

Willamette Towers HOA Board of Directors Board Meeting
Thursday, 21 January, 2016
4:00 PM Willamette Towers Office

Board Members Present:

Jeff Ryder, Chair
Jean Kern, Secretary
Rick Lowen, Treasurer
Paula Rogers
Luther Greulich

BMC:

Diane Sollinger

Present:

Jeanne-marie Moore
Dan Solitz
Giny Landgreen
Clyde Horn
Oliver Thornton

Marta Garcia

From the January 07 Planning Meeting:

Proposed By-Law amendments: Jeff Ryder's motion, seconded by Jean Kern, to have Vail Fotheringham draft an amendment to limit leases to not less than 9 months passed 4 to 1; Luther Greulich dissented.

The second by-law amendment is setting the maximum percentage of rental units at 30% units in the building. Current owner/ renters can be grandfathered in. Jeff Ryder's proposal to draft a by-law amendment setting WT's rental maximum at 30% was seconded by Jean Kern. The vote was 3 to 2: Luther Greulich, against; Paula Rogers abstaining.

Reports Treasurer

Rick Lowen's motion to put a reserve balance of \$30,000.00 into a 1 year CD was seconded by Jeff Ryder and approved by the Board unanimously.

Reports: BMC/ Annual Meeting Planning

Luther Greulich's motion to waive a late fee for 1208 owner was seconded by Jeff Ryder and passed unanimously by the Board.

BMC: New Business

Included tasking the Architectural Committee with looking into blinds for the WT office window to assist with heating and cooling.

The next plumbing phase upgrade costing \$130,000 is set for 2018. MMRC members were tasked with studying impacts if this procedure were moved into 2017 or even 2016.

February meeting times

WT HOA BOD Planning Meeting:	Thursday, 11 February, 2016 at 4:PM
WT HOA BOD Annual Board Meeting:	Thursday, 25 February, 2016 at 7:PM

Adjourn: 5:09 PM
Executive session

Willamette Towers HOA Board of Directors Annual Meeting
Thursday, 25 February, 2016
7:00 PM Willamette Towers Office

Board Members Present:

Jeff Ryder, Chair
Jean Kern, Secretary
Rick Lowen, Treasurer
Paula Rogers
Luther Greulich

BMC:

Diane Sollinger
tom Weaverling

Present:

Jeanne-marie Moore
Dan Solitz
Giny Landgreen
Clyde Horn
Oliver Thornton

Marta Garcia

Annual Meeting

1. **Calling of the roll and certifying of proxies:** 22 certified proxies and 28 owners present.
2. **Proof of notice of meeting or waiver of notice:** met
3. **Reading of minutes of preceding 2015 annual meeting:** Jeff Ryder's motion to approve the 2015 Annual Meeting Minutes was 2nd by Luther Greulich and approved by the Board.
4. **President's Report:**
Finishing a reserve study highlighting maintenance, cosmetic improvements and infrastructure under John Rose's supervision with assistance from the MMRC and Douglas Beauchamp, Rick Lowen and Tom Weaverling.
Plumbing upgrade will begin to occur this coming year for this 50 year old building.
Stacks with operable valves which don't work currently.
On-going through 2025 which will implement the last phase.
No big emergencies foreseen.
Dan Solitz: The invoice review file is now in place.
Benefitted: new energy system is saving WT dollars including the phone, new LED light in the parking areas
The rear stairway door has been replaced with plans for two more stairway door replacements planned in October, 2016.

Willamette Towers 2015 Financial Report (text):

I'm pleased to report that the Association financial situation as of 12/31/15 was good. The financial report includes three charts: 1. 2015 Budget Comparison to actuals, 2. Cash Flow Analysis and 3. Reserve Summary. I will briefly review each of these charts.

Budget Comparison

The actual total income received exceeded our budget projections by approx \$4000. Assessments were above budget due to several owners making pre-payments and there are no significant late assessments a/o 12-31-15. Please note that the Utility Reimbursement line appears to reflect a shortfall for the year. However, the \$3300 budgeted figure is erroneous. The actual budget figure should be \$2700 (we collect \$175 monthly from Mia Bella and \$50 monthly from Satori Spa, in addition to their monthly rent, to cover utility usage).

Total 2015 operating expenses were significantly lower than anticipated (approx \$12000). The lower expenses are due to savings in utility costs as a result of switching from electricity to natural gas for heating water for the building and controls over general maintenance costs. Property insurance costs were higher than anticipated due to major increases in our casualty and liability premiums and an increase in flood insurance.

The resulting Net Operating Income was \$106,000 vs \$90,000 anticipated in the budget. \$48,000 was transferred to our reserves. The balance was used to cover expenses for projects to be funded by our reserves. leaving a total net deficit of \$124,422.04.

The Cash Flow chart indicates the operating deficit covered by a \$15,926.28 opening cash balance (BMC Trust account) and \$106,315.00 transfers from our reserve funds to cover the balance of the reserve expenses, leaving a closing cash balance of \$1,568.93

The 2015 Reserve Summary reflects a closing balance of \$97,577.11 which is approx \$7,000 more that what was anticipated.

5. Committee Reports

Willamette Towers *Architecture/Design Committee Report 2016 Annual Meeting*The Committee's major focus in 2015 was improving the exterior appearance of our building. The Committee recommended to the board projects including work on the north planting area and cleaning and weeding of other plantings and re-seeding of grass in northeast yard. Committee members Ken Guzowski, Giny Landgreen, Tina Behnke and Rick Lowen volunteered time to work on the north planting area and clean up other plantings over a few weeks in the Spring and early Summer. Other volunteers, Jeff Ryder and Dave Lottier also assisted with spreading new mulch in the planting areas in both the front and back of the building. The committee also recommended the purchase of a new bench for the lobby.

MMRC: Current focus is on the defunct ventilation system on the 1st floor, storm water drainage flowing to southwest drains

6. Election of Directors: 3 2-year positions: candidates gave platforms and balloting took place. Elected were:

Giny Landgreen, Rick Lowen, Clyde Horn.

7. New Business: An organizational meeting set for Wednesday, 09 March at 3:30; with a Planning Meeting immediately follow Wednesday 09, March at 4:PM.

Next Board Meeting set for Thursday 24 March, at 4:PM.

9. Adjourn: Jeff Ryder seconding Rick Lowen motion to adjourn at 8:06 with Board approval.

2015	BUDGET	ACTUAL	NOTES
INCOME			
Assessments	\$275,993.00	\$281,006.90	
Rent	\$40,900.00	\$41,563.25	
Laundry	\$7,000.00	\$6,001.83	
Util Reimb	\$3,300.00	\$2,700.33	
Late Fees	\$900.00	\$1,252.00	
Other	\$5,000.00	\$5,031.00	
TOTAL INCOME	\$333,093.00	\$337,555.35	
OP EXPENSE			
Utilities			
storm water	\$2,300.00	\$2,137.56	
sewer	\$14,000.00	\$12,328.69	
water	\$12,200.00	\$11,529.21	
electricity	\$39,000.00	\$22,523.38	hot water boilers
gas	\$0.00	\$6,987.55	switched from elec to gas
Garbage	\$6,020.00	\$6,026.88	
Phone	\$3,850.00	\$4,031.67	
TOTAL UTILITIES	\$77,370.00	\$65,564.94	
Admin			
Prop Insurance	\$45,251.00	\$56,523.92	increases casualty and flood premiums
Admin Mgmt	\$20,772.00	\$20,772.00	
Site Employee	\$41,800.00	\$42,881.28	
Taxes & Licenses	\$800.00	\$734.72	
Acct/Legal Fees	\$2,000.00	\$1,289.67	
Consulting	\$3,300.00	\$2,380.00	
Office Supplies	\$2,300.00	\$1,642.94	
TOTAL ADMIN	\$116,223.00	\$126,224.53	
Maintenance			
Elevator	\$9,500.00	\$6,597.31	
Maint. Contract	\$25,000.00	\$26,697.45	
General Maint	\$5,000.00	\$874.45	
Supplies	\$5,500.00	\$3,536.64	
Landscape	\$2,500.00	\$1,168.63	
Misc.	\$2,000.00	\$650.00	lobby bench, computer expense
TOTAL MAINT.	\$49,500.00	\$39,524.48	
TOTAL OP EXPENSE	\$243,093.00	\$231,313.95	
NET OP INCOME	\$90,000.00	\$106,241.40	
Other Expense			
Elevator Upgrade		\$60,297.00	final payment to Otis & flooring/res ex
Boiler Replacement		\$101,482.44	reserve plan expense
Plumbing Repair		\$20,884.00	part of 2016 reserve plan expense
Transfers to Reserves	\$90,000.00	\$48,000.00	
TOTAL OTHER EXPENSE		\$230,663.44	
TOT NET INCOME		-\$124,422.04	

2015 CASH FLOW		
Opening Balance	\$15,926.28	
Net Income	-\$124,422.04	
TOTAL CASH FROM OPERATIONS	-\$108,495.76	
Adjustments to Cash		
Transfers from Reserves	\$106,315.00	
EWEB Expense	\$3,624.69	in accts payable-not paid until Jan
Other income	\$125.00	\$95 MS acct fee-\$30 key deposits
ENDING CASH BALANCE	\$1,568.93	
2015 RESERVES		
Opening Balance	\$155,908.92	
Interest	\$78.19	
Transfers To Operating Funds	-\$106,315.00	
Morgan Stanley Account Fee	-\$95.00	
Transfers From Operating Funds	\$48,000.00	
Closing Balance	\$97,577.11	

Willamette Towers HOA Board of Directors General Meeting
Thursday, March 24th 2016
4:30PM Willamette Towers Office

Board Members Present:

Jeff Ryder, Chair
Clyde Horn, Secretary
Rick Lowen, Treasurer
Luther Greulich

BMC:

Present:

Jeanne-Marie Moore
Dan Solitz
Paula Rogers
Jean Kern
Rex Hoffman
Bill Schwartz

Previous meeting was the Annual Meeting so there are no minutes to approve

No reported issues from Owners Forum

Reports

Treasurer : Month-end February Revenues and Expenses are in planned budget except for telephone charges still being charged by old phone company. ***Rick will check on this and report at Planning Meeting.***
:Reserves = \$85,759.65 as expected. 4 units are in arrears for small amounts due to fees/fines. Not a significant dollar amount.

Committees

BMC – Diane is out of office but sent details of her report via email. Arbor vitae plants should be installed next week. Several bids for window cleaning have been received. Actiongram items have been addressed.

MMRC – Jeanne-Marie Moore was asked to get estimate for cost for HVAC heat pump system[s] for Ground floor spaces. The person she spoke to gave an estimate of ~\$4k per unit and each space would need its own unit to allow for individualized climate control. Jeff doesn't think that is correct. Jeanne-Marie's contact is coming for a walk-through soon so can get more exact information. Storm water drainage has been resolved at \$0 cost by the City. We also got a little more free work from City to get improved access for system cleaning, etc. ***The bike rack area should no longer be in a puddle – if issues still exist, please do an Actiongram ASAP.***

Architecture and Design – Final carpet choices will be presented to Board as soon as supply of carpet choices is assured. Planned/budgeted work would be done this fall.

Old Business

Misc. Updates:

Roof repair: **work authorized at Planning Meeting by BOD.**

Stormwater drain: Last steps are being finished up by City – completion in near future.

03 stack plumbing: Hot water supply issues have been corrected as far as testing has proved. **Any further issues should be reported via Actiongram.**

Issues and recent work

First-floor north hallway wall painting: **Motion that up to \$4k be spent from reserves to repaint the entire first floor, made by Jeff, seconded by Clyde, passed unanimously.**

Building-wide Wireless: Feasibility study still under weigh. Dan Solitz is point person on this.

Window cleaning: **Motion to accept the bid submitted by White Glove and hire them to do the work made by Clyde, seconded by Luther, & passed unanimously.**

Current smoking in building: Actiongram received reporting smoker on 10th floor balcony. **Reiterate “non-smoking building” means just that. Policy reminder to go up on Bulletin Board.**

Point person for janitorial /grounds issues: **Tom via Actiongram is preferred method of contact so tracking of task is easier..**

New Business

Schedule April Planning and BOD Meetings: **Planning Meeting, Thursday, April 7th at 4PM. BOD Regular Meeting, Wednesday, April 20th at 4:30 PM.**

Adjourned at 5:31PM

WILLAMETTE TOWERS BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 20TH, 2016, 4:30PM

Board Members Present:

Jeff Ryder, Chair
Clyde Horn, Secretary
Rick Lowen, Treasurer
Luther Greulich
Giny Landgreen

BMC:

Dianne Solinger

Present:

Jeanne-Marie Moore
Jean Kern
Dan Solitz
John Rose
Esther Konof
Rex Hoffman
David Igl
Ofer Raban
Paula Rogers

Call to order 4:30

Introductions

Owners Forum

Jeanne-Marie is in favor of paying off the Insurance loan [balance due on unexpectedly high premiums] to save the interest that we are paying on the loan.

Approval or amendment of Minutes from previous meeting(s)

Minutes were not to hand for approval. Dianne will send the version she got via email, that everyone else got. More notice will be given that the copy sent to BOD is for their approval, just to remind them.

Reports

Committees

Architecture and Design

The committee recommended the proposal from P.G. Long to replace the carpets in the office and residential floors #2-13 at approximate cost of \$41,000. **Motion made by Rick, Seconded by Luther and passed by unanimous vote.**

List of walk through inspection items by committee members presented to board. List will be reviewed and prioritized later.

New blinds for the office windows are currently out for bid. One response so far.

MMRC - nothing to report.

Treasurer

Phone billing issue has been resolved and we will be getting a refund.

Expenses a little higher than expected.

Revenues also a bit higher than expected.

Transferred \$10,000 from cash to reserve fund.

~\$95,580 currently in reserves, Trust account = ~\$7,600

BMC

Landscaping work scheduled for 2x a year. Spring work will be done next week. This includes moss removal from lawn on NW side of building.

Window cleaning will be end of May. There is no date certain yet due to weather concerns. As we get closer to the date, an exact date for this will be obtained and residents notified.

Rear walkway roof repair will start May 2.

Entrance system [Entragard] is old and faulty, RFP bids for repairs are out to 3 companies.

Actiongrams are all completed.

Old business

An electric meter was purchased and installed on the panel in Mia Bella. The panel was found to have circuits for all 3 rental spaces. It will be monitored so we can get a better idea of utilities costs that need to be recouped in the rental contracts.

Proposed by-law amendment re rentals

Rentals proposed by-laws amendments from previous board were reaffirmed and also amended by current board in one area: The minimum length of a rental lease term was reduced from 9 months to 3.

May 20th Social

The monthly gatherings will be advertised and organized by Jeanne-Marie and Luther. A motion to pay \$50 from Association petty cash to provide some soft drinks and snack items for the gatherings was put into a **motion by Jeff, seconded by Luther and passed unanimously.**

Pay off insurance loan?

The loan is a payment plan offered by our insurance company that allowed us to obtain the required coverage in spite of the unexpected rise in costs. We paid part of the total in February and have been making monthly payments on the balance due. **Motion was made by Luther, seconded by Rick and passed unanimously** to pay off the loan from cash reserves and then pay ourselves back by increasing the amount we return to reserves appropriately.

Point person re janitorial issues

We will continue to use the ActionGram system to track janitorial requests as well as repairs etc,

Schedule May meetings

Planning Meeting will be May 5, 4:00PM. General Meeting will be May 19, 4:30PM.

Adjourned at 5:22PM

Executive Session

**Willamette Towers Board Of Directors
Planning/Regular Meeting
Thursday, May 19, 2016**

Board Members

Jeff Ryder
Giny Landgreen
Clyde Horn
Rick Lowen
Luther Greulich

BMC Personnel

Diane Sollinger
Tom Weaverling

Owners

Lauren Dame
Dan Solitz
Jean Kern
Paula Rogers
Phyllis Fisher
Jeanne-Marie Moore
Esther Erford

Call to order 4:30 PM

Approval of 5/9/16 minutes - Moved to approve Rick, Second Jeff, passed unanimously.

Owner's Forum -

- Paula Rogers has given up the Newsletter Production and no one has spoken up to volunteer so far. Interested volunteers please contact the office.
- Emergency Preparedness information on the WT website has been updated with info about cell phone usage best practices.
- We revived the "Emergency Preparedness Committee." The EPC is composed of: *Giny, Phyllis, Dan, Clyde and Jean [after Sept.] Giny is chair and Tom Weaverling is the BMC building liason. Focus will be on what we as a community need for emergencies and sharing that information.

Committee Reports:

Architecture & Design - Recommended that we spend \$299.00 for blinds in the office. **Motion made by Giny, seconded by Rick, passed unanimously.**

The garage walkway roof has been repaired and final painting will be completed sometime during the summer.

FIRST FRIDAY - Plates, glasses, & soft drinks plus pita and hummus have been purchased for the event.

Treasurer's Report - \$7599 in Trust account, \$2219 at end of month with only 3 units in arrears for minor amounts. First payment [\$16,000] back to reserve to make up for the Insurance Loan Payoff [~\$27,000] was made. Balance in reserve is \$83,817.

BMC Report-

- Window Washing service will furnish a firm date by this Friday and Owners will be notified well in advance of the washing service.
- Tom Weaverling will be taking 2 vacation days, June 16-17. A substitute will clean the lobby, laundry room and empty all the garbage cans for those days.
- The EntryGuard security system will be replaced 5/20/16.
- Diane recently found out that we have an assumed business name, Willamette

Towers, in addition to our legal name, Willamette Towers Condominium. The assumed business name is due for renewal (\$50 fee). Board approved the renewal. **Motion to pay the fee for 2 more years of registration was made by Luther, seconded by Clyde and passed unanimously.** Jeanne-Marie will check on what advantage we get for having both names registered for our use.

- Actiongrams are all completed. Luther noted the \$200 increase on the Otis fees for the year and that is in the contract we got with the elevators.

Old Business -

- 1st floor painting is completed but may be modified by Tom by adding a complimentary paint color on the faces of the columns along the hallway to make it a bit more stylish. This will be discussed at the next meeting.
- We officially thanked BMC for a stellar year of performance as our management company.
- Smoking is still going on in the building so please report any incidents via Actiongram or call to the office.

New Business -

- Earthquake Insurance pros and cons will be investigated and discussed at the next meeting. The topic was raised before but was not chosen to be purchased at the time. Time to re-evaluate.
- Bike exit may be changed from North end to South end doors after the installation of a disability access door auto-opener system. This is to save the walls just inside the door as people appear to be leaning their bikes against the wall to open the door which mars the paint and the wall.
- A new committee has been formed to research "Original Equipment Replacement" specifically, for the building's windows so we can maintain a safe building environment and retain a uniform appearance in our window hardware and function, all this at a reasonable cost. An official reminder of the owner's responsibilities about service and repair of their unit's windows is being formulated and will be discussed at the June meeting. Tom*, Luther, Dan and Clyde will be on the committee to find replacement parts.
- Engineers that will evaluate the need/methods of resurfacing the top level of the garage will be found by BMC and reported to the Board. The engineering study is part of the 2016 reserve expense plan. Garage repair expense is scheduled in our Reserve plan for 2021

NEXT MEETING: General Meeting - Thursday, June 23, 2016 at 4:00PM

Adjourned at 5:14PM

**Willamette Towers Board Of Directors
Planning/Regular Meeting
Thursday, June 23 2016**

Board Members

Jeff Ryder
Giny Landgreen
Clyde Horn
Rick Lowen
Luther Greulich

BMC Personnel

Diane Sollinger
Tom Weaverling

Owners

Dan Solitz
Paula Rogers
Phyllis Fisher
Jeanne-Marie Moore
Christine Marie

Call to order 4:00 PM [last minutes previously approved and published]

Owner's Forum -

- Jeanne-Marie expressed her appreciation that BMC sent a substitute on short notice to fill in for Tom.
- Paula Rogers has given up the WT newsletter production & Christine Marie has taken it up.

Committee Reports:

Emergency Preparedness Committee - gave a preliminary report and will continue to work on the best format to present results to occupants of WT. Jeanne-Marie noted that CERT training was available from the city and Clyde will get more info about that and report back. Report included some items to share immediately:

- All the original operable windows in the building are tempered glass.
- All of the entrance doors have default batteries and would be operable if power fails.
- There is a link to FEMA on the Willamette Towers Website. It is in the "Emergency Tips" under "ADDITIONAL POLICE, FIRE, AND OTHER CONTACT INFO." Click it and it will lead you to download an app for your phone. It is recommended to do this so that it will be there ahead of time, if needed. Also has lots of other info there too.

Treasurer's Report - May Operating Funds opening balance was \$2,219; closing balance was \$2,296. Only 3 units were in arrears for minor amounts. Reserve funds total closing balance for May was \$95,800. \$12,000 was transferred from operating funds to Reserves in May and we are scheduled to transfer ~\$16,000 in June. The deposit for approved carpet replacement is due. Check for \$20,000 will be requested to transfer funds from Reserves to operating funds. Remaining capital projects this year are the door replacements and balance (~\$21,000) of carpet install.

BMC Report-

- Front door replacement costs recommended to be increased to \$9483 so it will include an ADA compliant disability access opener and closer mechanism.
- Lighting repairs in common areas have been using the old style parts from the fixtures that were replaced on the ground floor. Those parts have now been used up so another floor will be upgraded to new fixtures to allow for more spare parts to maintain the rest of the building as before. Overhead door in the

garage entry has finally been repaired. MMRC will begin search for another vendor/repair service for future needs.

- Window washing was completed with only one reported issue with cleaning quality. Diane mentioned that the vendor's bid for the next cleaning will be slightly higher as they spent more hours than they thought on the job.
- The EntraGuard system for front door access has been replaced and is working well. Some programming glitches have been discovered. Report any issues to Tom.

Old Business -

- Christine Marie expressed interest in forming a Committee for "Community Building" and will investigate community interest via the newsletter.
- The Friday Chat up was attended by fewer people this time but many of them had not attended the previous occasion so this will continue into the future at least until the Fall. **Luther made a motion for WT to reimburse him for expenses for the events. Seconded by Clyde - Passed unanimously.**
- Reserve Study update from Tom - The software program version we currently use for this only runs on Windows 7. To upgrade the software to the version that does run on Windows 10 will cost several thousand dollars and will also incur a yearly update expense of around another thousand. It was suggested that the association purchase a laptop that runs Windows 7 which will be used only for the Reserve study software and kept in the office. Luther and Jeff will research this and report back. **Motion was made by Luther to approve spending up to \$500 for a suitable laptop - seconded by Clyde. Unanimous except for Rick against.**
- Parts and repair for our windows will be researched. Contact with more info on this is out of the country and will be queried when they return
- Official "Windows Policy" - proposed final version will be presented at next meeting and then will go to a member vote after that.

Project updates -

- Trash rooms exhaust fan on the roof has been replaced.
- ADA compliant front door increased expenditure **Motion to spend the \$9483 was made by Clyde, seconded by Giny - unanimous approval.** Work should be completed within the next couple of months.
- Window washers counted 30+ windows with plastic stops rather than more durable aluminum. These must be closely monitored for decay as they are the major backup for windows not falling out.
- 2nd and 3rd floor North doors repair/replacement is out to bid

New Business -

- ***Motion to spend up to \$400 for a power washer instead of paying BMC \$400 each time they have it done was made by Clyde, seconded by Giny, and passed unanimously.***
- Question was asked of architecture and design committee to discuss whether we want to redecorate the office space or not.
- Also several choices for lighting sconces and ground floor tiles for hallways will be submitted to the committee for their recommendation to the Board.
- Balcony water line configuration and management was discussed. Still undecided whether we do the plumbing fix to allow WT to control water flow or leave for owner/occupant of the unit to shut off the water in the fall to prevent winter water line freezing and bursting. Note: This method has worked fine for over 10 years.
- Building insurance options and costs will be discussed at the October Board Meeting

NEXT MEETING: General Meeting - Thursday, July 28, 2016 at 4:00PM

Adjourned at 5:10PM

**Willamette Towers Board Of Directors
Planning/Regular Meeting
Thursday, July 28 2016**

Board Members

Giny Landgreen
Clyde Horn
Rick Lowen
Luther Greulich

BMC Personnel

Owners

Jeanne-Marie Moore
Bill Bomball

Call to order 4:00 PM [last minutes previously approved and published OK'd by board but not yet posted – Check with Tom]

Owner's Forum -

- Jeanne-Marie – Would like to suggest a decorative element be added to the area in the NE “yard” where the tree was removed to repair the view from unit 203. Currently features a great view of the garbage/recycle area and the garage next door.

Committee Reports:

Emergency Preparedness Committee – will continue to work on information about after-disaster waste disposal. Also will firm up recommendations for a series of “drills” so folks living here are better prepared for actual emergencies.

Architecture and Design Committee -

- Painting of the Ground floor north hallway was discussed – leave as is for now.
- Office space spruce up = Inventory furniture and evaluate what furniture goes back into it after the carpets are replaced this fall. No expenditures recommended at this time. Later items could include replacement of chairs, adding wall treatments/decorations, better storage options TBD.
- Ground floor north hallway – commercial grade vinyl snap in flooring and wood baseboard replacement products selected by the committee were shown. Lower maintenance and fresher look are the benefits. Purchase and install of the flooring and baseboards bid for \$6,000 recommended. **Motion to pay \$6,000.00 for the flooring, baseboards, painting, and install made by Giny, Rick 2nded, passed unanimously.** Current plan is for work to be done in late August.
- Hall lighting sconces – need to replace old units on 6th floor (which will be used for parts for interim maintenance of lights in the rest of the building) cost \$800 to get the lights for just that floor [as a trial – may use the same units to replace the rest of the lighting in the new year]. **Motion to purchase and install the lighting for \$800.00 made by Clyde, 2nded by Rick, passed unanimously.**

Friday Chat-up Committee -

Recommended to have Tom send out an invitational email prior to the event to better publicize and promote it. He refused last time because of a complaint about his sending an earlier email. Needs to be a board-approved email or he will not send it. **Motion made to “approve Tom's action of sending the notice out to the all-owners email list each month” by Luther, 2nded by Clyde, passed unanimously.** We had some discussion about the design and posting of the announcement but no consensus was reached.

Treasurer's Report -

June Operating Funds opening balance was \$2967; closing balance was \$6310. The Reserve balance at end of June is \$89,800 [including the CD] this includes the withdrawal of \$20,000 to pay the deposit on the carpet purchase and install this fall and the "loan" payback to reserves for the insurance assessment we paid out of reserves earlier. The balance for that "loan" is ~\$5,000 so will be totally cleared by next month. Reserves and expenses are on track to produce an end of year balance of ~\$80,000. Better than projected earlier.

BMC Report-

Dianne and Tom both absent. Email summary from Diane:

It has been a very quiet month with regard to Action Grams/Incident Reports.

I would like to call your attention to the follow(ing) with regard to rentals:

"Laurel Hill" commercial space expires at the end of this month. He is paying for light use of the space which doesn't wear it out and with no hard use of utilities. Prior to last year, he paid the same amount for 5 years straight. He was angry when we raised the rent last year and said he would move out if we raised rent this year. I recommend providing him 2 options:

Option 1 – a 2-year lease with the first year having no increase and the 2nd year having a 2-3% increase

Option 2 – 1-year lease with a 2-3% increase

We don't have to feel pressured by the lease expiration date. Any offer we make to him can be effective 9-1-2016 or 10-1-2016.

#206 lease expires 10-31-2016 I would recommend increasing the rent for a 1-year lease, or an additional 5% for a 6-month lease or an additional 10% for a month-to-month lease."

It's required we give a 90-day notice of change in rent on #206.

Rental changes as suggested by Diane were accepted by Rick, Giny and Clyde with Luther disagreeing and Jeff absent.

Old Business -

- An updated Engineering study of the Garage upper deck has been offered by the original engineers for \$1000. **Motion made to commission the review for \$1000 by Rick, 2nded by Luther, passed unanimously.** The report will include a visual inspection & a new report which will include recommendations about repair/resurfacing options. This will allow for better planning of Reserve Spending.

Project updates - North Stairwell Doors- The info from the Bell Hardware bid that we received on 7-8-16 for consideration was presented to the Board via email:

They will: Remove and Replace Doors & Frames. Caulk around frames. Install Hardware onto new doors. Quote: \$5,542.00 NOTE: excludes all paint. Lead time 5 weeks upon receipt of signed quote. Per Tom, invoice to be sent to Bennett Management. Verified with Tom that the quote includes labor for any concrete cutting that might be needed in the door frame installations. *This quote is less than the amount allocated in our 2016 reserve maintenance expense (\$7,500)* **Motion made by Rick to accept the bid and begin work with budget = \$5,542.00, 2nded by Giny, passed unanimously.**

New Business -

- Tom's annual review is coming up, do we need to take any votes to approve recommendations/actions about the results? This will be discussed in later Executive Session.

NEXT MEETING: Thursday, August 25th at 4:00 PM.

Meeting Adjourned at 4:58 PM No executive session.

**Willamette Towers Board Of Directors
Regular Meeting
Thursday, August 25 2016**

Board Members

Jeff Ryder
Giny Landgreen
Clyde Horn
Rick Lowen
Luther Greulich

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Jeanne-Marie Moore
Jean Kern
Phyllis Fisher
Dan Solitz
Paula Rogers

Call to order 4:00 PM [last minutes previously approved and published by board and posted]

Owner's Forum -

- Jeanne-Marie - Would like to suggest a decorative element be added to the area in the NE "yard" where the tree was removed to repair the view from unit 203.
- Phyllis - Suggested installing benches and a table with chairs to make use of the space. She also suggested that we use the next vacant retail space as the office and make the current office an indoor common area for residents.
- Paula - reported seeing cockroaches in her unit.
- Dan Solitz - Expressed his displeasure with the letter he got from BMC about charges for dryer vent cleaning that was "signed" by the Board but was not shown in the minutes as posted. [Discussion found that Jeff had authorized the letter sent by BMC without bringing it to the Board since the vent cleaning is a fire prevention issue and the cost was minimal per Board-authorized items. Jeff apologized to Dan and will speak with him individually.]

Committee Reports:

Emergency Preparedness Committee - Wants approval from the Board to send a letter to the State Insurance Commission asking if the OR Insurance "pool" is sufficiently monetized to cover a claim the size of ours (and others) if there is an earthquake. If the answer is no, we will not purchase earthquake insurance since, if getting money from our Insurance claim for catastrophic damages is not likely, money spent on such insurance is wasted.

MMRC- Dan Solitz suggested that the updates made to 2017-18 Reserve study/plan need to be finalized and published to owners so discussion can take place. Rick responded that all are available now on the website.

Treasurer's Report - Cash balance at beginning of July = \$6,310, end of July = 3,777. Ten units are currently in arrears in payments. Many of them are behind due to the HOA change per Diane. None are over 90 days in arrears. Transferred \$12,000 back to reserves to complete paying back the "loan" to pay off the insurance bill from February. Reserves balance at end of July = \$101,818.

BMC Report- Flood insurance bill forwarded to Board and is due beginning of October. Renter in #206 has accepted the raise in rent and will stay on. All action Grams are completed except for one that requires Board [Architecture & Design Committee] action to find a solution that will discourage use of the raised foundation ledge outside the office windows by loiterers who gather to drink and smoke there at night. The walk-through found several spills of liquids either on the carpets in front of elevators or on the stairwell steps. Since brand new carpets are being installed in September, special reminders will be sent to all residents about being

more careful with liquids.

[Passed by acclamation] The Quarterly Safety Inspection walk through that Tom performs is now open to residents who can come along so you can become more familiar with our building's inner workings. Please see Tom for more details if you want to accompany him on the next inspection.

A list of residents who will need assistance in Emergencies is currently being compiled by Phyllis Fisher & will be checked by Tom.

Advance notice of planned building work will be compiled and published in the very near future as several days of maintenance work is expected in the near future. Tom and Diane will publish this.

Friday Chat-up Committee - These will continue through the holiday season to encourage community participation. Next Chat-up will be on sept. 16th from 500PM - 7:00PM in the office.

Old Business -

Project updates - Window Policy document is still in editing mode but will be completed soon so it can go out to all owners for their input before it is enacted by vote. Main point holding up publishing is whether the operable windows that some residents have sealed up as safety measures must be made operable again or can remain inoperable without causing health, safety, or design issues as they have modified common property - i.e. the windows. Current thought is to have all windows in the building repaired so that they operate as originally designed. The holdup for that is the parts to repair our 50 year old windows are not readily available and the cost for custom windows and parts is prohibitive.

Moved by Giny, 2nded by Luther, passed unanimously - Laurel Hill retail space rent will remain the same for 1 more year per current market advice. Rent increase will be re-evaluated next year around this time.

New Business - September building water shutoff will be on 9/26, the last Monday in September starting at 9:00 AM and going no later than 3:00 PM. Contact Tom in the office with any questions.

Cockroaches have been reported in 3 units. Please take all usual measures to prevent their spread.

NEXT MEETING:

BUDGET MEETING -Thursday, September 22nd at 4:00 PM.

REGULAR MEETING -Thursday, September 29th at 4:00 PM.

Meeting Adjourned at 5:01 PM

Willamette Towers Board Of Directors
THURSDAY, SEPTEMBER 29, 2016, 4pm

Board Members

Jeff Ryder
Giny Landgreen
Clyde Horn
Rick Lowen
Luther Greulich

BMC Personnel

Diane Sollinger

Owners

Dan Solitz
Douglas Beauchamp
John Rose
Jeanne-Marie Moore
Ken Gazowski
William Schwartz

Owners Forum

[Minutes from previous meeting(s) approved via email and posted prior to meeting]

Reports

Insurance broker from Farmer's

Treasurer - Operating budget is very close to projected income and payouts. We should end the year with \$100,000+ in Reserves.

A PROPOSED DRAFT BUDGET for 2017 is now posted on the website. The Operating Budget for 2017 is currently also on the web.

Committees

BMC -

MMRC-

Architecture and Design -

For addressing the sidewalk, planter strip decisions, the MMRC and A&D committees will setup a joint meeting.

Old business

Window policy - Now passed to A&D for their input on possible solutions.

Earthquake insurance and insurance in general - tabled until more info is available.

Penthouse dryer vent cleaning -

New Business

Gate for north alley - Passed to A&D for gate design choice.

Handrails for commercial spaces -

A new "Safety Committee" has been formed: Luther, Clyde, William Schwartz, members. Tom, and Diane are advisory members.

Water surcharge policy -

West side sidewalk work and ground cover - This was passed to the A&D committee for decision.

Vacuum upper parking surface - Scheduling of this along with application of a sealer TBA. This update requires all cars parked on the upper deck to be moved for ~24 hrs. to allow the sealer to cure after application. ***Motion to approve up to \$1000 for this to be done by Clyde - passed unanimously.**

703 plumbing exploration - Hot water pressure an issue. ***Motion to get plumber in to investigate and repair, funded up to \$2500 made by Giny - passed unanimously.**

General vent issues - Tabled until Planning Meeting

Vacant unit inspections - Tabled until Planning Meeting

NEXT MEETINGS:

PLANNING MEETING October 13th at 4PM.

GENERAL MEETING October 20th at 4PM

Adjourned at 5:43PM

Executive Session

**Willamette Towers Board Of Directors
THURSDAY, OCTOBER 20, 2016, 4:05pm**

Board Members

Jeff Ryder
Giny Landgreen
Clyde Horn
Rick Lowen
Luther Greulich

BMC Personnel

Diane Sollinger

Owners

Dan Solitz
Jeff Newcomb
John Rose
Jeanne-Marie Moore
William Schwartz

Owners Forum

****Minutes from previous meeting amended and approved.***

Reports

Treasurer - Operating budget began the month with \$2,341 and ended with \$12,906 with no transfer to reserves so we can pay the Flood Insurance due.

Budget for 2017 will be posted on line soon.

Committees

BMC - 28th is scheduled for lawn care to thatch and reseed the back lawn. Garage clean and seal top deck will also be the 28th.

MMRC-

Architecture and Design - ****Motion made by Rick to authorize \$250 for new floor number signs.*** Passed with Luther abstaining.

Old business

Window Policy- to MMRC

Building-wide safety inspection - Tabled

Tree removal in back yard - no changes at this time per A&D

Gate for north alley - no input yet from A&D.

West side sidewalk work and ground cover - no input yet from the A&D and new Safety committees.

New Business

Vacant unit inspections - Tabled

NEXT MEETINGS:

PLANNING & GENERAL MEETING November 10th at 4PM.

GENERAL MEETING December 15th at 4PM

Adjourned at 5:07PM

Willamette Towers Board Of Directors
THURSDAY, NOVEMBER 10, 2016, 4:00pm

Board Members

Jeff Ryder
Clyde Horn
Rick Lowen
Luther Greulich

BMC Personnel

Tom Weaverling

Owners

Dan Solitz

Owners Forum

Minutes from previous meeting amended and approved. Luther against.

Reports

A&D - Floor numbers are ready to install and under budget. Tom will install.

Treasurer - Operating budget began the month with \$12,906 and ended with \$4,829 with \$6,000 transfer to reserves. Reserves total now \$130,000. ***Motion made to approve by Jeff, passed unanimously.***

Committees

BMC - Diane absent so sent in her report via email.

Board suggested that Move in Policy be sent to all owners with rental units and to as many of the Property Management Companies they use as we can stating that a fine will be assessed on the unit if the policies are violated.

Old business

Window Policy- received completed draft for review.

Building-wide safety inspection - Tabled

Tree removal in back yard - Tabled

Gate for north alley - Tabled. ***Clyde moved to authorize spending \$150 to purchase and plant 3 - 6ft. Arborvitae to replace the dead ones. Passed unanimously.***

West side sidewalk work and ground cover - ***Clyde made motion to spend up to \$500 to install a single hand rail in front of Mia Bella. Failed. Jeff, Clyde for - Rick, Luther against.***

Motion to approve the 2017 Budget report as presented made by Rick - passed unanimously. Document will be posted on the WT website for review.

New Business

NEXT MEETINGS:

GENERAL MEETING December 15th at 4PM

Adjourned at 5:21PM

Willamette Towers Board Of Directors
THURSDAY, DECEMBER 15, 2016, 4:00pm

Board Members

Jeff Ryder
Clyde Horn
Rick Lowen
Luther Greulich
Giny Landgreen

BMC Personnel

Tom Weaverling
Diane Solinger

Owners

Jeanne-Marie Moore
Jeff Ackerman
Bill Baumball
Dottie Quick
Esther Erford
John Rose

Owners Forum - Contractor trailer in parking lot to be moved by 12/23.

Minutes from previous meeting amended and approved. *Luther against.*

Reports

Emergency Preparedness Committee - Giny moved that Board reviewed informational documents they will compose be distributed both via email and hard copy door-to-door. Unanimous.

Safety Committee -

Social Committee - 3rd Friday Chat-ups will continue into 2017

Treasurer - Operating budget began the month with \$4830 and ended with \$784 with no transfer to reserves [paid bills instead]. Left to pay from Reserves this year = \$19,507. Reserves after payments will total ~\$110,000. **Motion made to approve Report by Clyde, passed unanimously.**

Committees

BMC - Notice to all Owners that the new payment and notification software from BMC will be coming on line as of January 1, 2017.

Old business

Window Policy- several versions received by the Board are sent to committee for reconciliation. Final version will be offered at the next Board meeting.

Gate for north alley - Tabled.

Sidewalk hand rail - Clyde makes motion to spend up to \$500 to install a single handrail on the steps to Mia Bella. Passed, Luther against.

Parking garage - Giny made motion to authorize money to clean the entire surface quarterly [~\$300 each] and seal it [~\$175 each] half yearly. Unanimous.

West side sidewalk - Clyde made motion to spend up to \$600 to install dirt to eliminate the drop off of the sidewalk in front of the building. Unanimous. Work will be done after last frost in the Spring.

Newsletter will be done by Jeff Ackerman with liaison to Clyde for Board info.

New Business

Mia Bella Plumbing Issue - *Clyde made motion to spend up to \$11,000 to repair hot & cold water supply issue in Mia Bella requiring a 2nd bid for plumbing portion but no extra bids for remaining expenses. Passed – Rick against.*

NEXT MEETINGS: Planning Meeting: Jan 13, 4PM

GENERAL MEETING January 26th at 4PM

Adjourned at 5:38PM