

Willamette Towers Board Of Directors
THURSDAY, January 18, 2018, 4:00pm

Board Members

Jeff Ackerman
Rick Lowen
Giny Landgreen
Clyde Horn
Christi Cooper

BMC Personnel

Tom Weaverling
Diane Sollinger

Guest speakers:
American Family Insurance:
Tracy, Dan and Patty
Mia Bella: Emily and Heidi

Owners

Jean Kern
Luther Greulich
Jeanne-Marie Moore
Esther Konop
Bill Bombal
Dorothy Quick
Lauren Dame
Billy Schwartz
Phyllis Fisher

Agenda for meeting amended and approved unanimously.

Minutes from December meeting approved unanimously.

Treasurer - Report included brief info from November

November Operating funds-	Beginning:	\$2725.78	Ending:	\$2919.52			
December	"	"	-	"	\$2919.52	"	\$2783.33

Contributions to Reserves: Nov. \$15K. Dec.= \$10K was in addition to the budgeted Reserve Contribution amount for the year. Dec. includes \$5k for canceled window washing which will be needed when a contractor is found to do the work in 2018

Committee Reports -

Insurance Committee - Tracy from American Family Insurance is on hand to give presentation about their proposal. Cost for General Liability plus coverage for earthquake and Directors and Officers. Total is \$22,005.00 This is a \$15K savings over last year's coverage and includes additional coverage for earthquake losses as well as covering the Association-owned rental and garage. *Clyde moved to accept the Committee's recommended quote that includes earthquake coverage and move forward to sign the Application to secure coverage. Christy seconded. Passed 4-1 (Rick against).*

BMC- *Plumbing repair expense for #404 is authorized by Board unanimous.*

No window washing contractors will bid on our building due to safety requirements. A workaround may be available and will be reported to the Board in near future.

Verbiage for Animal By Law Amendment is being reviewed one last time to account for ADA and Fair Housing Service Animals coverage. This will be revisited again and the required documents mailed out to owners for their vote to approve.

Old business - Plumbing work as noted in the MMRC report which was approved by the Board last December can be accomplished in 6 successive

Mondays to accommodate Mia Bella and their stylist clients. Work slated to begin at the end of March pending Reserve review and budget examination at Special Board Meeting. Mia Bella would like to receive additional funds above the contracted \$125/day (\$750) due to the loss of revenue for their stylist/clients who they will be forced to repay for lost revenue. The Board was amenable to a maximum of \$1400 in the form of a rental credit. The Plumbers will require a 25% deposit to begin work.(~\$18K)

Owner's Forum -

- Billy had a question about the insurance coverage required by owners.
- Jean and Jeanne-Marie both mentioned that they were fully willing to pay higher HOA dues to assure that care of the building is not scanted.

New Business -

Next meetings of the board will be a

SPECIAL Meeting Thursday, February 8th 4:00 P.M.

ANNUAL GENERAL MEETING will be Thursday February 22 at 7PM

4 Board Positions are coming up for election this year.

Adjourned at 5:42 PM.

**Willamette Towers Condo Association Annual Meeting
Minutes. February 28th, 2018 7PM.**

Called to order 7:07PM

- 1. Sign in, collection & certification of proxies.** Quorum of 47 owners and proxies on hand.
- 2. Proof of meeting notice or waiver of notice.** Was sent to all.
- 3. Read 2017 meeting minutes** – waived by vote of owners present as hard copies were provided and are also available on the WT website.

4. WTB President's review of 2017 projects and actions

January - new payment and notification software from BMC went into effect, Sidewalk hand rail installed, Parking garage plan to clean the entire surface and seal it approved, West side sidewalk made safer, Mia Bella Plumbing Issue fixed.

February - General Meeting and Board elections held, Jeff Ackerman elected to Board.

March – changed the existing Reserve Study items schedule to allow for repair of Garage upper surface in 2019, created a Window Policy, graffiti tagging and bike theft reported, continued plumbing work to isolate each riser

approved and funded, plumbing repair for 301-2 approved and funded.

April - parking strip planted and trip hazard reduced, new commercial renter moved in, window washing scheduled, BMC no longer sends paper copies of invoices and bills – now available from Tom in the office, tagging battle continues, installation of ADA closures for North and East ground floor doors approved, money to install plumbing quick-drain “blow-down valves” approved to save time for plumbing work.

May – fan ducting on ground floor hallway replaced to allow completion of current plumbing project, asphalt repair and seal is approved.

June – emergency preparedness committee created handouts for distribution to all units, building fire drill scheduled for September, window inspections found a unit had a hazardous situation and owner notified – owner produced a second inspection that found that the method of securing the windows was adequate, Jeff Ackerman elected Board President to replace Jeff Ryder who is moving – notice to the building owners that a replacement member at large is needed.

July – water leak caused disruption and damage to lower units and common areas – repairs made, riser-isolating plumbing project found other issues with feeder lines and valves that needed to be fixed so they were, security committee formed, Christi Moore selected for Board.

August – rooftop catwalk may be required for safe access for window washers and others working on the roof – original bidder for window washing refuses to do the work without more safety measures, interior painting project put on hold to save money toward garage project, security additions also on hold for same reason, appeal of window hazard heard in executive session and 2nd inspection results accepted – re-inspection by licensed glass contractor required by August 2018, tag-resistant paint applied and seems to work – tag cleanup is now faster but still an on-going issue, heat pump and ducting approved by Board and installed on 201 deck, bike stolen.

September – temporary patch applied to garage upper level to protect what's left of the wear surface until removal and replacement in 2019, prospective new owner has a bull mastiff [>100 lb] dog and owner/seller challenges the written pet policy's legality – there is no mention of a size or breed of dog restriction in the by-laws so there cannot be one in the Policies, Pet policy size/breed limit is retired to avoid legal costs.

October - garage repair engineering contract signed, pet policy and window policy sent to lawyers for review and suggestions on verbiage/actions needed to bring in line with bylaws.

November - 3% HOA dues increase approved by Board, pet policy verbiage returned from lawyer

and voted to send out to all owners a document with the current bylaw verbiage [lined out] and new verbiage [in brackets] to show changes along with mail in ballot to authorize the bylaw change, incidental plumbing costs have increased due to multiple partial blockages in hot water flow, first guess for building-wide mitigation is \$65k per Tom, ADA door closure installs completed, some plumbing work required a building-wide water shutoff, bid for insurance coverage has been received from American Family Insurance Co. Insurance committee is reviewing their bid now as we wait for another two possible bids.

December – Winter cleanup of exterior garden spaces, Holiday chat-up, Carpet repair completed and charged to owner who spilled the paint, presentation from the plumbers about proposed long-term remediation of water pressure issues. Cost is ~\$80k - the project is approved pending funding for it found by Reserve Committee.

January 2018 – Insurance Committee recommends AmFam policy as it is several thousand dollars less than the single other bid submitted, pet policy verbiage being reviewed for ADA service animal coverage & will be sent out by BMC in packet as previously specified. Plumbing expense for remediation of hot water problem in 404 unit approved, plumbing project as approved by Board can be funded so will proceed beginning in late March and be completed on 6 consecutive Mondays as per Mia Bella's request. Some compensation to them for loss of revenue will be considered by the Board. The Board was amenable to a \$1400 rent reduction but that was not finalized by a vote.

February 2018 – General Meeting and election of 4 Board members, one for a 1-year term.

5. Financial/Treasurer's Report:

Please see the spreadsheets

6. Committee Reports

Major Maintenance & Remodeling Committee -

7. Elections of 4 Board members – A 1-year term [to complete the slot Jeff Ryder left] and 3 regular 2-year terms – Lauren Dame, Jean kern, Rick Lowen [1yr], & Clyde Horn elected] Thank Yous to Giny and Christi for their service on the Board!

8. New Business [none]

9. Adjourned at 8:38 – Clyde Horn moved to adjourn, passed unanimously.

5. Financial/Treasurer's Report:

2017 Budget Summary (Spreadsheet #1-attached)

Total income for 2017 was \$346,916.33.

This is approx. \$3,600 below the budgeted income of \$350,555.

Total operating expense was \$228,869.07.

This is approx. \$11,300 below budgeted expenses of \$240,179.

Significant savings occurred in Administrative expense, approx. \$10,000, and Maintenance, approx. \$3,000.

Utilities expense was slightly above budget by approx. \$700.

The net operating balance was \$118,047.26 versus the budgeted amount, \$110,376.00.

\$76,000 was transferred to our Reserve Funds. In addition, \$54,647.16 was used to cover a portion of the \$68,887.64 Reserve Plan Maintenance expenses.

The balance of the Reserve Plan expenses was covered by transfer of \$24,000 from Reserve Funds.

The Net Balance from operations was -\$2,840.38

The opening cash balance for 2017 was \$2,932.71. The closing cash balance was \$2,783.33

2017 Reserves Funds Summary (Spreadsheet #2-attached)

Cash Flow

The opening balance was \$124,203.09. Contributions from the operating budget were \$76,000.

Withdrawals included \$24,000 transferred to the operating budget to cover Reserve Plan maintenance expenses and \$120.00 to cover Morgan Stanley account fees. In addition \$6,000 was withdrawn to cover our Property/Liability Insurance premium. This same amount was repaid to the reserves fund. Income was \$241.50.

The closing balance was \$176,32459.

The total Reserve Plan Maintenance expense was \$68,887.64.

2018 Budget (Spreadsheet 3-attached)

The 2018 Budget includes a 3% increase in the HOA assessments.

Willamette Towers Board Of Directors TUESDAY, March 20, 2018, 4:00pm

Board Members

Lauren Dame
Jeff Ackerman
Rick Lowen
Jean Kern
Clyde Horn

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Jesse Fittipaldi
Luther Greulich
Jeanne-Marie Moore
Esther Konop
Bill Bomball
Dorothy Quirk
Phyllis Fisher
Christi Cooper
Bill, Paula & Miles Radetsky
Dottie Kemp

Agenda for meeting amended and approved unanimously.

Minutes from February meeting amended and approved unanimously.

Treasurer - February Operating funds- Beginning: \$2976.01 Ending: \$7597.95. Contributions to Reserves: Jan. \$17K. Feb had no transfer due to paying Reserve project bills due [ADA doors \$7302]. ~20 owners still have not corrected their automated bank transfers to new amount of HOA Dues. They are being billed by BMC and reminded that the late fee waivers are not going to remain in effect. BMC will look again next month and bring to Board whether to begin charging late fees or not. Reserve balance currently = \$192,339.42 which includes a \$30,000 CD that will reach maturity April 19th at which point it can be rolled over into a new 1 yr. CD at a little better rate. We may opt to add an additional \$30k to the CD at roll over time. This will be on next month's agenda.

Committee Reports - No committee reports submitted. [Listing of committees: MMRC, Emergency Preparedness, Architecture and Design, Social, Insurance, Security. Plus any Ad Hoc committees that may be formed for a particular reason.]

BMC - There was a bike theft earlier this week - Announcement to entire building will be sent from BMC. Pet Policy Ballot - 29 returned out of 92 so far. New renter in 1307 [Satori] has taken over the space, Per current Plumbing Policy, Tom's late night plumbing rescue of Phyllis should have been done by Phyllis calling her own plumber.

Owner's Forum -

- Phyllis volunteers to do a canvas of all the building occupants to gather topics they would like to use for a FAQ for people in Emergencies [like the one she faced]. She will work with the Emergency Preparedness Committee and bring a suggested list to the Board.

- Plumbing Policy - will be reviewed by the MMRC to see if there can be some clarification added.
- Tobacco or Cannabis Smoke making life miserable in 1103. - Paula will work with the Security committee to see if smoke source can be located. Building-wide Notices will be sent by BMC reminding all of current Smoke-free Building status. Signage may be added as well.

Old business - Garage doors are repaired. Garage lower-level lighting updated/repaired. New Renter in 1307. B y laws change ballots have been sent and reminders will now be sent to those who have not yet replied.

New Business -

- Jeff Ackerman resigns from the Board. He will be moving away for a year for work. He will retain ownership on his 2 units in the building. A notice to all owners will be formulated and sent soliciting applications to complete his term ['til Feb 2019]. At least a week will be allowed for replies. Decision will be made at April 3 Board Meeting.
- The Plumbing work schedule has been sent to all and posted. Response of occupants to key/access requests has not been great. Reminders will be sent. Note that there are instances of the keys/access being needed TWICE for some units. Again, reminders will be sent.
- A less expensive garbage service [Sanipack] has been found. Jeff Ackerman moves that we change services to the less expensive SaniPack service- 2nd Rick = unanimous.
- Insurance policy questions from Real Estate Agents - Tom/Diane will refer all inquiries from Agents/buyers to our AmFam Agent for answers.
- Window Washing - Jeff moves that we accept the bid from Tim Abbott [\$4500] to do the windows for the building after his bond and insurance is reviewed by our agent to assure that we are in no way responsible for his accidental injury or death. 2Nd Jean = unanimous.
- Request for reimbursement for water filter install and subsequent clogging. More info will be gathered from professional and owner sources - tabled.
- Clyde moved that the deadline for submission/receipt of Policy change ballots be extended by two weeks to Friday the 13th of April to allow more time for owners to respond to the vote. 2Nd Jean = unanimous.

NEXT: Planning Meeting Tues. April 3, 4PM

Regular Meeting Tues. April 17, 4PM

Adjourned at 5:45 PM.

Willamette Towers Board Of Directors
Meeting TUESDAY, April 17, 2018, 4:00pm

Board Members

Lauren Dame
Rick Lowen
Jean Kern
Clyde Horn
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Esther Konop
Carol Jo Horn
Douglas Beauchamp
Jean-Marie Moore
Luther Greulich
Bill Bomball
Barb Bomball
Dorothy Quirk
Phyllis Fisher
W. Ayers

Agenda for meeting amended and approved unanimously.

Minutes from March meeting approved with correction unanimously.

Treasurer - Cash account beginning March balance: \$7598, end of month: \$2119.

March total income: \$28,812 Total expenses: \$16,040. Transferred \$19,000 to Reserves. Withdrew \$25,000 from Reserves for 2nd payment on plumbing project. Reserves starting balance: \$193,339, closing: \$187,347. \$30k CD is maturing and will be rolled over into another CD with slightly better interest rate. Clyde moved to add an additional \$30k to the CD. Jean 2nded, passed unanimously.

Committee Reports - Emergency Preparedness: The FAQ project is progressing and will be posted to the searchable website and hard copy when completed and vetted. **Newsletter:** early in project and format has not been decided but it is projected to be 4x/yr. Posted on the website and available in hard copy. **MMRC:** Waiting for engineer's plan to be sent to us on the garage project

BMC Report - Laundry Coinmeter company has submitted a proposal to replace all the machines in the laundry with new machines [same number of card/quarters] that can also communicate via the web to let you know which machines are available or how long they have left to run. They also guarantee quick maintenance on machines that have problems. The contract would be for 7 years. Our Association would earn slightly less money in return for new machines. Diane will check with them about their accessibility ADA options. **Emergency window repair** we paid the bill for the temporary fix and will bill back to the unit owner. **Window cleaning** will take place as the insurance coverage the vendor has will leave us blameless if injury happens. Timing of washing depends on the weather. **Bylaw change vote** Not enough ballots have been received yet to have a valid vote. Clyde moved to extend the ballot due date by one month and ask Diane to send reminders to all owners who have not yet voted. Seconded by Rick - passed unanimously. **Roof safety upgrade** We will need a structural engineer to consult on how to meet current OSHA safety standards or we will not be able to get vendors to wash the windows. Tom will query our engineers working on the garage project.

Owner's Forum - Douglas offered to volunteer to join Diane's walk-arounds to determine maintenance needs in order to determine needs for improvements. Diane welcomed his participation and will notify him specifically when the next one is scheduled.

Old Business - Smoking issues Barb Bomball noted that cigarette butts have ended up on their deck in the past and asked how to report things like this. Action Gram forms [hard copy or on the website] should be used by all to report smoking violations or any other problem they perceive. Smoking Warning letters have been sent to all the offenders found so far. A notification that a fine has been levied was sent to one owner. **Plumbing Project** Tom reports that the project is moving along OK with only a few snags. Next up are the Kitchens in the 01 stack which will be followed the next week with the final 07-08 stacks kitchen and baths. The project has greatly improved water flow in units as per several reports. (YAY!) **Recycling** Announcement from the City about recycling changes only affect RESIDENTIAL customers and not us...yet. Our new vendor will provide us with visual aids for sorting recycling. Jesse mentions that the amount of recyclables that end up in our garbage costs us money and needs more involvement from residents to make the effort. The "Green Committee" may be re-instituted to encourage residents. **New Insurance** Notification that all homeowners should check with their own Insurance agents about what their unit's coverage is and, if needed, contact our building's Insurance Agent [name and number available from the office] to make sure their personal coverage is as they desire. This reminder will be included in the FAQ's and Newsletter when they are each published.

New Business - none

**Next meetings of the board will be a REGULAR Meeting
Tuesday, May 29th 4:00 P.M.**

Adjourned at 5:22 PM.

Willamette Towers Board Of Directors Meeting TUESDAY, May 29th, 2018, 4:00pm

Board Members

Lauren Dame
Rick Lowen
Jean Kern
Clyde Horn
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Esther Konop
Bill Bomball
Barb Bomball
Phyllis Fisher

Agenda for meeting amended and approved unanimously.

Minutes from March meeting approved with correction unanimously.

Treasurer -

Operating Funds

- April opening balance \$2,119.15 - closing balance \$11,407.46
- April total operating income \$31,053.14 - operating expense \$21,777.83.
- \$25,000 transferred from reserves to cover 2nd payment for plumbing project.
- No funds were transferred to reserves in April in anticipation of additional plumbing project payment in May

Reserves

- April opening Balance \$187,347.74 - closing balance \$162,710.10
- Withdrawal of \$25,000 for plumbing project expense
- \$30k CD came due - rolled to 1 yr CD @ 2.15% matures 4-26/19
additional \$30k invested in CD @ 1.75% matures 7-25-18.

Committee Reports -

Emergency Preparedness: The FAQ project is under final review by the Board. A systematic review and modification process needs to be developed too.

MMRC: Walk thru was done with Tom, and maintenance planned. The current checklist of monthly/quarterly/yearly items to check will be reviewed and compared with our Current Reserve Study. A meeting to discuss the list will be planned and notice will be given.

Smoking: There was a problem reported with smoke contamination of interior air in a unit. After numerous reports citing times and dates of occurrences, a committee was formed to track down and eliminate the source of the pollution. 2 offenders were detected, warned, & fined. One offender requested a meeting to get more information about the methods and penalties assessments. Both offenders have paid their fines. Monitoring of the air quality will continue.

BMC Report - Laundry: Coinmeter company did not have any ADA machines to

install so that will have to be worked out. Lauren will speak with Jeanne-Marie about her recommendations/needs. Jean suggested that a template that indicates where each button is and what it does can be created for Jean-Marie to use. **Window washing:** tentatively scheduled to start July 7 and will take about 2 weeks to complete. The contractor has worked out an updated insurance policy that totally eliminates WT liability in case of accident or damage. **Bylaw change vote** Not enough ballots have been received yet to have a valid vote. A SASE will be included with the next round of vote solicitations. Clyde moved to extend the ballot due date by one month and ask Diane to send reminders to all owners who have not yet voted. Seconded by Rick - passed unanimously. **WetWipes:** are incompatible with the city sewage processing systems. BMC will send email or hand delivered note to all owners about this along with a recommendation that owners not flush these down the drain even though the product states that it is "flushable."

Owner's Forum - no input.

Old Business - Plumbing Project: Tom reports that the project is completed and all responses have been good. There was a Time and Materials cost overrun of ~\$5700 which will be paid out of our yearly operations budget for plumbing work. The cost was paid since the work was in addition to the work the project covered. ~\$4800 remains in Reserves for any new work.

New Business - The HOA-owned unit: Currently WT doesn't require tenants to carry personal Renter's insurance covering their personal loss or damages caused by them. The current lease is up in October and all new leases will require this coverage [average cost is ~\$20/mo.] Diane will check the leases signed by the commercial renters to determine what coverage they are required to carry. **Door Policy:** There is a passage in the bylaws that requires owners to not make any changes in the external appearance of their units yet there are several doors which are widely different in appearance. There is no current "Policy" which specifies the approved appearance of the doors. Per bylaws, all modifications have to be approved by the Board PRIOR to their installation. **1105 reimbursement:** The 1105 unit suffered water invasion after a leak in the 12th floor Janitor's closet. Clyde moved to reimburse the owner the cost to pull back the carpet, replace the wet padding and dry out the carpet. Rick 2nd - Passed unanimously. **1103 reimbursement:** Moved by Rick to table this until we get information on whether the filters were installed or not. Clyde 2nd. - Passed unanimously.

Next meetings of the board will be a

PLANNING Meeting Tuesday, June 19th 4:00 P.M.

REGULAR Meeting Tuesday, June 26th 4:00 P.M.

Adjourned at 5:53 PM.

Willamette Towers Board Of Directors
Meeting TUESDAY, June 26th, 2018, 4:00pm

Board Members

Lauren Dame
Rick Lowen
Jean Kern
Clyde Horn
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Esther Konop
Christie Cooper
Luther Greulich
Phyllis Fisher
John Rose
Billy Schwartz

Agenda for meeting amended and approved unanimously.

Minutes from May meeting approved with correction unanimously.

Treasurer -

Operating Funds

- May opening balance \$11,407.48 - closing balance \$20,743.90
- YTD total income \$150,183.99 - expenses \$89,211.42.
- No significant past due balances
- No funds were transferred to reserves in May in anticipation of final plumbing project payment in June. Final payment paid in June.

Reserves

- May opening Balance \$162,710.10 - closing balance \$162,723.17

Committee Reports -

MMRC: Final engineering drawings for the garage project are due within 2 weeks, RFP documents in 3 weeks. Documents will be reviewed by the Committee and forwarded to the Board for approval. RFP will then go out to bid from contractors as planned. Work to be done in 2019.

BMC Report - Bylaw change vote Only 69 ballots have been received. 23 have not been responded to. Not enough ballots have been received yet to have a valid vote. A SASE will be included with the next round of vote solicitations. Jesse suggested that a Google vote be done to reduce the effort required to the bare minimum. Diane will ask the lawyers if this is a legal method. If it is, future votes could be done that way. Efforts will continue to get enough responses for a valid vote. Luther questioned this process as he feels that a lack of voting response is a "vote" for the status quo.

Window washing: scheduled to start July 9 and will take about 2 weeks to complete.

Tom's vacation is next week. BMC will detail maintenance techs to cover the basic needs. Anything above basic services, contact BMC office using the after hours

number posted on the office door. **Commercial space lease renewal:** the space between Mia Bella and Satori is up for renewal. New terms to be offered are either a 1 year lease at 2% increase or a 2-year lease with 1st year current amount and 2nd year +2%. Also to include placement of blinds in front windows to improve street view of building and inspection of space and contents. **Exterior walk around inspection:**

Diane will be doing an external walk around to create a list of items to work on to improve the property - date in mid-late July TBD & will be published - owners are definitely invited to join the inspection.

Owner's Forum - no input.

Old Business - 207-206 water damage incident: 207 insurance company will receive a letter from us detailing our claims against 207 owner due to their failure to maintain their plumbing fixture that caused the leak/damage. 206 renter will receive rent reduction due to displacement during and after the flood and will be compensated for utilities change due to contractor's use of electricity to correct the damage. We will also ask for her extra food costs from 207 insurance and if paid will transfer that to her as well. Motions made [Clyde/Jesse - Jesse/Rick] to this effect - passed unanimously.

Laundry machines replacement: Clyde moved that the change be made and our vend price to remain the same - passed unanimously This means that the HOA "profits" on the units will be considerably less than previous but will still cover the utilities costs to run the machines. Board consensus is that this is a service to the owners and not a "profit center." **Property Management company overdue fee appeal:** Denied-unanimously.

New Business - Website and Reserves update: John Rose gave a presentation about updates to the website and the Reserve study that is also on the website. The Reserve Study update process begins in September as part of the yearly Budgeting process and concludes in February when final numbers for the year are available. The Actiongram/Incident Report form is on line as is the Unit Information form [and easier to use than the paper version]. All the Minutes are posted as PDF files. The Declaration and By Laws are available in a dual PDF/HTML format to enable a search function, a clickable Table of Contents links, etc. The Willamette Towers FAQs as approved by the Board will be available shortly in a non-searchable but very link-rich format. The HOA Policies will be reviewed and updated next.

Creation of Technology/Safety Committee: This will combine several old committees into a new one with responsibilities to look at and recommend technologies and address Safety concerns for the property.

**Next meeting of the board will be a
REGULAR Meeting Tuesday, July 17th 4:00 P.M.**

Adjourned at 5:58 PM.

Meeting TUESDAY, July 17th, 2018, 4:00pm

Board Members	BMC	Personnel Owners
Lauren Dame	Diane Sollinger	Christie Cooper
Rick Lowen	Tom Weaverling	Gini Landgren
Jean Kern		Billy Schwartz
Clyde Horn		Phyllis Fisher
Jesse Fittipaldi		Paula Rodgers
		Barb Bomball
		Luther Greulich

Agenda for meeting approved unanimously.

Minutes from June meeting approved with corrections unanimously.

Treasurer -

Operating Funds

- * June opening balance \$20,743.90 - closing balance \$5,096.76
- * Monthly income \$29,943.18 YTD total income \$180,127.17 - in budget!
- * Monthly expenses MTD Actual \$16,775.01 (over budget) YTD Actual \$105,986.439 (within budget parameters)
- * No significant past due balances
- * No funds were transferred to reserves in June, final plumbing project payment paid in June.

Reserves

- * June opening Balance \$162,723.17 - Withdrawals: \$14,000 [to pay off plumbing project] Interest: \$8.19 June closing balance: \$148,731.36
- Reserve expenses paid in June: \$32,000.00 for plumbing project + \$8,750.00 for engineering docs for garage project.

Committee Reports -

MMRC: Final engineering RFP documents due next week. Documents will be reviewed by the Committee and forwarded to the Board for approval at August meeting. RFP will then go out to bid from contractors as planned. Work to be done in 2019.

BMC Report - Bylaw change vote 18 owners still have not responded. Not enough ballots have been received yet to have a valid vote. Window washing: scheduled to start this week and will take about 2 weeks to complete. Exterior walk around inspection: Diane will be doing an external walk around to create a list of items to work on to improve the property - date is Friday July 27 starting at 1:30PM. This will be sent to all owners to solicit participation. Commercial space lease renewal: New terms offered - either a 1-year lease at 2% increase or a 2-year lease with 1st year current amount and 2nd year +2%. Also to include placement of blinds in front windows {~\$250} to improve street view of building and inspection of space and contents. Laundry Room Contract verbiage reviewed and changes requested by the board. Diane will take these to the CoinOp folks for their acceptance then contract can be signed for 7-year term.

Owner's Forum -

Billy Schwartz - requests that the late fees charges be

removed from his account. He was out of the country and didn't realize that the changes he made with his bank were incorrect. Clyde moved that his fees be waived. Jessie seconded - unanimous. 1103 water filter purchases requested to be reimbursed for their purchase. Jean moved and Clyde seconded that they be reimbursed for the two filters obtained and installed during the plumbing project only. No further reimbursements will be granted -unanimous.

Old Business -

New Safety/Technology committee will be Chaired by Clyde for now. They will publish a date and time to meet with interested parties to gather input and solicit members.

New Business -

Newsletter - will be coordinated by Jean Kern. Solicitation of ideas and material to include in the Quarterly newsletters will be deposited in an envelope on the bulletin board in the mail area. Jean will edit as needed. Stressed that this is a newsletter for all residents and not just for owners so is not an HOA-controlled/sourced document.

Next meeting of the board will be a
REGULAR Meeting Tuesday, August 28th 4:00 P.M.
Adjourned at 5:11 PM.

Tom Weaverling
Building Operations
Willamette Towers
Email willamettetowers@msn.com
P 541-344-4020
F 541-338-8632

Willamette Towers Board Of Directors
Meeting TUESDAY, August 28th, 2018, 4:00pm

Board Members

Lauren Dam
Jean Kern
Clyde Horn
Jesse Fittipaldi
Rick Lowen

BMC

Tom Weaverling
Diane Sollinger

Owners:

Esther Konop
Christie Cooper
Luther Greulich
Phyllis Fisher

Call to order 4:02 PM

July Minutes Approval: Rick Moved to approve, Jean 2 nd - unanimous.

Treasurer's Report:

Operating Funds: Opening \$5,096.76 Closing 2,896.11.

Total Operating Income: MTD- \$29,954.41 YTD - 210,081.58 [in budget guidelines].

Total Operating Expense: MTD - \$12,213.59 YTD \$118,200.02 [in budget guidelines].

July expenses don't include our payment of \$4,706.47 to repair the 2nd floor flooding damage. We received complete restitution from the owner's insurance so it was effectively zero.

\$18,000 was transferred to reserves.

Reserves Opening Balance - \$148,731.36 Contributions - \$18,000.00

Withdrawals - \$0.00 Interest - \$141.61 July Closing balance - \$166,872.97.

No Reserve Expenses were paid in July.

Clyde Moved to accept the report, Jesse seconded - unanimous

MMRC Committee: Garage project update - RFP going out from Mortier Engineers today or tomorrow. Bids submitted during the solicitation period will be evaluated by Mortier and the MMRC committee and then a recommendation will be made to the Board. Questions about the project have been entered into a Google Docs spreadsheet to make communications easier. The answers to the questions and any others added to the list are not binding until a contract is signed, but will be monitored by the committee. If anyone else has any questions, please submit them to the MMRC committee via Tom. The engineers will negotiate all design issues on our behalf. There was a communication glitch between the engineers [Mortier] and the MMRC which has now been resolved. Jesse will act as the central contact point for all communications from and to the engineers.

Security & Technology Committee: Clyde gave a brief overview of the bike room proposed project to get board OK for doing deeper dive in getting costs and design details. Board consensus was that we should proceed and also include provisions for reclining, tandem, and tricycle, format bikes in the storage options. Also need to define the number/unit and monetary costs & conditions of assigning a spot for bike storage [owners first?].

BMC: Diane reports that the window washer's insurance has finally been OK'd by OUR Insurance agent as adequate. He will begin work immediately. The walk around "punch list", Actiongrams and Incident Reports were all provided to the Board for review. The "punch-list" helps track the resolution of items found during the walk around. The new Laundry Room Contract info provided to the Board brought up several new questions. No decision about the contract was reached.

Owner Forum: Transient activity has risen due to the city's efforts to force them out of the downtown core. We have clearance to call the EPD about any activity in the North walkway [where the dumpster and recycle is]. We can call the non-emergency EPD number to report trespassers in that location or elsewhere on our property. Lauren will create a door note to alert residents of this ability.

Old Business: The roof MUST be modified to meet new national OSHA safety standards or there will be no access permitted, not even Tom. Tom is getting info for the Safety & Technology Committee to review and make recommendations to the Board for a vote. Consultant engineering firms must inspect and review the roof. Each inspection will cost ~\$1500-\$2500. A ballpark estimate of a solution is ~\$25,000.

Diane provided a Janitorial list as requested but it is confusing so she will redo it in an easier format.

NEXT MEETING WILL BE SEPTEMBER 18TH AT 4:00PM
Adjourned at 5:00 PM.

Tom Weaverling
Building Operations
Willamette Towers
Email willamettetowers@msn.com
P 541-344-4020
F 541-338-8632

Willamette Towers Board Of Directors
Meeting TUESDAY, September 18th, 2018, 4:00pm

Board Members

Lauren Dame
Jean Kern
Clyde Horn
Jesse Fittipaldi
Rick Lowen

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Bill Bomball
Rand Cooper
Misha Seymore
Lourdes Martez

Call to order 4:03 PM

August Minutes Approval: *Rick Moved to approve, Jean 2nd - unanimous.*

Treasurer's Report:

Operating Funds: Opening \$2,896.11 Closing \$15,567.60. (to pay flood insurance premium.)

Total Operating Income: MTD - \$30,039.24 YTD - 240,120.82 (in budget guidelines).

Total Operating Expense: MTD - \$11,759.78 YTD - \$129,959.80 (in budget guidelines).

\$15,000 was transferred to reserves in August.

Reserves Opening Balance - \$166,872.97 Contributions - \$15,000.00

Withdrawals - \$0.00 Interest - \$17.35 August Closing balance - \$181,890.32.

No Reserve Expenses were paid in August.

Clyde Moved to accept the report, Jesse seconded - unanimous

Security & Technology Committee: Clyde reported that the recent power outage caused failures in some of the Exit signs and some of the wall mounted safety lights. Tom is replacing them as soon as he can (<90 days). Smoke detectors on all floors will also be checked and replaced as needed.

BMC: The new Laundry Room Contract states we raise the drying price to \$1.25 and we get a 50/50 split as was the case in the past. *Rick moved to accept the contract. Jean 2nd - unanimous.*

Jean moved that we tell the window washer contractor that if they are not completed by e.o.m., he will be fired and we will not be paying him anything.

Clyde 2nd, 4 ayes with one abstention. - Passed.

The voting on the proposed bylaw amendment was finally completed [Yes votes won] but sadly it is not valid as the vote took too long past the announced extended end date. This will have to be voted on at the February General Meeting. *Noted that we need to send proxy notices along with the bylaw changes to remote owners early and remind them to send them in.*

New Flood insurance offered has the option to buy coverage for \$50,000 of personal property damage coverage [for the Association's "personal" property]. Clyde moved to **not** purchase this insurance since we don't have anything much to lose of "personal" property. Jean 2nded - unanimous.

Owner Forum: Otis is paid for testing and maintenance on the elevators yet there was a failure of the system during the power outage which caused a person to be trapped in an elevator between floors for 20 mins until fire department personnel freed him. What can we do to make sure this doesn't happen again? Tom will work with Otis on this matter.

Jean moved to refund the \$25.00 late fee assessed to Lourdes after a payment mix-up. Jesse 2nded - unanimous.

NEXT MEETING WILL BE OCTOBER 23RD AT 4:00PM

Adjourned at 5:33 PM.

Willamette Towers Board Of Directors
Meeting TUESDAY, October 23rd, 2018, 4:00pm

Board Members

Lauren Dame
Jean Kern
Clyde Horn
Rick Lowen

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Dorothy Quirk
Esther Konop
Luther Greulich
Ginny Landgren
Bill & Barb Bomball
Christi Cooper
Phyllis Fisher
Lourdes Martez

Call to order 4:04 PM

September Minutes Approval: Rick Moved to approve with amendments, Jean 2nd - unanimous.

Treasurer's Report:

Operating Funds: Opening \$15,567.60 Closing \$2,527.36 (paid flood insurance premium.)

Total Operating Income: MTD - \$29,787.88 YTD - \$269,908.70 (in budget guidelines).

Total Operating Expense: MTD - \$24,556.62 (includes \$13,246.00 Flood Insurance premium) YTD - \$154,516.42 (in budget guidelines).

\$17,000 was transferred to reserves in September.

Reserves Opening Balance - \$181,890.32 Contributions - \$17,000.00

Withdrawals - \$0.00 Interest - \$18.17

September Closing balance - \$198,908.49.

\$97.50 payment to Engineering firm for garage repair project [2019]

MMRC: GARAGE - MMRC committee OK'd extending the RFP date another 2 weeks to allow more bids to come in from interested contractors. Some subcontractors have bids to send in for their part of the project. THE MMRC MEETING MINUTES AND ESTIMATES ARE AVAILABLE IN THE OFFICE FOR PERUSAL. There is a disagreement within the committee about the bid process as applied to this project. Committee will forward recommendation to the Board when ready.

ROOFTOP SAFETY SYSTEM - Preliminary drawings from Mortier Engineering will cost us \$1,000.00. Other firms will charge almost the same. MMRC will contact other engineering firms to see if multiple concept drawings are a good idea in our situation. Approval of money for Mortier drawings *TABLED*.

RESERVE STUDY & 2019 BUDGET WORKING GROUP: Held two meetings in early October Douglas Beauchamp, Christi Cooper, Phyllis Fisher, Rick Lowen, and John Rose comprised the work group. Minutes and initial findings have been sent to the Board. These will be reviewed in an Executive session at a

date TBD in early November. *TABLED*

BMC: 505 has petitioned for removal of late fee fine as they didn't know when checks were due. *Clyde Moved to waive the fee. Rick 2nd - unanimous Aye.* Landscape crew from BMC can do a monthly visit for \$1452/yr. *Rick moved to accept this bid. Clyde 2nd - unanimous.* Washer/Dryer replacement will be done early November and will take 2 half days - one afternoon and the next morning to complete. Tom will clean and refurbish the room after the removal and before the new machines are installed by working overnight. DATE TBD and will be announced.

Owner Forum: Luther suggested that committee and Board meetings be electronically recorded. There was a discussion between the Board and the owners in attendance as to the pros and cons of recording meetings. It was asserted that it would help ensure accuracy of information, but others argued that recorded records are difficult to search, and that instead, all committees should keep written records/minutes. There was no consensus and no further action was taken.

OLD BUSINESS: All interior emergency lights have been replaced with LED models and two balcony lights still will be replaced. Progress report from Tom.

NEW BUSINESS: *Smoking-* Board is limited in what actions the individual members can take. All agreed that sending new non-smoking reminders, both posted and via email to owners/renters is appropriate. Volunteer "Smoke Patrol" can & will continue if people are willing to volunteer, and each patrol should include two or more people. Actiongrams with search results will be sent in, listing the members of the posse, unit number, and time of day that smoking was detected by smelling doors. Fine assessment/Warning letter will be decided by Board.

NEXT REGULAR MEETING WILL BE NOVEMBER 27th AT 4:00PM

One or more Executive Sessions will be held prior to that date - TBD

Adjourned at 5:53 PM.

Willamette Towers Board Of Directors
Meeting TUESDAY, November 27th, 2018, 4:00pm

Board Members

Lauren Dame
Jean Kern
Clyde Horn
Rick Lowen

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Christi Cooper
Phyllis Fisher
Luther Geurlich
Hal Dillon

Call to order 4:05 PM

October Minutes Approval: *Jean Moved to approve, Rick 2nd - unanimous.*

Treasurer's Report:

Operating Funds: Opening \$2,527.36 Closing \$2,409.40.

Total Operating Income: MTD - \$29,563.91 YTD - 299,472.61 (in budget guidelines).

Total Operating Expense: MTD - \$16,478.62 YTD - \$170,995.04 (in budget guidelines).

\$12,000 was transferred to reserves in October.

Reserves Opening Balance - \$198,908.49 Contributions - \$12,000.00

Withdrawals - \$0.00 Interest - \$21.36 October Closing balance - \$210,929.85.

Next year's budget reflects a **5% increase in HOA** dues as of January 2019 to allow funding for outside professional services to aid in planning future plumbing project, fund the roof safety project, and any other needs. Leftover balance, if any, will go into Reserves. Budget including increases to HOA will be sent to all owners and posted with the October minutes on the bulletin board.

Clyde Moved to accept the report, Jean seconded - unanimous

An ad hoc Plumbing Project Planning Committee will be formed. Membership will be solicited at the Annual Meeting. This committee will only focus on the details, planning, and funding of the future major pipe replacement upgrade and may or may not contain current MMRC members.

BMC: Packet of information to be sent to owners prior to Annual Meeting has several components this year. Diane will work with Lauren to get all the pieces created for sending out by end of December/early January.

Garage project update: Two bids have been submitted but they are in different formats. Our engineer has requested that the bidder with improper formatting fix their bid and the second bid redo their bid to include the proper waterproof barrier replacement method. Bids are expected back to the engineer in time for

their recommendation to be approved [or not] by the Board during December meeting. Work begins in late Spring and will take 8 weeks. It was mentioned that we can ask the city for the cost of a parking pass for metered city streets as soon as we have a date certain for work to start and that free on-street parking is available anywhere South of 14th Street.

Garage pole lights replacement of one burnt out bulb and two other fluorescent bulbs with LED lamps will save us \$\$ due to long life of LEDs. Cost <\$1550.00. Clyde moved to have this done now since one is burned out and cheaper to do all 3 at same time. Jean 2nd - unanimous.

Fire equipment [valving] needs to be redone to meet current code. ~\$3160.00 in one bid. Can BMC accept a second bid and choose the lower bid without another Board OK as this is time critical? Clyde moves to allow BMC to accept the lowest bid for the valve replacements. Jean 2nd - unanimous.

Owner Forum: Laundry Room update is GREAT! Luther reminded us that the Insurance renewal date is end of February 2019 so we should begin process now. Diane will contact Traci from our current carrier, AmFam, and will forward info to the Insurance Committee for their recommendation.

OLD Business: \$1000.00 charge for creating an engineering plan for the Roof Safety Project will allow us to see one option for doing it. We have the option to either accept the method as shown in the drawing and begin construction or ask another engineer for another drawing/method. Either way it is the first step in fixing the current inadequate roof protection conditions. Per OSHA Rules beginning 2019 NO roof maintenance or access is allowed. Clyde moved to pay the \$1000.00 for the concept drawings so the MMRC can start on fixing this issue. Jean 2nd - unanimous.

Clyde moved to accept the current reserve study which outlines the planned expenditures for maintenance and improvements. Note that the numbers are only accurate in the short term (2019 yr) as they do not include any data from the Plumbing Project Committee for the longer term project. Jean 2nd - unanimous.

NEW Business: 1301 appealed the assessment of smoking fine and late fee. These will be removed and Lauren will communicate with the owner about why the fine was assessed.

PLANNING MEETING WILL BE DECEMBER 11th AT 5:30 PM

NEXT REGULAR MEETING WILL BE DECEMBER 18th AT 5:15 PM

Adjourned at 5:23 PM.

Willamette Towers Board Of Directors

Meeting TUESDAY, December 18th, 2018, 5:15pm

Board Members

Lauren Dame
Jean Kern
Clyde Horn
Rick Lowen
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Christi Cooper
Phyllis Fisher
Esther Konop
Hal Dillon

Call to order 5:18 PM

November Minutes Approval: Jean Moved to approve, Jessie 2nd – unanimous.

Treasurer's Report:

Operating Funds: Opening \$2,409.40 Closing \$2,495.67.

Total Operating Income: MTD - \$30,689.90 YTD – 330,162.51 (in budget guidelines).

Total Operating Expense: MTD - \$15,773.63 YTD - \$186,768.67 (in budget guidelines).
\$17,000 was transferred to reserves in November.

Reserves Opening Balance - \$210,929.85 Contributions - \$17,000.00

Withdrawals - \$0.00 Interest - \$22.00 October Closing balance - \$227,951.85.

MMRC- Plumbing drawings just received for new Ad Hoc Plumbing Project Committee. Roof Safety Project drawings ordered. Garage Project bids still in process - not yet received. Start date will not be affected by slow response.
[MMRC = Jesse F., Jean K., Hal D., Christi C., & Tom as resource]
[Ad Hoc Committee = Phyllis F., Lauren D., John R., Cristi C., Hal D. & Jesse F.]

BMC: Fire equipment [valving] scheduled to be redone to meet current code for \$3160.00. Work and testing will take place Dec 21. Tom will email and put up notices about bells ringing during the tests. Announcements asking for new Board Members campaign statements for vote at the Meeting will be sent first week of January 2019. Garage pole lights replacement of one burnt out bulb and two other fluorescent bulbs with LED lamps will be done soon - waiting for availability of lift [and weather]. Got 5 year report on elevators from Otis. They have only been out 4 times in 5 years to address reported issues – all but one were electrical problems that have been fixed, one was caused by move in/out blocking the door open too long so they had to reset the door switch. Bottom line is that the elevators are doing great and we have been saving money!

Owners Forum: Jesse clarified that the plumbing plans mentioned earlier were for the Ad Hoc committee and not the MMRC.

OLD Business: none

NEW Business: none

NEXT REGULAR MEETING WILL BE JANUARY 15th AT 5:15 PM

Adjourned Regular Meeting at 5:42 PM.

ENTERED EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER.

Adjourned 5:46PM