

Willamette Towers Board of Directors Meeting
January 8, 2013

Board Members Present:
Dan Solitz, Chair
Susan Connolly, Secretary
Rick Lowen, Treasurer
Giny Landgreen

Residents Present:
Esther Knopfs
Jean-Marie Moore
Douglas Beauchamp
Dottie Kemp

Board Members Absent:
Kim Harper-Kennedy

Bennett Management:
Diane Sollinger

I. Introductions: None

II. Member Comments:

Douglas stated he liked the new cleaning schedule and the posting of the site manager's daily schedule on the office door.

III. Minutes: The minutes were approved as written..

IV. Treasurer's Report: Rick reported:

A. Fines and Fees: There are two fines and three fees outstanding.

B. Reserves: \$10,000 was deposited in November, however, no deposits were made in December due to the monies spent on the boiler repair. In total, we deposited \$47,976 to reserves in 2012 and have paid some reserve-type expenses directly from our regular budget, e.g., \$7800 for elevator planning and \$1600 for parking drainage repair. Our total reserves are now \$366,718.

C. Available Funds: We have about \$200,000 in CDs that will come due this month and about \$31,000 in our money market accounts. In that we will need monies available for the elevator work, the board voted 4-0 to place \$100,000 in three-month CDs and to place the remainder in the money market account.

V. Old Business:

A. Annual Meeting: The annual meeting will be held the last Tuesday in February: 2/26/13. Proxies must be signed by each owner. Douglas, on behalf of the Smoke Free Committee, asked to get the meeting notice out right away.

B. Unit #202 Water Damage: Bills to be presented to the board for reimbursement.

C. EWEB Heat Pumps: Dan asked that Diane provide two years of financial statements for our application to EWEB for financing heat pumps to replace our boiler.

Dan will prepare and submit the application and the board will later determine if this is the best boiler replacement option. The board approved providing the financials by 4-0.

D. Uninspected Units/Water Leaks: There is one unit that has not responded to repeated requests to inspect their toilets for leaks. The owner has two unpaid fines. Dan will check the by-laws to determine if entry into units is allowed and, if so, under what circumstances. This will be on the agenda of the next meeting.

E. Washer/Dryer Policy: Rick will add language to our policy so as to make it in compliance with the "non-compete" clause of our new contract with Coin Meter.

F. Window Check: Dan drafted a letter to all owners requiring a safety check of all windows. Rick suggested having one contractor do the work at the same time. Each unit will pay for their own inspection and needed repairs. Diane will ask Abee Window and Lane County Glass for feasibility and time frame.

G. Policies:

1. The Garbage & Recycling, Mailbox and Mailroom, and Air Conditioner Installation were re-written by Kim and passed by the board 4-0.

2. The Screen Door Policy was re-written by Susan and passed 3-1.

F. Parking: Letters were previously sent to the two abandoned-appearing vehicles in the lower parking lot. One vehicle was removed and the owner of the second vehicle provided new tags for it. The second vehicle has not been moved in several years. Diane will write the owner of the second vehicle and ask if it is operable and the last time it was driven.

V. Committee Reports:

Housekeeping Committee: Giny reported:

1. Giny, Douglas, Esther and Diane have conducted two walk-arounds of the building and the grounds in the past five weeks. Their goal is twice monthly with one focus on the interior and one on the exterior of the building.

2. They have noticed an improvement in the cleanliness of the laundry and the common areas and are hoping our site manager will begin to take initiative in these matters.

3. The perimeters of the building really need attention. In particular, the newspaper box area and graffiti on the back alley wall. The committee told the site manager he need not wait for warmer weather to repaint in that only 2-3 hours drying time was needed.

4. The site manager determined a different type of cockroach bait is more effective and will be applying this now.

5. Landscaping needs were discussed with the site manager, e.g., the ivy growing along the entry to the lower parking garage.

6. The last hour of each day the site manager is to empty doorway garbage cans, check bathrooms and sweep entry and door ways.

7. On Tuesdays, the large dumpster is full as it is emptied by Sanipac on Wednesday mornings. Giny will check with Sanipac for a solution.

VI. Bennett Management: Diane reported:

Action Grams:

Date	Description	Follow Up
11.27.12	Lobby toilet floor is filthy	Cleaned
12.1.12	Elevators down	otis called out
12.1.12	Lights out in north storage room	replaced ballast
12.5.12	RG could not get in bldg	had been registered as maintenance fob; reactivated
12.4.12	8th floor carpets need vacuuming	scheduled for that day and completed
12.5.12	fob does not work	directed to Scottie; resident did not register, but now has
12.5.12	request names be added to the south door directory	done
12.5.12	fob did not work	all fobs are now registered and work
12.10.12	greatly reduced hot water flow	Scottie and Ray fixed
12.10.12	new phone # unit 905 - office & intercom panel	completed
12.11.12	cockroaches in hall	purchased roach traps
12.11.12	spots in hall carpet need cleaning	cleaned
12.13.12	liquid spill on the so. Stairwell between 3rd,4th flr	Scottie cleaned it up
12.12.12	not following move out procedures	notified owner's property manager
12.17.12	6th & 8th floor balcony lights out	replaced these bulbs
12.24.12	light is out on n stairway 13th floor	required large ladder and 2nd man; completed
1.3.13	socks by east door, garbage overflow	socks removed, garbage emptied
1.4.13	move out issues: permit, north door, elevator	communicated with

- 1.7.13 fire door does not close researching code
- 1.7.13 space 90 oil spill, space 43 bike part letters issued
- 1.7.13 use of bushes by garbage barbed wire in bushes?

Incident Reports: Date Description Follow Up

- 11.30.12 bike lock cut, bike not stolen security tapes scanned
- 11.30.12 Elevator not working Friday evening Otis called Fri afternoon & reported would come after hrs
- 11.30.12 moving pads left up all weekend communicate with homeowner about putting away
- 12.10.12 resident with pet not on a leash letter to owner, communication with tenant
- 12.17.12 802 tenants blocking upper garage ramp notified owner of occurrence
- 12.26.12 1304 dumping unbagged trash in 12th flr Scottie discussed this with homeowner rep (son)
- 12.28.12 contractor vehicle @ n entrance, contractor using bldg power spoke to owner
- 12.31.12 south elevator would not come to ground floor Otis called,

Diane reported:

1. Annual Registration of fobs, bicycles and pets is complete.
2. Hedge Area near the newspaper box: It is believed this area may be being used by homeless people as a sleeping area. Diane was asked to have the trees in the area trimmed up 2-3 feet from the ground so as to make the ground a/rea visible.
3. Move-in/Out fee: WT recovered \$600 in move fees in December since our implementation of the new policy; it is working well with no problems. Jean Marie asked if a resident needed a fee if moving in new furniture. A fee is not required, but the regular \$50 deposit is required and regular moving policies apply, e.g. elevator pads.

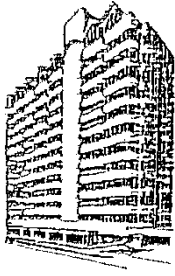
VII. New Business:

1. Repair Reimbursement: Unit #1008 requested \$149 reimbursement for repair of the plaster adjacent to the window due to water leakage. Dan inspected the repair and determined it was the owner's responsibility in that owners were notified at the time of the building painting to inspect their window caulking and notify management if new caulking was necessary. The board voted 4-0 to deny reimbursement.
2. Board Vacancies: Susan announced she will not renew her term as she has completed her two year commitment. Giny thanked Susan for her

additional years and Giny will complete her term. On 1/9/13, Kim announced, via email, she would not complete Kevin's term – which she had been appointed to complete in 5-12. The board will seek two new board members and a new secretary.

The meeting was adjourned at 7:05pm.

Respectfully Submitted,
Susan M. Connolly, Secretary



Willamette Towers Condominium

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

MINUTES WILLAMETTE TOWERS HOA BOARD MEETING-Approved 5-1-2013
TUESDAY, MARCH 26, 2013, 5:30PM

BOARD MEMBERS PRESENT: DAN SOLITZ, CHAIR; RICK LOWEN, TREASURER
ABSENT: GINY LANDGREEN

OTHERS PRESENT: BENTON ELLIOT, DOUG BEAUCHAMP, OLIVER THORNTON, DIANE
SOLLINGER, BMC

COMMENTS FROM RESIDENT:

- Benton Elliot thanked the Board and architecture committee for the art work
- Work that was finally installed.
- Oliver Thornton introduced himself as a new owner and let the board know that he is willing to serve in any activities that would be helpful for the association. It was suggested that he meet with the housekeeping committee at their next meeting.

It was moved and seconded to elect Douglas Beauchamp to complete the board term of Kim Harper-Kennedy who resigned from the board before the annual meeting.

The January 2013 minutes were approved.

Treasurer's Report:

Rick Lowen reported that our revenue and expenses are in line with our projected budget. At the end of February, ten owners are showing past due balances. The majority of these owe partial dues increase amounts or late fees. One of these balances was paid at the beginning of March. One owner owed several months at the end of February (total amount \$930.94), \$676.46 was just paid on that balance, reducing the amount due to \$279.48. Expenses this month included the annual insurance premium payment. Because of this payment there was not a transfer of funds to our reserves in February. We did transfer \$9000.00 in January. The current reserve balance is approximately \$376,027.30. It was moved and seconded to approve the report.

Following discussion it was decided that current board officers would be retained until Giny Landgreen returns and the entire board can vote on new officers.

Committee Reports:

Major Maintenance: Two bids for elevator upgrade have been received. Both bids are higher than expected. A meeting with the elevator consultant, committee, and the board will be scheduled to review these bids.

Architecture committee: The artwork in the lobby has finally been put in place. The photographs by Jacob Pace are effective and give importance to the entrance of our building. The committee will continue to find the right bench for seating in the lobby.

Housekeeping Committee: Ken Guzowski agreed to represent Giny on this committee while she is on vacation. Diane provided the committee members with three separate project lists where the majority of items have been completed by Scotty or BMC, so all seems to be in order. This committee provides a key service to our BMC Team for all matters related to housekeeping and maintenance at WT. The next meeting is April 4, 2013.

Smoke-free Committee: The amended By-Laws with the Smoke-Free section have been signed and will be recorded as required in the next few days. A request for the Association to support and implement a mailing to residents about quitting smoking was presented. Following discussion it was decided that this is not a project that the Association should undertake, but information can be displayed on the "community bulletin" board if desired. Doug Beauchamp indicated that he is willing to continue to work on implementation of the June 1, 2013 effective date of the smoke-free by-law.

OLD BUSINESS

- Dan is continuing to work with EWEB on the possibility of a loan for replacement of hot water heater.
- Review of emergency entry to units policy was tabled
- Window check- It was moved and seconded to accept the bid from Abee Window. BMC will proceed with sending letter to owners with a schedule for signup. Benton Elliott suggested that the association check out installing a device to hold windows open on windy days. He is aware of a device used at Lane Towers and will check with the manager there and get back with information.

BMC REPORT

- Leak check is complete
- Annual registration of fobs is complete
- Doug Beauchamp and John Rose are working with Bravo, our website provider. There is an issue with the site registration. Doug will communicate with Bravo to determine whether we own the site or Bravo.
- Incident reports—see attached

NEW BUSINESS

- Reviewed three requests for late fee waivers. Two requests were approved. One was the result of a bank error and the other was a result of owner missing the assessment increase in January. The third will be reviewed at a later date.
- Unit 802 request for accessing bath through the common hallway for remodel. Dan will continue to attempt to meet with the owners to review the exact requirements.
- new fax/printer for the WT office—not action taken at this time
- Review of plumbing invoices for units 605 and 703. Decision made to pay the invoice for 605. Decision to deny the request for 703 for clarifications.

Meeting Adjourned.

DRAFT MINUTES WILLAMETTE TOWERS HOA BOARD MEETING
WEDNESDAY, MAY 1, 2013, 5:30PM

BOARD MEMBERS PRESENT: DAN SOLITZ, CHAIR; RICK LOWEN, TREASURER; DOUG BEAUCHAMP
ABSENT: GINY LANDGREEN

OTHERS PRESENT: DOTTIE KEMP, ESTHER KONOP, INDER DATTA, JOANNNE GULSVIG, GAIL HAND,
DANIEL HARDT, OLIVER THORNTON, DIANE SOLLINGER, BMC, SARAH BENNETT, BMC

COMMENTS FROM RESIDENT: NONE

The March 2013 minutes were approved.

Treasurer's Report:

Rick Lowen reported that our revenue and expenses are in line with our projected budget. At the end of March, eight owners were showing past due balances. Of these eight, three paid all overdue March fees during April. The payment of our annual insurance premium in February again affected our March cash flow, resulting in no transfer of funds to our reserves. We did transfer \$5000.00 in April, and hopefully will get back on track with our monthly contributions. It was moved and seconded to approve the report.

Committee Reports:

Major Maintenance: The committee and members of the board met with the elevator consultant to discuss the two bids that were received. It was decided following that meeting to meet with Otis representatives to discuss an additional proposal made by Otis. This proposal was presented as a "value engineered" option, which includes all code requirements, new mechanical systems, and upgrades for cab interiors. The cost for this proposal is approximately \$347,000 (significantly less than the other bids received). Following the meeting the committee decided to recommend this option to the board for our elevator modernization project. It was moved, seconded and approved to accept the committee recommendation. Dan Solitz will contact Otis to obtain additional information about the maintenance contract, proposed schedule of work and final costs.

Dan also reported that the hot water boiler was inspected to satisfy requirement by our insurance company. The inspector suggested that an epoxy lining on the interior of the boiler could extend the life of the boiler another five years. The committee will examine the options and report back.

Architecture committee: No report

Housekeeping Committee: Ken G., Esther K., and Doug B. completed a successful walk through of the building interior and exterior grounds. The committee reported this is a good way for owners to become more familiar with the building and encouraged interested owners to become part of the committee and participate in the walk through.

Smoke-free Committee: Doug Beauchamp provided examples of outdoor signage that would be installed by June 1, 2013. It was decided to review these at the upcoming planning committee to make final decisions.

OLD BUSINESS

- It was decided to re-examine our fax line when the Century Link contract is renewed in October 2014.
- Doug Beauchamp provided an updated copy of our "Rules and Procedures" for our website. Following discussion the updated document was accepted by the Board.

BMC REPORT

- The scheduled window inspection was cancelled at the last minute due to additional information received from the vendor on Friday before the inspections were to begin on Monday. The vendor had initially believed that a visual inspection would be adequate. However, while making repairs on windows in a unit he determined that it would require removal of operable windows to determine if one particular part needed to be replaced. The vendor has forwarded a new bid proposal for this project, which the board will review at the next planning meeting.
- BMC will schedule exterior window washing once the window inspection is settled.
- Doug Beauchamp contacted our Website provider, Bravo. He confirmed that the domain is registered to Willamette Towers. Doug and John Rose will meet with Bravo to review and changes and updates.
- BMC reported that two of our one year commercial leases expire at the end of June. BMC recommended that we extend these leases for one year and do a market review for any possible changes at the end of that year. Following discussion, it was moved, seconded and approved to proceed as recommended.
- Diane reviewed Action Grams and Incident Reports. Two items, outside faucet on 2nd floor terrace and request to remove magnet from 2nd floor fire escape door, will be reviewed at next board planning meeting.

NEW BUSINESS

- Board planning meeting scheduled for Tuesday, May 14 at 5:30pm.

Moved, seconded and approved to adjourn meeting.

W.T. Board Minutes
6/4/2013 5:30 pm
Willamette Towers Office

Dan Solitz, Chair
Rick Lowen, Treasurer
Giny Landgreen, Douglas Beauchamp

Present: Esther Knoop, Ken Guzowski, Oliver Thornton, John Rose
Diane Sollinger, BMC

A motion passed to elect Giny Landgreen as secretary with the other officers remaining the same.

The minutes of 5/1/2013, 5/16/2013, and the financial report by Rick Lowen were approved.

The Mission will no longer collect newspapers in their wooden boxes. It was moved to assign residents the recycling of newspapers with other recycled materials as of July 1st, 2013.
Motion passed.

Motion: To move ahead and replace the plastic in the commercial window(Laurel Hill, the knitting shop) with glass. Motion passed.

Motion: To move ahead on the roof access. Motion passed. Diane will contact the firm.

Motion: To accept the emergency power pack for the elevators as part of the elevtor upgrade project.
Motion passed.

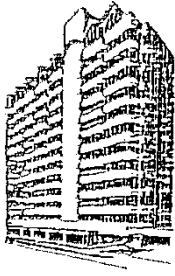
Reminder: All postings on the bulletin board must be dated and signed by the resident. Scottie reviews the bulletin board and takes down outdated signs.

Window cleaning is scheduled for July 2nd.

Next Planning Meeting on June 11th at 5:00 p.m.

Next Board Meeting June 25th at 5:00 p.m.

Respectfully submitted by Giny Landgreen 6/7/2013



Willamette Towers Condominium

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

W.T. Board Minutes
6/25/2013 5:00 pm
Willamette Towers Office

Dan Solitz, Chair
Rick Lowen, Treasurer
Giny Landgreen, Secretary
Douglas Beauchamp

Present: Esther Knoop
Diane Sollinger, BMC

The minutes of June 4th and June 11th, 2013 and the financial report by Rick Lowen were approved.
\$10,000 was allocated for the reserves budget funds.

The following items were brought to motion and approved:

Arranging a commercial carpet cleaning for the building

Removal of the stumps in the area between the sidewalk and the street of the commercial tenants.
Purchase of bark to fill in.

We retain legal council of Vial Fotheringham

Move forward with Vda as consultants to the elevator upgrades. We would submit items 1,4, 5(feeling
2 and 3 are redundant). We understand they would review shop drawings and invoices.

Awaiting their possible cost reductions and clarification based on this adjustment.

If in agreement with this report we will move ahead signing the Otis Value Engineered Report before
the next meeting.

Planning meeting July 17th, 2013 at 5:00

Board Meeting July 23, 2013 at 5:00

Respectfully submitted by Giny Landgreen 6/27/2013

W.T. Board Minutes
7/23/2013
Willamette Towers Office

Dan Solitz, Chair
Rick Lowen, Treasurer
Giny Landgreen, Secretary
Douglas Beauchamp (not present)

Present: Esther Knoop, Oliver Thornton, Joanne Gulsvig, Joyce Benjamin, Connie Beckly, Jean - Marie Moore, Luther Greulich
Diane Sollinger, BMC

Minutes of 6/25/2013 were approved
Treasurer's report was approved
Diane reported 7 move-ins in May/June and 7 move-outs in May/June

The Cable Committee reported progress with talks about upcoming contract with Comcast as a first step in their research.

The Housekeeping Committee noted the volume of move ins/outs, construction projects, and administrative work that Scottie does was extensive this month and last. Walk-about continue to be productive. Kudos from Mia Bella for Scottie's improvement in general upkeep. Stump removal in the front of the building to happen Friday, July 26th.

The next planning meeting will focus on a revised fee schedule and pest control in the building.

The Willamette Towers Window Maintenance Policy was approved.
The Revised Fee Policy was approved. Both of these will be sent to the owners.
The motion to accept Otis' 7/17/2013 bid to modernize the elevators passed.

Next planning meeting 8/6/2013 at 5:00 pm
Next Board meeting 8/27/2013 at 5:00 pm

Respectfully submitted by Giny Landgreen 7/23/2013

Willamette Towers Board Meeting
WT Office 8/27/2013

Dan Solitz, Chair
Giny Landgreen, Secretary
Douglas Beauchamp
Rick Lowen, Treasurer (not present)

Present: Esther Knoop, Oliver Thornton, Gayle Hand, Daniel Brandt, Diane Sollinger,
BMC

Minutes of 7/23/2013 were approved
Treasurer's report will be presented at the September meeting
Diane reported: 1 move-in in July and 2 move-outs in July(after the meeting)

Housekeeping Committee reported:

In the future they will have the bark delivered and spread in landscaped areas.
Carpeting on the south end of the 8th floor to the elevator is not cleanable.
Douglas brought spread sheets to combine with current sheets to make it possible for Scottie to have a check off system for daily/weekly/monthly jobs covering administrative, landscaping, building repair, and janitorial work.

There are aspects relating to moving in/out and contractors in the units that we want to track as well.

The Cable Committee is gathering information from vendors. Surveying the residents about land lines, hi-speed internet use, and other facets of what we need will be helpful to the Board in reaching a decision by December of this year for budgeting and for our current contract with Comcast.

Roof access is moving along.

The first large payment has been made toward the elevator modernization. Work is not expected to start until the beginning of the new year. Special policies and considerations will be discussed in the September planning meeting, as this affects the move-in and out policies.

The Board agreed to allocate \$200 (Christiansen Electric) to put a timer on the lights under the front awnings.

BMC will get a second bid on the repairs needed as reported by the annual Fire Inspection.

BMC will write to Pizza Company about flyers recently attached to door handles—this is in violation of our trespassing and building security.

The Board voted to reimburse #203 (plumbing), and #201 (\$109.50 plumbing) with a letter to #201 that all modifications require clearance from the Board

Unit #808 will receive a letter to waive fine for smoking, but the move out fine is in place.

The Board has not changed our policy on screen doors. They must be removed at the point of new ownership.

Tuesday, September 17th, planning meeting, 5:00 pm

Tuesday, September 24th, Board meeting 5:00 pm

Respectfully submitted by Giny Landgreen 8/28/2013

Willamette Towers Board Meeting
WT Office 11/19/2013

Dan Solitz, Chair
Rick Lowen, Treasurer
Giny Landgreen, Secretary
Douglas Beauchamp

Diane Sollinger, BMC

Present: Oliver Thornton, Esther Knoop, John Rose, Dottie Kemp, Daniel Hardt, Gayle Hand, Luther Greulich, Dorothy Quirk, Paula Rogers (and Miles), Ron Blanton, Ken Guzowski, Misha Seymour

Minutes of 10/22/2013 were approved

Treasurer's report – There is a need to increase the reserve fund for 2014 to \$85,000. The treasurer's report was accepted with the exception of a review in the cable option at the end of the year to reflect in the 2014 budget.

Ken reported on the elevator upgrade. There is the need for someone from WT to act as coordinator for the on site work which will begin January, 2014. Ken also reported completion of the roof access, deck, and safety rail pending inspection from the city.

A motion passed to ask BMC to have a plumber who is most knowledgeable about our water heating system find the problem in the #03 stack and fix it. Cost allocation up to \$2500.

BMC reported that estimates for the carpet replacement on the 8th floor are coming in. Also Diane is collecting bids for the heating and cooling room necessary for the controls of the elevator upgrade.

There is a motion on the table NOT to renew the Comcast contract. Information will be available about alternatives. This will go out to owners 7 –10 days before the December Board meeting where the Board will vote on the direction we will take.

The Board approved reimbursing unit #201 for plumbing costs.

CALL FOR THREE NEW BOARD MEMBERS

December 10th 5:00 planning meeting
December 18th 5:00 Board meeting

At 6:35 the Board went into Executive Session

Respectfully submitted by Giny Landgreen 11/20/2013

Willamette Towers Board Meeting
WT Office 12/18/2013

Dan Solitz, Chair
Rick Lowen, Treasurer
Giny Landgreen, Secretary
Douglas Beauchamp

Diane Sollinger, BMC

Present: Oliver Thornton, Esther Erford, Dottie Kemp, Luther Greulich, Misha Seymour, Jean Kern, Irie Hoffman, Rex Hoffman, Susan Connelly, Joanne Gulsvig, Ernesto Martinez, Barrie Lavoie

Motion passed to NOT renew Comcast Cable contract, effective Feb. 18th, 2014.

Motion passed to allocate no more than \$600 for an electric power washer and vacuum cleaner.

News from Otis that the elevator upgrade will start mid-April. Three bids for the additional machinery will be reviewed at the next planning meeting.

Minutes from the November 19th Board meeting were approved and accepted
The Treasurer's report was approved and accepted.

CALL FOR THREE NEW BOARD MEMBERS

January 8th 5:00 planning meeting
January 21st 5:00 Board meeting

Adjourned at 6:20

Respectfully submitted by Giny Landgreen 12/20/2013