

Willamette Towers Board Meeting
January 17, 2012

Board Members Present:

David Ghelfi, chair
Rick Lowen, Treasurer
Susan Connolly, Secretary
Dan Solitz
Kevin Mauseth

Residents Present:

John Rose
Joanne Gulsvig
Elena Ray
Giny Landgreen
Douglas Beauchamp
Jeanne-Marie Moore

Bennet Mgmt present:

Diane

The meeting was called to order at 7pm.

I. Introductions: none

II. Comments from the members:

Dottie Kemp (through another member) expressed her appreciation to Scottie, our newsite manager, for opening up and cleaning out a parking lot drain that was blocked.

Joanne Gulsvig said 4-6 weeks ago, a plumber had sought and been granted approval to put a hole in her ceiling through to the unit above her to repair the above unit's plumbing. The hole has not been repaired. The board asked Diane to have Bennett's maintenance person look at the ceiling and ask Scottie to attempt the ceiling repair.

Elena Ray presented the board with a plumbing bill for a problem in the wall and to replace an older faucet. The board agreed to reimburse her for the \$134 plumbing bill, but declined to pay to pay \$154 to replace her faucet.

John Rose requested he be emailed the monthly payables. Rick will send John the 12/1 payables and Diane will send them to him every month thereafter.

Douglas Beauchamp asked if Brothers Cleaning Service was continuing their work. The board said Brothers would continue until 1-27-12 and Scottie would begin cleaning duties after that date. Douglas asked if Bennett could clarify their preference for how to get information to them: paper or email? Douglas also asked for Bennett to clarify Scottie's job description. Diane and Scottie will be working on the job description.

III. The December 2011 minutes were approved 5-0.

IV. Old Business:

a. **Plumbing Issues:** Dan reported for the **Major Maintenance Committee** Dan said when WT must turn off the water for maintenance, it causes plumbing problems for some units. The Committee requested permission to hire an engineer to do an overall plumbing review of the potable water system (not the boiler). The board approved the fee of \$500. Diane will get bids. Scottie will look for any old reports or sets of drawings of the building and/or the water supply.

B. **Policy Notebook:** Scottie has continued to look for the missing notebook that is reported to contain all of the policies passed by WT BOD in the past. Joanne said that it is a blue notebook. None of the current board members have ever seen this notebook, but the search continues.

C. **Plumbing #601:** This problem involves an overflowing bathroom sink. The board agreed this was not a HOA problem. The unit owner was advised to call her plumber, have the problem repaired and submit the invoice to the HOA, per our policy.

D. **Plumbing #606/806:** This problem occurred three years ago, no one submitted an invoice, the matter is now considered settled.

E. **Plumbing #606/706:** #706 was reimbursed for plumbing in error by IPMG. WT requested reimbursement and #706 refused. The problem was an external element that attached to a common element. #606 needs to seek redress with #706. Diane will attach the amount owed the HOA by #706 to their monthly statement. Diane will advise both units of the board's decision by letter.

F. **Management Transition:** Both the board and Scottie, the new site manager, report that the transition is going well.

V. Reports:

A. **Treasurer's Report:** Rick said the last cash balance he has received from IPMG was for 10/11; he requested one in 12/11, but did not receive one. Rick estimates our cash balance as of 12/31/11 at \$4,488.72. Diane will confirm that our funds were or will be transferred from IPMG to Bennett Management. Rick reported that we spent approximately \$13,000 from reserves in December; however, the expenditures were quite a bit more in that much of the monies spent were out of pocket.

B. Bennett Management Report:

1. There was an anonymous report of cockroaches on the 9th floor of the building. David said that there have been such reports in various locations for a long time and unless we fumigate the entire building, we cannot get rid of them. It is each unit owner's responsibility to deal with the problem themselves by keeping garbage sealed and filling all holes (e.g. areas surrounding pipes) coming into the unit with foam.

2. **Air Quality Test:** In an attempt to alleviate the continuing problem of excessive cigarette smoke on the second floor, the board previously asked Diane to seek bids on air quality tests. Diane reported that she was able to secure two bids only: \$500 to \$1,000 from Wise Steps and \$700 from Serv Pro to determine air quality on the second floor. There was disagreement among the board members as to whether or not it was appropriate to spend HOA funds to measure the air quality for the smoke coming into the common hall from unit #205, the only unit containing smokers on the second floor.

As an alternative, the board decided to have Dan and Mark (Bennett's maintenance man) meet with a contractor to determine if the ventilation system on the second floor is working properly; to insure that the fumes from unit 205 are not coming into the hallway as a result of a malfunction of the system. Diane will locate a vendor and arrange the inspection

Jeanne-Marie Moore offered to purchase an ozinator for the second floor hallway.

3. Incident Reports:

On January 6, 2012, surveillance film suggests Kerry Jones, resident of #205, and a female non-resident vandalized the north elevator by remaining in the elevator for over two hours, smoking cigarettes and snuffing them out on the elevator's carpeted floor, resulting in permanent damage to the carpet therein. A \$75 fine was levied on the unit owner, Tina Behnke by the board for this disturbance. It is due and payable with February 2012 dues.

During early January 2012, there were several incident reports regarding Kerry Jones, resident of unit #205. These incident reports included Mr. Jones yelling, swearing, banging on the elevator walls, talking in a loud and angry manner in the common area, and behaving in an aggressive manner toward our new site manager.

In addition, on January 15, 2012, Mr. Jones was observed beating and kicking a non-resident woman in the second floor hallway and throwing her out of #205. The police were called. As a result of these incidents, the board imposed a \$75 fine on the owner of the unit, Tina Behnke for Mr. Jones causing a disturbance and other violations of the HOA bylaws.

4. **Window Washing:** Diane will schedule window washing as soon as possible. It is usually done in April and October. However, IPMG did not schedule it before the rains began this past fall.

5. **Computer and Cell Phone for Office:** Diane reported that Scottie found the office computer to be slow. The board decided that the computer was adequate for the necessary office work. The board asked Diane to have Scottie make a recommendation as to his cell phone requirements.

6. **Late HOA Payments:** The board reaffirmed that HOA payments are late after the 10th of the month. At that time, a \$25 late fee will be assessed by Bennet Mgmt.

7. **Notice of Annual Meeting and Proxies:** Diane was asked to send out the notice of the annual meeting and proxies for members voting.

8. **Elevator Upgrade/Replacement:** Diane was asked to locate an independent consultant who does not sell elevators to assess the condition of our elevators as we have received different recommendations from Otis during the past few years.

9. **Janitorial Rooms:** Diane was asked to have Scottie to get the janitorial rooms cleaned out and ready to go with functioning hot and cold water. It will be needed when Scottie begins to do carpet cleaning himself using the water on the individual floors.

10. **Site Manager attendance at BOD Meetings:** The board decided Scottie will attend all future board meetings.

C. **Green Committee:** There was no report.

D. **The Architecture Committee:** There was no report

E. **The Major Maintenance Committee:** See Dan's report under old business.

VI. New Business:

A. **Annual Meeting** will be held on February 24, 2012. Diane will send out notices and proxies.

B. The title "**User-friendly by-laws and rules**" document title will be changed to "Association Policies & Rules". The board opined this title is clearer and less confusing. Scottie will change this title on our website and on our packets given to new residents.

C. Policy Book: In the event we are still unable to locate the policy book, the board will begin passing new policies and create a new policy book in 2012.

D. Maintenance Equipment: As Scottie will now be responsible for most maintenance, cleaning and landscaping, some new equipment will be purchased. Scottie will be asked to compile a list of needed equipment. He is now authorized to purchase a quiet, electric leaf blower, but will wait on a lawn mower. The board will make decisions on major equipment on a case-by-case basis, purchasing the equipment on an asneeded basis.

VII. The meeting was adjourned at 9:30pm.

Respectfully submitted,

Susan M. Connolly
Secretary



Willamette Towers Condominium

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

Willamette Towers Board Meeting
March 20, 2012

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Susan Connolly, Secretary
Kevin Mauseh
Kim Harper-Kennedy

Residents Present:

Joanne Gulsvig
Dottie Kemp
Jean Kern
Giny Langreen
Jean Marie Moore

Bennett Mgmt Present:

Diane Sollinger

The meeting was called to order at 5:32pm.

I. Introductions: none

II. Comments from the members:

Joanne inquired as to the board's policy on payment of individual unit's plumbing bills. The board explained that in the past, the prior management company had routinely paid plumbing bills without determining responsibility beforehand. Hence, the board instituted the following policy: owner contacts, hires and pays plumber for their unit, plumber writes detailed bill explaining work, location and causation of problem, unit owner submits bill to management company, board determines responsible party for payment and reimburses unit owner fully or partially if the HOA is found to be the responsible party.

Joanne asked that the meeting agenda be posted; the board responded that it usually is posted and this will continue to be done. In addition, Diane sends out email and snail mail copies of the agenda to all owners. Diane will write to the snail mail recipients asking if they wish to be added to the email list. Diane will then switch all owners with email to the email list for their regular statements.

Dottie requested that the second floor receive a "special look" when we have our plumbing review. She opined that the second floor has special problems that do not affect the other floors.

III. The January minutes were approved 5-0. The February minutes of the annual meeting will be approved in the next annual meeting in February 2013.

IV. Old Business:

A. Annual Meeting: Rick reported that the annual meeting in February had a quorum, elected Kim Harper-Kennedy to the board, approved the 2011 minutes, and had a vote of 43-3 in favor of a change in the by-laws regarding smoking on WT property.

B. New Committees: Also at the annual meeting, it was decided to form two new committees: a broadband committee to look at our cable TV options and a Smoking Committee to look at changing the by-laws to prohibit smoking.

V. Reports:

1. Treasurer: Rick reported our taxes are completed and filed. In 2012, we may have to pay taxes as we

have no large expenditures planned that will be deducted from our income as we have had the past few years. In 2/12, we paid our \$13,000 insurance bill and our expenses are up a little as we paid Brothers Cleaning Service until the end of January. We will continue to put away funds for large expenditures, like our elevator.

One unit is six months behind in HOA dues (\$1200); Diane will send out a letter discussing our next step of placing a lien if the funds are not timely received.

Diane will also send out a letter to a unit owner requesting the reimbursement of \$197 that the former management company erroneously paid to a plumber for the plumbing problem in their unit. Diane did not send this letter in January as directed as she did not have the information as to the cost.

2. Green Committee: Susan reported the committee has not met and needs new members. Diane will direct Scottie to post a notice seeking new members.

3. Architecture Committee: The committee has not met.

4. Air Quality Test: The air quality on the second floor was tested around the first of March and results will be reported on 3/21/12. A second test will be conducted following the results. Jean Marie reported awakening at night twice during this time to discover the hallway door open. Thus, it is not clear if the test results will be valid.

5. Elevator Upgrade Consultant Proposal: This proposal was given to Dan and the Major Maintenance Committee. The committee will report at the next meeting.

6. Bennett Management Report:

a. Diane reported that Scottie will soon have his 90 day performance review. Diane and the board agreed that the board will participate in that review.

B. Action Drain Invoice: The Board directed Diane to advise the vendor that only \$58 of this bill would be paid and to send a check in that amount. Joanne was reimbursed \$67 on her plumbing bill.

C. Mia Bella Lease: Kevin recused himself from this discussion and decision due to his business relationship with Mia Bella. The MB owner is willing to sign a ten year lease and is hoping her rent will not increase, but is seeking HOA financial assistance in her decision to make a \$30,000 remodel to the rental space.

The proposal is under board consideration. Diane/Bennett will put together a written proposal cost of an average vacancy, a written proposal from MB and their recommendations.

D. Mia Bella Plumbing: WT will pay \$127.95 as they are our tenant.

E. Satori Day Spa Lease: Board will consider rent increase in July 2012.

F. User Friendly Title Change: The title has been changed on all documents, but not on the website. Diane will check with Doug Beauchamp to see if he will update the website.

G. The owner of unit #205 has paid the two \$75 fines levied.

H. Incident Reports:

1. Request that broken tile(s) in front of mail area be replaced. Refer to Architecture Comm.

2. Elevator door tracks need to be regularly cleaned. Diane reports Scottie has done it.

3. Elevator floors must be vacuumed daily. Architecture Comm. is evaluating floor covering.

4. Diane will provide recommendation as to whether to purchase or rent carpet shampooer.

5. Diane was directed in January to have Scottie check the janitor closets to ensure that all hot and cold water was functioning so as to facilitate carpet shampooing. Diane will so direct Scottie now.

6. On 2-9, Kerry Jones, #205, was reported to be banging on the elevator doors.

7. Scottie painted over graffiti in the alleyway and it reappeared the next day. Diane directed to have Scottie photograph, contact police, and continue to paint over.

VI. New Business:

a. Door Knocker: The board has received a request from unit #603 to install a door knocker. Our policies state that nothing other than the door number will be on the doors. However, the board noted that other units have door knockers and granted the exception. The board will review the policy to see if it needs to be changed.

B. WT FHA Certification: WT has let its FHA certification lapse and must reapply to allow buyers to apply for FHA loans. Diane said we were certified until 7/11, the process is difficult and could cost WT about \$2,000. Rick will review the 95 page document and report back to the board at the next meeting.

C. Lobby Floor Cleaning: Diane reported that Scottie saw a need for professional cleaning of our lobby tile and grout. The board opined that there was not a need for professional cleaning, that daily moping would suffice. Kevin will contact Gardner Floor Covering and find out if the tile and/or grout needs sealing.

D. Pet Policy: The board adopted a pet policy that provides, in addition to the existing pet policy, that residents may not toilet their pets on WT property. Residents can apply to the board for an exception for their service animal if the resident's disability interferes with their ability to toilet their pet off property. Susan will write the policy, email it to Scottie and Scottie will post it and add it to our policy book. The policy book is now in the WT office and available for residents to read.

E. Move In/Out Policy: Will be addressed at the next board meeting.

VII. Adjournment: The meeting was adjourned at 7:20pm.

Respectfully submitted,

Susan M. Connolly
Secretary

The meeting was adjourned at 7:20pm.

Respectfully submitted,
Susan M. Connolly
Secretary

Willamette Towers Condominium

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

Willamette Towers Board of Directors Meeting April 24, 2012

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Susan Connolly, Secretary
Kevin Mauseth
Kim Harper-Kennedy

Property Mgmt Present:

Diane Sollinger

Residents Present:

Esther Knopp
Yuan Hopkins
Giny Landgreen
John Rose
Jacob Pace
Ann Miles
JoAnne Gulsvig
Dottie Kemp
Jean-Marie Moore

The meeting was called to order at 5:30pm.

I. Introductions: None

II. Comments from the members:

John Rose thanked Dan for his good work in conducting the walk through with the engineers for the water systems review.

Esther reported that the 11th floor balcony had spray paint on the light fixture, beer cans were repeatedly found and that the carpet was stained.

Joanne stated that when our resident beauty shop, Mia Bella, first moved into the building about ten years ago, WT paid for about \$10,000 worth of renovations to their space. Joanne also said the bylaws provision 3.5(j) provides any new capital item over \$2500 in cost requires a 75% vote of the general membership.

III. The March 2012 minutes were approved as written.

IV. Old Business:

Committee Members: Kim reported three residents had volunteered for the Smoking Committee, four for the Cable TV Committee and none for the Green Committee. Kevin will convene the committees and their first order of business will be to seek additional committee members. Rick and Kevin will write mission statements for the new committees .

V. Reports:

A. Treasurer: Rick reported all HOA dues and late fees have been paid in full and only one late payment was received in April. WT actual reserves are \$23,317 with \$23,700 reserves budgeted.

Our EWEB bill has risen sharply since approximately 1/1/2012; Rick reported usage has gone up about \$500 a month for the past three months. Diane will have Scottie schedule an electrician to look at the office thermostat and any other causes of increased electrical usage.

B. Major Maintenance & Repair. Dan reported:

Elevators: The committee met and decided to hire an elevator consulting service for \$3,225; the service will determine how long the elevators will last, do a thorough survey of our equipment and give their recommendations. Dan will sign and fax the contract to them.

Water Systems: Two engineers from Balheiser & Hubbard spent two hours inspecting our water systems with Dan. The Committee will present their report at the next meeting.

C. Architecture Committee:

A. Second Floor Smoke: Kevin reported Galson Laboratory tested the air quality and found no particulates. However, as several second floor residents reported the outside door was continually left open, it was felt that the test results probably are not accurate.

B. Smoke Neutralizer on Second Floor: WT had the use of two smoke neutralizers free of charge for about the past two months. Dottie said she had asked Scottie to remove the neutralizer located nearest her unit as she was allergic to the odor. Jean-Marie said she liked the odor. Joanne said she couldn't tell any difference in the smoke smell. The board decided to remove the neutralizer because it only covers the smoke smell and the health problems remain.

C. Lobby Art: Jacob, photographer and building resident, showed the board four black and white photographs of the building and items in WT and the matting and framing he suggested be used for the photographs. He suggested 8X10 photographs in 36"X36" frame. At the next meeting, the committee will provide a proposal with costs.

D. Green Committee: Susan reported the committee is still in need of additional members. Susan will contact Tina and ask her to prepare another, more attractive and fetching, announcement requesting new members. The committee unanimously recommended that no chemicals be used for weeding and other uses on our landscape.

Bennett Management Report. Diane reported:

A. Site Manager Performance Review: Diane completed the review with Scottie and the board will review during executive session.

B. Satori Day Spa. Their rent increase will begin in 7/12 rather than 3/12.

C. Carpet Shampooer: Diane will have Scottie look for a used carpet shampooer within a week and advise the board by email. . Also, Scottie will purchase two dryers for the floors.

D. The policy book that Angela prepared and Scottie located is now available in the WT office. Scottie is adding the new policies as they are written. Susan asked that Scottie post the policy statements in the notice holder by the elevator and maintain a log of dates posted so that the policies can cycle through for the residents edification.

E. Incident Reports:

1. 4-4 Cigarette butts and a dirty floor on the 11th floor.
2. 4-4 Sprinkler valve leaking on east lawn.
3. 4-8. Owner invited the non-resident in to use laundry. The board declined to take any action at this time.
4. 4-18 Noise complaint. A letter was sent to the tenant and copied to the owner and property management company. Diane was asked to send a letter to the owner advising of tenant's angry response to this matter.
5. 4-15 Floor drain on 13th floor needed to be cleaned.
6. 4-19 Noise complaint. No action.
7. 3-25 Owner seen kicking elevator door, leaving foot prints.
8. 3-25 Owner felt intimidated by other owner staring at her.
Third complaint on this matter.
9. 4-7 11th floor balcony. Scottie cleaned paint off light cover.
10. 4-8 A guest of #508 set off the fire alarm necessitating the evacuation of the

building and the services of the Fire Department at about 10:45pm. Diane sent a letter to the unit owner advising of the alarm and that a drinking party occurred in the unit before the alarm incident.

11. 4-17 An employee of Mira Bella slipped on the lobby floor near the rest rooms. The floor was wet as it was recently mopped and no wet floor signs were present. The employee asked for a copy of the WT video tape. As the by-laws provide the tape will be viewed only by management and the board of directors, the request was denied.

12. 4-23 11th floor balcony is reported as dirty and sticky.

13. 4-23 A silver SUV was parked in the visitor parking over the weekend for the second reported time. It is not known if the woman driver of the vehicle is a resident; all residents are required to have copies of their rental agreements in the office. Diane will send out two letters regarding two people living in the rental unit and the parking violation.

F. WT Website: We pay Bravo \$365 a year to maintain our website. Although Diane sent a list of current board officers three weeks ago, the website hasn't been updated yet. Diane will contact resident Doug Beauchamp and ask him to check on the website.

G. Mia Bella Lease: WT has not yet received a formal proposal from Mia Bella. Rent is currently \$1300 and they pay utilities of \$125. The board will continue this discussion in executive session.

VI. New Business:

A. Plumbing Invoice: Units # 703 & 704. Dan spoke with the plumber and learned the plumber was unable to tell where the responsibility lay. The HOA will pay the bill.

B. Tub strainers: Scottie will purchase 24 bathtub strainers and hand them out to residents and buy more if needed. Our last Plumbing bill due to a hair clog cost the HOA \$247.

C. Policy Book:

1. Plumbing: Susan will write up our new plumbing policy for the book and to be posted.

2. Move-in/Move-out : To be discussed at next exec session.

D. Landscaping Equipment:

1. Scottie has made recommendations on pruning shears and an electric mower with a battery pack. The board will discuss further. In the meantime, Bennett is authorized to

mow again.

2. Scottie will continue checking into the purchase of a buffer and floor scrubber, a shop vacuum and hand hoes.

The meeting was adjourned and the board went into executive session.

Respectfully submitted,

Susan M. Connolly
Secretary

Willamette Towers Condominium

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

Willamette Towers Board Meeting May 29, 2012

Board Members Present:

Dan Solitz, Chair
Rick Lowen, Treasurer
Susan Connolly, Secretary
Kevin Mauseth

Residents Present:

Ken Guzowski
Doug Beauchamp
John Rose
Dottie Kemp
Laura Romeyn

Joanne Gulsvig

Bennett Mgmt Present:

Diane Sollinger

The meeting was called to order at 5:30pm.

I. Introductions: none

II. Comments from the members:

Doug asked for improved communication between the board and the unit owners. He had asked previously to be on the smoking committee and requested he be notified of the meeting. Earlier, Doug asked about the damaged tile in front of the mailboxes and the unattractive elevator carpet. Doug was told both concerns were referred to the Architecture Committee. In the future, Diane will notify residents as to committee referrals and actions taken on problems residents raised with the board.

Dottie would like to see the board minutes posted on the website. When the website is updated and functioning, minutes will be posted. In addition, Diane will email out the agendas and minutes to the residents in the future.

III. Minutes Approval: The April 2012 minutes are approved as corrected: the March minutes did not reflect that the board decided not to seek reimbursement from the resident who refused to reimburse the HOA for a plumbing problem that was the resident's responsibility.

IV. Old Business:

A. EWEB Water Bill: The bill is still running high. This problem appears to have began in late 2011. For example, last year this month's usage was 8,000 gallons per day (GPD), this month it is 10,000 GPD. Last month, it was 11,000 GPD. Diane reported that no resident had reported a plumbing problem after we asked all residents to check their toilets last month. This is costing the HOA about \$1,000 per month. Diane was asked to provide a one year report on potable water to the board.

B. Smoke Committee & Cable Committee: Kevin reported that he had not yet contacted the residents who had volunteered for these committees. He will do so in the near future.

C. Carpet Cleaner: Dan reported that Scottie, site manager, said he can find a new carpet scrubber for \$800-1000. Dan said, based on his carpet cleaning experience, each floor should take about 90 minutes to clean and one floor can be cleaned each month. This will save WT the \$2400 formerly paid annually to Brothers Carpet Cleaners. Diane was asked to have Scottie locate and purchase a wax buffer, tile scrubber and carpet scrubber by the end of the week.

D. Elevator Replacement & Potable Water Systems: The repair and/or replacement of these items will be expensive. We need to continue to build up our reserve accounts.

V. Reports:

A. Major Maintenance & Repair Committee. Dan reported:

1. Elevator: The elevator consultant will evaluate the WT elevators on 5/31/12. He will then make his recommendations as to their longevity.

2. Potable Water System: We are still awaiting a bid for an evaluation of our water system. Diane will make it clear to the vendor(s) we will pay a maximum of \$500.

3. Roof: Dan inspected the roof and discovered paint and equipment left on the roof from the building's repainting three years ago. These items had formed a dam and water was pooling on the roof. Scottie and Dan removed the items from the roof. Scottie and Mark (Bennett) will inspect the drains on the roof and determine what repairs are needed.

4. Roof of elevator machinery room: Scottie and Mark will inspect it for problems.

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B. Treasurer's Report. Rick reported:

1. All board members are authorized to sign on the Morgan Stanley account. Two signatures are required. Rick will send Susan paperwork to sign and return to Rick.

2. Budget Reallocation: Before our site manager was hired, both janitorial and landscaping were separate line items. Rick will allocate the funds from these areas and into the costs for our site manager – who now is responsible for these tasks. These costs are substantially less now and Rick will allocate some of these funds for our EWEB bill that is running much higher.

3. Reserves: Our total reserves are now \$319,380 for all categories of reserves. Rick said we are doing well; our reserves are where they should be as set forth in our reserve goals.

B. Architecture Committee. Ken reported: The committee has been meeting and presented the board with a proposal to finish the lobby remodel. The items and associated costs are:

Lobby bench	\$950
Durable gray paint for elevator, stairs & hallway doors	1,000
Lobby art (four framed B&W photos of bldg)	1,800
	\$3,750 Total

The cost for these items is not in the budget; the total lobby remodel cost was \$35,000.

Committee members Ken and John and committee & board members Kevin and Rick supported the lobby art stating as the photographs were of the building and parts of the building, they were a good representation of the building, \$1800 was a good price for the photographs and framing and the committee had considered several options before deciding on these photographs. A committee member stated the bench was designed for placing items on while residents wait, not for seating.

Susan objected to the lobby art for the following reasons: Only one option was presented to the board, the photographer was a building resident and this was not disclosed to the board , and the cost was too expensive. Susan said with probable huge expenditures coming up for the elevators and water system, we need to be conserving our funds.

Laura said that as the bench was only 12" deep it was not usable for residents to sit on while waiting. Several residents discussed the need of WT elders and others to sit while waiting in the lobby.

This decision was tabled until the next board meeting.

C. Green Committee. Susan reported the committee is still dormant.

D. Bennett Management. Diane Reported:

1. Site Manager Equipment:

a. Lawn mower has been ordered and will arrive soon.

B. The landscape company sent us a bill. Diane will tell the landscape company not to return and ask them what work their bill is for.

C. Outdoor outlets. If Mark (Bennett) is qualified to do so, he will install two outside outlets. Diane is authorized to go ahead if the cost is less than \$500. These outlets are for our new quiet electric lawn mower. If Mark is not qualified, Diane will hire an electrician.

2. Action Gram:

A. One 2nd floor resident reported she missed the temporary air neutralizer we were trying out on that smoky floor. However, other residents didn't like them or didn't notice any difference in the smokiness.

B. Scottie suggested removing the door between the lobby and the mail box area. The board explained to Diane that we are required to have the fire door in place.

3. Incident Reports:

1. On 5-6, several seemingly intoxicated people broke the glass on the north door and entered the building in the early morning hours. In addition, one of the people broke a large rhody bush outside the south entrance when he fell off of the roof. A letter was sent to the unit owner advising of the incident. A police report was filed and the police are investigating the incident. The board received a letter from the perpetrator offering to pay for the damage. Diane was asked to send a letter with the cost of the plant, the glass replacement and Scottie's repair time.

2. On 5-11, a resident complained the extremely smoky air on the second floor.

3. A resident of or visitor to #1204 was warned for the third time about parking in the guest parking spaces. Diane sent a letter to the unit owner. WT policy requires that visitors get a parking pass from the office before parking in the guest spaces. Residents with an additional vehicle may not park in the guest spaces.

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4. Diane was authorized to sign the contract for \$365 a year for Bravo to be our host server on our website. In addition, Doug Beauchamp was authorized to do updates to the site. Doug will also check into additional hosting sites. This contract will expire in 11-12.

5. Tub Strainers: All 15 tub strainers were given out free to residents to help keep matter out of our pipes and reduce plumbing problems. Diane/Scottie will purchase more strainers.

6. The Mia Bella plumbing bill was approved for reimbursement.

The meeting was adjourned at 7pm.

Respectfully submitted,

Susan M. Connolly
Secretary

Willamette Towers Condominium

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

Willamette Towers Board of Directors Meeting June 26, 2012

Board Members Present:

Dan Solitz, Chair
Susan Connolly, Secretary
Richard Lowen, Treasurer
Kevin Mauseh
Kim Harper-Kennedy

Residents Present:

Ken Guzowski
Esther Knopp
Giny Landgreen
John Rose

Bennett Management Staff Present: Diane Sollinger

The meeting was called to order at 5:37pm.

I. Introductions: None.

II. Comments from the members: None

III. Minutes Approval: The minutes of the May 29, 2012 meeting were approved as written.

IV. Old Business:

A. Outdoor Electrical Units: Diane reported the cost of the two new outdoor electrical units (needed for our new electric lawnmower & blower) is \$546; the board approved 5-0.

B. Equipment Purchases: Diane said the lawn mower, blower, tile scrubber is now purchased; the carpet scrubber was ordered by Scottie on 6-25-12.

C. Mia Bella Lease: Rick reported: In response to MB's request for monetary contributions to the remodeling of their salon, WT will make an offer to MB. In addition, MB asked for a new metal awning for the entire building; MB would pay for its portion. Diane will present WT's contract proposal to MB and will ask for additional information on the awning request. This item was tabled until the board receives this information.

D. Garage Gate Key Request: Board members recalled that Angela/IPMG had 100 keys to the garage gate made in 2011. Diane was asked to determine how many keys are in the office and ask Scottie to locate the list of key holders. Only home owners can be key holders. If no such list exists, Diane/Scottie will create one. John tested his key: it opened the side gate & the garage gate.

E. Web Page: John reported that Doug Beauchamp earlier suggested our webmaster Dylan train Doug to work on the web page. The board approved training for Doug for 3 hours at \$65

an hour. John will accompany Doug to the training.

F. Excess Water Usage: Diane reported Scottie did three units bathroom inspections and found small leaks in two toilets. Diane was reminded that Scottie should not repair these minor problems, but tell the unit owners to schedule a plumber to do the repair and Scottie to re-inspect in two weeks. Scottie is to call all residents and schedule inspections ASAP. This water problem is costing the HOA approximately \$1,000 per month and must be resolved.

V. Reports:

A. Treasurer: Rick reported:

1. State Tax Reimbursement: For the last two years, the HOA has paid the minimum state tax of \$150 per year. The WT accountant told Rick perhaps these sums can be returned to WT; the accountant has filed the necessary paperwork to seek reimbursement.

2. Reallocation of Budget: Our budget has been reallocated to reflect the transfer of duties and costs: e.g. janitorial and landscaping are now done by our site manager rather than two outside contractors. Thus those allocations have been transferred to the site manager allocation. To cover the site manager's insurance costs, the site manager allocation is now \$35,000 rather than \$30,000 as previously reported resulting in a deficit of \$1144 for this year.

After all expenses are paid, \$54,000 yearly is put into a reserve account for future large expenditures. A motion to continue to fund the reserves at this level passed 5-0 with the caveat that the board must continue to be very careful with expenditures.

B. Major Maintenance & Repair Committee: Ken reported:

1. The board approved the committee's request for Diane to contact Otis Elevator Service and request Otis complete the maintenance items recommended on WT's report by Jim Runyon, elevator consultant. WT has a maintenance contract with Otis and according to the consultant's report may not be doing an adequate job.

2. The MMRC Committee, together with the elevator consultant, will meet with the board at its next planning meeting on 7-17-12.

3. The committee recommended and the board approved asking Diane to contact Patterson Towers, Lane Towers and The Eugene Hotel to obtain elevator repair information.

4. The potable water system will be briefly shut down during the testing of the fire sprinkler system by Olin Sweeney on 7-13-12.

C. Architecture Committee: Rick reported: While it still believes in its original proposal, the committee has changed its recommendation for further lobby remodel thusly: 1.) Withdraw the request for sums for a lobby bench and painting of lobby doors and 2.) Increase the sum for framed photos of the building in the lobby from \$1800 to \$2000 and delay the purchase of the photographs until funds are available. The recommendation was passed by the board 5-0.

D. Green Committee: Susan reported:

1. Yuan continues to provide green packets for all new residents; the packets are handed out by Scottie when residents move in. Tina continues to provide helpful green tips on the HOA

"green corner" of the bulletin board.

2. The Committee requested a budget for replacing the plants in the planting strip near the North entrance to the building; the committee will present the board with at least two choices of plants accompanied by budgets for each. The board approved this action by 5-0.

E. Smoking and Cable TV Committees: Kevin reported the committees are still looking for new members, have been dormant for two months and will meet soon.

F. Bennett Management: Diane reported:

1. On 6-3-12, our security cameras showed a resident of unit #205 kicking the door of the elevator leaving a foot print thereon. A letter levying a \$75 fine was sent to the unit owner. The fine has not yet been paid. The board discussed increasing the fine for each subsequent violation and/or failure to pay the fine. No decision was reached. This will be a discussion topic when the board reviews & updates its policies.

2. A carpet stain on the 4th floor was reported.

3. At the board's request, EWEB checked our water meter; it was 100% accurate.

VI. New Business:

A. Access to Financial Records: The board advised Diane that section 6.2 of the by-laws provide that dissemination of HOA financial information is restricted to the common elements information. Requesters should make an appointment with Scottie in the WT office to access this information.

B. Conflict of Interest: Susan moved and it was seconded that board members and committee members could not profit financially from their services to WT by being hired, their employer hired, or their friends or associates hired by WT to perform work for WT. Board members stated they felt it was appropriate to hire building residents and wished to continue to do so. The motion was tabled until the next board meeting.

C. Building Roof: Dan and Scottie discovered a problem with materials left on the roof with resultant water pooling following the re-roofing some years ago. Diane was directed to check with Umpqua Roofing and see if there was a copy of the inspection requirements for the roof warranty. John said some paperwork had been lost since the roof replacement.

D. Elevator Roof: Mark and Scott checked the elevator roof. Mark advised sealing the joints in the elevator machinery room roof. Diane will have Mark take photos and report the cost. Board approved 5-0.

The meeting adjourned at 7:15pm.

Respectfully submitted,

Susan M. Connolly
Secretary

Willamette Towers Board of Directors Meeting

July 24, 2012

Board Members Present:

Dan Solitz, Chair
Richard Lowen, Treasurer
Kevin Mauseh
Kim Harper-Kennedy
Sollinger
Susan Connolly, Secretary

Residents Present:

Jean Marie Moore (partial)

Bennett Mgmt Present:
Diane

The meeting was called to order at 5:35pm.

I. Introductions: None

II. Comments from the members: None

III. Minutes Approval: The minutes of the June 26, 2012 meeting were approved as corrected.

IV. Old Business:

A. Outside electrical units: Scottie and Mark, Bennett staff person, will install two outside units by the end of July.

B. Mia Bella Lease: Dan will invite the MB owners to meet with the board at their planning meeting on 8/7/12.

C. Garage Gate Keys: Diane reported that Scottie could not locate a list of residents having a key to the garage gate. Dan asked that Scottie check his key again and to start a list of residents possessing such a key. Scottie is to reorganize records to reflect keys to all of the locations, all of the keys and who has which keys. In addition, he will have all residents come into office and check their keys and fobs. This will be an annual event and he will update the bicycle log at the same time.

D. Web Page: Doug and John will work together on the site and Diane will inquire as to their progress within one week.

E. Excess Water Usage: Diane reported that about 1/3 of the units checked had water leaks, one had a big problem, and these have been repaired. About 1/3 of the units are still to be checked.

F. Conflict of Interest: Susan suggested a shortened COI policy: "No directors shall receive compensation from the association for any work done on behalf of WT. All Directors will recuse her/himself from any Association

decisions, and discussions thereof, in which the director has a monetary connection or interest.” Previously, some members were in favor of allowing non-board-member residents to be able to be hired by WT to do work herein. Thus, this provision was eliminated. The motion was tabled.

V. Reports:

A. Treasurer: Rick reported:

1. The one overdue account reported at the end of June is now current.
2. There was no contribution to reserves at the end of June, but our \$6,000 contribution in early June puts our account very close to its goal.

B. Smoke Free Committee: Susan reported the committee will send out a letter and survey to all residents by email and postal mail to determine the feelings of residents on the smoking in individual units question.

C. Cable Committee: Kevin reported the committee has only one member, Ofer, and he has been out of town. No meeting or action by the committee.

D. Major Maintenance & Repair Committee: Dan reported:

1. Elevator Study Report: The committee is digesting the report. The report cost about \$3500 and a bid package will cost about the same amount if the committee and board decide to go that direction.

2. Roof: Diane said she called Umpqua Roofing two weeks ago and asked for the contract and roofing insurance documents. Diane will call again if no return call within one week. The documents will show the frequency of roof inspections to maintain the roof insurance. A door to provide roof access will cost about \$5,000.

3. Plumbing Study: The committee discussed and members are not yet ready to commit to spending funds. The committee will come to BOD with their recommendations at a later date. A study will cost about \$4,000.

4. Boiler: Rick asked the committee to look into boiler problems and develop a plan. Dan suggested looking at the boiler from a cost-savings viewpoint and suggested the Green Committee take on this task; Susan demurred on behalf of the Green Committee as the committee does not have boiler expertise. Dan said we could possibly save money/electricity and offered to contact EWEB regarding conservation possibilities. It is reported that the boiler was tested several years ago and projected to last until 2016. The committee will look into it.

E. Green Committee: Susan reported:

1. North flower beds. Susan presented the board with three separate planting scenarios the north entrance flower bed. The GC recommended bearberry bushes that were low maintenance and needed little water; they are about one foot tall, attractive in all seasons with green foliage year around and red berries in the autumn. Susan did cost assessments for all three plantings including plants, ground cloth, loam, and bark mulch. New bark mulch would be purchased at the same time for the area between the front of the building and the sidewalk. Total cost was about \$450 and the least expensive of the three proposals the committee presented.

Kim said if the board could not approve the lobby art for \$2,000, we could not afford the \$450 for the planting. The board liked the bearberry choice and decided to wait two months to see if we could afford to pay for the plantings.

2. Green Handouts & Green Bulletin Board Corner: Yuan continues to provide the office with green materials to give to new residents. Tina continues to do an excellent job posting green information on our WT bulletin board.

3. Architecture Committee: Kevin said the committee had not met

F. Bennett Management. Diane reported:

1. Action Grams:

A. A former tenant complained that the window washer broke a window in 4/12; the window washer denied it. The board took no action.

B. The Green Committee gave a magazine rack to Scottie and asked him to install it in the laundry room in February or March. Diane asked the board for permission to install it and it was approved.

C. The board directed Diane/Scottie to remove the grafetti on the back wall of the parking structure about two months previously and it was not done. Diane said Scottie repainted the wall on 7/13 and 7/23 and tested a sealant to keep the writing from sticking. Unfortunately, the sealant did not work.

D. A resident asked that the each-floor garbage cans be periodically cleaned. Diane said this will be done in the fall & winter.

E. A resident asked Scottie to clean the cobwebs on the lobby windows.

C. Scottie was asked to sweep dirty sidewalk out front and it was not done within the next several days.

D. There are many cigarette butts on the meridian strip out front.

E. There were two incidents of residents moving without pads and following other procedures. Diane was directed to send letters to both owners and if there had been earlier violations, to levy fines and advise the owners they could have a hearing at the next board meeting.

F. On 7-20-12, a resident of unit #205 refused to stop smoking in a non-smoking common area, threw the cigarette down, and cursed and threatened the site manager. A letter assessing a \$75 fine will be sent to the unit owner.

G. A resident of unit #205 was seen pounding on the elevator door. This was the second occurrence of this behavior. A letter assessing a \$75 fine will be sent to the unit owner.

F. The owner of unit #205 paid a \$75 fine assessed earlier for a resident of that unit making a foot print mark on the elevator.

Diane reported Scottie has scrubbed the 8th floor carpet and reports the carpet scrubber works well. He will do one floor each week until all are clean.

VI. New Business:

A. Policy Book. Board members will review the policy book and recommend which policies we want to update.

B. Water Shut-Off: We will do our annual water shut off in October; residents will be asked to do their plumbing remodels at that time.

The meeting was adjourned at about 7:15pm.

Respectfully submitted,

Susan M. Connolly
Secretary

COMMENTS:

Laura Romaine : The carpet stains on the __floor did not come up after Scottie cleaned with the new machine. Laura used a manual carpet stain remover which she got at Kendell Auto (#1 Lifter Instant Carpet Stain Remover \$5.99) and through a process which calls for three applications the stains were lifted. In addition, as a suggestion to the Architect Committee, Laura noted that the Hilton Hotel uses a durable vinyl wall treatment which looks like it holds up well to the abuse of the wall across from the elevators in the WT lobby. Most of the damage occurs in the bottom 1/3 of the wall.

Douglas Beauchamp: The elevator floor carpet has been unacceptable for several months. How do we process our concerns? (Later in the meeting it was noted by John Rose that we will have a non-carpet floor in the new elevators).

APPROVAL OF MINUTES

With the corrections from Diane Sollinger from BMC, the minutes were accepted

TREASURER'S REPORT

Unavailable until next meeting

OLD BUSINESS

1. There is a call for additional committee members for reviewing invoices. Now Scottie will copy invoices and meet with the committee which is currently Dan Solitz and Jen Whybra.
2. Smoke Free Committee – There were 40 responses to the survey distributed to the members of the HOA. There is an overwhelming interest in greatly restricting or limiting smoking on the property. This is a high priority item to move forward in the next few months so that a vote can be taken at the annual meeting. Steps ahead: include handout (Questions and Answers) in the November billing. This was moved and passed by the Board unanimously. In December a second document (Financial Benefits) will go out with the billing. This was moved and passed by the Board unanimously. Next the wording will be drafted for a resolution to the Bylaws and sent to the members of the HOA. The Smoke-Free Committee proposed resolution and bylaw wording designating WT, and is asking the Board to review and revise as needed. If anyone is interested there will be an Informational Meeting before the general vote, Feb. 2013. The Board will review the proposed wording at the next planning meeting so that it is finalized no later than December.
3. Cable Committee – no report
4. Parking Policy was moved, and passed by the Board unanimously. This will be available on the WT web page soon.
5. Move in/ Out Policy was reviewed. This will be voted on by November. Construction policy will follow which will address home improvement projects by residents which would require use of bollards and elevator protection during the weekend.
6. Water shut off will occur Monday, October 22nd. Businesses will be notified. Olmid Swinney will be involved and all owners/residents will be notified. Signs will be posted in the building. There is still one unit not inspected. A letter will be sent to the owner and there will be two weeks to comply to the requirements as stated in the bylaws for access.
7. MMRC – John Rose reported that there is \$5000 in the reserves for Safe Roof Access. One bid has come in from Highland Construction for \$18,000 and others are awaited. The committee is looking at options for replacing the water heater. Balzhiser and Hubbard would charge \$4500 to create a diagram of our plumbing system with attention to: cut off cold water, hot water, and flushing out the system. The committee has a number of questions. The committee will meet with B&H to pose questions. The Elevator consultants gave an excellent bid packet. Two questions: who will oversee

the construction as detailed in the bid packet? Who will manage everything that will come up in the building like move-ins with one elevator? Elevator Consultants gave us a \$10,500 bid to oversee the construction project. We are working with BMC to coordinate through the construction timeframe.

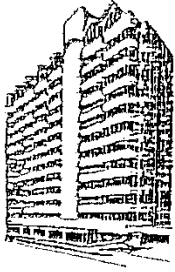
8. BMC report: Diane reported that the elevator roof sealant was completed on 9/25/12. Giny added that if you are inside the south elevator and if the door keeps opening and closing, you can guide it to close with your hands (from the inside) and that seems to solve the problem and that she would communicate with Otis about this. Scottie is now able to resume all of his duties as of 9/24/12. The additional charges incurred to assist during this time will show up with the work order on our next statement. BMC employee = \$1440 and charges for once a month landscaping.
9. Web site: John Rose and Douglas Beauchamp have been working with our contractor to bring things up to date. There will be a format for the public and one for owners and a way to send actiongrams from the site. It was suggested that there be \$1000 in the new budget for development of this tool and Scottie will be trained. Diane will review the site twice a year. The additional duties will be added to the site manager 2013 contract.
10. Window washing: There have been three complaints about the quality of the work. Diane suggested bidding the job out again next year and being specific about cobwebs and window sills. Our invoice was \$2800. Our next wash would be April of 2013.
11. We will repost the bylaw that addresses behavior of residents in common areas and encourage anyone to report any harassment or threatening behavior immediately.
12. There is a delay to the installation of the garage door, the oil spill has been cleaned up and painting will occur. BMC will initiate further inspection of the wall. Dan reported a crack that has not been addressed and needs to be included before we wrap up with the insurance company of the driver.
13. There is a Maintenance Schedule which is general and will be done with more detail at hand. The annual registration of fobs and keys has begun.

NEW BUSINESS:

1. The washer/dryer policy was moved, and approved unanimously. The information will be available on the office and soon posted and available on the web site.
2. The Board moved and accepted the insurance contract which included flood insurance. This may lower the premiums of residents and help in getting financing for buyers.
3. The Board moved and accepted that the plumbing incident at Satori falls under their responsibility as written in their contract.
4. The Board moved and accepted that the invoice from Mia Bella will be paid for by Willamette Towers.
5. _____, owner of 505 spoke in conjunction with the letter and pest control reports about the cockroach problem her renters are having in the unit. BMC will put bait in the trash rooms and make bait available in the office for any residents who need it. We will send a survey to

see of further action needs to be taken.

6. Diane suggested, based on analysis of rents in the area, that when we sign a new lease agreement with 206 that the rent be raised to \$659. The Board moved and passed unanimously this motion.



Willamette Towers Condominium

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

Willamette Towers Board of Directors Meeting November 27, 2012

Board Members Present:

Dan Solitz, Chair
Susan Connolly, Secretary
Rich Lowen, Treasurer
Giny Landgreen
Kim Harper-Kennedy

Residents Present:

Dottie Kemp
Joanne Gulsvig
Benton Elliott
Laura Romeyn
John Rose
Hazel Barnes
Esther Knopp
Ken Guzowski

Bennett Management Present:

I. Introductions: None

II. Member Comments:

a. Joanne is dealing with the water damage to her unit and asked if a contractor should be hired to come out and determine the cause of the plumbing problem that caused dirty water to back up into her kitchen sink. Also, Joanne said the window that fell from above onto her terrace was the 4th window to fall out of the building and she feared someone would be injured. Finally, she said there was still standing water on the top parking lot.

B. Dottie said parking spaces #47 & 48 are so deep in water it fills up her shoes; she said Scottie said he had cleaned out the drain. She also reported someone keeps opening the outside door on the 2nd floor causing it to be very cold in the hallway and her unit. Additionally, she said three of the 2nd floor residents close the door up to six times daily. The board will take up this problem at the planning meeting.

C. Laura stated she had attended the neighborhood association meeting, heard a presentation by the EPD who asked that residents use the on-line reporting system for non-emergency reports or call 682-5000.

D. Esther said she went into the lobby bathroom the previous week and it was so dirty she could not use it. She also reported piles of wet leaves piled by both the North and South doors. These are then tracked into the building. Esther said the lobby needs more attention, like it used to be when Brothers cleaned. She noted the lobby was always clean for the board meeting. She also said the garbage was not being emptied frequently enough, cockroaches were seen nearby on the 5th, 7th and 11th floors and the newspapers were being left uncollected for three to four days. Diane said she would ask Scottie to reset the cockroach traps. Esther was also concerned about the increase in the number of dogs in the building; she believed one was a pit bull and wondered about liability.

E. Jennifer said during the recent garage fire in the alley behind WT, the police and emergency vehicle personnel were trying unsuccessfully to open our garage gate. Bennett has a 24 hour number for emergencies.

F. Benton reported that multiple cigarette butts were being left in parking space #56 and wondered if people were hanging out in that area at night. He said the noise on the East side of the building was getting worse and he was unable to sleep. Benton was concerned that about half of the units in the building now are rentals.

III. The minutes were approved as corrected.

IV. Treasurer's Report: Rick reported:

a. **HOA dues:** All units are now current. Some late fees and fines are still outstanding.

B. Maintenance: Expenses are high this month due to window cleaning, overhead garage door repair (Reimbursed by tenant's insurance company), flood insurance premium and elevator consultant services.

C. Reserves: Rick suggested and the board agreed the board not increase the HOA dues substantially to cover the costs of the elevator replacement and other large expenditures until we know how much these costs will be. This may be necessary in the 2014 budget, but the board will take 2013 to figure this out and involve more residents in the decision making process.

D. 2013 Budget: Rick recommended increasing the HOA dues a little more than planned so that we will be adding \$66,400 to reserves in 2013 rather than \$60,400. We are facing substantial costs in 2013 and beyond due to the elevator replacement and other problems. In addition, we will be paying increased EWEB bills due to their rate increase and our flood insurance premium increased from about \$19,000 to \$22,000. Otherwise, our 2013 expenses remained about the same as 2012. The 2013 HOA dues will be: Studio: \$127, one bedroom: \$182, two bedroom: \$259 and Penthouse: \$291. The 2013 budget passed 5-0.

E. Laundry: Coin Meter will provide three top loading and three front loading washers. Two of the washers and dryers will both accept coins and credit cards. WT will payments received 50% of the funds, which is more than we currently receive. The credit card machine dryers will only accept payments in increments of one dollar; residents can pay for smaller increments of time by using the two coin-operated dryers. The board accepted this system 5-0. It will be implemented 1-1-13.

IV. Old Business:

a. Service Calls, Bollards & Elevator Key Policies: Kim presented two policies: one for tenant service calls and contractors and the second for Bollards and elevator key usage. Both were passed 5-0.

B. Screen Door Policy: Susan presented a screen door policy reflecting members recollection of a policy passed some time in the past, perhaps 2008 or 2009. Susan stated she had reviewed the minutes of all board meetings dating back to 2008 and found one 2008 reference to the discussion, but no stated policy. Laura said she had a copy of the policy, so the policy was tabled to the next meeting. Susan later reviewed Laura's document; it was a letter to residents stating the policy, but not the policy itself.

V. Committee Reports:

A. Smoke Free Committee: Laura presented the board with a document containing several questions for the board to answer regarding the upcoming change to the by-laws. Laura said Susan had suggested the committee present the board with its recommendations to lighten the workload for the board. However, Laura preferred having the board make the decisions. Also, Laura said she would no longer serve as the communicator on the committee and Jean Marie would convene the next committee meeting.

B. Major Maintenance & Repair Committee:

1. Roof Access: Ken said we need to install an access door in the South stairwell for maintenance. We received three bids: \$6290, \$14K and \$19K. Ken will continue working on this project; he estimates that the total cost will be about \$14K as the above bids do not include the metal platform. We have about \$5500 in our reserves for this project. Rick said we can use other reserve funds to help with this project that will help garner the needed \$14K. The board approved the continued work on this project 5-0.

2. Elevator Replacement: John reported the bidders & consultants will meet committee on 11-28.

3. Boiler Repair: John reported the repair is complete with an anticipated cost of \$6250; we have an estimated time of 2-5 years left on the tank.

4. EWEB: Dan reported that EWEB is offering a \$30,000 incentive to purchase heat pumps to replace the boiler. They offer a five year loan at 2% interest. The committee is recommending we submit documents to obtain contractor bids. Dan said the payback was immediate in that the heat pump system was so efficient and our current system is so inefficient. The board approved the committee submitting documents to get the bids 5-0.

5. Plumbing: The committee now has all of the plumbing documents and can shut off water to the individual "stacks" of units rather than the entire building when plumbing problems arise.

B. Expense Tracking Committee: Jennifer reported she is still tracking all expenses and is becoming familiar with the electricity and water costs. She said this will be helpful should we encounter a problem in consumption like the January-June water consumption hike this year.

C. Green Committee: Susan reported the committee has not met. Members continue their work on the Green Corner of the bulletin board, providing green packets to new residents and monitoring the magazine rack.

VI. Bennett Management: Diane reported:

a. Action Grams:

10-31 Large black vinyl bag sitting in lower garage parking spot for a long time. Moved to office
11-1 Light out in North storage room Replaced bulb
10-31 Lobby muddied by residents wheeling bikes through
11-8 Laundry room needs cleaning Cleaned
11-9 Dryer took money Called Coin Meter
11-5 Parking violation notice needed to place on unauthorized cars Made notice
11-20 Huge puddle forming in lawn area Clean & research
11-19 4th floor hallway light out Replaced bulb
11-19 Water dripping from unit #301 Investigate w/#301
11-23 email agenda to email group Done

b. Incident Reports:

Cigarette butts in space #56
11-7 Silver Mazda RX #652 EEJ space #55 too fast in garage (second time) Letter to Prop mgr
11-11 K Jones & other SW corner of building Letter & fine
11-19 #802 Screaming & yelling. Police intervention. Scott spoke w/owner
11-17 #802 window fell onto #202 terrace Cleaned up
11-17 Flooding into #202 from kitchen sink Invoice submitted
11-19 Flooding at South end 12th & 13th floor from drain clog in 1304 Unclogged drain
11-21 Heavy traffic in and out of the back door — need camera?

Diane reported:

1. The insurance company reimbursed WT for the cost of the garage gate repair.

2. Leak checks: There are still two non-compliant units; unit owners were fined in 10-12. Scott has been asking for access to the units since 7-12. One unit has set a date and the other is unresponsive. The second unit will be issued a second fine within a week.

3. Annual Registration: A second notice will be sent out requiring that registration be done by 11-30.

VII. New Business:

a. Emergency Preparedness: Giny volunteered to chair a committee to address this issue. A notice will be posted asking for committee members.

B. Plumbing Invoice: #506 submitted a bill for plumbing work. The board approved the payment of one hour for \$109.50 based on Dan's conversation with Peterson Plumbing regarding the work done. The remainder of the bill is the unit owner's responsibility.

C. Plaster Repair: Unit #1001 requested payment for water damage to plaster. Dan wrote a letter asking for access to the unit to inspect the damage.

D. Plumbing Invoice: #202 submitted a plumbing bill for \$109.50 for responding to call even though no work was done. Payment was approved. WT has a \$1,000 deductible on our insurance. The majority of this cost of this plumbing problem will be borne by the insurance.

The meeting was adjourned at 7:35pm.

Respectfully submitted,

Susan M. Connolly