



Willamette Towers Condominium

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

APPROVED
3-17-11

WILLAMETTE TOWERS BOARD MEETING 1/18/2011

Board Members Present: Association Members Present

David Ghelfi, President Dan Solitz

Ofer Raban Esther Konop

Rick Lowen Jon Richards

Joanne Gulsvig

Excused absence: Marcie Beard Douglas Beauchamp

IPMG Staff Present

Christine Kolen

Casey Conley

- I. Meeting was called to order at 7:15 and introductions were made.
- II. Minutes were accepted as written.
- III. Reports:
 - a. Rick presented the Treasurer's report. (See attached) The income statement has been revised to include the site management expenses as these had been omitted since July 2010. Treasurer's report was accepted.
 - b. Green Committee reported that the January 13th presentation on Compact Florescent Lights was well attended and very informative. Attendees picked up their free packages of 6 cfls. The Committee will be meeting Thursday January 20th to discuss distribution of the remaining cfls. Rick Lowen expressed the appreciation of the board for the work of the committee to make this event a success.
 - c. Architect Committee: no report at this time.
 - d. IPMG:..See Outline
 - (1 Discussed noise complaints
 - (2 Vandalism and theft in lower garage on January 10th.
 - (3 They will add an info sheet about HOA dues in the welcome packet.
 - (4 Presented bids for pest control. Board approved bid from Cheeta Pest Control to purchase 72 bait stations for \$175.00.
 - (5 Presented bids for duct cleaning. Decision was tabled.
 - (6 Presented bids for elevator repairs. No action taken.
 - (7 Board voted to replace door of Unit 1103 as board took responsibility for some damage done to the door during door upgrades. Master Craft bid of \$375 for door installation accepted.
 - (8 Bids submitted on additional security cameras. David Ghelfi presented a drawing of new camera placements. Bid by Access Control of \$2,049 for camera installations was accepted.
 - (9 Bids on additional drains in parking lot. Christine to ask Chambers who did the original work on the resurfacing to give us a bid on this additional work. It was requested that a different plumbing company than the one used in the previous work be used to put in the drains.
 - (10 Tree care: City of Eugene trimmed the trees in front of the building January

- IV. Discussed maintenance of elevators. The two bids submitted were not accepted. Christine was requested to seek additional information from bidders and to seek additional bids.
- V. Terrace resurfacing has been completed. David and Rick did a walk around inspection on Jan 15th. They requested that those blocks with tar on the surface be turned over . Board voted, 2 in favor, one abstention to pay the \$500 down payment on the 2nd stage, the building of the fences.
- VI. Annual meeting will be held on the 22nd of February 2011. Mailing announcing the meeting will go out by January 21st and will include a copy of the budget for 2011. Christine will also send an email telling people to be anticipating this announcement.
- VII. Meeting adjourned at 8:30 pm.

Submitted by: Joanne Gulsvig, Association



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APPROVED
4-19-11

Willamette Towers Board Meeting
March 17, 2011

Board members present:	IMPG staff present:
David Ghelfi, President	Rhonda Romero
Rick Lowen, Treasurer	Angela Romero
Susan Connolly, Secretary	
Marcy Beard	
Dan Solitz	

I. The meeting was called to order at 7pm and introductions were made.

II. Member Comments: Prospective owner, Dottie, appeared before the board to request permission to make structural changes to the 2nd floor unit she hopes to buy – the foreclosed unit. Dottie was asked to submit a proposal to the BOD for approval and told she and her contractor could visit the WT office and view the building plans.

There was discussion regarding the “extra smoky” smell on the second floor. The HOA by-laws provide : “7.5 ...no noxious/offensive activity shall be allowed...which is a source of annoyance to others” Only one unit on the second floor houses a smoking tenant and it is felt that the odor comes from this unit.

Angela was asked to obtain three bids to determine what would be involved in removing the smoke odor from the second floor.

III. The minutes of the January meeting were approved as written.

IV. Reports:

1. Treasurer:

A. Rick reported the federal and state 2010 taxes have been prepared.

B. Rick asked Angela to seek reimbursement of the \$1188 deposit paid for the parking lot power washing that was cancelled by the BOD.

C. The door to unit #1103 was replaced and the \$400 bill was sent to owner. It has yet to be paid.

2) Units # 507, 616, 702 and 1007 are at least 60 days in arrears.

3) The BOD will meet with our attorney as the combined arrearage is approximately \$13,000.

2. IMPG Report:

A. Rhonda reported that a certified letters to the reverse-mortgage lender were sent regarding unit #707 advising them that the owner did not reside in the unit as required by the lender. Our attorney will attend the April BOD meeting; it is our understanding that our attorney has opined that we need not file a lien against subject units in Court as the lien is already perfected. Rhonda will email the attorney and request clarification.

B. The tenant paid the cost of cleaning and painting unit 404 door.

C. Resident of #306 reported that his fob had been taken from the key hole on his front door on 2/25/11 and replaced with another fob. This second fob would not open the lobby restroom door as did his original fob.

On the same night, a resident was observed on the video camera entering the lobby bathroom with an unidentified woman at 3am using a fob. The HOA had taken the resident's fob allowing entrance to the lobby bathroom, the boiler room and the and the south storage room in May 2010 due to inappropriate behavior in these areas. The duo left the bathroom at 4:45am. The woman is believed to be a frequent companion of the resident.

A melted fob, found to be the taken fob, was pushed under the WT office door on 2/28/11. The janitor reported that the morning following the time spent in the bathroom, the bathroom was dirty and in disarray.

Angela and David met with a Eugene Police officer and filed a report regarding the incident. In the future, the BOD and office staff will insure EPD incident reports are filed for every such occurrence.

In addition, a letter was sent to the unit owner, on 3/4/11 advising her of the above events and assessing a \$75 fine. Rhonda verified that the resident had received the letter. The fine has not yet been paid.

3. Green Committee: No report. Susan volunteered to serve as BOD liason.

4. Grounds/Security Committee. No report.

5. Architecture Committee: Marcy reported the committee had reviewed the bids in an attempt to reach the \$25,000 budgeted for the lobby and office remodel. The designs and materials have been finalized. The remodel will include ceilings and walls painted and new can lights. The final fixed bids will be received soon.

The contractors will insure there is a clear path to the elevators while the work is

common elements is not sufficient coverage. David has received a bid for \$37,000 which equals \$33 per month, per unit. Greg Lundstrom, Farmers Insurance, believes this will satisfy FEMA so that individual owners do not have to purchase additional flood insurance. David will schedule a meeting with Greg and the BOD before the April meeting.

VI. New Business

1. Methodology for assessing HOA fees: The BOD discussed the way the fee assessment was set up in the by-laws: it is not based on square feet. Rather, the SF of all of the one bedrooms, two bedrooms and studios is averaged for each size category and billed at 29 cents per SF. Changing the assessments will not bring in any more income for the HOA. The assessments are generally equitable other than the assessments for the two larger penthouse units. The subject was tabled.

2. Responsibility for balcony dividers: David suggested that, in the future, the cost of replacing and maintaining the divider units between the second floor units with balconies on the west side of the building and the two dividers for the penthouse units on the north end of the building be the responsibility of the individual owners rather than the HOA. In the past, the HOA has paid for these dividers. In the fall of 2010, the HOA paid to replace the dividers on the second floor; the dividers for the two penthouses are in adequate condition.

David opined that the HOA is responsible for the repair and replacement of parts of the physical building (e.g. the parking lot), but not the items that sit upon the building (e.g. the dividers). The BOD voted to so limit the HOA's responsibilities and Angela will put this decision into the BOD policy book.

3. Broadband Committee: David reported he had one member for this new committee and was seeking five more to explore cable TV services for WT.

4. Rental of Units: Susan inquired as to whether there were limitations as to how many units could be rented at a given time. It is common to so limit these numbers in condo buildings. The BOD reported that the proposal was put to a vote about four years ago and was defeated despite the fact that relative occupancy was deemed to not be a rental. Susan will do some research on this question.

VII. The meeting was adjourned at 8:30pm.

Respectfully submitted,

Susan M. Connolly
Secretary



1313 Lincoln Street _ Eugene, Oregon 97401
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APPROVED
5-17-11

WILLAMETTE TOWERS BOARD MEETING
April 19, 2011

Board Members present:

David Ghelfi, President
Rick Lowen, Treasurer
Susan Connolly, Secretary
Marcy Beard
Dan Solitz

IPMG staff present:

Angela Romero
Casey Conley

I. The meeting was called to order at 7:05pm. Twelve additional WT residents were present.

II. Member comments: One resident stated she appreciated receiving a call regarding the water shut-off.

III. The minutes of the March 17, 2011 meeting were approved, as amended.

IV. Old Business:

Flood Insurance. Greg Lumsden, Farmers Insurance, provided an overview of our flood insurance requirements. Greg explained in 1987, WT purchased our first flood policy for the building for \$200,000. For many years, this policy satisfied the lenders who required flood insurance.

However, more recently, some lenders are requiring individual flood policies. Greg said to purchase a master policy for WT to cover all units, common spaces and the commercial spaces would cost approximately \$36,000 for \$18,851,900 coverage but we could lower our cost substantially if we were to obtain an elevation certificate. Greg said Poage Engineering & Surveying could provide this certificate for about \$500 and the certificate

would reduce our total cost to about \$11,500. Bank of America, one of the lenders requiring the insurance, said they would accept such a master policy.

A member said that the Amazon Canal flooded in 1996 and would compromise the WT foundation if it should reach it. Another member opined that the flood

V. Reports.

1. Treasurer: Rick reported that while we were able to recuperate some of the outstanding HOA dues on the second floor unit that was foreclosed, we are still short on the remainder. In the future, we must act sooner on delinquent dues. Our attorney has suggested taking action when dues are three months delinquent and recording the lien with the mortgage holder. A motion to this effect passed.

2. IPMG:

A. Incident Reports: There were two incident reports in the last month: a resident left the north door open and unattended and a noise report after 10pm. Both residents were reminded of the rules and given verbal warnings.

B. Elevator Modernization: WT has a contract with Otis and Otis maintains no one else can work on the elevators. Angela received two bids from both Otis and another company to replace the elevator machinery; they were y close in cost.

C. Dividers: the WT by-laws were amended to include the board's decision at the March 2011 which determined that the responsibility of maintaining the terrace dividers on the two north penthouses and the second floor west terraces lies with the individual owners and not the condo association.

D. Power-Washing of the lower parking lot: Angela was directed to contact the company that was scheduled to power wash the lower parking lot about two months ago and demand

return of our deposit by 5-15-11. It was determined by that this cleaning was unnecessary and the cleaning was cancelled in a timely manner.

E. Payment of fees: Unit #201 has paid the \$400 owed. Unit #205 has not paid the \$75 fine owed.

F. Angela was requested to have the office door lock repaired.

3. Green Committee: Susan reported:

A. The committee will be looking into:

1) Putting a rack on the laundry room wall where books and magazines can be exchanged.

2) Asking Sanipac to place a smaller recycling can alongside the large one so that residents who have difficulty using the larger one can use it.

3) Reviewing our contract with Coin Meter to see if we can have more

answers on the bulletin board and a recycling receptacle for used batteries in the laundry room.

C. The committee requested that the BOD address the cost of a new boiler as it is aging. Rick replied that the cost is included in the monies set aside for large items.

4. The Grounds Security Committee: As there are currently no members, the board decided to disband the committee until it is deemed needed.

5. Architecture Committee: Marcy showed colors to be used in the office, halls and lobby: beige with dark brown accent colors. David signed the contract today for \$15,420 and the work will begin 5/17/11. Casey will write the checks for the 50%

deposit on 4/20/11. A resident asked that clear access to the elevators be maintained during the work period.

6. Management Committee: David reported that the committee will review the 21 page IMPG contract with Jones and Roth, CPAs, to determine what, if anything, needs change. The examination will determine the best practices for such an agreement and report back to the board, hopefully, by the next BOD meeting. The BOD approved a cost of \$90-125 an hour for the CPA time.

VI. New Business:

1. Cigarette Smoke on 2nd Floor: Angela reported she received three bids to clean the second floor hallway: \$972, \$810 and \$809. Options discussed were to make WT a non-smoking building, clean the floor and require the owner of the offending unit to pay or to require that the one unit housing smokers purchase an ozinator (ph.), which reportedly cleans the air.

Discussion included what sanctions to impose if the unit owner failed to reimburse WT and that some residents were found smoking in the halls and staircases. Residents were asked to file a complaint with Angela when bothered by smoke or when they have observed violations, such as smoking outside the units.

2. Irelan Landscaping: Concerns were expressed that IPMG had been 60 days late in paying this contractor and that all monies collected from WT were not paid to the landscaper. Casey said no landscaping monies were retained by IPMG and the landscaper was paid on the 3rd week of each month as all vendors are paid. Casey will send copies of 90 days of landscaping invoices to David for review.

\$983. Angela will check on the cost of re-keying the locks.

Residents are asked to report any suspicions of individuals locking out the elevators or unusual noises coming from the elevators. This generally occurs in the early morning hours.

4. Broadband Committee: David reported there are presently four residents who will serve on this committee to determine the future of cable service. David would like two additional members who either do or don't want us to continue to provide cable for the entire building at a substantially reduced fee. This committee will begin work in June 2011.

5. Minutes Notebook: Angela is working on compiling board minutes in a notebook in the office. Minutes will cover the previous three year period and are available for residents review. Additionally, there is now a notebook containing major board decisions in the office for resident's review.

6. Web Site: Some members find the WT web site helpful and necessary for folks to check out the building. Updates cost \$162 and are not done every month. Casey will advise the board of the annual cost of the site.

VII. The meeting was adjourned at 8:55pm.

Respectfully submitted,

Susan M. Connolly
Secretary



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APPROVED
6-21-11

**Willamette Towers Board Meeting
May 17, 2011**

Board Members Present:

David Ghelfi, President
Rick Lowen, Treasurer
Susan Connolly, Secretary
Dan Solitz
Marcy Beard

IPMG Staff Present:

Angela Romero
Rhonda Romero

I. The meeting was called to order at 7:05pm. Four additional residents were present.

II. Member comments:

Joanne opined that WT rules are more important than by-laws in that they are easier to change. Joanne stated that the rule regarding resident infractions was as follows: first violation: a written specific warning; second violation: A fine up to \$75 imposed in a letter allowing the recipient 14 days to correct violation. Within the next 15 days, the recipient has the right to appeal the matter.

A member noted that two rules are not being enforced: 1. Workers and residents moving in are not seeking required permits from the office and displaying them on their vehicles. 2. Guests staying beyond 48 hours in visitor parking are not getting and displaying permits.

Discussion concerned how to get temporary parking permits when the office is closed. No decision or action was decided upon. Angela was asked to walk out with visitors and vendors and remind them as to the necessity of having an identifying sign in the vehicle in case of fire or emergency.

Joanne stated she was not comfortable with resident's names being put in the minutes. The Board discussed this question and the consensus was that as the Board Meeting was a public meeting and the minutes should reflect what is said in the meeting: honesty is best.

directors this date. Marcy's resignation was accepted and she was thanked for her contributions as a board member. Kevin Mauseth was elected to take Marcy's place on the board.

III. The April 19, 2011 BOD Minutes were approved, as corrected.

IV. Reports:

a. Treasurer Rick Lowen reported:

1. We have a little more income than projected because the bank for the foreclosed unit on the second floor paid a portion of the HOA dues that were owed,.

2. EWEB expenses were high due to a cold January and February.

3. Administrative costs are a little high due to paying insurance in full and legal fees paid to collect the foreclosed unit's HOA dues.

4. Maintenance expenses are on target.

5. Angela was asked to schedule the outside window washing,

6. Reserve expenses so far this year are for the resurfacing of the upper parking lot and the lobby remodel. We will continue to monitor our reserves and maintain adequate monies in the reserve account.

7. Rick will send some specific monetary questions to IPMG and Rhonda will answer the questions.

The Treasurer's Report was accepted.

b. IPMG Report: Angela Romero

1. The Board asked Angela to keep the DVD security videos under lock .

2. Power Washing of Lower Parking Lot: As directed by the BOD, Angela wrote to the company requesting a return of our \$1188 deposit by 5-15-11. The total contract amount was \$3,000. The company replied to Angela's letter stating that WT had given them too short notice to receive a refund. Angela will send the board members copies of the contract to review. Rhonda was asked to contact the vendor and inquire as to whether they wish to continue to have our business. If so, will they consider the \$1188 as a deposit on their next work for us.

C. Green Committee: Joanne reported that the committee had not yet met this

started on 5-17-11 and will be completed at the end of June 2011.

V. Old Business

1. Flood Insurance Elevation Certificate: We have received three bids; the lowest is from Poage Engineering and Surveying. This is also the firm recommended by our insurance agent, Greg Lumsden. Motion was passed to have Angela arrange for Poage to complete the elevation certificate. See the April 19, 2011 minutes for a full discussion of this issue.

2. Cigarette Smoke Smell on the Second Floor: The owner of the second floor unit that houses the smokers came and spoke with

Angela. The unit owner stated she would purchase a door sweep. If the BOD wished to pursue the policy of making WT a non-smoking building, it would be a decision for an annual meeting. For the time being, we will wait and see if the measures taken by the second floor resident solves the problem.

3. Scheduling Drain Installation on Upper Parking Lot: The upper lot needs two additional drains. We are waiting for the rain to stop before starting installation.

4. Elevator Lock-Out: Otis reports that it will cost WT \$1820 to rewire the elevator so that it will only be able to be locked out on a floor with the doors open. Presently, the elevator can be locked out between floors. There have been several instances when the elevator has been locked out between floors in the middle of the night and detritus, including condoms, found in the elevator in the morning. David reports he personally knows of four instances in the past three years. Motion was passed to use money from the security fund to rewire the elevators to prevent such occurrences .

5. Otis Elevator Charges: During the recent power outages, IPMG requested Otis to make a service call to re-set the elevators. There are keys in the office to do this and Otis does not need to be called; it is an unnecessary expense. Angela and Rhonda were asked to ensure that all IPMG staff was aware of the elevator key in our office and would come over and re-set the elevators instead of calling Otis. Angela was asked to request a copy of our contract with Otis to provide to the board.

6. No Loading/Unloading Signs: It was reported that vehicles are sitting in the driveways blocking entry. Kevin said the Architecture Committee will work on providing signs after the lobby remodel is complete.

7. Four Gray Garden Debris Containers: Concern was expressed that these cans sit out front of the building for 3-4 days before being collected. Angela will contact Sanipac and inquire as to the problem.

Respectfully submitted,

Susan M. Connolly



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APPROVED
7-26-11

Willamette Towers Board Meeting
June 21, 2011

Board Members Present:

David Ghelfi, President
Rick lowen, Treasurer
Susan Connolly, Secretary
Dan Solitz
Kevin Mauseth

IPMG Staff Present:

Angela Romero

Residents Present:

Esther Konop
Laura Romeyn

Joanne Gulsvig

I. The meeting was called to order at 7:07p.m.

II. There were no member comments.

III. The minutes of the May 17, 2011 minutes were approved as corrected.

IV. Old Business:

1. Flood Elevation Certificate: The certificate has been received and forwarded to our insurance agent for review. We expect to hear from our agent in two weeks.

2. Overdue Fines: Unit #205 has paid its fine and there are no overdue fines. A question was raised about the WT policy on units having screen doors. David stated that owners will be required to remove screen doors upon sale of units and no further screen doors will be allowed to be installed.

3. Elevator Issues: Otis advised WT it was ordering materials to change the elevator lock-out and would be doing so in 2-3 weeks. Dan advised the BOD that our contract with Otis had expired and suggested hiring an elevator consultant to give us guidance on elevator issues. IPMG was asked to review our contract and advise the BOD of what action is needed. After IPMG's

board.

5. Power Wash Refund: Angela reported that Rhonda/IPMG had sent two letters to the company requesting a refund and/or a credit of our deposit against future work.

The company has not responded. The BOD instructed Angela to continue to contact the company in writing.

V. Reports:

1. Treasurer Rick Lowen reported:

A. Plumbing: There are several bills totaling \$700 for plumbing repairs. Angela reported that currently tenants will come to the office and report problems and she will call a plumber. Rick said IPMG must be more diligent about determining if the plumbing is the problem of the HOA or the individual unit. Unless the problem is a pipe leaking in the wall, the bill belongs to the individual unit owner.

Policy for plumbing: Tenant calls the owner, owner calls the plumber, plumber bills the owner, owner sends bill to IPMG with verification from plumber that the problem lies in the wall pipes, and the approval for the payment comes from the BOD only.

During the last water shut off, five units required debris clean out. Rick will work with Angela and she will ask the plumber(s) exactly what work was done on each unit. There was also a question as to why Master Craft was called out three times to work on a leak on the 12th floor. Angela will inquire and advise

the BOD.

B. Overdue HOA Dues: Three units are now 90 days overdue. Letters have been sent out. WT Policy is unpaid dues results in liens on the subject property.

The Treasurers Report was accepted.

2. IPMG Report by Angela: Incident Reports:

- A. There was a report of a dog barking late at night.
- B. A lock box was cut off the front of the building and discarded.
- C. A resident was reported to be leaning out a window smoking.
- D. A bike was found in the 5th floor hallway unattended, removed to the office, reclaimed by the owner and a reprimand issued to the owner.
- E. Urine stains and odors were reported in the elevators on three occasions.

time electronics recycling event at WT; possibly in September.

C. Tina is continuing to do a great job putting recycling questions and answers on the community bulletin board.

D. Susan is continuing to work on the possibility of replacing our washers and dryers with machines more economical and environmentally friendly.

E. Angela will ensure no more telephone books are delivered to WT.

F. The committee would like to explore replacing our lawn with low care, low water ground cover.

The Green Committee Report was accepted.

4. Architecture Committee Report by Kevin Mauseth:

1. It was necessary to hire a new dry wall installer as we discovered the old one was neither licensed nor bonded. The lobby work should be finished in two weeks. Marcy Beard, former board member, is the project manager, and all work should go through her.

2. Dan expressed concern that the quality of the lobby wall finish is not durable. The walls can only be repaired and patched so much before they begin to look shoddy. Rick opined that residents should respect the property, that cameras would record problems and that fines could be levied for damages.

3. New Office Air Conditioner: The BOD approved this purchase in the past and Angela was asked to find an energy efficient model for less than \$400.

The Architecture Committee Report was accepted.

VI. New Business:

1. Lock Box Problem: "Parted-out" bicycles and lock-boxes have been left on the WT bicycle rack in the front of the building for months and, in some cases, years. These have been removed. WT spent \$50 each to cut off three separate locks. After the removal, a tenant complained she had put a lockbox on the bike rack with a fob and key to her unit for her emergency use; she asked for \$100 to replace the box removed. The tenant had placed the lockbox on the bike rack without WT permission or notice.

firm to have them looked over and repaired, if needed. The BOD approved this action.

3. Bicycles: Angela was directed to put up notices requiring residents to register their bicycles in the office. In this way, we can determine which, if any, bicycles have been abandoned and dispose of them. This will free up parking spots for more bikes.

4. Locks on Doors Next to Garage Gates: It was discussed that many residents do not have keys to these outside doors and the fobs do not work on them. If residents were able to use them, perhaps fewer bikes would be brought through our new lobby. Angela will investigate ways to make these doors more usable to residents.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Susan M. Connolly
Secretary



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APPROVED
9-20-11

Willamette Towers Board Meeting
July 26, 2011

Board Members Present:	Members Present:
Susan Connolly, Acting Chair	Laura Romeyn
Rick Lowen, Treasurer	And others.
Kevin Mauseth	
Dan Solitz, Acting Secretary	

IPMG Staff Present:

Angela Romero
Rhonda Romero

I. The meeting was called to order at 7:00 pm.

II. Member Comments. Laura Romeyn asked if there was a way to reduce the intensity of the lighting in the lobby during the daytime. Kevin will carry this to the architecture committee agenda.

III. The minutes of the June meeting were accepted.

IV. Old Business:

1. Flood Insurance. Susan and Kevin will make inquiry to three lenders to see if a proposed comprehensive policy would obviate the need for mortgage holders to purchase flood insurance in addition to Willamette Towers flood insurance. Board will revisit issue after research.

2. Power Wash Parking Surfaces Deposit. Susan will draft

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a demand letter to contractor and send it after e-mail consultation with board.

3. Lobby Remodel Status. Almost done. Kevin will finish up painting base boards and trim around new office AC after it is installed. Board

elevator doors will be kept as it matches north hallway. Architecture committee will consider repainting elevator doors and fire door.

V. Reports:

1. Treasury: Rick reviewed mid year status-mostly on track. Board accepted report.

2. IPMG Report:

A. Pet Registration: underway to better identify sources of noise.

B. Bike Registration: to be completed in August with a view to discovering abandoned bikes and removing them.

C. Otis Contract: Up for renewal. Board will continue to discuss.

D. Parking Lot Drains: Two new drains will be installed in the upper parking lot August 1-8.

E. Re-lamp Upper Parking Lot: Angela will get three bids. Board will e-mail decision.

F. Irrigation system turned on.

3. New Committee Authorized: Major maintenance committee to deal with elevators, boiler replacement, and

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potable water system modification to reduce debris upon recharging. Dan will put out call for members and convene.

4. Management Committee: No report. Will reconvene in the fall. Rick volunteered his wife, Marla, as a new member.

VI. New Business

1. Owner requested reimbursement for removed lock box that was installed without permission. After light discussion, the board voted to deny compensation based on article 7.5b of the bylaws.

2. Board asked Angela to set up visitor parking permit system for visitor parking.

3. Discussed outside bibs on second floor terrace. Authorized removal due to freezing hazard.

6

7



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APPROVED
9-20-11

Willamette Towers Board Meeting
August 16, 2011

Board Members Present:
David Ghelfi, President
Rick Lowen, Treasurer
Kevin Mauseth

Members Present:
Ann Miles
John Rose

Board Members Absent:

Susan Connolly, Secretary
Dan Solitz

IPMG Staff Present:

Angela Romero
Rhonda Romero

I. The meeting was called to order at 7:00 pm.

II. Comments From Members: John Rose expressed his thanks to the Board for the lobby remodel project.

III. The July minutes were not available for approval. The minutes will be accepted at the September meeting.

IV. Old Business:

1. Flood Insurance Policy. The elevation study that the Board authorized has made it possible to obtain flood insurance to provide coverage in the amount of

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approximately \$18MM for an annual premium of approximately \$6,000. The board has been advised that the coverage should be satisfactory to satisfy requirements of mortgage holders. This

2. Power Wash Deposit Letter. The board reviewed the letter drafted by Susan Connolly. The Board approved sending the letter after amending it to include the contract number and enclosing a copy of the contract.

3. Otis Contract. The Board approved the renewal of the contract with Otis Elevator for maintenance of the building elevators.

V. Reports:

1. Treasurers Report: IPMG again discussed the overdue assessments and legal fees with the mortgage company for unit 707. They advised a check is coming. Rick Lowen requested that IPMG provide clarification about the new financial reporting method being used. The reporting method has changed several times over the last few months and the Board needs to be sure that they have an accurate understanding of the association finances.

2. IPMG Report:

A. Incident Reports: Angela reported incidents of tenants moving out using the front doors and several reports about dogs barking. Owners have been contacted.

B. Bike Registration: The bike registration project was completed. The Board decided that stickers should be provided to residents to place on bikes that have been registered to allow them to park the bike in the back of the building. Bikes that park there without sticker will be removed.

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C. Parking Lot Drains: The additional drains in the upper parking deck were installed.

D. Upper Parking Lot Lights: Still working on replacement of upper parking structure light that is not working.

E. Light Evaluation: The survey of building hallway lights (broken, require maintenance) is complete. Angela will provide this information to the architecture committee.

3. Green Committee: No report.

4. Architecture Committee: Still looking at options for posting notices at the elevators. Will have a solution soon.

computer. It was agreed that the upgrade is OK as long as we can cancel the office cell phone resulting in a cost neutral adjustment.

VII. The meeting was adjourned.

Respectfully submitted,

Susan Connolly
Secretary



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APPROVED
10-25-11

Willamette Towers Board Meeting
September 20, 2011

Board Members Present:
David Ghelfi, President
Rick Lowen, Treasurer
Susan Connolly, Secretary
Dan Solitz
Kevin Mauseth

Members Present:
Owen Boom
Skye Blaine
John Rose
Ginny Langren
Laura Romeyn

IPMG Staff Present:

Angela Romero
Rhonda Romero

I. The meeting was called to order at 7:00 pm.

II. John Rose thanked the Board of Directors for the successful lobby remodel.

III. The July minutes were accepted as written. The August minutes were accepted as amended.

IV. Old Business:

1. Flood Insurance. The new flood policy takes effect on 10/7/11. The balance of the old policy cost will be refunded to the HOA. A letter will be sent to all owners together with a copy of the declaration page of the policy.

2. Power Washing Refund. A letter drafted by Susan Connolly will be sent to the power washing company in a final effort to recover our \$1188 deposit paid to the

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company. Rhonda will send Susan all of the information regarding IPMG efforts to secure a refund. A motion was passed to give

lobby walls. The board directed Angela to determine the cost and feasibility of putting clear plastic corner guards on the lobby pillars top to bottom.

4. DSL in WT Office: Rhonda reported that Century Link will come up with a new plan for the office telephone.

5. Upper Parking Lot Lights: Work will be finished this week.

6. Bike Project: The registration of bicycles is complete. WT is left with two complete and two partial abandoned bicycles. These will be given to a resident who requested them.

V. Reports:

1. Treasurer Rick Lowen reported: The long-overdue unit has now paid up HOA dues in full. At this time, we have no units in excess of 30 days overdue in HOA dues. We made a \$7,755.39 contribution to our reserves; our total reserves are now in excess of \$300,000. There are no current problems.

2. IPMG Report:

A. Incident Reports: The Mia Bella owner was seen dumping her personal recycling in the WT recycling container causing it to be overfull. The owner agreed to cease. A resident complained about the stained elevator carpet.

B. The building water will be shut off on 10/24/11.

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C. Carpet Cleaning: Brothers will clean the hallway carpets during the first week of October. The board directed Angela to contact Brothers and instruct them to ensure that their hose, run over our balcony, did not rub paint off the building as it did last year.

D. Bicycle Gate Locks: Angela reported it may be possible to have keys made so all residents can use the existing locks on the gates. She will continue to pursue this matter.

3. Green Committee: Susan Connolly reported that three committee members had viewed neighborhood yards for ideas for groundcover and contacted John Peterson of EWEB to determine our lawn water usage.

5. Major Maintenance & Replacement Committee: Dan Solitz reported that the committee now had four members and would meet soon.

VI. New Business

1. Wall problems with Units 306 & 307. The owners reported the wall between the units was bowed and inquired as to who paid for the repair. The Board directed the owners to obtain the services of a licensed and bonded contractor and the contractor will determine the cause and ultimate responsibility.

2. Elevator Flooring. The board agreed the elevator carpets is not holding up well. Kevin Mauseth agreed to obtain price quotes for new flooring.

3. Move-in/Move-out Information: There are continuing problems with tenants moving in and out. The front door was used recently for moving and the elevators were

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blocked. The board directed Angela to send out a letter to owners reminding them of WT rules and policies on this matter.

4. Dogs using Lawns for Toileting. Susan reported yellow spots on our lawns and speaking with two tenants with a total of three dogs who admitted using our lawns to toilet their dogs. Some residents recalled a policy disallowing this practice. The board asked Angela for the WT policy book; she stated she was unsure of its location, but would conduct a search. The matter is tabled while the search is conducted.

VII. The meeting was adjourned at 8pm.

Respectfully submitted,

Susan M. Connolly
Secretary



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APPROVED
11-21-11

Willamette Towers Board Meeting October 25, 2011

I. Introductions

Board Members Present:

David Ghelfi (President)
Kevin Mauseth
Dan Solitz
Rick Lowen

Members Present:

Laura Romeyn (708)

IPMG Staff Present:

Angela Romero

II. Comments from Members: Laura: There is water building up in the parking lot on the lower level as a result of the new drains installed to drain the upper lot. The pipes don't appear to be long enough to get the water out to the drains and puddles are forming.

Solution: Angela (IPMG) to set up someone to come and extend the pipe over to the drain.

III. Approval of September Minutes: Accepted by the board and approved by vote.

IV. Old Business

- a. DSL status: Currently we have 1 cell phone, 4 land lines, and dial-up internet in the office. The board voted on and approved the cell phone to be cancelled effective immediately. The cancellation fee was discussed and it was decided it will be more cost effective to pay the fee rather than let the contract expire. The board also voted on and approved the proposal Century Link submitted on the DSL that includes the phone lines. This should not cost any more than the current expenses occurred.

- b. Office AC Status: scheduled for Thursday [and subsequently completed]
- c. Move in/out regulations: The board tabled discussion until next month re: move in/out fee to owners. The board also approved the reminder to owners re: move in/out regulations and asked IPMG to send out via email/hardcopy within the week.

V. Reports

Treasurer: WT budget is close to targets in all areas. Total income is above target, operating expenses are slightly above, but as to be expected because of some expenses we pay for the whole year at the beginning of the year, admin costs and maintenance are higher than projected but workable in the numbers for the year. The 2012 budget is being drafted to take this into account and should be finalized within the next month. The board also approved to add Rick Lowen and David Ghelfi to be added to the Washington Mutual accounts as 'authorized people'.

IPMG: Incident reports:

- 1) 9/22 loud music disrupting residents in the building – warning sent to owners, problem appears to be resolved
- 2) 10/6 smoke from a resident unit spilling out into the hallway – warning letter sent, the owner spoke to the tenants of the unit and the problem appears to be resolved
- 3) 10/21 smoke smell was reported on the 2nd floor hallway – is an ongoing issue and resolutions are being discussed.

Also discussed:

- 1) parking lot lights – they have been fixed and all are working again,
- 2) the motion lights in the back of the building are on all the time – Angela to look into a remedy
- 3) water shut off – board to evaluate plumbing bills and approve any payments that result
- 4) building bug problem – ongoing, but doesn't seem to be bad enough to take building-wide action at this time, board to keep watch on this issue, David recommends that residents with persistent problems us spray-foam to fill any voids in areas where plumbing pipes pass through walls into their unit. This has worked well for him,
- 5) parking door from lobby sticks – board to look at the latch and figure out possible corrections

- 6) clear wall guards installed in the lobby need to be cut down to be even at the top on the office side
- 7) window cleaning – scheduled for 11/14 depending on the weather.

Green Committee: Nothing new to report.

Architectural Committee: Met, worked out a list of potential projects around the building still to tackle, will meet again to establish priorities and talk budgets. More information to follow.

Maintenance Committee: Met, proposed evaluation of the main breaker systems in the electrical room and determine the working order of them. The board approved getting bids to do this in conjunction with EWEB's looking at replacing our transformers (which will be at no cost to WT). Also proposed evaluation of the plumbing systems in the boiler room (including the fire suppression system). The board also approved getting bids to do this and figure out the most effective method of flushing our plumbing systems with minimal impact to residents. They also recommended a cleaning of the Electrical and Boiler rooms and volunteered to tackle those projects. The board approved the committee to do so.

VI. New Business: It has come to the board's attention there are bathroom code violations in the building in resident's units and that unlicensed, un-bonded contractors are being utilized. A letter will be sent to those owners in violation requiring units be brought up to code using licensed, bonded contractors.

VII. Adjourn



Willamette Towers Condominium

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Willamette Towers Board Meeting
November 21, 2011

Board Members Present:

David Ghelfi, Chair
Rick Lowen, Treasurer
Susan Connolly, Secretary
Dan Solitz
Kevin Mauseth

Residents present:

Jean Marie Moore
John Rose
Douglas Beauchamp
IPMG Staff present: Angela Romero

I. Introductions

II. Member Comments: The tobacco smoke on the second floor continues to be a problem for residents and their guests. A resident opined that unless the fire door is left open, the hallway air is close to un-breathable. An incident report has been filed and a second fine of \$75 will be imposed.

III. The minutes of the October 2011 were approved.

IV. Old Business:

A. Parking Lot Drain: David will email Chambers Constructions and request a 50% reduction on the cost of the most recent rerouting of the drains in light of their failure to do the job properly when they worked on the drains in August and September 2011. Payment is authorized.

B. Plumbing Invoices: Repairs to units #208 and #402 are approved as they are repairs to the common element. Repairs to #706 are, according to the plumber, repairs to the inside fixture, the shower valve. This is an owner responsibility; the common element would be the pipe, not the inside fixture. Angela was instructed to return this invoice as well as the bill from Tradewind Construction for \$437 for the balance due on the tube surround repair to the unit owner. If funds have already been paid to Tradewind Construction by IPMG for this repair, WT will seek reimbursement from the owner.

C. Individually Metering the Shops: Angela reported that EWEB and Builders Electric made visits to WT to determine the feasibility of individual meters. Angela said it would take a long time and may not be economical to do so.

D. Bathroom Code Violations: Codes require that bathroom showers have a 2" drain and bathtubs have a 1.5" drain so as to avoid flooding and damaging downstairs unit's ceilings. One unit owner has replaced their 2" drain with a 1.5" shower drain and may have resulted in the leak in the unit below it. Kevin will contact a plumber to evaluate the drain. If the drain is out of code, the unit owner must pay to replace the drain. WT will pay for the plumber's time as we must determine the source of the leak. If the inadequate drain has caused the leak, the owner of the smaller drain will repay WT for the plumber's investigation.

E. Elevator Flooring: The Architecture Committee is working on it.

F. Announcement Board: Rick purchased an attractive "announcement board" to be placed between the elevators on the ground floor. Thanks Rick!

VI. Reports:

A.. IPMG:

1. Incident Reports:

- a. Loud noises: screaming, yelling, cursing in the building.
- B. Resident bringing bicycle with mud-caked tires into building.
- C. One resident yelling at another resident; told to call the police.
- D. Susan's red Schwinn Cruiser was stolen from east bike rack.
2. East door has electrical problems. Door is sticking. Angela will call.
3. Lobby wall guards were trimmed.
4. Window Washing is still waiting for a clear day.
5. DSL was installed in the office.

B. Green Committee: The committee has not met due to Joanne's recent illness. The Committee's on- going projects: bulletin board articles and information and the recycling packets given to new residents continue.

C. Architecture Committee: Will be evaluating the need for new elevator flooring and discussing some new lobby art.

D. Major Maintenance & Replacement Committee: The Committee will give the BOD a proposal to hire a mechanical engineer to evaluate the potable water system and determine what steps to take to minimize problems when the water is shut off.

VII. New Business:

A. 2012 Budget: Rick reported the 10% increase in HOA dues is due to EWEB increases, new flood insurance and our policy of ensuring there are sufficient funds for reserves. We will add \$55,000 to our reserve fund in 2012. Notices of the increase in our HOA dues will be sent out on 12.1.11.

B. Reserve Study Review: John Rose has been working with a computer program to project monies for our reserves. We are currently estimating that WT will need approximately \$333,000 for two new elevators in 2012 and approximately \$215,000 for a new boiler in 2016. In the past, WT has not had a healthy reserve fund necessitating a special assessment that was both costly and unexpected. In 2005, WT commissioned a reserve study that resulted in the special assessment. In 2009, we purchased soft ware to do a yearly update to the reserve study.

Unfortunately, the 2005 reserve study did not include the \$25,000 spent on the second floor balconies nor the work on the flooding problems in the garage. John opined that it may be that we are still underfunded and after the first of the year, the board will revisit the question of whether or not our reserves are sufficient.

C. Board Openings in 2012. David's term will conclude in February 2012. Rick, Dan and Susan will have another year to serve. Angela will put out the announcement right away as to our quest for an additional board member. Susan, Dan and Dave will contact owners who may be interested in serving.

D. Building Management Changes. The BOD, together with the working committee, has selected Bennett Management to take over the care and management of WT. IPMG's contract will expire 12-31-11. Bennett, together with the BOD, will provide a letter to be sent to all owners regarding the change in management. The new management will include a full time on-site manager who will be charged with handling many of the day to day duties that have, in the past, been fulfilled by other companies. It is our hope that this new plan will give WT residents a full time presence, more services and save money for the HOA.

The meeting was adjourned at 8:45pm.

Draft Minutes WT Board of Directors Meeting 12/22/2011

Board present: David Ghelfi, Chair; Rick Lowen, Treas.; Kevin Mauseth.

Association members present: Joanne, Gulsvig, Dottie Kemp

Management present: Angela Romero/IPMG

Chair, David Ghelfi brought the meeting to order at 7pm. There were no comments from members present.

It was moved and seconded to accept the minutes from the November member.

Old Business:

It was reported that the parking garage drainage project to correct the accumulation of water in the lower level is complete.

David announced the management transition. Effective January 1, 2012, our new management company is Bennett Management Company. Scottie Essin has been hired by BMC to act as the on site employee. This will be a full time position with duties that will include office management as well as maintenance/janitorial responsibilities. He will begin in early January.

There will be Board openings for the next term. David will post a notice requesting interested owners to contact a board member for more information.

Reports:

Treasurer: Rick will contact IPMG to request a projected final balance to determine if we need to transfer funds from reserves to have sufficient funds on hand for the management transition.

IPMG: Angela reported she was waiting for dates from contractors to get in to the commercial spaces to work on bids for cost of placing individual electrical meters in these spaces.

Green Committee: Joanne Gulsvig has resigned from the committee. Tina Boehnke will continue to be responsible for the committee's space on the bulletin board. EWEB has prepared a review of landscape watering and is willing to come to a board meeting in spring to review. The committee is looking for new members. A notice will be posted.

Architect Committee: no report

Major Maintenance Committee: no report

New Business:

Tentative date for annual meeting set for Thursday, February 9, 2012. Rick will check with Dan Solitz and Susan Connelly to determine if this date will work for their schedule.

The topic of maintenance equipment needs we discussed. With the new on site position there is a need to obtain equipment to have on hand. The board, with input from our new on site employee, will create a list to determine what our financial needs will be for these items.

The meeting was adjourned.