

Willamette Towers HOA

Board Meeting Minutes

Tuesday, March 16, 2010

7:00PM

WT Office/Lounge

approved

Board Members Present: Tyler Burgess, Chair; Rick Lowen, Treasurer; David Ghelfi, Member

Also Present: Casey Conley (IPMG), Rhonda Romero (IPMG), Giny Landgreen, Joanne Gulsvig, Dan S.

1. Approval of January meeting's minutes—Tabled until next meeting
2. Treasurer's Report—2009 Taxes completed-no Federal Taxes due, State \$150
3. IPMG Report:

Fire Department is scheduling a training day at the building. Casey will post notices once the date is set.

Window washing is scheduled for April 26. Approved bid for \$6000.00 for extra cleaning process to remove paint from the windows.

4. Committee Reports:

Green Committee—Joanne Gulsvig presented bids for replacement of lighting in the commercial rental spaces and lobby/office. The board approved the project except for the the lighting in the lobby. The lobby lighting will be taken under consideration during the lobby remodel project.

Grounds/Security committee—Tyler review the maintenance walk around done last month. She supplied a list of items to IPMG that should be reviewed. She advised that a monthly maintenance walk around will be scheduled and the times would be posted in advance.

5. Old Business—David Ghelfi that he was still working on getting an installer for the security camera system. The system will initially consist of 4 cameras that will cover the lobby and entrances on the main floor.

6. New Business

Rick Lowen requested that the process for getting bids for the repairs to the upper parking deck begin as soon as possible. It was agreed that he would contact the engineering firm that prepared the proposals to seek their advise on recommended contractors. He will supply this information to IPMG who will contact the firms for bids.

7. Meeting was adjourned.

Approved Minutes



Willamette Towers HOA

Meeting Minutes

Tuesday, April 20, 2010

7:00 pm

WT Office/Lounge

Meeting Minutes

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

Others Present: Casey Conley and Rhonda Romero, IPMG; Owners Dave Lottier, Doug Beauchamp, Joanne Gulsvig, and Laura Romeyn, minutes recorder at this meeting

Comments from Members

1. Dave Lottier raised a concern about (the landscaper's) ~~dust~~ blowers moving particulate into the parking structure and possibly being detrimental to auto finishes. He also referred to the noise level and the frequency and length of time involved in the blower's use. These concerns will be addressed during upcoming landscaping and grounds care discussions.

2. Ofer Raban questioned the policy of every resident being assessed cable fees regardless of cable use. He suggested there might be another way of assessment that would depend on usage. Tyler noted that the cable service includes Comcast internet connection for those that (subscribe to) ~~can use~~ it.

3. Doug Beauchamp, new owner, expressed thanks and appreciation to the Board for the financial reserves implementation and also for the general upkeep evident at WT. He asked what could be done regarding a stain on the 6th floor carpet; Casey will contact cleaner(s) for spot removal estimate.

~~4. Rhonda Romero noted an Office ceiling leak, evidently from a second floor patio.~~

Approval of Minutes

Both January and March's meeting minutes were approved.

Election of New Board Member

The Board voted to approve the (appointment) ~~election~~ of Ofer Raban as Board Secretary. Mr. Raban stepped into his duties immediately at the meeting.

Reports

1. Treasurer: Reserve balances presented by Rick Lowen were noted and accepted.

2. IPMG items presented by Casey:

a. Ongoing carpet cleaning issues and research

b. Assistance with an owner's screen door

c. Otis Elevator Co. examined the bottom of the elevator shafts and noted extreme fire danger posed by cigarette butts being dropped into space beneath elevators. Large balls of lint, miscellaneous paper, and other waste materials are accumulating there and could be ignited by a hot cigarette. IPMG will publish a letter regarding this situation.

d. Incident reports were discussed. Tyler noted that she is soliciting bids for No Smoking signs, (door numbers) and possibly Loading/Unloading and other signage that may need updating. She will work with the Architecture committee on this.

e. Repair of several inoperable fire alarms will be commenced soon.

f. Bids for resurfacing the parking structure, surveillance cameras, landscaping, and irrigation improvements were discussed. The Board accepted Casey's recommendation to contract with Glenn Landscaping (I think it was Orden, but don't have the name). Irrigation issues and recommendations will be forwarded to the Architecture committee. (The remaining items are included in "Old Business" below.)

g. Research is continuing on thermostat and heating in Office.

h. Casey requested inquiries regarding the janitor's duties be referred to her.

3. Green Committee

a. Joanne Gulsvig reported progress on a light-replacement project by the Green committee for the commercial areas of the building (not including the WT Office) that will begin after the jobs get state approval.

b. Clarification is needed on the costs involved and the exact number of Exit signs and/or lights that need replacing.

c. Joanne noted the distribution to units of "40 Ideas for Earth Day". Tyler commented favorably on the Green ideas bulletin board display.

4. Grounds/Security Committee will be meeting soon.

Old Business

1. Security Cameras--The Board approved the purchase of a video surveillance system including a flat screen monitor, motion-initiated video for three exterior doors plus the lobby, with CD backup capability, from SurveillanceVideo.com. Bids will be sought for installation.

2. Parking structure resurfacing--Three bids for this project have been submitted. A dedicated meeting to discuss them will be held by the Board on April 28.

3. Quorum at annual meeting--We were lacking about 6-7 signatures during February's meeting, and these will be requested of owners who did not attend or give a proxy in order that the 2009 Annual Meeting Minutes may be approved.

New Business

1. The front door is (now) working (properly). ~~despite appropriate weatherstripping being unavailable due to the age of the door.~~ The Architecture committee will address possible replacement. ~~address issue of the loose lock or knob.~~

2. Notice of an upcoming "Walk Around" the building will be posted.

**WILLAMETTE TOWERS HOA
MEETING MINUTES**

Tuesday, May 18, 2010

WT Office/Lounge

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

Others Present: Casey Conley and Rhonda Romero, IPMG; Owners Elena Rae, Esther Konop, Douglas Beauchamp, Giny Landgreen, John Rose, Marty and Pat Lynch, Ardemis and Kieran Walsh, and Laura Romeyn, minutes recorder at this meeting.

Comments from Members

1. John Rose reported that work by The Plumbing Works increased his water pressure significantly. However, hot water availability remains a problem. Several other owners reported they had a similar problem; most of them, but not all, were in the “-02” condos. The Board requested that Casey contact Harvey & Price regarding knowledge of circulation pumps, building water system plans, etc. Secondly, it was suggested that Mortier Engineering might work with the city to ascertain upgrades since original design.
2. Pat Lynch reported that Plumbing Works also performed excellent service for him, twice replacing a cartridge; they also found material that may have obstructed his pipes; he paid the bill and asked whether this would be a building responsibility.
3. Laura Romeyn suggested wording for a bulletin board informational notice.
4. Kieran Walsh inquired about the peeling paint on the north door; Tyler said repainting is planned. Kieran also suggested that John Rose’s artistic talents might be used in the design of an artful Lobby renovation.
5. In the interest of recycling and reusing, Elena Rae would like to share cardboard boxes; Tyler said a bulletin board notice is the way to spread the word on this type of sharing.
6. Douglas Beauchamp expressed gratefulness for the sixth floor carpet stain cleaning. He inquired about the whereabouts of regular maintenance schedules; Casey said anyone can check with her, and that the limited time frame dictates flexibility in following the schedule because of unexpected tasks requiring maintenance. Thirdly, Doug suggested offering John Rose a stipend if he does initial Lobby renovation design work.

Approval of Minutes

April's meeting minutes were approved.

Reports

1. Treasurer: Year-to-date income/expense figures were noted as being in line with annual planning. The report was approved.
2. IPMG items presented by Casey:
 - a. Laurel Hill, LLC, a knitting accessory shipping business, has signed a 2-year lease for the vacant commercial space.
 - b. In response to questions about peeling paint on the side garage area, the Mr. Goodbrush representative stated that due to temperature changes, periodic peel maintenance is to be expected and is not covered by warrantee. At this time, no further action is planned.
 - c. Police came to consult on May 18. It is each person's responsibility to report a crime or something suspicious that they see. Call 911 immediately.
2. Green Committee:
 - a. Casey presented the report stating that reimbursement forms have been submitted to the state for steps taken in energy conservation; there will be a meeting with EWEB about Exit sign replacement; and some owners have replaced older interior electrical panels with newer which may be safer.
3. Grounds/Security Committee:
 - a. Tyler reported on a 'walk-around' the property she did with Joanne Gulsvig on May 3. Items of concern included weeding, a shabby backdoor carpet, painting of safety lights, doors needing touchups, and hallway signs. She has a bid for new fire exit signs for elevator areas.
 - b. David noted three drains in the back that need opening to prevent overflow and a motion detector by the back door that needs to be checked.
 - c. The Architectural Committee will discuss improving the door guidelines.
5. Architectural Committee
 - a. Rick reported that five members met and discussed ideas for new signage for floor and door numbers that will have architectural interest and be distinct to Willamette Towers.

- b. Workable ideas for the north garden are still under discussion. Funds have been set aside for renewing the front and entry gardens by removing the cedar-like plants and either keeping a more open look, or putting in new small plants after consultation with landscapers. The large evergreen will remain, as will the rhododendron. Bids will be sought.
- c. The committee supports Board movement to accept a bid by Glenn Landscape Services for irrigation upgrades and repair.
- d. Lobby remodel will be the focus of a meeting for this project which will be of several months' duration. An announcement will be posted to invite owner input.

Old Business

- 1. Casey reported the security cameras will be here May 19. David will advise Christenson Electric on placement.
- 2. Joanne Gulsvig and Tyler continue to work on annual meeting quorum action.
- 3. Separate meetings with companies bidding on the parking structure resurfacing are being planned. At least two representatives of WT will be at each meeting. Ofer offered to review the contracts offered and/or the bids.

New Business

- 1. Ofer proposes the Board find a way for owners not using cable television to be allowed to not pay fees in support of the Comcast bill. Comcast has told him that our existing contract may be renegotiated in February 2011. After long discussion, Tyler suggested Ofer continue to work on this topic and mentioned DIRECTV service as another option to consider.

WILLAMETTE TOWERS HOA

MEETING MINUTES

Tuesday, June 15, 2010

WT Office/Lounge

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

Others Present: Casey Conley, IPMG; Owners Elena Rae, Douglas Beauchamp, Sheila Decker, and Laura Romeyn, minutes recorder.

Comments from Members—No comments were offered.

Approval of Minutes

May's meeting minutes were approved contingent on one change.

Reports

1. IPMG items presented by Casey:

- a. The Board and IPMG have discussed recent incident reports and taken action as necessary.
- b. Details of the parking structure resurfacing were discussed and are noted in Old Business below.
- c. All owners of lockers that were thought to be damaged in a recent vandalism incident have been contacted and given a report number assigned by Eugene police.
- d. The Board approved expenditures for an entry-tracking system that will be integrated with the front door number pad. The \$250 expenditure will cover purchase, installation, and training.
- e. Casey brought up the topic of the garden and grounds renovations; the Board approved front and side area renovations; Rick said the Architect Committee will discuss and give direction to these and to north garden, as well; Tyler will mark plants to be removed.
- f. Miscellaneous items included the repainting of the north door being delayed due to the recent climate, and a new rug that has been ordered for the back entrance.
- g. Casey informed the Board that she is leaving the WT office duty as soon as a replacement can be hired. She is transferring to the IPMG office. Casey will continue to attend the Board meetings and will be involved as an off-site property manager.

a. Rick asked the Board's opinion regarding shopping for higher CD rates than we are currently receiving as some of our CDs are maturing. It was jointly decided that keeping all the funds at the same institution is the best course, and that the CDs will be bought in short terms with some laddering considering the current economy.

b. Tyler had two questions about figures in recent expenditure statements; both questions were resolved, and the report was accepted.

3. Grounds/Security Committee

a. As a follow-up to her grounds walk-around report given last month, Tyler noted items for cleanup; in particular some boxes in the parking area and the carpet stain on the third floor. Brothers will be asked to work on this. The window cleaning needs to be rescheduled due to weather.

4. Architectural Committee

a. The committee fine-tuned Door Guidelines which will be used to inform decisions and influence future policy regarding front doors of units.

b. Lobby remodel project: Marcy submitted a proposal to take on responsibility for overseeing the planning as director of project design. She would be paid for this position which would include submitting sketches, researching materials and bids, and presentation of all relevant information to the Board.

c. The committee will continue to research affordable options for new signage.

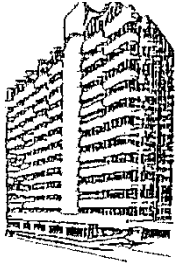
Old Business

1. The security camera purchase has been upgraded to eight cameras and is due to arrive the week of June 21.

2. Doug of Chambers Construction, IPMG, and representatives of the Board will have a pre-construction conference regarding contract particulars to resurface the upper parking lot. Parking will be unavailable for as much as six weeks or more. We will work with the City to ease difficulties this will pose for onstreet parking, noting especially those who have trouble walking far distances. Spots in the lower lot may be available temporarily. Rick suggested a letter be sent to all affected. David noted that Mia Bella also has spots on the upper lot. Casey is the contact on this project which is due to begin August 1.

New Business

1. The idea of a September ice cream party to celebrate the completion of the parking lot project was brought up.



Willamette Towers Condominium

1313 Lincoln Street _ Eugene, Oregon 97401
541-344-4020 _ willamettetowers@msn.com

WILLAMETTE TOWERS HOA - MEETING MINUTES

Tuesday, August 17, 2010 @ WT Office

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

Others Present: Christine Kolen, Rhonda Romero, and Casey Conley, IPMG; Owners Giny Landgreen and John Rose, Joanne Gulsvig, Paula Rogers, and Laura Romeyn

Comments from Members

1. Member requested that all owners including those residing away from WT receive detailed information of the upper parking renovation including costs. Member requested that owners be asked their preference for communications--email, other mode, or none.
2. Member suggested new door guidelines be included in newcomer packets.
3. Member stated that after being out of the country for some time, and having her HOA dues automatically debited from her bank account and sent to IPMG per prior agreement, she had just learned that those funds were applied to other balances IPMG believes are due, which caused her to be in arrears on dues. Ofer asked that a check for the amount of HOA dues paid but not received by WT be sent to WT.

Approval of Minutes - July's minutes were approved.

Reports

Treasurer

1. Rick noted that he will be gone during the time that final payment will be due on the parking structure project. The Board voted to authorize any Board member to give instructions to issue a check for WT purposes when necessary. Ofer will notarize the Article.
2. Tyler ascertained from Rhonda that members in arrears are contacted

that money owed will be paid.

IPMG items presented by Christine:

1. A letter to an occupant was written about quiet hours in response to an Incident Report regarding late night noise.
2. The parking structure project will take approximately three more weeks. Engineer Mark Richards confirmed to Christine that an additional drain is needed to avoid puddles and freezing water. She will obtain documentation of the necessity for this change in plans. She has been told the drain will cost \$2,900.
3. A new exit sign for the north end of the parking structure is arriving soon.
4. Satori Spa is requesting a hallway door sign. The Board approved this request providing the size and placement on door is similar to Mia Bella's, in the interest of uniformity of signage.
5. A low-height warning bar will be installed for the lower parking entryway. One price quote has been received, and we are awaiting a second quote.
6. All members will be invited to give input at a meeting regarding the renewal of IPMG's contract which was automatically renewed at the end of July. There is a 60 day period in which changes in terms may be made. Notices will be posted for a September 8 meeting at 7 pm. All Board members need a copy of the current contract.

Green Committee

1. The committee welcomed new member Sheila Decker to an August 11 meeting.
2. State rebates on the commercial areas lights were denied; the Board approved the request to cover the planned expense with budget monies and to have Christensen do the work.
3. It is thought the length of time the lights in the storage areas are staying on after the door closes may be as long as 30 minutes. The committee suggested this be checked and adjusted to 15 minutes.
4. Board approval was obtained for an evening presentation by EWEB on CFL bulb savings, disposal, etc. The committee will announce the date when set.
5. It appears that changing the exit lights may not be worthwhile: changing bulbs means discarding operable fixtures for new ones. The committee will talk again with the auditor.
6. Christine is handing out Green Packets to new residents; committee members will replenish the supply; reimbursement for green envelopes will come from petty cash.
7. Green Committee bulletin board displays in the coming months will emphasize electricity savings, followed by water conservation.
8. Their next meeting is September 9 at 5:30. Tyler thanked Joanne for her work.

1. Items discussed pertaining to the committee's walk-through included the following:

the gardeners are allowing the tiny sprigs of ground cover to grow in the barked areas; possible power washing of the lower parking area including moss by the north entrance; a new, large carpet ordered for back door; 6th floor carpet stain being treated in September, and the consideration of a six month carpet cleaning schedule without it being automatic; some lockers are unusable due to latches inoperable or missing; making a list of scheduled repaint tasks; No Smoking and video monitoring advisory signs by the exit doors, placement and wording to be determined; and the paint bubbles in two areas.

New Business

1. Tyler spoke of the upcoming newsletter as a vehicle for large project costs/details being made known to all residents. Delivery options can be email, door delivery, or mail to nonresident owners.

2. Ofer requested that it be determined if 10-day notifications are required for changes in general policies or only for bylaws.

3. An ice-cream social will be held in the backyard on Sept. 14; time to be determined. Tyler will post invite in newsletter; Laura Romeyn will put announcements in public areas.

4. Rick said there is reserve money allocated for bathroom/kitchen fan/ventilation systems maintenance. Tyler requested IPMG look into professional consultation.

5. Letters will notify owners whose doors are not in good repair; Marcy will make a small amount of paint/stain available; IPMG has closet space available for it. Tyler suggested a meeting to discuss an amendment to bylaws specifying ways doors can be uniform.

6. David reported that there is warranty coverage for a faulty hard drive related to the camera system. Ofer suggested a policy for viewing tapes be set.



WILLAMETTE TOWERS CONDOMINIUM

1313 Lincoln Street _ Eugene, Oregon 97401
541-344-4020 _ willamettetowers@msn.com

WILLAMETTE TOWERS HOA MEETING MINUTES

Tuesday, October 19, 2010
WT Office

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

Others Present: Christine Kolen, Casey Conley, and Rhonda Romero of IPMG; Owners Joanne Gulsvig, Esther Konop, Giny Landgreen and John Rose, and Laura Romeyn.

Comments from Members

Appreciation was expressed for work done on the ice cream social.

Approval of Minutes

August meeting minutes were approved.

Reports

Treasurer

- a. Contributions are behind, the majority being presently unpaid dues. However, end-of-year projections are not very short because advance allocations to the garage project and the security system exceeded actual costs.
- b. It is likely the small increase in owners' contributions to reserves next year will be as planned. Substantial unpaid assessments will ultimately affect reserve amounts.
- c. A Budget Committee meeting for next year's budget will be announced soon.

IPMG

- a. Christine submitted Incident Reports and relayed comments re door maintenance.

Green Committee

- a. A date is yet to be set for an EWEB representative to present conservation ideas here.
- b. Cloudy days may result in the balcony lights staying on due to sensor operation.
- c. The north locker room light timer has been set to 20 minutes.
- d. Christine will locate green envelopes for the new resident info packets.

- a. A charter for this committee was formally approved and signed by board members.
- b. A copy of association policy regarding screen doors will be placed in the office files of affected units; it will be brought to the buyer's attention when sale of unit occurs, resulting in necessary removal of screen door.

Architecture Committee

- a. The Board authorized the purchase of three carpet remnants to be made into area rugs in lobby, hallway to garage, and elevators.
- b. The Board authorized an initial payment to Marcy Beard for work to date on lobby remodel.
- c. Marcy presented an illustrated proposal for lobby remodel. She is hoping to receive bids next month.

Old Business

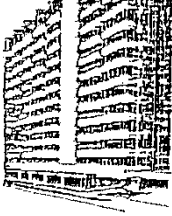
- a. The original bid amount for the parking structure and the height bar has been paid. The Board decided to follow the engineer's recommendation that the additional amount for the added topping be paid, while the additional amount requested for the drain pipe installation should not be paid. David will compose an explanatory note to accompany the payment.
- b. Christine will obtain information on what is necessarily involved in maintenance of our ventilation system and will solicit bids for the work.
- c. Rick will plan on putting \$2,500 in next year's budget for power washing of lower garage stains. Bids have already been received.
- d. Rick will check if projected costs for replacement of the roof over the shops are included in the planned long-term reserve expenses.
- e. Sperry Tree Care's bid was approved for work in the near future.
- f. Regarding one of the units managed by IPMG, IPMG has agreed to repay HOA dues to Willamette Towers that had been diverted to an IPMG account.

New Business

- a. The Board approved an ad hoc committee to examine the WT contract with IPMG in specific, and to discuss optimum building management agreements in general. The committee is given authorization to receive financial records and other pertinent information from IPMG, and to work with the IPMG personnel.
- b. The Board is seeking a volunteer to examine the WT website for inaccuracies and/or make suggestions for improvement. Anyone interested can contact David Ghelfi through his email, mayaman1525@hotmail.com.

only by Board members and IFMG, and only for the sole purpose of building security and the safety of its residents.

- e. Marcy would like to pursue possible tracking of front door number pad usage.



Willamette Towers Condominium

1313 Lincoln Street _ Eugene, Oregon 97401
541-344-4020 _ willamettetowers@msn.com

APPROVED
12/14/10

WILLAMETTE TOWERS HOA MEETING MINUTES

Tuesday, November 16, 2010
WT Office

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

Others Present: Christine Kolen of IPMG; Owners Douglas Beauchamp, Joanne Gulsvig, Giny Landgreen and John Rose, Jeanne-Marie Moore, Dorothy Quirk, Dan Solitz, and Laura Romeyn

Comments from Members

- a. Member referenced the dividers on the terrace over the shops, and it was confirmed that the Association pays for these.
- b. It was requested that monthly Board meeting minutes be in a central location accessible to all members and that they be sent to nonresident owners.
- c. Member requested that copies of the monthly IPMG Owners' Statement either be available in the WT office or sent to all members. Also, he requested the quarterly HOA financial spreadsheets be made available, as well.
- d. Member requested an advance copy of the Board's monthly agenda when it is known.
- e. The Board is seeking a new minutes recorder for the monthly meeting. This job could be shared by 2 or 3 people who would rotate on a 4-6 month basis. Please contact Tyler, Laura, or Christine if interested.

Approval of Minutes

October meeting minutes were approved.

Reports

Treasurer

- a. Rick reported details supporting the next budget with proposed income essentially the same as present, and with only a slight increase in total operating expenses.
- b. The Budget Committee will meet soon to finalize a proposed budget for next cycle. Rick requested the Board examine the estimates of maintenance costs in particular before the final budget is set. Next year's budget thus far is very close to anticipated expenses so caution to maintain budget limits and accurate estimates will be important.

IPMG

- a. Christine had submitted Incident Reports. It was advised that owners need notification whenever a first verbal warning is given to a renting tenant.
- b. Rick took note of Christine's information about future increased costs for Brother's Cleaning and Comcast.

Green Committee

- b. The committee is updating information in the recycling packets.

Grounds/Security Committee

- a. Tyler noted good progress on doors being refurbished and is waiting until December to send out more letters.

Architecture Committee

- a. Marcy presented a partial anticipated lobby/office remodel budget (still some bids outstanding). She inquired whether funds are available separately for air conditioning and heating unit(s).
- b. David will seek a second bid on removing old paneling for the remodel.
- c. Marcy will post an illustration of the expected end result of the project; there will be minor changes.

Ad Hoc Committee

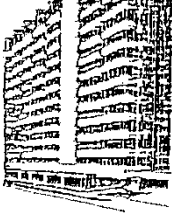
- a. The chair of an ad hoc "management action group," Douglas Beauchamp, summarized seven significant points the committee is bringing to the Board's attention for further consideration. The Board requested that some prioritized recommendations be submitted after further study. Douglas noted the positive tone in meeting with IPMG representatives.

Old Business

- a. The security system policy will be added to the policy booklet. An additional line will be added to the current policy stating that, "Prior to viewing the camera recordings, a log form will be completed identifying the date, time, purpose for viewing, and name of reviewer." Christine will create the format.
- b. David will obtain cost information for four more cameras and provide the Board with a list of the placement he recommends for each and reasoning behind the proposal.
- c. One bid for the ventilation maintenance has been received, and at least one more will be sought.
- d. A volunteer for WT website maintenance is still needed. Interested members are asked to contact David or Christine for more information.
- e. Ofer will talk with Comcast about contract renewal concerns. The topic of members who do not receive Comcast services is still being discussed.
- f. The City of Eugene wants to trim the front trees but has no firm date; Sperry Tree Care will work on the sweetgum tree in back.

New Business

- a. An emergency roof repair project to put in a new membrane over the shops area is projected to cost \$26,000 including terrace dividers. The Board voted to have Petersen & More do the work.
- b. Elections of board members is coming up soon. As rules require staggered terms, some appointments will be one year long. It was suggested that it will be helpful for any member choosing not to run again to seek his or her replacement.



Willamette Towers Condominium

1313 Lincoln Street _ Eugene, Oregon 97401
541-344-4020 _ willamettetowers@msn.com

APPROVED
1-18-11

Willamette Towers HOA
Meeting Minutes
Tuesday December 14, 2010

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

Others Present: Esther Konop, Kevin Mauseh, Dan Solitz, Paula Rogers, Christine Kolen and Casey Conley of IPMG

Meeting was called to order.

Tyler Burgess announced her resignation as Board Chair. David Ghelfi was elected to continue as Board Chair until the next annual meeting.

Comments from Members

Kevin Mauseh shared issues he has had with obtaining mortgage financing due to flood insurance requirements. Lenders are requiring individual owners to carry flood insurance because they do not consider the coverage carried by the Association to be adequate. He also mentioned that in the process of obtaining flood insurance he was told that FIMA is currently in the process of reviewing the flood maps in Eugene and there is a possibility that Willamette Towers could be removed. The updated data is to be released in January. The board will follow up to find out if there is any change to our status.

Paula Rogers informed the Board that her entry door had been defaced by another unit owner who attempted to re-stain the door. Paula had not given anyone permission to do this and in fact had recently had the door re-finished after she had received a notice from the Board that maintenance on the door was required. David Ghelfi advised Paula that the Board reviewed the letter she had sent and had examined the door. Paula was told that the person who stained her door in the name of the HOA did so without authorization, and that her door now was not in compliance as a result of this action. Since sanding and restaining the door is not an option due to previous sandings and the thickness of the veneer, Paula was told that the door would be replaced and she would be contacted at a later date.

Approval of Minutes

November meeting minutes were approved.

Reports

Treasurer

a. IPMG Trust account activity for November:

Opening Bal. \$100,000.00 (includes funds from reserves for emergency repairs)

From reserves \$20,051.40
To reserves \$5,40.43
Ending bal \$10,000.00

b. Motion to approve 2011 budget approved (see attached)

IPMG

Christine reported the following:

- a. one noise complaint received
- b. one more estimate for the maintenance of the ventilation system was received approx \$16,000.00
- c. The Eugene Fire Dept. is willing to come to the building for a fire/emergency demonstration. The Board would like to have this scheduled in the early spring.

Green Committee

EWEB meeting covering energy savings for unit owners is scheduled for January. Notices will be posted.

Grounds Committee

Tyler Burgess presented the Grounds/Security Committee report. See attached.

David Ghelfi requested that IPMG contact W.R Richards engineering company to review the parking structure to determine where any additional drains could be added. This had previously been planned, but has not yet been completed.

Architecture Committee

Marcy Beard reported that the committee is revisiting the suspended ceiling design and she is waiting for bids. Also, waiting to receive additional bids on the removal of the paneling. These bids should be received by next week and goal is to begin the project in mid January. Marcy submitted a request for partial payment for services in the amount of \$750.00.

Old Business

- a. Comcast Contract. The Board met Sunday, December 12, 2010, and voted to not authorize the signing of the contract that had been presented. Comcast was advised that even though Tyler Burgess had already signed the contract it was done without Board approval and it should be considered void. Comcast was advised that Ofer Raban represents the Board for continued negotiations. We anticipate completion by the end of the year.
- b. New Security Cameras. David is still investigating.
- c. Follow up letter to owners about door maintenance. One unit owner has not completed the required entry door maintenance. David Ghelfi will compose a letter to advise them of fine.

New Business

- a. Laundry carts. Board discussed the topic and determined this was not something that we want to pursue at this time.
- b. Financial reports. HOA financial reports are on file in the building office. Owners that wish to review these reports can do so during regular office hours. The board approved a motion to require written requests signed by two

c. Owners can request delivery of the Board meeting minutes via email by contacting Christine in the office. Christine will post a notice to remind owners that this is possible.

d. We are in need of new Board members for the next 2 year term. Notices will be posted .

Meeting adjourned.