

## **WILLAMETTE TOWERS BOARD MEETING**

July 20, 2026 3:30 pm

At the office and by zoom

### **Introductions**

- Board – Jesse F, Dave I, Alex H, and Sarah + Diane S (BMC)
- Called to order at 3:30pm
- Motion to move to Executive session - Unanimous

### **Executive Session**

- Discussion of personnel matters related to building maintenance, janitorial, and administrative
- Motion to move to open session - Unanimous

### **Introductions**

- Board – Jesse F, Dave I, Alex H, and Diane S (BMC)
- Present, Owners – Ken, Richard, Esther
- Called to open session at 4:12pm

### **Owners' Forum**

- A question about May & June board minutes not having been posted to the mail room bulletin board. BMC investigating during staff turnover.
- Some discussion about the building's east door (to the parking garage) being propped open by residents and the closing process being confusing.

Motion to hire Brothers for Janitorial services based on their bid & to recruit administrative staff support for 10-16 hours per week. Moved by Jesse, seconded by Alex, Unanimous.

### **Approval or amendment of Agenda**

- Moved treasurer's report to end - Unanimous

### **Approval or amendment of Minutes of June meeting**

- Pending an update from Diane after piloting a new notetaker tool that needed cleanup.

### **Reports**

- Landscape – Possible concern with irises
- MMRC –
  - C&D Riser Status: Risers themselves complete – future work involves hooking them up to individual units. Will not be pressurized until then.

- Boiler Leak: Good solution has been found – the culprit is an engineering flaw in how certain pipes are supported.
- Green – Looking to replace the two trees that we recently lost. Plan is to defer to Friends of Trees for their recommendation on precisely what type(s) of trees.

**New Business**

- Action Grams – All have been addressed

**Unfinished Business**

- none

**Pending Business (not part of the meeting)**

- Boiler preventive maintenance due beginning of 2027
- Boiler leak (temporary clamp)
- Pump has a drip

**Treasurer's Report**

- Monthly report: see last page
- Budget review discussion during meeting:
  - Known areas of spending are tracking well

**Schedule next meeting**

- 4:20p on Monday, August 17, 2026

**Adjourn**

- 4:39p

# Treasurer's Report

## Willamette Towers HOA Board Meeting [07/20/2026]

Month ending June 30, 2026

### **Operating Account Summary (aka Trust or Checking account)**

|                        |              |          |                |
|------------------------|--------------|----------|----------------|
| Beginning Cash Balance | [06/01/2026] | \$84,292 | prev: \$69,337 |
| Ending Cash Balance    | [06/30/2026] | \$94,171 | prev: \$84,292 |

### **Budget-Comparative**

#### **1. Month-to-Date Details**

|                                   |            |                  |
|-----------------------------------|------------|------------------|
| BUDGETED Total Operating Income:  | \$28,600   | prev: \$28,600   |
| ACTUAL Total Operating Income:    | \$28,370   | prev: \$28,103   |
| ACTUAL Total Operating Expense:   | (\$18,994) | prev: (\$15,642) |
| BUDGETED Total Operating Expense: | (\$20,683) | prev: (\$20,683) |

#### **2. Year-to-Date Details**

|                                   |             |                   |
|-----------------------------------|-------------|-------------------|
| BUDGETED Total Operating Income:  | \$171,598   | prev: \$142,998   |
| ACTUAL Total Operating Income:    | \$171,941   | prev: \$143,572   |
| ACTUAL Total Operating Expense:   | (\$209,098) | prev: (\$179,384) |
| BUDGETED Total Operating Expense: | (\$188,415) | prev: (\$188,415) |

#### **3. Notable Expenditures:**

- \$905 to BMC for June general maintenance during site staff change
- \$689 to Vortex Industries, LLC to troubleshoot entrance door
- \$603 to Vortex Industries for deposit for Entrance Door Repair

### **Reserve Account Summary**

|                             |              |           |                 |
|-----------------------------|--------------|-----------|-----------------|
| Opening Balance             | [06/01/2026] | \$140,185 | prev: \$124,586 |
| Credits this Period         |              | \$15,250  | prev: \$15,250  |
| Debits this Period          |              | (\$0)     | prev: (\$0)     |
| Change in Value this Period |              | \$361     | prev: \$349     |
| Closing Balance             | [06/30/2026] | \$155,796 | prev: \$140,185 |

### **Notes about Reserves:**

- |                             |          |                |
|-----------------------------|----------|----------------|
| • Primary Reserve balance:  | \$66,766 | prev: \$63,268 |
| • Plumbing Reserve balance: | \$88,669 | prev: \$77,002 |