

**Willamette Towers Board Of Directors
THURSDAY, January 26, 2017, 4:00pm**

Board Members

Jeff Ryder
Clyde Horn
Rick Lowen
Luther Greulich
Giny Landgreen

BMC Personnel

Tom Weaverling
Diane Solinger

Owners

Jeff Newcomb
Christine Marie

Owners Forum -

Minutes from December meeting amended and approved.

Reports

Treasurer - End of year balance in Reserves [after late December deposit processed in January] \$124,203.09. All Reserve items paid. We have not yet been billed by the engineering firm for their inspection of the garage [\$1,000]

Ending year info: Income \$351,460. Spent \$227,786

Motion made to approve Report by Clyde, passed unanimously.

Committees-

BMC - Favorable landscaping bid for front area was received ~ \$1933 to include: cleanup, dirt, plants, and labor - parking step-strip and current sprinkler systems to remain in place. The contractor will also do the Spring cleanup and replace the dead arborvitae - all expenses have been previously approved. Luther will research a third option for the area so final go ahead for landscaping was not given. Liability insurance costs appear to be less this year than last by !5% or more per two different quotes. Total insurance package pricing will not be available until February nearer our deadline for renewals.

Actiongrams: storage of the Fireworks/Rockets may be in violation of Policy documents but the apprehension and imposition of fines for the civil misdemeanor is up to the Police to enforce. The behavior seems to have stopped.

Old business

Window Policy- several versions received by the Board and suggestions made. Final version will be offered at the next Board meeting.

Sidewalk hand rail - Rail for Mia Bella steps will be installed shortly. Damaged bike rack will be removed as well.

Parking garage - Sweeping completed but some areas missed so Tom will use broom to clear the missed areas.

Miscellaneous News - Mia Bella and Satori water issues resolution cost more than the \$11K authorized by initial Board vote. Planning Meeting OK'd additional \$1k to cover the overage.

New Business -

NEXT MEETINGS:

Planning Meeting: Thursday, February 16th, 4PM

ANNUAL OWNER'S MEETING Tuesday, February 28th at 7PM

Adjourned at 4:43PM

Willamette Towers Condo Association Annual Meeting Minutes.
February 28th, 2017 7PM.

Called to order 7:06

- 1. Sign in, collection & certification of proxies.**
- 2. Proof of meeting notice or waiver of notice.**
- 3. Read 2016 meeting minutes** – waived by vote of owners present as hard copies were provided and are also available on the WT website.

4. President's Report:

Projects funded and completed this year included: Misc plumbing upgrades, Common area carpets, Ground floor paint and flooring redone, Common area lighting upgrade (6th floor done, the rest in 2017), Roof over the walkway to the parking area replacement and painting, Door replacements (lobby, north stairwell 1/2/3, ADA paddle handles north and east doors), Window cleaning, 3rd Friday chat-ups (with thanks to Jean-Marie/Luther/Clyde), Entry system upgrade, Parking lot review by engineer- resurfacing required, Parking lot cleaning initiated, Careful follow up on compliance issues and Action Gram system, Careful review of window policy, still working on this- hopefully vote in March, Handrail in front of Mia Bella installed, Storm water Piping – problem solved by City funded replacement.

Other items still under discussion: Recycling issues – not enough participation so our volume of garbage has caused increase in costs. If continued or increased lack of participation occurs, we will be paying more per month on a regular basis, North alleyway fence install may or may not decrease the use of the alley by vagrants and vandals, Tagging – paint-over possibly by volunteers, Tom will supply paint and tools. If contracted out it will cost us several hundred dollars at least, New bike rack will be installed shortly under the front overhang where security cameras can oversee any activity, Tom will be painting the stairwells one/month depending on temperature, Security DVR upgraded/replaced.

Thank yous to Tom and BMC for jobs well done. ORGANIZATIONAL MEETING to be scheduled for mid March. PLEASE ATTEND MEETINGS, JOIN COMMITTEES, & PARTICIPATE!

5. Financial/Treasurer's Report:

2016 Budget Comparison and Cash Flow (spreadsheet #1)

Total income for 2016 was \$351,345.82. This is \$1,495.82 above the budgeted income of \$349,850.

Total operating expense was \$226,186.79. This is \$13,763.21 below budgeted expenses of \$239,950. Significant savings occurred in Administrative expenses, \$6,528.04, and Maintenance, \$8,162.92. Utilities expenses were slightly above budget by \$927.75.

The net operating balance was \$125,159.03 versus the budgeted amount, \$109,900. \$78,237 was transferred to our Reserve Funds. In addition, \$41,801.23 was used to cover a portion of the \$93,301.23 Reserve Plan Maintenance Expenses. The balance of the Reserves Expenses was covered by a \$51,500 transfer from Reserve Funds.

The Net Balance from operations was \$5,120.80.

The opening cash balance for 2016 was \$1,568.93. The closing cash balance was \$2,932.71.

2016 Reserves Summary (spreadsheet #2)

Cash Flow

The opening balance was \$97,577.11. Contributions from the operating budget were \$78,237. Withdrawals included \$51,500 transferred to the operating budget to cover maintenance expenses in our Reserve Plan and \$120 for Morgan Stanley account fees. In addition, \$27,763 was withdrawn to cover our Property/Liability Insurance premium. This same amount was repaid to the reserve funds. Income was \$8.98. The closing balance was \$124,203.09.

Reserve Plan Maintenance Expense

The total reserve maintenance expense was \$93,301.23. The Reserve Plan originally included \$149,232 to cover these expenses. Reductions were achieved by cost savings for the carpet replacement and the elimination of the east side building drain repairs expense that was covered by the City of Eugene.

2017 Budget (spreadsheet #3)

Most importantly, the 2017 budget does not include an increase in the HOA assessments. Budgeted total income and total operating expenses are basically unchanged from 2016. Individual expense items have been increased or reduced based on 2016 amounts, but the total expense amount is in line with 2016.

Please see the spreadsheets on the website or in Appendix A.

6. Committee Reports:

Architecture and Design: The Architecture/Design Committee functions to provide recommendations to the Board of Directors regarding projects that pertain to the interior and exterior appearance of our building. The following owners participated during 2016: Tina Behnke, Luther Greulich, Ken Guzowski, Giny Landgreen, Barry LaVoie, & Rick Lowen. The committee would like to thank Tom Weaverling, on-site staff, for his assistance in communicating with various contractors and providing valuable technical information on many projects. The committee was involved in several projects during 2016. The biggest projects were the replacement of carpets on all the residential floors and office, and the replacement of the flooring in the main floor north hallway. Other projects included painting on the main floor, replacement of lighting in the residential hallways (starting with the 6th floor in 2016 with completion in 2017), new blinds for windows in the office and replacing the floor numbering on residential floors.

Emergency Committee - Members: Phyllis Fisher, Jean Kerns, Clyde Horn, Dan Solitz, Giny Landgreen : This committee met throughout the year. Emergency information is posted on the Willamette Towers website and there are hard copies available in the office. The committee plans to contact each resident personally to discuss preparedness (individual responsibility) and make sure that they have seen the information and can evacuate, if necessary, using the stairs.

Major Maintenance and Remodeling Committee-January 1 through December 31, 2016

Except for replacing the front doors including ADA compliant openers (\$10,000), and the handrail in front of Mia Bella(\$500), all the projects were plumbing related. After much agonizing investigative work it was determined that the problems with the storm water system from the parking structure and the rear planted areas were caused by the light pole at the northeast corner of 14th and Lincoln Streets that had penetrated our drain line. The City acknowledged their responsibility and a new line was run straight out from in front of Mia Bella at no cost to our HOA. We had budgeted \$30K to resolve this problem which was freed up for other necessary projects. Ongoing plumbing work on our domestic water system included extending the new piping from the

boiler room into the north hall (\$32,500), installing 2 new riser valves in the ceiling of the north hall (\$2,000), reworking some of the plumbing in the north hall to eliminate cross flow between the 02 and 03 bathrooms (\$9,000) and planning for replacing the clogged plumbing lines in the commercial space rented by Mia Bella. This last project was completed and paid in early 2017. We have many interesting projects coming up in the future as reflected in the Reserved Study. The input of any and all interested parties at upcoming meetings would be greatly appreciated.

7. Elections of 2 new board members. [Jeff Ryder re-elected and Jeff Ackerman added]

8. New Business:

Parking Structure renewal work is currently waiting for second bid. 1st bid was for ~\$250,000 for grinding down and then resurfacing the upper level. Time to accomplish the work will be from 30-45 days. During that time the parking upper level will not be available for owners to park. Work to begin in ~ summer 2019.

9. Adjourn at 8:37 – Clyde Horn moved to adjourn, passed unanimously.

Willamette Towers Board Of Directors

THURSDAY, March 30, 2017, 4:00pm

Board Members

Jeff Ryder
Clyde Horn
Rick Lowen
Giny Landgreen

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Lauren Dame
Luther Greulich
Jean Kern
Jeff Newcomb
Christine Marie

Owners Forum - Christine Marie - her 3-wheel bike was stolen from the East side rack in spite of a good lock. Can we get a cage to protect the bikes on the racks?

Minutes from January meeting approved unanimously.

Reports

Treasurer - Beginning February balance in Reserve operating funds \$17,319.05. Ending balance after paying Insurance premium [\$37,003.04] 2,021.79. Balance due for insurance loaned to operating fund from Reserves and will be paid back to Reserves from HOA and operating funds as it was last year. Our \$30,000 CD has matured and will be rolled over into another yearly CD that matures next year. \$107k in Reserves leaving \$70k in Reserve operating funds

Committees-

Emergency Preparedness- Reported on plans for fire drill in the Fall plus plans for a few resident owners to become CERT [Citizen Emergency Response Trained] trained to aid in emergency response if they are interested.

MMRC- Still monitoring garage repair status. Nothing new to report.

BMC - Several items in their report:

Parking strip - Diane had a suggestion from their landscapers that we use flowering creeping thyme ground cover instead of ajuga. It is ~\$600 cheaper to do the job. Jeff R moved to assign money to use the cheaper plants passed Unanimously. *Sidewalk trip hazard remediation* - stalled due to equipment failure but will resume soon. *New Commercial Lessee* - Approved by Board for a 1 year lease. Primary business is packaging and shipping on-line sales of flavored glycerin used by "vapers." *Window Washing* - To be done in late July - Selected bid from "White Glove" who did the building last year and Diane will verify that they include cleaning the window ledge and spiders off of window surrounds. *Owner query about door numbers updating/replacement* - This will be sent to Architecture and Design committee.

Created an Insurance committee who will read and evaluate our policies and be ready for recommendations to the Board when next we negotiate our coverage - Luther Greulich and Clyde Horn are on the committee so far. More

participants are encouraged to join.

Old business

Window Policy- Policy has been created and approved by the Board. Text of Board-approved policy will be posted.

Reserve Study changes to save up for the garage resurfacing. Motion to approve the changes was made by Rick, 2nd by Clyde and passed unanimously. The 2019 project will likely take up to 50 days to complete and requires that the entire garage be vacated for the duration. RFPs sent to 4 firms and 1st came back at ~\$250,000.

Newsletter - tabled because Jeff Ackerman was absent.

Action Grams - all completed including reported smoking and noise issues.

Tagging cleanup update - Tom discovered a product that is supposed to lift off tagging paint. He will try it out this week and then we can see if we need a "painting party" or not.

New Business -

Giny moved and Clyde 2nd that the scheduled 2nd phase update of the Plumbing risers, Asbestos remediation and 12 valve replacements bid of \$21,000 be approved and the work done. Passed unanimously.

Clyde moved and Giny 2nd that the bid for the plumbing repair for units 301-302 of \$6,000 be accepted and the work done with the residents housed at our expense in a motel for the 2-3 day duration of the repair. Passed unanimously.

Annual Info update - tabled

**Next meeting of the board will be a general meeting at
4PM on WEDNESDAY, April 26th.**

Adjourned at 5:20 PM.

Willamette Towers Board Of Directors
THURSDAY, April 26, 2017, 4:03pm

Board Members

Jeff Ryder
Clyde Horn
Rick Lowen
Giny Landgreen
Jeff Ackerman

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Esther Konop
Christi Cooper
Dottie Kemp
Luther Greulich
Jean Kern

Owners Forum - Many thanks to Tom for coming in on a sick day to deal with the 08 stack water leak.

Minutes from March meeting amended and approved unanimously.

Reports

Treasurer - Beginning March balance in operating funds, \$2021.79. Ending balance after transferring to Reserves paying Insurance premium "loan" back, \$2,208.88.. Our \$30,000 CD has matured and was rolled over into another yearly CD that matures next year. Total of \$110,430.24 in Reserves. Clyde moved to approve report. Passed unanimously.

Committees-

Emergency Preparedness- Fire Drill date is set for Sept.17th Time TBD..

MMRC- Recommended purchase and install of "blow down valves to aid in faster draining of water system to minimize leak damage. Cost is \$2000..

BMC - Several items in their report listed in Old Business.

Old business

Parking garage 2nd & 3rd bids - still waiting.

Lincoln St. parking strip - planting will take place on Friday.

New Commercial Lessee - Approved by Board has moved in with minimal impact.

Window Washing - To be done in late May early June depending on weather.

Note - As of July 1 BMC will no longer be sending any paper receipts or bills to owners. Tom has access to the BMC billing website so owners who wish paper copies of receipts and bills must get them from him.

Mia Bella Lease is up for renewal in June. Diane will negotiate the new lease for us to include a more accurate estimate of utilities used.

Starting in May, 1 floor a month will have their windows inspected through at least August. Owners will be notified in advance by Tom and the new Window Policy will be sent to all owners and posted in the case next to the mailboxes.

Tagging update: the Glidden product (\$228) to lift the tags works well on brick but failed on the regular paint on the concrete wall. But, a different product can

be applied to the wall that will resist the tagging paint and make it easier to remove. Cost for new paint is ~\$500 plus labor so a volunteer painting party is advisable. Date TBD.

Asbestos removal on the first floor is now completed and the plumbing valve updates will take place by the end of May.

Motion was made by Giny to authorize installation of two ADA closure devices on the North and East first floor to insure positive closure during summer months. Spending for this is authorized up to \$6500. Passed unaniomously.

New Business -

Jeff A brought up the need for a more regulated way to run committees. He will do more research and report his recommendations. Tom has some info from several years ago on the way things were done then.

Jeff Ackerman moved that we follow the recommendations of the MMRC committee and authorize purchase and install of "blow down" valves and OK spendinf \$2,000 on it. Passed with Rick abstaining.

Awaiting bids for 2 new security cameras and repositioning 2 existing cameras.

**Next meeting of the board will be a general meeting at
4PM on Tuesday, May 23th.**

Adjourned at 4:53 PM.

Willamette Towers Board Of Directors
THURSDAY, May 26, 2017, 4:03pm

Board Members

Jeff Ryder
Clyde Horn
Rick Lowen
Jeff Ackerman

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Bill Burgess
Christi Cooper
Luther Greulich
Jeanne-Marie Moore
Jean Kern
Christine Marie
Debra Mershin

Owners Forum -

Minutes from April meeting amended and approved unanimously.

Reports

Treasurer - Beginning April Operating Funds balance, \$2208.88. Ending balance after transferring to Reserves & paying Insurance premium "loan" back, \$2,612.87. Transferred to Reserves ~\$16K because we paid reserve expenses from operating funds [~\$10K] and repaid reserves [\$3K] for insurance premium "loan". We are below expected reserve contribution but that is normal due to the usual start of year "extra" expenses. Jeff R noted that when final bid for garage resurfacing project is approved, we will need to have ~25% deposit to start the work. Jeff A moved to approve report. Passed unanimously.

Committees-

Emergency Preparedness- Adding updates to Bulletin Board info.

MMRC- Recommended spending \$2k to replace the ducting from the 1st floor bathroom fans to allow access for valve replacements and maintenance. Will replace with flexible rather than rigid materials. Clyde moved to approve spending up to \$2k to replace rigid with flex materials so the plumbing project can be completed. Passed Unanimously.

BMC - Ground cover in parking strip is completed and sprinklers did not need repair after winter freeze. Window cleaning is now scheduled for mid-end of June and will cost less than estimate. Owners will be notified as the date approaches. Mia Bella rental contract negotiations include utilities and rent increase as well as reimbursement for water shut-offs = \$125/day and Monday as preferred day for any shut-offs. Bid for garage resurfacing is limited to one source so far and will probably remain so until next year due to contractors now in busy season.

Old business - 301-02 repairs are completed under budget. Added security camera bids due this week. Asphalt repair is scheduled and is also going to be

under budget. Painting out the tags on the garage wall in the alley will be ready to go soon.

New Business - Luther and Jeanne-Marie appealed the fines levied on their renters who were the cause of two problems; paint spilled in the elevator, sidewalks, & hallways combined with a loose dog who tracked it around and caused a bigger mess. The cleanup cost was \$240 and the unit was fined for the spill and the loose dog [\$75 each] The cleanup and fines have been paid by Jeanne-Marie. Would like to get the funds returned.

Board decided that one of the \$75 fines will be credited to Jeanne-Marie's rental unit. The cleanup costs will not.

**Next meeting of the board will be a general meeting at
4PM on Thursday, June 22nd.**

Adjourned at 4:45 P.M.

Willamette Towers Board Of Directors
THURSDAY, June 22, 2017, 4:03pm

Board Members

Jeff Ryder
Giny Landgreen
Rick Lowen
Jeff Ackerman

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Debra Merskin
Christi Cooper
Luther Greulich
Jeanne-Marie Moore
Jean Kern
Lauren Dame
Dottie Kemp
Bill Bomball
Barb Bomball

Owners Forum - no one had any issues

Agenda for meeting approved unanimously.

Minutes from May meeting amended and approved unanimously.

Reports

Treasurer - Beginning May Operating Funds balance, \$2612.87. Ending balance after transferring to Reserves, \$2,193.89. We are below expected yearly operating income by 2.39% but that is normal due to the usual start of year "extra" expenses. 7 units had past-due balances, none more than 30-days in arrears. Operating expenses ran 8.29% over budget but overall, YTD are 3.04% under budget. \$13,000 was transferred to Reserves. Jeff A moved to approve report. Passed unanimously.

Committees-

Emergency Preparedness- Jean Kern submitted 2 handouts for board approval to distribute to all residents. Board approved distributing the 2 handouts and will have Tom send a group email reminder to all owners closer to the Sept. 17 drill. It will also be announced in the August Newsletter. Because of logistics and budget there will be no after-drill refreshments provided.

MMRC- no report

BMC - Fire Dept. did inspection and Tom did a great job - building passed. Blue star creeper not doing well on South end but is OK on North end in planting strip. Cleaning the rooftop dryer vents will be done on 7/28 . No date certain for window cleaning yet. Owners invited to come along on walk-around 6/26 at 11:30 - Mia Bella signed new lease [until 2020] Satori has requested a month-to-month lease when their current lease expires. Tom and Kerry will paint over the wall tagging on 6/28. Bids for security cams received [project on hold due to budget].

A&D- Board approved money [\$50] to buy paint test samples as requested by

the Art & Design Committee. Numbers on doors will remain as currently installed. Owners are reminded that any changes to the appearance of unit entry doors from the common hallways require Board review and approval per the By-Laws.

Old business - Newsletter will come out quarterly. Next edition is due out in August. The bids for the ADA upgrades for the other two ground level doors came in \$200 over previously approved amount. Board approved extra money to cover the shortfall. Discussion of window inspections and distribution of reports - Deadline for response to hazardous window condition is 5 business days from the date the report is furnished to the Board and to the Owner [as per policy]. Owner has option to get second opinion from a licensed glazing company or contractor. The results, if different than the initial inspection can be submitted to the board for appeal.

New Business - Discussion of dangerous windows - they are very loose in the frame and are over-sized insulated double-pane. Motion made & 2nded to send registered mail letter to require owner to contact a licensed glazing company [glass company] within 5 business days to replace the glass with panes that will allow use of aluminum stops and report repairs back to Tom. Former Air-BnB advertised unit is off Air-BnB and is up for sale. A resident wants to have a private picnic using the common area lawn in back of the building. We're waiting for feedback to questions sent back..

Board Elections - Jeff Ackerman will take over as the new Board president as of closing on the sale of Jeff Ryder's unit. A building-wide memo will be sent out by Tom asking for volunteers interested in filling the vacant general member seat [one person will be invited to join the Board]. This special term will only last until elections next February for a regular term take place.

Meeting adjourned 5:15

Executive session

Ordinary session resumed at 5:20 Further discussion about dangerous windows situation. Motion made to stay original letter until further industry standards information investigation completed.

[Note that Tom contacted several glazing companies and contractors for opinions by the next day and all recommended going ahead with the replacement ASAP. Letter sent.]

Adjourned 5:30

Executive session resumed.

**Next meeting of the board will be a Planning meeting at
4PM on Thursday, July 13th**

REGULAR Meeting 4PM on Thursday, July 20th

Willamette Towers Board Of Directors
THURSDAY, July 20, 2017, 4:03pm

Board Members

Jeff Ackerman
Giny Landgreen
Rick Lowen
Clyde Horn

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Jean Kern
Dan Solitz
Luther Greulich
Jeanne-Marie Moore
Christi Cooper
Lauren Dame
Dottie Kemp
Bill Bomball
Barb Bomball
Paula Rogers
Simone Silva

Select new board member: - Christi Cooper selected and seated- her term will run until the February Association General Meeting.

Amended agenda for meeting approved unanimously.

Minutes from June meeting amended and approved unanimously.

Reports

Treasurer - Beginning June Operating Funds balance, \$2,193.89. Ending balance after transferring to Reserves, \$2,573.00. 7 units had past-due balances, one more than 30-days in arrears - 4 have paid as of meeting date. \$10,000 was transferred to Reserves. Reserve contributions for the year are ~\$10,000 low per estimates but that is due to expenses and within acceptable levels. Jeff A moved to approve report. Passed unanimously.

Committees-

Emergency Preparedness- Jean Kern updated info about the Sept. 17 drill. Tom will be paid 2 hrs O.T. by Bennet/us to run the drill and building systems. Email will be sent in August as a reminder. Clyde moved to allow email blast. Unanimous.

MMRC- 2 water feeder lines found to have cracks and are leaking. The replacement of these plus multiple defective/compromised shower valves will all be done during a **BUILDING WIDE WATER SHUTOFF on Monday, August 7th from 8AM-5PM.** The cold water supply to the building MAY be available around noon and Tom will send email blast to alert owners at that time. Clyde moved to authorize spending up to \$7,000 for the repairs [this includes asbestos remediation]. Passed unanimously. The riser replacement project is completed. During the work 4 extra valves were found to be in need of replacement. They were not previously visible, either by eye or on the original plumbing blueprints. This resulted in \$3,000 extra cost overall. These valve

replacements were not part of the riser valve project but were on a separate system.

Social Committee - Next chat-up will be Friday September 22 5-7PM.

A&D - Paint colors being evaluated. Rick asked that the date for the paint job be scheduled prior to the final color choice is completed so we have a schedule. Suggested end of September as target dates. Will be a multi-day project as this includes elevator surrounds and each elevator must be shut down until paint is dry [~2 days each].

BMC - Window cleaning will be 3-days starting ~August 1st - Email will be sent out when exact date is confirmed. Asphalt patch and seal will cause some traffic revisions August 10th - Tom will have signage to direct traffic in and out of garages. Received question from 708's insurance company asking if any common areas were damaged due to the leak in 708. Diane will send reply.

Owners Forum -

Old business -

Windows: 2 units are deemed critical repairs. First unit had Lane Glass re-inspect and their report mentions that there would be replacements of two non-venting windows whose seals had broken and that because of required "aesthetics," aluminum stops would be used for the installation. This report was found to be insufficiently clear about the safety of the windows. Owner is out of town until July 30th. Motion made by Clyde to contact owner and require they have Lane County Glass re-inspect/re-submit their "bid" with their focus on safety and durability of the current state of the windows rather than just their aesthetics. Inspection to be completed and submitted to the Board by August 10th. Decision about repairs will be made at an August Meeting by the Board. Other unit with critical repairs has scheduled the repairs. In the meantime, Clyde+Jeff+Luther+Billy will have a meeting to clarify the report Billy submitted.

Tagging: Xylene solvent used to successfully remove new tagging on painted wall. [Yay!!]

New Business -

Lead testing: This is referred to the MMRC for research and suggested options for homeowners.

Pet Policy: Request from Tom that dog owners use external garbage containers to put dog poop in rather than bring it into the building and put it in the garbage cans there. It is unsanitary. Cat owners handling of pet waste is not problematic as it is clumped, covered, and bagged.

Picnic in Common Area: Decided at planning session to allow a 6-8 person

gathering on the lawn. Cleanup and impact on other owners to be evaluated.

Security: New committee will be formed by Clyde to investigate best options for improved security of our property. We are currently doing all City of Eugene suggestions. What can we do even better?

Next meeting of the board will be a

REGULAR Meeting 4PM on Thursday, August 24th at 4PM.

Adjourned at 5:50PM.

Willamette Towers Board Of Directors
THURSDAY, August 24, 2017, 4:00pm

Board Members

Jeff Ackerman
Giny Landgreen
Rick Lowen
Clyde Horn
Christi Cooper

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Jean Kern
Luther Greulich
Christina Marie
Douglas Beauchamp
Rand Cooper
Debra Merskin

Amended agenda for meeting approved unanimously.

Minutes from July meeting amended and approved unanimously.

Reports

Treasurer -

Report for month ending 7-31-2017

Operating Cash: Opening Balance 7-1 \$2,573.00 Closing Balance 7-31 \$12,116.84

Closing balance is higher than usual in anticipation of \$11,000 reserve expenses in August.

Total YTD operating income \$201,360—approx. \$3,000 below budget

Total YTD operating expense \$141,438—approx. \$7,500 below budget

Reserves: \$13,000 withdrawal - transfer to operating funds to cover reserve expenses (plumbing repairs-riser valves, blow out valves)

Closing balance \$129,434.52

Clyde moved to approve report. Passed unanimously.

Committees-

MMRC- Two major items discussed at meeting: Garage upper deck patch and Rooftop catwalk for safer access. Recommend that the catwalk project [est. \$25,000] be tabled until next Reserve Review and Budget Evaluation.

A&D - Recommend that Painting Project be put on hold pending the cost of the garage upper deck patch/repair is paid.

BMC - Action Grams forwarded to Board along with other pertinent docs.

Safety/Security - The newly formed committee still needs more info before any action can be taken. Only thing to report is that all security upgrades [cameras, etc.] are on hold until after Reserve Study and Budget Committee meetings.

Owners Forum - Douglas and Debra both voice issues with the Window Policy, how it is enforced, and how it was reached. They do not see any details about deliberations in the minutes from December 2015 - May 2016. Debra is appealing the results of the Board directed evaluation of the state of repair of

her windows. Debra's appeal will be heard and handled in an Executive session meeting directly following this meeting.

Old business -

Windows: To be addressed in Executive session.

Tagging: Wall repainted after tagging with paint that is resistant to Xylene solvent.

Plumbing: All riser work has been completed and ceiling tiles to replace damaged ones are on order.

New Business -

Heat pump and ducting install on 202 deck: Clyde moved to approve as it is minimally visible from ground level and has minimal sound impact. Owner is to provide Board [BMC] with signed letter stating their acceptance of terms stating their responsibilities and liabilities. Seconded by Giny, passed with Rick in opposition. Letter to remain in unit folder as part of documents available to potential buyers.

Pet Policy: Returned for edits to verbiage.

Garage upper deck patch: MMRC recommended that "Speedcrete" patch material be applied to the surface after removal of old butyl strips and cleaning. This is to minimize frost heave in the remaining wear surface so the support layer is protected until the total removal and replacement of the wear layer scheduled for 2019. BMC has submitted a bid for the project and the committee recommends that the Board accept the bid and authorize the spending of up to \$10,000 for the patching. Motion by Giny to accept the recommendations of the committee and authorize the money be spent - seconded by Clyde - unanimous.

Window Washing: White Glove refuses to do the job due to safety concerns but Abbott also bid the job and is willing to do it starting Sept 12th. Cost will be \$4500. Clyde moves to accept Abbott's bid and spend up to \$4500 to have them wash the windows. - Christi seconded - unanimous

Painting Project: Tabled as per A&D report above.

Next meeting of the board will be a

REGULAR Meeting 4PM on Thursday, September 21st at 4PM.

Adjourned at 5:06PM.

Executive Session convened 5:07PM to discuss the appeal from Debra Merskin.

Adjourned 5:40PM

Open Session Reconvenes 5:41PM Only Debra Merskin, Tom and Diane from BMC, and Board members in attendance.

Board will accept the inspection report from Lane Glass with the understanding that another inspection by a licensed Glass Contractor will be done before August 30, 2018 and submitted to the Board. Reminder that any liability for damages due to window failure is the owner's responsibility.

Adjourned at 5:46PM.

Willamette Towers Board Of Directors
THURSDAY, September 21, 2017, 4:00pm

Board Members

Jeff Ackerman
Giny Landgreen
Rick Lowen
Clyde Horn
Christi Cooper

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Jean Kern
Luther Greulich
Jeanne-Marie Moore
Douglas Beauchamp
Rand Cooper
Esther Konop

Agenda for meeting *approved unanimously.*

Minutes from August meeting *approved unanimously.*

Reports

Treasurer -

Report for month ending 8-31-2017

Operating Funds: Opening Balance 8-1 \$12,117
Closing Balance 8-31 \$18,625

Closing balance is higher than usual in anticipation of Flood Insurance due end of September.

Total YTD operating income \$229,905 — [\$233,703 budgeted]

Total YTD operating expense \$156,635 — [\$164,786 budgeted]

Reserves: \$8,016 spent - Closing balance \$129,436

Request WT Board planning meeting in early Oct. to present proposed budget for 2018 at regular WTB meeting later so a proposed budget can be sent out to owners for comment before the WTB Nov. meeting where final approval will be voted on.

BMC -

*Window cleaning started and will continue next week after dry conditions allow safe roof access.

*Next week, the Speedcrete patch will be applied to the upper deck of the garage. This will require that all cars be moved from this Thurs 8AM - Fri 4PM. Tom will notify all owners and residents tomorrow.

*Satori lease ends this month. A month to month lease was negotiated due to their plans to vacate early next year.

*Actiongrams deferred to Board: oversize dog permission for prospective 1304 sale and 8th floor carpet removal/replacement costs due to spill.

*Clyde moved to not allow the waiver on the oversized dog - passed unanimously.

*Carpet costs assesment tabled until we get amount for replacement.

Committees-

MMRC- none

Emergency – none

A&D - none

Safety/Security - info about past events now received. Another bike theft has happened recently. Discussion prompts Jeff to write warning announcement for posting to specifically warn bikers about this and remind that they can park inside.

Owners Forum - Douglas requests that information about local thefts, vandalism, and assaults be shared more or less immediately with the owners so that everyone can be more careful and aware as needed. A method needs to be found to accomplish this. Jeanne-Marie states that the Jefferson West Side Neighborhood Association has a method. Luther asks that scheduled Committee meetings be publicized so that others can come to the meetings in the hopes that fuller participation will make things work better.

Old business -

Updates on projects: ADA door closures will be installed in mid October due to upgraded closures being ordered due to fault reports on regular closures. Parking lot repair is scheduled. Reserve-funded projects are now completed for the year.

Windows: Christi moved that the Window Policy be sent to our lawyers for their review and recommended fixes. In the meantime, all inspections and Board actions will be suspended. Passed - Clyde against.

Friday Chatups: Jeanne-Marie suggested the name be changed to “Last Friday Chatups” and asked that the appropriate changes be made on posters and alert emails. They will obtain an Office key from a Board member as needed. This includes the current month.

New Business -

Pet Policy amendment: The amended policy includes info about toileting dogs and approved waste deposit locations. Clyde moved to accept the amended version of the policy. Passed unanimously. It will be sent to all owners and Posted on the Bulletin board.

Next meetings of the board will be a

PLANNING Meeting 4PM on Thursday, October 5th at 4PM,

and a REGULAR Meeting October 19th

Adjourned at 5:15PM.

Willamette Towers Board Of Directors
THURSDAY, September 28, 2017, 4:00pm

Board Members

Jeff Ackerman
Giny Landgreen
Rick Lowen
Clyde Horn
Christi Cooper

BMC Personnel

Owners

An "Emergency Meeting" was called to report on a legal matter that was brought to the Board's attention that required immediate action.

Convened at 4:02PM

Immediately went into executive session to discuss the legal matter.

Closed the executive session and reconvened the regular order session.

Motion made by Clyde to amend our Pet policy to remove all mention of size and breed restrictions [Paragraph 2, Sentence 2] pursuant to legal opinion. Passed unanimously.

Adjourned at 4:20PM

Next meetings of the board will be a
PLANNING Meeting 4PM on Thursday, October 5th at 4PM,
and a REGULAR Meeting October 19th

Adjourned at 5:15PM.

Willamette Towers Board Of Directors

THURSDAY, October 19, 2017, 4:00pm

Board Members

Jeff Ackerman (via telephone)
Rick Lowen
Giny Landgreen
Clyde Horn
Christi Cooper

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Jean Kern
Dottie Kemp
Luther Greulich
Bill Bomball
Barb Bomball

Giny nominated Clyde to run the meeting in Jeff's absence, approved unanimously.

Agenda for meeting amended to include September Emergency meeting minutes, approved unanimously.

Minutes from September Board meeting and September Emergency meeting, approved unanimously.

Reports

Treasurer:

Report for the month ending 9-30-17:

<u>OPERATING FUNDS:</u>	Opening Balance 9-1:	\$18,625
	Closing Balance 9-31:	\$2,561

Flood Insurance of approximately \$13,000 paid in September.

Total YTD Operating Income as of 9-31:	\$83,249
Total YTD Operating Expenses as of 9-31:	\$56,249

<u>RESERVE FUNDS:</u>	Closing Balance 9-31:	\$151,436
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\$22,000 transferred from Operating Funds to Reserve Funds in September

BMC:

*Cost to have carpet installed on the 8th floor is \$290.07

Jeff moved the full amount to be paid by owner by the end of April 2018, passed unanimously.

*Rental unit lease expires 10-31-17, and a five percent increase in monthly lease payment was presented to and agreed upon by the lessor.

Committees:

MMRC – none
Emergency – none
A&D – none
Safety/Security – none

Owners Forum

*Bill was concerned about the change in the window policy that directly affected a seventh floor unit, as his unit and deck are in the same stack. He and his wife sit on the deck often. Also, Bill requested a copy of the inspection report(s); it was decided that Bill will contact the unit owner directly for the report(s).

Old Business

*Pet Policy: Rick motioned to have our attorney amend the bylaws to include the ability to restrict the size and breed of dog, passed unanimously. The updated bylaw will be available at the November meeting.

*Window Policies: Clyde motioned to instruct our attorney to write a new window policy that is in line with the bylaws, passed unanimously.

New Business

*Upper parking structure engineering contract: The MMRC committee motioned that the contract be accepted and a \$5,000 retainer be submitted immediately, passed unanimously.

*2018 Budget: Jeff motioned to accept the 2018 budget with a proposed 3% increase in HOA fees, passed unanimously. Notification will be sent to ALL owners after approval of these minutes in the November meeting.

Adjourned at 5:27pm.

Next Meetings:

REGULAR Meeting, Tuesday, November 21st at 4pm.

Willamette Towers Board Of Directors
THURSDAY, November 21, 2017, 4:00pm

Board Members

Jeff Ackerman
Giny Landgreen
Rick Lowen
Clyde Horn
Christi Cooper - by phone

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Jean Kern
Luther Greulich
Jeanne-Marie Moore
Rand Cooper
Esther Konop
Bill & Barb Baumball

Agenda for meeting approved unanimously.

Minutes from October meeting approved unanimously.

Treasurer - Report for month ending 10-31-2017

Operating Funds: Opening Balance 10-1 \$12,117
Closing Balance 10-31 \$18,625

No contribution to Reserves due to paying for Garage deck project Engineer and garage deck repairs last summer.

Reserves: Closing balance \$151,439.89

Clyde moved to accept report. Approved unanimously

Insurance Committee - One proposal for insurance received. Waiting for another bid so can compare them.

Chat-up Committee - No meeting in November. Next is Dec. 15th "Holidays Party" and then continue in January.

Old business - Pet Policy Bylaw Amendment verbiage approval - Rick moved to accept the changes made by counsel and send it to all owners for their vote/approval. Send it by whatever means determined to be the best way. Discussion decided that written notice will be sent by BMC containing the bylaw showing the amendments, a ballot, and a cover letter explaining why we need the bylaws to grant the authority to the BOD to regulate pet size and number allowed to be kept here. Approved unanimously

BMC report - Actiongrams forwarded to Board. Plumbing [hot water] problems are due to maintenance taking place and will be addressed when reported.

IF YOU HAVE HOT WATER PROBLEMS -

SEND AN ACTIONGRAM IMMEDIATELY.

Tom reports that plumbing maintenance has cost an additional \$3,000 over the allotted budget amount for the year so far. Tom estimates that an additional \$65,000 is needed to deploy a longer-lasting maintenance fix for the plumbing issues (blockage in pipes).

Old business - Giny moves to accept the proposed budget that includes a **3% HOA increase starting January 1, 2018.** Clyde 2nds - Approved Unanimously. BMC will send required notification to all owners along with copy of budget.

Owners Forum - Bill Baumball requests to see the window inspection report done for owners that was paid for by HOA for unit 701 as he has heard rumors that it states that there is a danger of the 701 windows falling out. Since his deck is directly below the windows, he doesn't feel safe using his deck.

Updates on projects: ADA door closure installations will be completed this week. There will be plumbing work done that requires building water shutoff done next week.

Next meetings of the board will be a

REGULAR Meeting Thursday, December 14th

Adjourned at 5:15PM.

Willamette Towers Board Of Directors
THURSDAY, December 14, 2017, 4:00pm

Board Members

Jeff Ackerman
Giny Landgreen
Clyde Horn
Christi Cooper

BMC Personnel

Tom Weaverling
Diane Sollinger

*Guest speaker:
Mike from Chapman
Plumbing*

Owners

Jean Kern
Luther Greulich
Jeanne-Marie Moore
Esther Konop
Bill Baumball
Dorothy Quick
Lauren Dame
Douglas Beauchamp

Agenda for meeting approved unanimously.

Minutes from November meeting approved unanimously.

Treasurer - Report was not given due to absence.

Committee Reports -

Insurance Committee - One proposal for insurance received but have some questions pending about deductibles etc.. Also waiting for another 2 bids so can compare them. Good price so far on first bid.

Chat-up Committee - Next meeting is Dec. 15th "Holiday Party" and then continue in January 19th.

Old business - nothing pending.

BMC report - Actiongrams forwarded to Board. Winter cleanup is scheduled for near future. Carpet repair on 8th floor is completed.

Owner's Forum -

- Bill had question for Diane about access to window inspection documentation for another apartment. Diane has not heard back from lawyer about our exposure on this and will call to prompt a response.
- Douglas has concern about amount of time the hall doors are open after access with the new assisted opening. He's particularly concerned about the north door staying open too long after someone has come in prompting an "invasion" by an outsider. Tom stated that work is now underway to add a button for disabled access so the door will stay open longer only when disabled access is granted and regular manual operation will close immediately.

New Business - Guest speaker gives more details about the MMRC's recommendation for remediation of water pressure issues in the building. The plan is to replace all the shutoff valves in all the apartments and loosen and

remove the built up rust and debris from the feeder pipes manually. Ditto for all shower valves. After that is completed, the rest of the system will be flushed out to remove as much debris as possible and then refilled. This will be done in stages and will require access to each unit to do the work. The project cost will be approximately \$80,000 and will take about 2 weeks to complete with daily water shutdowns but for only parts of the building as the maintenance is completed stack by stack. Clyde made a motion to *“Accept the MMRC report and forward it to the Finance Committee to see how we pay for this \$80,000 project. Their report back to the Board is due by the January 18th meeting for Board vote to spend the money or not. Project to begin in March if approved. Duration approximately 2 weeks.”* Seconded by Giny and passed unanimously.

Next meetings of the board will be a

REGULAR Meeting Thursday, January 18th 4:00 P.M.

Adjourned at 5:08 PM.

Executive Session 5:10 – 5:12.