

Willamette Towers Board Of Directors

Meeting TUESDAY, January 15th, 2019, 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
Lisa Bostwick
Rebecca Humble
Traci from AmFam
Insurance

Call to order 5:18 PM

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

Insurance Committee – *Recommend that we renew our policy with AmFam with the increased value of the building and the increased costs. Clyde moved to purchase the renewal [\$12,223.00], Jean 2nded - unanimous.* Traci explained the option to purchase an earthquake insurance coverage rider. This will be addressed at a special Board Meeting next month prior to the Annual Meeting allowing time for Board members to evaluate the rider's cost/benefit.

Treasurer's Report:

Month ending 12-31-18

Operating Funds

Opening Cash Balance 12-1-18 \$2,495.67 Closing Cash Balance 12-31-18
\$2,153.68

Total Operating Income

MTD Actual \$28,668.93 YTD Actual \$358,831.44 *in budget guidelines*

Total Operating Expense

MTD Actual \$14,031.17 YTD Actual \$200,799.84 *in budget guidelines*

NET 2018 OPERATING INCOME \$158,031.60 VS Budget \$138,576 +\$19,455.60

\$15,000 was transferred to Reserves in December

Reserves

CASH FLOW

December Opening Balance \$227,951.85 Contributions \$15,000.00

Withdrawals \$0.00 Interest \$24.56

December Closing Balance \$242,856.41

Reserve plan anticipated 12-31-18 balance \$222,324 +20,532.41

- Rick moved to allocate \$10k from year end surplus to add to the roof safety project.
Jean 2nded – unanimous.

BMC: Fire equipment upgrade and test completed. Garage pole lights replacement of one burnt out bulb and two other fluorescent bulbs with LED lamps will be done this week.

Owners Forum: none

OLD Business: Graffiti on alley wall has prompted letter from neighbor asking that it be repainted. Painting will be done only after the daily temperature reaches 50 degrees F. for at least 2 days running. Tom will research paint or coating to repel graffiti as the special paint hasn't done a good enough job. Painting will likely wait until after the construction work is completed. We may opt to ask for volunteers and provide lunch to them.

NEW Business:Animal Policy re-vote is going forward in tandem with the Yearly Meeting Owner's Packets. The Proxy form could include a y/n vote for this as well as the roof safety project expense. Lauren will follow up with Diane to craft a document to send.

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

ADJOURNED 6:35PM

Willamette Towers Annual Owner's Meeting

Meeting THURSDAY, February 21st, 2019, 5:15pm

Board Members

Lauren Dame
Jean Kern
Clyde Horn
Rick Lowen
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Roll and proxy count completed
Initial count of 40 proxies and
19 attending = 59 = quorum.

Call to order 7:03 PM

Proof of Meeting Notice – Packets sent to absentee owners, email version of packet sent to all owners, multiple phone call/email solicitations of proxy completion and submission.

2018 Minutes Approval: Supplied hard copies to attendees. Moved to accept the minutes waiving a reading, seconded – unanimous. Vote to have the Board approve the annual meeting minutes on the behalf of the owners so that an approved copy of the minutes can be sent to owners in a more timely manner. Passed unanimously.

President's Report: The significant issues the HOA dealt with in 2018:

Physical Building

- Plumbing Blow Down project
- ADA-compliant auto door operators added to entrance doors
- Upgrade of emergency lighting in stairwells
- Replaced the lights on the garage light poles with high efficiency lights
- Started work on planning for the garage repairs--getting bids, negotiating with contractors; work to start in early May 2019
- Dealing with damage caused by water leak into the HOA-owned unit 206

Services/Policies/Livability

- New Laundry equipment and agreement
- Technology/Safety Committee created
- FAQ added to web page
- Efforts to enforce Smoke Free property
- Change of garbage contractor to save money

Unresolved Problems/Items we are still working on

- Window washing (attempted in March 2018, but vendor quit) -- Beginning review of roof safety plan
- Graffiti on back wall – need to address this coming year when weather improves
- Effort to pass animal Bylaw amendment to allow Board to make rules restricting size and breed of dogs allowed.
- Earthquake insurance: was discussed but not resolved; it is a very complex financial decision; committee formed to research cost/benefit options
- Ad Hoc Plumbing Committee formed to study the many issues related to the building's aging pipes

Financial Report: [see added spreadsheets for more details]

2018 Budget Summary (spreadsheet #1)

Total income for 2018 was \$358,831.44 vs budget \$355,296 (line 8)

Total operating expense was \$200,799.84 vs budget \$216,720.00 (line 44)

Significant savings occurred in our Utilities budget (line 15) approx. \$7,800

EWEB (line 10) approx \$5,500 and Garbage (line 14) approx. \$1,650

Additional savings occurred in our Maintenance budget (line 43) approx. \$8,100

The net operating balance was \$158,031.60 vs budget \$138,576 (line 45)

\$130,000.00 was transferred to Reserves Funds (line 46). In addition \$33,471.25 was used to cover a portion of the \$97,471.25 Reserve Plan Maintenance expenses (line 47).

The balance of Reserve Plan expenses was covered by a transfer of \$64,000.00 from Reserve Funds (line 48).

The Net Balance from Operations was -\$5,439.65 (line 49).

2018 Cash Flow (line 51)

The opening cash balance for 2018 was \$2,783.33. The closing cash balance was \$2,153.68.

2018 Reserve Funds Summary (Spreadsheet #2)

In 2018 it was possible to establish a Cash Reserves Fund in addition to the Maintenance Reserves Fund that we have funded for the past several years. This summary has two sections: the maintenance reserves (line 3) and the cash reserves (line 19).

Maintenance Reserves

Cash Flow (line 4)

The opening balance was \$176,324.59. Cash transfers from the operating budget were \$120,000.

Withdrawals included \$64,000 transferred to the operating budget to cover Reserve Plan expenses and \$120 for Morgan Stanley account fees. Income was \$651.82. The closing balance was \$232,856.41.

The total Reserve Plan Maintenance expense was \$98,159.50.

The Cash Reserves Funds was created in December 2018 with a \$10,000 transfer from our operating budget. The Cash Reserves are currently allocated for the 2019 roof safety project.

2019 Budget (spreadsheet #3)

The 2019 Operating Budget was approved by the BOD 11/27/2018. A copy of the approved 2019 budget was sent to owners along with the notice of increase of 2019 HOA assessments. The Budget has a \$36,860 surplus. The surplus was included to provide additional funds for the roof safety project as needed. Any of the surplus that is not used for this project would remain in our newly established cash reserves.

Committee Reports:

MMRC – The projects this year have been discussed previously in the President’s and Financial reports. The Garage renovation will be starting in May and will continue for approximately 6-9 weeks.

Architecture and Design - Didn’t do anything last year because of budget constraints. We want to revive the Committee and start evaluation of possible projects needed.

Security & Technology - We didn’t have any projects either due to budget constraints. Our “wish list” for future projects:

- Add new security door closures that incorporate fob access in the door closure rather than a separate plate. These will be easier and cheaper to maintain and administer. [in the works now]
- Perimeter security system for the garage structure [after the garage project is completed] that is tied to the new LED lighting and cameras – be sure the lamp heads are positioned and shaded to reduce glare into units and maximize coverage of the structure. [Looks good so far]
- Re-evaluate the security camera system and reposition and add/change cameras or lighting as needed to optimize coverage.

- Research ways to discourage tagging of the exterior garage walls.
 - Have periodic “Painting Parties” where the Association supplies the paint and tools as well as pizza and sodas to encourage volunteers.
 - Consider commissioning a Kids Mural with *City Art in Schools* or other organization to get elementary age children participating in designing a single or a series of murals. Then add a clear coat to repel tagging. [*Jefferson Westside Community Group* may be a liaison or info source for this.] We should have enough spare custom color paint or use standard colors so we can repaint/touch-up as needed later.

Election of new Board Members [2 – 2 year terms] Jesse Fittipaldi and Hal Dillon elected. Rick thanked for his 10 year term on the Board with commemorative mug.

Old Business: Animal By-law Amendment vote. Failed due to lack of participation since it needs a super-majority to pass instead of just a quorum/majority. Not enough participation in the Meeting by proxy plus attendance to reach the necessary voting numbers.

New Business: Roof Safety upgrade project needs owner approval to continue. Vote passed with 20 in-person Yea votes, none against. It was also decided to vote on having the HOA financial records reviewed by a CPA as instructed by Oregon State Condo Law [instead of waiving it as usual] at a cost of \$1000-\$2000. 11 Ayes / 5 Nays. Passed.

Adjourned at 8:42PM

Willamette Towers Board Of Directors

Meeting TUESDAY, March 19th, 2019, 5:15pm

Board Members

Lauren Dame
Jean Kern
Hal Dillon
Clyde Horn
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Christi Cooper
Esther Konop
Rick Lowen
Paula Radetsky
Bill Bombaugh

Call to order 5:17 PM

January Minutes Approval: – unanimous.

Annual Owner's Meeting Minutes Approval: – unanimous.

Treasurer's Report:

Month ending 2-28-19

Operating Funds

Opening Cash Balance 2-1-19 \$2,782.07 Closing Cash Balance 2-28-18 \$10,238.71

(*high balance due to coming insurance payment no Reserve transfer)

Total Operating Income

MTD Actual \$28,463.00 YTD Actual \$60,101.41 *in budget guidelines*

Total Operating Expense

MTD Actual \$19,499.36 YTD Actual \$51,325.71 *in budget guidelines*

Reserves

CASH FLOW

February Opening Balance \$237,856.41 *Contributions \$0.00

Withdrawals \$0.00 Interest \$52.38

February Closing Balance \$252,908.79

MMRC: Garage Project – nothing new to report. Roof Safety Walkway Project – just received preliminary drawings from engineers. Meeting next week to discuss both projects and announce start/completion dates of the projects and as much detail as determined at that time. Roof Project RFP from engineer will be reviewed and hopefully sent out for bids.

BMC: Clyde moved that late fee waived at the request of owner after explanation – unanimous. CPA who did our taxes will also do the financial review requested and voted for at the last meeting but will not begin until after his regular tax season work is completed.

**** Reminder to all owners/renters. The APPROVED method of getting staff help in case of a building emergency is to go to the FRONT DOOR entry panel call box and use the #99 shortcut to dial direct to Tom. He will respond. If he does NOT answer, only THEN call the phone number for the BMC After hours help line posted on the sign in the office window. ****

Diane will schedule a walk-around inspection of the exterior of the property in the next few weeks so if you'd like to join in, please tell Tom. Diane and Tom are working with the City to see what parking options are available for us during the expected closure of the garage during the demolition phase and the lesser impact of when only the resurfacing of the upper deck remains. The East door is no longer closing correctly due to thermal expansion and contraction of the door frame. The door will be replaced and the positive closure problem fixed.

Owners Forum: Paula volunteered to form a committee to interview prospective owners. It was pointed out that the Board doesn't have the ability to do this legally. If she wants to volunteer to form a "Welcome Committee" to greet new owners and introduce them to our important tribal knowledge about the building and the environs, that IS legal. Rick is interested in continuing the efforts to have a vote of owners to allow a Bylaws change to enable the Board to create a Pet Policy that includes the size and breed of dog allowed. Diane outlined the several steps that would allow us to try this again. This will be discussed again later and a committee can be formed to birddog this to completion this time.

OLD Business:

NEW Business:

NEXT REGULAR MEETING WILL BE: Tuesday, April 16th AT 5:15 PM

ADJOURNED 5:55PM

Administrative session to discuss the Non Smoking Building compliance problems.

Adjourned 6:20PM

Willamette Towers Board Of Directors

Meeting TUESDAY, April 16th, 2018, 5:15pm

Board Members

Lauren Dame
Jean Kern
Hal Dillon
Clyde Horn
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Phyllis Fisher
Esther Konop
Dorothy Quirk
Barb Bombaugh
Bill Bombaugh
Rebecca Humble

Call to order 5:21 PM

March Minutes Approval: – *unanimous*.

Treasurer's Report:

Month ending 3-31-19

Operating Funds

Opening Cash Balance 3-1-19 \$10,238.71 Closing Cash Balance 3-31-19 \$2,249.96
(*due to insurance payment (\$10,870.88) and Great Price Construction initial payment (\$9,678.14) for waterproofing phase of the garage project no Reserve transfer was made in March.)

Total Operating Income

MTD Actual \$32,367.74 YTD Actual \$92,469.15 *in budget guidelines*

Total Operating Expense

MTD Actual \$23,854.35 YTD Actual \$75,180.06 *in budget guidelines*

Reserves

CASH FLOW

March Opening Balance \$253,477.36 *Contributions \$0.00
Withdrawals \$0.00 Interest \$28.37
March Closing Balance \$253,532.91

Report Approved unanimously

BMC: Unit owner asked for reversal of late fee due to new management company error. **Approved unanimously.** Walkaround rescheduled due to rain – Next Monday, email invitations to all owners will be sent. 2 CPAs have been asked for bid to review our association finances. Expecting responses shortly as tax season is now over.

Owners Forum: None

MMRC: Garage Project – Start date and schedule posted. Noise level may not be as bad as initially thought [i.e. no jackhammers needed] there will be some very major noise though and it was proposed that a letter to the neighborhood be hand delivered to all the neighbors alerting them to the project. Working hours are 8AM-5PM. Notice will be sent to all owners/residents weekly until project start. Cars left on the upper or lower level of parking at start of construction will be towed at the owner's risk and expense. We must provide the contractor with their first payment at or before the start date of construction. This will require a withdrawal from the Morgan Stanley account. Diane suggested the check be made out to BMC and they then would cut a check to the contractor. This keeps all the cash flow information in one report.

Roof Safety Walkway Project – A suggested redesign of the walkway and safety system is under discussion. More details along with a reduced cost estimate will be forthcoming soon.

OLD Business: None

NEW Business:

NEXT REGULAR MEETING WILL BE: Tuesday, May 21st AT 5:15 PM

ADJOURNED 5:54PM

Willamette Towers Board Of Directors

Meeting TUESDAY, May 21st, 2018, 5:15pm

Board Members

Lauren Dame
Jean Kern
Hal Dillon
Clyde Horn
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Phyllis Fisher
Esther Konop
Linda Seymour
Barb Bomball
Bill Bomball
Mark Beach
Christi Cooper
Rick Lowen

Call to order 5:20 PM

April Minutes Approval: – *unanimous*.

Treasurer's Report:

Month ending 04-30-2019

Operating Funds

Opening Cash Balance 04-01-2019 \$2,249.96

Closing Cash Balance 04-30-2019 \$2,905.87

Total Operating Income

MTD Actual \$32,617.87 YTD Actual \$125,187.02

Total Operating Expense

MTD Actual \$41,826.96 YTD Actual \$117,007.02

Overall year-to-date expenses are under budget by \$454. Line items which are over budget year-to-date include:

- **Electricity and Natural Gas, which should balance out as we move into warmer weather.**
- **Maintenance line items, i.e. fire systems tests, hallway door repair, various plumbing efforts and payment of some late but accurate invoices from Ready Rooter.**
- **Professional Fees: parking area and roof project engineering fees.**

Reserves

CASH FLOW

April Opening Balance \$253,532.91 Contributions \$10,000.00

Withdrawals \$0.00 Interest \$79.19

April Closing Balance \$263,612.10

Report Approved unanimously

MMRC: to be covered in Old Business.

BMC: Actiongrams and Incident Reports list given to Board. Our usual CPA who does our taxes submitted a bid for our financial review of \$2000. Diane is awaiting a second bid from another CPA. What we get for the money: Financial Review document package that meets Oregon State Condo Law requirements. NOTE: This does NOT include a review of the Reserves.

Owners Forum: Jesse has noticed a smell in our lobby area that is not due to the hair-treatment odors from Mia Bella. This prompted a discussion on getting fans to expel the odors OUT of the building for the salon space. It was also suggested that we create a list of projects that owner-workparties can do to beautify our home.

OLD Business: Garage Construction update:

Demolition completed early and with much less noise than anticipated. It's still unknown if there is a cost savings from the early completion or not.

The currently visible layer is the old vapor barrier of tar-felt-tar-felt-tar. The vapor barrier to be laid over this existing protection will be applied as two additional tar coats on May 29th and then May 3rd. The barrier must dry for 48 hours before anything else can be done.

Concrete work can begin June 3 with the construction and placing of forms and rebar. This will take about a week. [5 work days]

The following Monday [June 10], the wear layer cement pour will begin and will continue for 4-5 days [June 14]. Because of excess heat from direct sunlight being a concern, the pour[s] will be done on a schedule of 3PM - 7PM each day. The cement must then "cure" for 21 days before vehicle traffic is allowed. The repainting and installation of new bumper guards can begin July 5. Opening of the garage is still estimated as July 22nd.

Roof Safety Upgrade:

The latest iteration of plans to create a safe environment for our roof [for worker access] will cost substantially less than the previous versions of the plan. We should have a better idea of costs by next Monday. Construction work would be completed this July and August is when we can FINALLY get our windows washed. If you're interested in the design, please see Tom for explanation. Bottom line is that it will meet all the new OSHA requirements for worker-safety.

NEW Business: Tom discovered moderate deterioration of the ramps going up and coming down from the upper deck of the garage. We may decide to have them resurfaced while the garage is curing as the type of cement used for the ramps cures in a few days rather than weeks. Tom will check with the Engineer in charge of the garage construction and update the MMRC who will then make recommendations to the Board.

NEXT REGULAR MEETING WILL BE: Tuesday, Juneth 18 AT 5:15 PM

ADJOURNED 6:14PM

Willamette Towers Board of Directors
Meeting Tuesday, June 18th, 2019, 5:15pm

Board Members

Lauren Dame
Jean Kern
Hal Dillon
Clyde Horn

BMC Personnel

Diane Sollinger
Tom Weaverling

Owners

Barb and Bill Bomball
Giny Landgreen
Phyllis Fisher
Esther Konop
Cristi Cooper

Call to Order: 5:15pm

Approval of previous minutes: Jean moved to approve - 2nd Lauren - unanimous.

Reports:

Treasurer:

Month ending 05-31-2019

Operating Funds

Opening Cash Balance 04-01-2019 \$ 2,905.87

Closing Cash Balance 04-30-2019 \$28,451.83

Total Operating Income

MTD Actual \$ 30,818.59 YTD Actual \$155,905.61

Total Operating Expense

MTD Actual \$ 14,464.63 YTD Actual \$131,471.65

There was a \$15,000.00 contribution to reserves. Payments (\$58,000 and \$26,100.00) totaling \$84,100.00 were made towards the parking structure reconstruction project.

Interest earnings are listed as \$31.08 and \$674.94.

Reserves

CASH FLOW

May Opening Balance \$263,612.10 May Closing Balance \$206,543.18

Clyde moved to approve the report, Lauren 2nd - unanimous

MMRC*: One item forwarded to the Board asking to proceed with the Roof Safety project with White Glove Building Maintenance Co. as the main contractor to work with our engineers to design and fabricate a rooftop Safety Anchor points/system and install it. Their bid is \$30,750. Clyde moved to authorize spending up to \$31,000 for the project as described. - Jean 2nd - unanimous. There will also be a need for a catwalk and safety treads to be fabricated and installed.

BMC: Two CPAs forwarded bids to complete the Financial Review. \$1,800 and \$2,000 respectively. Hal moved to accept the \$1,800 bid, - Jean 2nd - unanimous.

Owner's Forum: no comments were offered.

Old Business: Garage project update - Weather delays have set back the completion date to the end of July. Construction of the concrete forms will be done this Thursday and Friday & concrete pour should begin next Monday or Tuesday all depending on weather.

Roof Safety project - covered in the MMRC Report.

New Business: Discussion was held about also resurfacing the two Garage access ramps. It was decided that they do not need to be resurfaced at this time but will be resealed to minimize weather damage. [Tom can do this maintenance item.] They are not integral to the Garage and are constructed differently. Do we repaint the Garage structure and if so, what color goes where. Discussion also covered Graffiti removal/covering options. The best solution is sandblasting to remove all paint from the exterior wall to make it easier to remove graffiti tags with a special solvent [that would also remove any other paint]. Other options were also discussed. More pricing research will be done about the exterior walls. Lauren moved to paint just the interior walls at a cost of \$2,200.00, 2nd Clyde - unanimous. Paint colors TBD.

NEXT BOARD MEETING: Tuesday July 16, at 5:15pm.

Adjourned 6:39

*see MMRC Minutes

Willamette Towers Board Meeting

Meeting TUESDAY, July 16th, 2019, 5:15pm

Board Members

Lauren Dame
Jean Kern
Clyde Horn
Hal Dillon

BMC Personnel

Tom Weaverling

Owners

Bill Bomball
Barb Bomball
Richard Bomball
Rebecca Humble
Rick Lowen
Esther Konop
Linda Seymore
Phyllis Fisher
John Rose
Christi Cooper

Call to order 5:15 PM

Agenda Approval – *Jean moved to approve, Hal seconded - unanimous*

Treasurer's Report -

Month ending 06-30-2019

Operating Funds

Opening Cash Balance 06-01-2019 \$28,451.83 Closing Cash Balance 06-30-2019 \$8,474.51

Total Operating Income

MTD Actual \$ 31,504.21 YTD Actual \$187,409.82

Total Operating Expense

MTD Actual \$ 12,054.00 YTD Actual \$143,525.65

Overall year-to-date expenses are under budget by \$700. No line items were so over budget that they are worth mentioning. A Professional Fee of \$584.00 was paid to Mortier for the rooftop project.

Parking lot repairs cost summary MTD = \$38,406.53; YTD = \$106,084.67.

There was no June transfer into reserves.

Reserves

CASH FLOW

June Opening Balance \$206,512.38

June Closing Balance \$206,563.38

Clyde Moved to approve the report, Jean seconded - unanimous

Committee Reports:

MMRC – Tom reported on the meeting they had to address the in/out ramps of the garage upper level. It has been discovered that the internal metal mesh has broken through the surface and needs to be resurfaced so this is not a cosmetic fix but a needed repair. Price to do this will be \$7000.00 (WTB met via email and OK'd the expense that was recommended by the MMRC committee.) Work will be added on to the current job and will not delay the re-opening of the structure. The contractor offered to delay payment until February 2020 but we may not need to do that as the budget is looking better than it did initially. Expected reopening will be around August 9th. Striping and parking bumpers installation will

take place within the next few weeks. After that, the interior walls will be repainted. Project is on track and on budget. 3 weeks delay due to weather. **Roof upgrade** – Anchor designs sent from manufacturer were sent back with changes by the engineer. New design expected to be returned soon. Latest estimate for total cost of upgrade is <\$70,000.00 including the exit platform next to the door.

BMC - The CPA has the WT financial review scheduled for sometime in September – Our residential tenant in 206 is moving out 8-31-2019. We are gearing up to market the space as soon as we can get interior photos – The commercial tenant in 1309 is moving out 7-31-2019. He paid his rent with a check which was returned NSF and we have sent a firm notice to be paid immediately. The tenant in 1307 wants to lease that space, and we recommend issuing a lease for the space (same rent as Sloth Sauce \$554) with lease term ending 2-29-2020 because this is when the lease for 1307 ends and we could work out a lease agreement moving forward, on both units. (Lauren moved to task Diane with this changeover and spend ~\$60.00 to clean the carpet. - Jean 2nd - unanimous)

- Tom's hire anniversary is July 22 and he would like to carry one vacation day forward to the following year. He would like to take vacation: ½ days July 23 and 24, and full days July 25 and 26. A BMC crew member would help with the lobby and garbage on the 26th. (Clyde moved to allow the rollover – Jean seconded – unanimous.) - New owner of 605 was late in paying HOA fee due to BMC portal difficulties & would like to waive the penalty. (Clyde moved to allow this. Hal seconded - unanimous.) Noted that other owners have also had issues with the portal - BMC has been notified of issues.

Owner's Forum – John Rose mentioned that the Reserve Committee is looking for new members to help review the plan and update it. Tom will send an email invitation to all owners. Rick mentioned that the minutes for May are not yet posted. Tom will post them and the June minutes as well. What to do about the graffiti wall was discussed and more research into cost/method alternatives is needed.

New Business – Should we explore the possibilities to add exhaust fans to the Mia Bella space to remove hallway smells? It was mentioned that the South storage area was particularly pungent recently. Tom explained that he ran out of room in our 4-cubic yard dumpster and left a load on the cart in the boiler room next door. He has had to do that only 3 times so far. He reported an increase in garbage that contains recyclables and even Styrofoam blocks [which are neither recycle nor garbage and are supposed to be disposed of elsewhere], plus bottles, cans and other easily recycled items. As we have a large Recycle Bin, we can keep using our current garbage bin simply by recycling more items rather than tossing them in the garbage. Lauren will craft a letter to all owners about ways to avoid having to raise the HOA fees to pay for the added garbage disposal by recycling more. It was suggested that the Office area could be used as a social area for meetings of clubs and just hanging out and meeting people. There are several impediments to that use: Tom has sensitive personal data of owners and occupants in his filing cabinets and other items that would be hard to replace if stolen or relocated. Access to the ceiling must be available in case of leaks or other plumbing or electrical issues. So, any wall installed must be both secure and movable, not an easy item to find. This will be considered by all and more thoughts will be shared at the next meeting. In the past, Board Members have provided “security” at monthly social gatherings held there.

Next Board Meeting will be: Tuesday, August 13 at 5:15PM

Adjourned at 6:22PM

Willamette Towers Board Meeting

Meeting TUESDAY, August 13th, 2019, 5:15pm

Board Members

Lauren Dame
Jean Kern
Clyde Horn
Hal Dillon
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Bill Bomball
Richard Bomball
Esther Konop
Phyllis Fisher
Christi Asha

Call to order 5:17 PM

Agenda Approval - Jean moved to approve, Hal seconded - unanimous

July Minutes Approval - Jean moved to approve, Hal seconded - unanimous

Treasurer's Report -

Month ending 07-30-2019

Operating Funds

Opening Cash Balance 07-01-2019	\$ 8,474.51
Closing Cash Balance 07-30-2019	\$ 13,301.09

Total Operating Income

MTD Actual	\$ 32,272.53
YTD Actual	\$219,682.35

Total Operating Expense

MTD Actual	\$ 16,985.69
YTD Actual	\$160,511.34

There was no transfer to reserves in July in preparation to expected August expenses out of reserves. The Capital & Other Expenses section includes an additional progress payment to PRC, and payment to Midstate Industrial and Stormwater Protection Services for supportive work on the parking area project. An additional payment was made to White Glove for the rooftop project.

Reserves

CASH FLOW

July Opening Balance	\$206,563.38
Contributions	\$ 0.00
Withdrawals	\$ 29,600.00
Interest	\$
July Closing Balance	\$176,988.38

Clyde Moved to approve the report, Lauren seconded - unanimous

Committee Reports: - None

BMC – Commercial space 1309 tenant has left and paid in full. 1309 leased to 1307 tenant at same rate as before but only until February when BOTH leases will be re-evaluated and contracts negotiated to market rates. The Association’s residential tenant has also moved out and the apartment is being cleaned and refurbished for rental. Will be listed next week. Actiongrams were primarily about pot smoking smells. [Reminder that there IS a penalty for smoking in our nonsmoking building.] September-October slated for Reserves study work to be addressed. There will be an owners interior walk-around/inspection scheduled at the end of August.

Owner’s Forum – Nothing brought up.

Old Business – Garage project is completed and within the budget cushion predicted. Totally paid for. Rooftop project is underway and anchors have been redesigned and approved. Currently are being manufactured. Expected arrival to our site in about 3-6 weeks. After they are received, the installation should take ~3 weeks [weather depending]. The anti-skid mats and walkway will also be installed. Cost <\$50K. Window washing can be done anytime after that depending on Board decision. Likely will be put off until Spring 2020.

New Business – Anti-Graffiti painting schemes were discussed and the least expensive method is to use paint [available at Miller Paint] that costs \$80/5gal bucket. It comes in several colors that are pastel tans, olive, blue, etc. The paint is readily available and low cost. Tom and Kery will buy the paint and paint the wall next week at a cost of \$250 [from Maintenance budget]. Tom has seen no reduction of recyclables included in the garbage. Hal has volunteered to transport Styrofoam to St. Vinnie’s for recycle so Tom will put the extra trash bucket [exclusively for Styrofoam] in the 13th Floor Garbage room again.

Next Board PLANNING Meeting will be: Tuesday, September 10 at 5:00PM
Next Board REGULAR Meeting will be: Tuesday, September 24 at 5:15PM

Adjourned at 6:22PM

A short executive session was held after the general meeting to discuss a personnel matter and a financial issue.

Willamette Towers Annual Owner's Meeting

Meeting TUESDAY, September 24th, 2019, 5:15pm

Board Members

Lauren Dame
Jean Kern
Hal Dillon
Clyde Horn
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Phyllis Fisher
Linda Seymour
Rick Lowen
John Rose

Call to order 6:17 PM

Agenda Approval – Jean moved, Hal 2nd – Unanimous approval

Previous Meeting Minutes Approval: Jean moved, Hal 2nd - Unanimous approval

Treasurer's Report:

Month ending 8-30-2019

Operating Funds:

Beginning Cash balance: \$13, 301.09. Ending: \$21,283.01.

Total Operating Income: MTD actual - \$31,375.54. YTD actual \$251,057.89.

Total Operating Expense: MTD actual - \$19,506.62. YTD actual \$180,017.96

Notes: Significant spending in: Maintenance Contract: for HVAC repair in elevator room & wall painting. Professional Fees/Consultants: for Rooftop project engineering & concrete testing for Garage project. Funds transferred from Reserves (\$123,000) for Garage project. Four owner accounts with past due amounts (one paid in full in early September.) NO funds were transferred to Reserves.

Reserves: Cash flow -

Opening balance: \$176,992.00.

Contributions: \$0.

Withdrawals: \$123,000.00.

Interest: \$7.23.

Closing balance: \$53,999.23

Move to Accept report – Clyde moved, Lauren 2nd – Unanimous approval

BMC Report: Board must review and choose the Flood Insurance Policy offered by FEMA through AmFam [our current insurer]. Building value \$23 million = price \$13,265; \$24 million = \$13,714 for the year Our other policy values building at \$23.5 million. Must be decided and paid by October 12th. Clyde will find out if this also includes the garage structure. Planning Meeting scheduled October 1 to decide.

Committee Reports:

MMRC – White Glove and Umpqua Roofing will be working on the roof safety project for the next several days, weather permitting. The project entails placing nonskid mats in walking areas and several stanchions attached to our roof as approved by our engineer with safety line between for fall protection and then flashing and sealing at each stanchion to prevent water access through the membrane. Project will take about 3 weeks [weather permitting]. We will evaluate whether we will have our windows washed in 2019 after the safety project is completed.

There was an opportunity to inspect the interior wall plumbing during a remodel taking place in the 05 stack [which also gave a view of the 05/06 common elements]. We could have taken advantage of the demolition state to lay new pipes for the future re-plumb of that unit but didn't have funds allocated to allow that. Jesse estimated that we could save several hundreds to low thousands of dollars each time someone remodels if we have the funds preallocated for laying the new pipe while the walls are demo'ed. Phyllis and Jesse will create a process document to be reviewed by MMRC and forwarded to the Board.

Reserve Committee – There was a preliminary meeting of several people to set expectations of the scope and complexity of the Reserve Document. This needs to be completed by the end of October and forwarded to the Budget Committee for their work to be completed and presented so the Board can review and make suggestions prior to the November meeting so it can be approved at that meeting as required by our rules.

Old Business: The Board needs to authorize payment to the contractor who resurfaced the ramps to the upper deck. \$7,000.00 is the bill. Hal moved to “pay our \$7,000.00 bill” Lauren seconded.
Unanimous approval.

New Business: none brought up.

Owner's Forum: [From Actiongram] Curbside food waste composting is now offered by the city. What do we need to do to qualify and take advantage of this program? Lauren has contacted the city about this as we qualify as a “commercial” rather than residential customer. She is waiting for their response. We have the ability to do this but “how” is the question.

John asked if it was possible to post draft minutes so the Owners Forum statements can be verified by the interested parties prior to approval by the Board a month later. Lauren suggested that Clyde supply her with a draft version to be forwarded to the respective owners who were at the meeting. They will respond with any corrections for inclusion into the final draft that is voted on. Rick wanted an explanation of what the Roof Safety Project actually entails and what it costs. Jesse and Tom filled him in on what it is and the cost is \$40,000 of which \$12,000 has already been paid leaving \$28,000.

[Another Actiongram] When is the painting to remove graffiti going to be completed? Tom will finish painting the small patches at the bottom of the wall in the next two weeks. North alley section will be done after removal of anti-graffiti coating in the Spring.

Next Meeting(s)

Planning Meeting: [only dealing with flood insurance policy] Tuesday October 1, 5:15.

Next Regular Business Meeting: Tuesday, October 29th at 5:15 PM.

Adjourned at 6:27 PM

Willamette Towers Board Meeting

Meeting TUESDAY, October 29th, 2019, 5:15pm

Board Members

Lauren Dame
Jean Kern
Clyde Horn
Hal Dillon
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Phyllis Fisher
Esther Konop
Rick Lowen
John Rose
Dick Bomball
Barb Bomball
Bill Bomball

Call to order 5:17 PM

Agenda Approval – Hal moved, Jean 2nd – unanimous approval

Previous Meeting Minutes Approval: with 60 cent amendment – Lauren moved, Jean 2nd – unanimous approval

Treasurer's Report:

Month ending 9-30-2019

Operating Funds:

Beginning Cash balance: \$21,283.01. Ending: \$2,000.00.

Total Operating Income: MTD actual - \$30,692.25. YTD actual \$281,750.14.

Total Operating Expense: MTD actual - \$49,452.61. YTD actual \$229,470.57.

Notes:

Reserves:

Opening balance: \$53,999.83.

Contributions: \$0.

Withdrawals: \$0.

Interest: \$4.43.

Closing balance: \$54,004.26. (Morgan Stanley account balance 10/29: \$63,903.06)

BMC Report: CPA doing review now. Updated Otis Elevator contract offered. Acceptance needed prior to Jan1, 2020. Offered a 3% discount for first year of 5 year contract. \$2550/quarter (\$2632/quarter 2021) "Charge out Rate"[Overtime – service calls outside regular business hours] very high, but less than others (\$275-\$400/hr). 3 free calls. To perform inspections, maintenance and service as needed all covered. This contract will be discussed at the WTB Planning Meeting. Diane will investigate if a maintenance contract is legally required. Roof safety project is totally completed. Window washing will be scheduled for this November at the budgeted cost of \$5,000.00.

Committee Reports:

Budget – The Budget Committee held workshops/meetings spread over 4 nights to allow any owner to attend. The Budget Committee is recommending a 13% increase in HOA fees, primarily to start adequately funding Reserves for the large plumbing project. Owners may review the Reserves documents available in the Office to see that the income must increase to allow us to complete the project while maintaining the livability of our Towers. Jesse had presented to the Budget Committee that the professional services line included ~\$11,000 for plumbing consultants & engineering, and

\$6,500 for a professional Reserve Study, and advised that the amount should remain at that level. John Rose asked about the \$36,800 for paying for roof project completed this year; it has already been paid in part and the rest will be paid this year, but is the money coming from Reserves or the Operational budget? We need to make a note about this on the budget documents.

MMRC – MMRC/Plumbing committee to review and prioritize projects (including plumbing) and present a plan in the 1st quarter of 2020. Suggests that WT get Google mail accounts for Board positions to use so all Board emails are in same place. The account passwords etc can be shared with replacement members as needed. Cracks in concrete in upper level garage structure – Jesse explained that concrete shrinks when it dries and that all concrete develops cracks. The question is what are the widths of the cracks, and are they acceptable? WT recently had a third-party concrete contractor examine the cracks; he opined that the expansion joints were farther apart than he would do, but that the cracks were not problematic. He recommends filling them in. Jesse and Tom will work together to bring the engineer out here to examine the situation to determine if any mistakes were made or if the work met acceptable design standards. The plan will be to fill in the cracks in the Spring after the slabs dry completely and it is warm enough to apply the sealant.

Reserve Committee – Review and modify as necessary the plumbing project costs. Create a separate plumbing project Reserve account with goal to spend more time in internal study of Reserve and Maintenance plans. More money available by next Fall. Merge the Reserve and Plumbing project funding together on spreadsheet. Get outside Reserve Study completed.

Owner's Forum: Requested water shutoff to the 01/02 bathroom stacks on Nov 7 from 10AM-3PM. Tom will post notices on doors and send emails to all residents as hot water flow to the entire building will be slower during this time.

Old Business: Curbside food waste recycling – We have found that we can get a bin for weekly pickup for \$18.00/mo. Lauren moved that we do this as a 6 month pilot project to see if enough interest/participation warrants continuation. Clyde 2nd, passed unanimously.

New Business: Security concerns have peaked with more transient and vandalism activity. It was decided that a building-wide email would be sent notifying owners and renters whenever criminal activity is reported. The Security/Technology Committee needs members and a building-wide email will be sent asking interested people to contact Tom. Clyde will chair the committee.

Next Meeting(s)

Planning Meeting WEDNESDAY November 13 @ 5:15 PM [only looking at the Otis contract]
Next REGULAR meeting TUESDAY, November 26 @5:15PM

Adjourned at 6:08 PM

Willamette Towers Board Meeting

Meeting TUESDAY, November 26th, 2019, 5:15pm

Board Members

Lauren Dame
Jean Kern
Clyde Horn
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Bill Bomball
Dick Bomball
Linda Seymour
Eve Walter
Rick Lowen
John Rose

Call to order 5:15 PM

Agenda Approval – Jean moved, Lauren 2nd – Unanimous approval

Previous Meeting Minutes Approval: Lauren moved, Jean 2nd - Unanimous approval

Treasurer's Report:

Month ending 10-31-2019

Operating Funds

Opening Cash Balance 09-01-2019 \$2,000.00 Closing Cash Balance 09-30-2019 \$4,281.06

Total Operating Income

MTD Actual \$30,974.11 YTD Actual \$312,724.25

Total Operating Expense

MTD Actual \$28,056.05 YTD Actual \$257,526.62

CASH FLOW

Reserve account as per Morgan Stanley, 10/31/2019:

October Opening Balance \$54,004.26 Contributions \$33,061.08

Withdrawals \$23,265.00 Interest \$2.98 October Closing Balance \$63,803.32

Move to Accept report – Clyde moved, Lauren 2nd – Unanimous approval

BMC Report: Actiongrams and Financial Review by CPA forwarded to Board. CPA suggested some changes to the Journal Reports [Accounting ledgers] to clarify Operations vs/ Reserve funds. Accounting team member is available for help in doing this.

Committee Reports:

MMRC – Plumbing project cost of materials is still being researched so that we can have more solid numbers when we go to visit Summit Bank for a possible Line Of Credit loan for construction. The garage review by the engineers has been completed and they will produce a document that says they determined that the design was correct and the cracking is nothing to worry about. Tom mentioned that, per Code, we must increase the candlepower of the stairway lights and he has begun looking for LED replacements to save more money on electricity. Also, sub-meters to measure electricity usage for all common spaces will be looked at so we can better determine where to economize.

Owner's Forum: John Rose wished everyone happy Thanksgiving. Rick Lowen complimented Tom on managing the leaves out front and keeping the property clear and tidy. Linda Seymour asked if

the “High” setting on the dryers could be turned down a bit as her clothes come out “cooked.” The temp settings are built in and cannot be changed, use the “Medium” setting instead. Composting will start after all residents are made aware of how it works and what can go in [so probably in January.]

Security Technology: First meeting is set for December 4th at 5PM in the Office.

Old Business: The Otis contract was reviewed in the Planning meeting, Clyde Moved, Jesse 2nd to Accept the Otis Elevator Maintenance Contract- unanimous. Jean presented the Budget for 2020 that has been worked on with the MMRC, Reserve, and Budget Committees. Features a breakout sub-section of the Reserves limited to the Plumbing replacement project. **There will be an increase in HOA dues of 13% beginning in January** to fund the replacement and Operations cost increases due to inflation. Lauren Moved, Jesse 2nd to accept the Budget – unanimous. [See two page addendum for details.]

New Business: none mentioned

Next Meeting(s)

Planning Meeting: [only dealing with CPA Review] Tuesday December 4, 6PM.

Next Regular Business Meeting: Tuesday, December 17th at 5:15 PM.

Adjourned at 6:05 PM

Willamette Towers Board Meeting

Meeting TUESDAY, December 17th, 2019, 5:15pm

Board Members

Lauren Dame
Jean Kern
Hal Dillon
Clyde Horn
Jesse Fittipaldi

BMC Personnel

Tom Weaverling
Diane Sollinger

Owners

Barb Bomball
Dick Bomball
Linda Seymour
Rick Lowen
Christi Asha
Rebecca Humble

Call to order: 5:16 PM

Agenda Approval – Hal moved, Lauren 2nd – Unanimous approval

Previous Meeting Minutes Approval: Clyde moved, Hal 2nd – Unanimous approval

Treasurer's Report:

Month ending: 11/30/2019 Date of meeting of Board of Directors: 12/17/2019

As per BMC statement dated 12/5/2019:

Operating Funds (Trust Account):

Beginning Cash Balance in Trust Account: \$4781.06 Ending Cash Balance in Trust Account: \$2000.00

Annual Budget – Comparative

Total Operating Income:

MTD Actual: \$31,321.55 YTD Actual: \$344,045.80 YTD % VAR (0.24)%

Total Operating Expense:

MTD Actual: \$20,818.61 YTD Actual: \$278,345.23 YTD % VAR 11.15%

NOTES:

Two Move-in fees due in November were paid on 12/1/2019.

As per Morgan Stanley statement dated 11/30/2019:

Reserve Account:

Opening Balance \$63,803.32 Contributions \$0 Withdrawals (\$26,500)

Interest \$1.53 Closing Balance \$37,304.85

Reserve Account balance as per 12/14/2019: \$42,541.20

Move to Accept report – Clyde moved, Jean 2nd – Unanimous approval

Committee Reports:

SecTec: Lighting upgrade for back and side of building details: East door under the portico – move fixture by door up and into an LED flood light fixture under the portico illuminating the stairs and back door area; reposition the spot light fixture by bike racks ~ 2 feet higher on the wall to eliminate lens flare in camera; add a small flood to illuminate the area by the personal access gate at the south portico. Lighting upgrades will better light up the property and hopefully reduce the vandalism and theft due to better lighting for cameras to identify perps. Lauren moved to allocate \$1,000 to be spent in January

on this project – 2nd Jean – unanimous. Hal will contact EPD crime prevention Dept. to schedule a walk around security check with an officer

MMRC: no updates

BMC Report: Actiongrams forwarded to Board. Board will review CPAs info. All three Commercial Leases expire in 2020. Diane has asked her Realtor contact for current leasing rates and will report. Tom mentioned that sub-panel meters to the 3 commercial spaces and Laundry Room could be installed [Mia Bella has one already] Cost would be approximately \$850/meter plus labor. Best to do all at once to save labor costs. Installation RFP will be written with specifications of all work and submitted to Board for Jan Meeting OK.

Owner's Forum: no input

Old Business: Compost recycling begins Jan 4, 2020. "How To's" will be posted and sent out. Pickup is every 2 weeks on Thursday midmorning. Documents on what and how TBD.

New Business: none.

Next Meeting

Next Regular Business Meeting: Tuesday, January 14th at 5:15 PM.

Adjourned at 5:47 PM

Executive session: (1) Discussion of personnel matter; (2) Discussion about amendment of HOA registration with State to be non-profit again [changed in the 1990's or early 2000's].