.

Comments: Jeff Rider will lend assistance if needed in gathering information concerning computer wireless throughout the building.

Joan Gulsvig: concerning our exterior door policy, she recommends against being fuzzy with the regulations. It leads to trouble. She recommends enforcement as the bylaws specify, as it leads to less ambiguity and clearer regulations and expectations.

Marcia Beard: inquired about information concerning the parking structure project. She also has offered to lend her expertise in determining what colors should be used in the exterior painting of the building, as this is her profession.

David M. Ghelfi _____
Secretary, WT Board of Directors

Approved Minutes

Willamette Towers Owner's Association
Annual Meeting
Wednesday, February 17, 2009

- I. The meeting was called to order by Board Secretary, David Ghelfi, at approximately 7:10PM
- II. A quorum was established with 50+ members present in person or proxy
- III. The minutes from the 2/20/08 Annual Meeting was read. The minutes were approved
- IV. Tyler Burgess read the Chairperson's report
- V. Rick Lowen read the Financial report, it was approved
- VI. David Ghelfi reported on the activities of the Security/Maintenance Committee and asked for \$5500 for video surveillance equipment. The funds were approved in a general vote of those present.
- VII. The Green Committee requested \$3500 for upgrading the parking structure's overhead lighting. The funds were approved in a general vote of those present
- VIII. The Board has an opening for two new members, and Tyler Burgess, Richard Lowen and David Ghelfi are up for re-election. Marcy Beard and Kevin Biersdorff have come forward and were approved by a show of hands. Tyler Burgess, Richard Lowen and David Ghelfi were re-elected by a show of hands.
- IX. The meeting was adjourned.

Minutes



Willamette Towers HOA

Board Meeting Minutes

For meeting on: Tuesday, March 17, 2009

7:00 pm

WT Office/Lounge

Board Members Present: Tyler Burgess, Chair; Rick Lowen, Treasurer; Kevin Biersdorff, Secretary; David Gelfi, Board Member; Marci Beard, Board Member

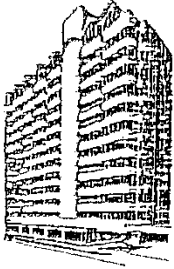
Also Present: Casey Conley (IPMG), Rhonda Romero (IPMG), Ken Guzowski (1301), Esther Konop (1108), Pat & Marty Lynch (1105), Joanne Gulsvig (202)

1. Minutes of last board meeting (January 20th) were approved
2. Comments from the membership:
 - a. Pat and Marty made comment about noise on the night of March 15th and agreed to file a formal complaint against the offending tenant.
3. IPMG Report:
 - a. Casey reported that a hole had been cut in the second floor ceiling and that items were found in the ceiling area that indicated criminal activity. Those items were now in the keeping of IPMG and would be given to the Eugene Police Department (EPD).
4. Treasurer's Report:
 - a. Rick noted that utilities costs exceeded projections in the previous 2 months; the insurance bill had been paid; there were two outstanding delinquencies, both for dues and special assessments; corporation tax was significantly under budget; the books were closed for 2008; and current budget is on track.
5. Committee Reports:
 - a. David reported that the Welcome Committee had met on the 10th of March. They are working out operational details for the committee.
 - b. The Architectural Committee reported that they expected to receive five exterior painting bids, four from local companies. Only one had been received to date. There is an apparent issue related to the roof tie down

anchors relative to engineering load constraints for scaffolding. The painting, once commenced, is expected to take approximately six weeks. The board agreed to meet at a special off-cycle meeting to review bids if necessary.

- c. Pest control bids were received to address the presence of termites in the south wall of the office building. The board moved to award the contract to Swanson Pest Control.
- d. A number of emerging security issues were raised. Security cameras, fencing, Neighborhood Watch Programs, enlisting EPD in performing a security audit, and redeployment of a fob-reader on the north lobby door were discussed.
- e. The board directed IPMG to proceed with a plan to reduce the number of extant fobs and improve the monitoring of access via fobs by unauthorized miscreants.
- f. The board also moved that the Grounds Committee be recommissioned to include purview over security issues. The newly formed committee will be called the Grounds and Security Committee and David and Ken will be looking for additional members to join them in serving.
- a. Finally, the board discussed the controversial issue of screen doors and will be looking to bring current practices into compliance with the bylaws. Currently, screen doors are non-compliant if tenants do not have written permission from the board for their installation. [7.2 (d) Unit owners may not change the appearance of the common elements or the exterior appearance of a unit without permission of the board of directors.]

Unapproved Minutes



Willamette Towers HOA

Board Meeting Minutes

For meeting on: Tuesday, May 19, 2009

7:00 pm

WT Office/Lounge

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

Also Present: Casey Conley (IPMG), Rhonda Romero (IPMG), Ken Guzowski, Marty and Pat Lynch, Jean Marie Moore, John Rose, Vera Grasowsky, Laura Romeyn

1. Comments from the membership:
 - a. Jean Marie made some observations concerning the new door between the lobby and the north hall. While the door has been helpful in reducing the chemical odors coming from Mia Bella, the door itself is quite heavy for some to open, and it does not consistently close properly.
 - b. Laura wished to express concern about sealing around windows which is part of the painting to be done this summer. The board agreed to facilitate a means by which members/tenants could highlight the need for special attention to window leaks by adhering some kind of notice to the windows that would direct the painters to the area of concern.
2. The April 21 Board Minutes were approved with minor revisions.
3. IPMG Report:
 - a. 12th floor smoking violation
 - b. Member comments about the new door. Vera has filed an incident report regarding her inability to open it due to the weight
 - c. Concerns about parking at the south entrance and blocking ingress/egress
 - d. Someone observed that security at the south gate was not working
 - e. There was a complaint about the use of a leaf blower
 - f. There was a complaint about a member's dog whining and barking
 - g. The board discussed briefly how and to what degree the committees might be authorized and encouraged to support IPMG by taking on issues and decision-making relative to the purview of each committee.
4. Treasurers Report:
 - a. Rick reported that expense variances are within expected tolerances

- b. 19 owners had not fully paid their assessments at the time of the meeting. These outstanding assessments of \$13,506.67 are due by the end of May.
 - c. The board agreed to phase out notification of payments due (notifications are not required by the bylaws).
 - d. General reserves in excess of \$100k are on hand, and application of those funds to deferred garage maintenance is one of a handful of proposed uses.
 - e. Rick was asked to enlist/establish a sub-committee to consider the creations of a separate capital reserve account.
5. Green Committee report:
- a. Joanne indicated that the committee was seeking feedback about prior recommendations before making others. Joanne's comments prompted a board discussion about how the board might facilitate recommendations with respect to the role of IPMG. The general idea would be to give committees the ability to implement suggestions that are low-cost, are not controversial in nature, and have support from other stakeholder committees without waiting on board action.
6. Architecture Committee report:
- a. The exterior painting scheme "2" proposed by the Architecture Committee was endorsed by the board on a vote of 4 to 0 with one abstention.
7. Grounds/Security Committee report:
- a. Mr. Lynch and Mr. Guzowski presented information relative to rising property crime statistics for the WT neighborhood. Total crimes were up 100% for 2008 and property crimes in particular were even higher.
 - b. The committee had informal recommendations for security improvements
 - c. The board requested that the committee follow up with specific, prioritized recommendations for board action in a formal report that included costs for the said recommendations. Casey agreed to facilitate the acquisition and refinement of bids.
 - d. There was a brief discussion relative to the boards inability to act on capital improvements that exceeded the \$2,500 threshold without approval of the HOA.
 - e. The board referred the request by Mia Bella for a exterior handrail back to the grounds/security committee to rule on the merits of the request and report back to the board if necessary.
8. The board discussed options for rescheduling of the June meeting due to the absences of Tyler and Kevin.



Willamette Towers HOA

Board Meeting Minutes

For meeting on: Tuesday, June 23, 2009

7:00 pm WT Office/Lounge

Approved July 28, 2009

Board members present: Tyler Burgess, chair; Rick Lowen, Treasurer; David Ghelfi, member; Marcy Beard, member (Kevin Biersdorff – absent)

Also, present: Casey Conley (IPMG), Rhonda Rhodes(IPMG), Joanne Gulsvig, Jeff Ryder, Ken Guzowski, Marty Lynch, John Rose, Curtis Kindrick (Overhead Door)

The meeting was called to order by Chair, Tyler Burgess.

The agenda order was changed in order to make time for Curtis Kindrick, representative from Overhead Door, to make a presentation to the board about the three proposals being considered for the replacement of the garage entry gate. These options are: 1) replace the existing gate, estimated cost \$7,745 2) replace with a dual gate system, a separate gate for each ramp, estimated cost \$9,954 3) a sliding gate system similar to the exit gate, estimated cost \$13,744.

Comments from the membership:

1. Member asked if the watering system in the back of the building was turned on. The grass is turning brown. The system needs to be working soon or grass and plants will be lost.
2. Member asked if there is a plan in place for plumbing replacement. Stressed that it is important that the board has solutions to avoid major inconveniences in the future.

The May 19, 2009 Board Minutes were approved.

Treasurer's Report: May monthly income \$31,670.97, monthly expenses \$14,674.66, net monthly income \$16,96.31. As of 6/22/09 there are still 7 members that have not completely paid the special assessment due 5/31/09. It was requested that IPMG send overdue due notices and include late charge fees. As of 5/31/09 a total of \$49,599.56 has been placed in our reserves for 2009. Of that amount, \$23,309.57 are special assessments, \$10,000 represents the insurance reimbursement received, and \$16,2889.99 is a portion of the \$33,000 contribution from the operating budget for 2009.

Green Committee Report: Joanne Gulsvig reported on the committee's activity in June. Casey Conley reviewed the status of the nine recommendations made by the committee. Most have been completed. Rebate was received from EWEB for the installation of automatic switches on the lights in the locker rooms. The board approved the request from the

committee to have notices sent to members that had expressed interest in low-flow toilets. It was determined that the association should not recommend a particular brand or dealer, but encourage owners to proceed with installation. The notices will be sent by Casey (IPMG) the board will supply the letter and the list of recipients. The board approved the bid from Beacon Electric (\$3,350) for the replacement of the lighting in the lower garage.

Welcome Committee: Report by David Ghelfi see attached document

IPMG Report: Casey Conley reported on several items:

1. Tinting of the front doors for security would not work due to the night lighting.
2. Unit #206 (owned by the association) does not have low flow toilet
3. Incident reports—drunk driver in the parking garage; cinder block stolen from the back of the building, police were notified; water pressure issues reported by several residents
4. bid (\$8000) from Omlid & Sweeny for replacement of fire panel-- this is first phase of replacement of fire alarm system recommended by Omlid & Sweeny following inspection. Board turned this over to the Grounds Committee for review and advise.

Architecture/Design Committee: Presented bid (\$1600) for additional exterior painting for the entrance portico and a portion of the entrance to the garage. Approved. Notices will be placed in the building about the exterior painting which will begin 7/6/09. The notices will also include information about potential caulking repairs and how owners can make these needs known the the workers as they are preparing the building for painting. The committee also had received bids for removal of the awning on the front of the building. Following discussion the item was tabled.

Grounds Committee: The committee recommended that the board proceed with the double gate option for the garage entry as it is the best of the options to help increase security. In addition to the \$9954 bid for work for Overhead Door there would also be an additional cost for extra electrical work needed (\$1200). Following discussion, a motion was made and seconded to proceed with this option. The motion was approved. The committee will continue to work on security projects (fencing for garage & video camera for lobby) and repairs to the upper deck surface of the garage. Additional document attached.

The board discussed the potential project management fee that may be charged by IPMG for the exterior painting project. The exact responsibilities and duties that IPMG would have and the exact fee that would be charged was not determined.

Topic of commercial leases was tabled until a later time.

The next meeting is scheduled for Tuesday, July 21.

Meeting adjourned.

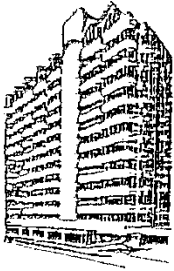
Recommendations from the Welcome Committee

1. The Welcome committee met once in June and approved the revision of the User Friendly By-Laws so that they 1) reflect any changes that were made when the By-Laws were revised, and 2) delineate between the By-Laws and Willamette Towers Codes, Covenants & Regulations.
2. The Welcome committee has investigated our current resident check-in procedure and has concluded that Casey is doing her job as expected, and no changes need to be implemented.
3. The Committee would like to include a survey in the Move-In package that addresses their knowledge of our rules, procedures and the location of various services here at the Towers.

Recommendations from the Grounds/Security Committee

1. Willamette Towers needs 24 hours security in the form of locked doors and gates
2. Whatever new entrance gate we get needs to operate 24 hours per day
3. The committee recommends a two-bay electronic door similar to the older model, but that can operate 24 hours per day (bid #2)
4. The committee recommends that a meeting of the HOA be called in order to approve monies for an improved security fence that is to surround the parking structure. Bids have been obtained and are currently being evaluated.
5. The committee recommends that a security camera be installed in the front lobby and that it's feed be linked to our Comcast system so that residents can view the feed from their homes. The money for this was approved during the last Annual Meeting.

Minutes



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 31st 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 28th to 31st.
 - 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

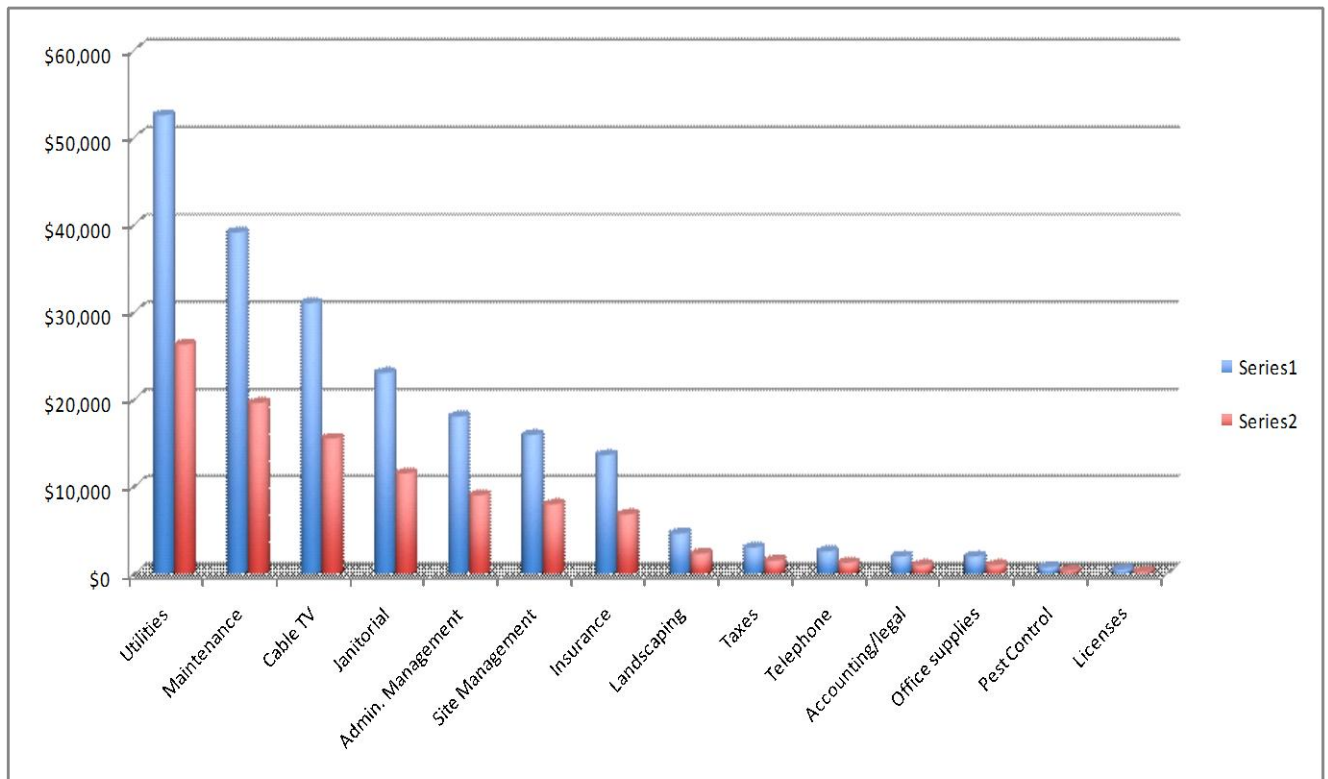
Income	Amount	2nd Q Budget	2nd Q Actual
Assessments	\$203,400	\$101,700	\$103,049.00
Rentals	\$42,000	\$21,000	\$21,050.00
Other	\$4,950	\$2,475	\$21,685.72
Total Income	\$250,350	\$125,175.00	\$145,784.72

**includes insurance reimbursements

Expenses	Total	2nd Q Budget	2nd Q Actual
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
Total Expenses	\$208,523	\$104,261.50	\$107,181.06

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

**property ins payment for whole year



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

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

Approved Minutes



Willamette Towers HOA

Board Meeting Minutes

For meeting on: Tuesday, August 18, 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), Laura Romeyn #708

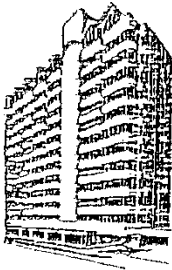
1. There were no comments from residents.
2. The minutes from the previous meeting, July 28, 2009 were approved with the corrected spelling of Mr. Ghelfi's surname.
3. IPMG Report – Casey reported the following items (not necessarily in this order):
 - a. An elderly resident was thrown to the floor at the North lobby door when a man on the other side suddenly yanked to door open. He then quickly proceeded past her without providing aid. The woman is recovering.
 - b. Casey is agreeable to assisting any residents in getting their mail during regular office hours if they are having difficulty with the door. A sign to that effect will be posted.
 - c. The front door was blocked open and workers remodeling a 13th condo staged their construction in the front courtyard. Numerous requests to desist were ignored.
 - d. IPMG is continuing inquiries with plumbing contractors.
 - e. There were two complaints about dogs and dog waste.
 - f. Additional pest control measures have been taken in the stairwell.
 - g. The issue of the fallen limb on Lincoln is to be resolved between the painters and the owner of the vehicle that was damaged.
 - h. There was a clarification by the Board that only approved meeting minutes are to be posted. Since meeting minutes are approved at the next month's meeting, the postings will reflect the previous month's session.
 - i. IPMG is facilitating an agreement between Mia Bella, the Architectural Committee, and a local sign vendor about the design of signage.

- j. The Board asked IPMG to look into the matter of a leaking air conditioner for one of the commercial units, and replace if necessary.
 - k. Residents are asked to refrain from posting anonymous complaints on the bulletin board.
4. Treasurer's Report – Rick reports:
- a. There has been a transfer of funds from reserves for an installment payment for painting.
 - b. There are nine delinquent accounts either for regular dues or for special assessments. The Board approved the levying of a \$25 fine on the 11th day of the past due account, and interest on the overdue balance will begin to accrue at the rate of 18% 30 days later (the 41st day past due). At 90 days past due the Association will file a lien on the property.
5. Budget Committee Report – Rick, Tyler and Marcy are among the committee members and report:
- a. The Committee is investigating the separation of capital reserves from operating reserves as they finalize the next year's budget requirement. The committee is considering professional advice concerning the appropriate level of reserves relative to requirements
 - b. Tyler raised a question about Casey's vacation, and Rhonda was asked to review the contract with respect to absences and in-person availability during normal business hours.
 - c. Tyler also requested that IPMG remind those removing the north bollards to not lean them against the building while moving in or out.
 - d. The Welcome committee, the Green Committee, and the Grounds/Maintenance/Security Committees were inactive the past month and had nothing to report.
6. The Board received a bid from Smeed Communication Services for replacement of the Entraguard system at the front entrance. \$1,500 was authorized for the expenditure and IPMG will coordinate the replacement with Smeed.
7. Architectural Committee
- a. Marcy reported that sealing of the aggregate panels were not included in the painting contract. The Board authorized the additional expenditure of up to \$3,900 to cover the cost of the sealing.

The Board will be meeting again on Saturday the 22nd at 9:00 a.m. to discuss policy issues.

Meeting adjourned. Next meeting – September **, 2009

Approved Minutes



Willamette Towers HOA

Meeting Minutes

Tuesday, September 15, 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), Laura Romeyn (708), Joanne Gulsvig (202), Jeanne Marie (203), John Rose (1202)

1. Comments from the membership:
 - a. Jeane Marie commented on her perception of increasing interpersonal conflict. She says she has solution for lobby door – she suggested that the closer be taken off of the door. She also recommended creating an education campaign to explain why the door exists.
 - b. Laura had a question about the bulletin board – 2 of 3 notices she has put up have been taken off. She also suggested that WT have a social event every 6 months. This item was referred to the Welcome Committee. The Board is agreeable to the Welcome Committee getting assistance from Casey with the planning for any proposed socials.
2. The minutes of last Board meeting were approved.
3. IPMG Report:
 - a. Incident reports – One break-in after new gates were up in the lower level garage.
 - b. Positive comments on painting and carpet cleaning.
 - c. Some problems with keypad entry on gate.
 - d. Peculiarities with the eye sensors on gate.
 - e. Incident with an irate and vulgar tenant (lives with owner) written up by Casey.

- f. Fire Marshall walk around. Recommendations:
 - i. Boiler room needs to be emptied out.
 - ii. Need evacuation plan
 - iii. There was a discussion about the bid for 2nd phase alarm installations to each unit on each floor. There is uncertainty about actual code requirement. E.g., what are required decibel levels at what locations? Is alarm required in each unit regardless of the decibel level? (IPMG was delegated responsibility for researching the requirements.) Is the lobby/north hall door a fire exit? Needs ruling from the permit center. May require building plans that shows the purpose of the door when the building was constructed. Ken G. to be consulted re plans.
 - g. No news on the recruitment of a new plumber.
 - h. Reported on discussion with commercial tenants about signage.
4. Treasurer's Report:
Report was forwarded late and there is no report this month.
5. Committee Reports
- a. The **Budget Committee** met early September. Rick reported on the development of pro-forma financial requirements relative to the reserve study. Possible purchase of some inexpensive software to do the work that has customarily been done by consultants. Revenues are tracking as expected. Expenses are slightly ahead of schedule due to several pre-paid cyclical installments. There was a discussion about a process by which the budget committee reviews committee proposals for 2010 expenditures and recommend which projects to pursue within the budgetary constraints. Committees would be expected to provide high-level cost estimates and project benefits.
 - b. **Welcome Committee** did not meet in the past month. David is resigning from this committee as well as BGS committee for the foreseeable future.
 - c. The **Architectural Committee** proposed 2010 action requests, but did not meet in the past month.

- d. **Building/Grounds/Security (BSG) Committee** proposed 2010 action requests. They performed a recent walk-through the entire building and grounds. The Board decided that no additional screen doors will be allowed. Those that exist now will need to be removed prior to the sale of the unit.
6. **Green Committee** member Joanne reported on some lighting issues. Seeking approval for distribution of a leaflet for all residents concerning what can be and not be placed in the garbage rooms. To be put on residents doors. The Green Committee will coordinate getting additional info to new residents through the Welcome Committee.
7. Old Business
 - a. Review IPMG management assistant position description Board will meet Thursday Sept 24th 7:00pm
 - b. Security cameras. Status report and possible decision BGS committee will get further bids on low-end systems and return to the board with a recommendation
 - c. Receipt and disposition of Committee charters to be back with any proposed edits by the October board meeting.
 - d. Disposition of the policy repository - Rick has begun work on reviewing past minutes and collating board policy decisions. Most of the policies are documented in the *User-Friendly Bylaws*.
8. New Business
 - a. Will there be a WT social this year? Deferred to the Welcome Committee.
 - b. A means by which third-parties can obtain access to WT insurance and bonding documentation will be resolved by IPMG.
9. Review action items
 - a. Board will meet Thursday 24th in executive session
 - b. Kevin to email draft charter to Casey et al.
 - c. Rick to continue looking into policy documentation.
10. Adjourn

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.

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

