

Association of Unit Owners of Willamette Towers Condominium

Board Meeting Minutes

Regular Board Meeting | June 15, 2026

Date: Monday, June 15, 2026

Format: Board meeting; recording maintained for transparency

Participants: Board quorum, management agent, and owners were present

Prepared from: Meeting summary and recorded-meeting notes

Status: Draft minutes for Board review and approval

Administrative Record

The Board discussed building operations, maintenance continuity, landscape care, vendor controls, owner communications, and records practices during the transition following a change in building operations staffing.

Building Operations Manager Transition

The Board noted that Building Operations Manager Dave Saracino's employment ended effective June 10, 2026. Jessica Fittipaldi emphasized that the personnel matter is confidential and asked owners to email concerns or suggestions about future management directly to him.

The Board discussed reviewing and updating the existing concierge and staff work program so that duties, service levels, communication expectations, and owner-facing access are clearer. The Board also discussed aligning compensation and budget expectations with the scope of services desired for the next hire.

During the transition, the Board emphasized the need to coordinate vendors and internal support so garbage service, irrigation, elevator cleaning, and common-area maintenance continue without service gaps.

Immediate Maintenance and Service Continuity

The Board addressed garbage overflow and related concerns. Cleanup and garbage-handling tasks were arranged for first thing the next morning, and owners were temporarily permitted access to the garbage-room key so garbage could be deposited properly.

Elevator cleaning, entrance vacuuming, spider-web removal, and other visible common-area cleaning needs were identified as priorities. White Glove is scheduled to wash windows by the end of June, and the Board discussed coordinating exterior painted-surface cleaning during that work.

The Board stressed that the building manager or interim operations support must promptly report system failures so problems such as pest issues, dead trees, irrigation failures, and cleanliness concerns can be addressed quickly.

Landscape and Irrigation

The City of Eugene completed removal of diseased sycamore trees. Friends of Trees is expected to recommend replacement trees after July, with Board review and approval to follow.

The irrigation clock has been repaired and programmed for automatic watering. It was emphasized the need for weekly deep watering, especially during hot weather, and committed to personally watering trees if automated irrigation is insufficient.

The Green Committee will continue monitoring tree health, irrigation performance, and landscape maintenance needs so the property avoids plant loss.

Vendor Management and Communication Controls

The Board discussed improving contractor transparency by requiring detailed bids that identify hourly labor rates, expected labor hours, parts costs, and markups. Concerns were raised about a door repair estimate that appeared insufficiently detailed.

The Board agreed that a second bid should be obtained for the door repair before funds are committed. The Board also emphasized to document vendor approvals and maintenance requests through a standard document request.

The Board reviewed an incident in which an artist's email was mistakenly sent to all owners through an email list previously used by staff. The Board plans to tighten communication protocols and clarify vendor and owner email procedures.

Access Control and Owner Responsibility

The Board discussed temporary owner access to the garbage-room key and noted that recycling bins are currently unlocked. Jesse Fittipaldi emphasized owner trust and shared responsibility for securing common spaces after use.

Owners noted continuing balcony and alley cleanliness issues, including trash being thrown from balconies into the alley. The Board recognized this as part of the broader common-area cleanliness and resident responsibility discussion.

Meeting Records and Next Meetings

The Board noted that Alex has been responsible for meeting minutes, with the Zoom companion tool assisting, and that meeting recordings are maintained for transparency.

The next Board meeting is scheduled for July 20, 2026. An executive Board meeting is planned for 2:00 PM on June 16, 2026, to address ongoing operational issues and the staffing transition.

Meeting Adjourned at approximately 5:15 p.m.

Treasurer's Report

Willamette Towers HOA Board Meeting [06/15/2026]

Month ending May 31, 2026

Operating Account Summary (aka Trust or Checking account)

Beginning Cash Balance	[05/01/2026]	\$69,337	<i>prev: \$13,487</i>
Ending Cash Balance	[05/31/2026]	\$84,292	<i>prev: \$69,337</i>

Budget-Comparative

1. Month-to-Date Details

BUDGETED Total Operating Income:	\$28,600	<i>prev: \$28,600</i>
ACTUAL Total Operating Income:	\$28,103	<i>prev: \$29,473</i>
ACTUAL Total Operating Expense:	(\$15,642)	<i>prev: (\$16,660)</i>
BUDGETED Total Operating Expense:	(\$20,683)	<i>prev: (\$20,683)</i>

2. Year-to-Date Details

BUDGETED Total Operating Income:	\$142,998	<i>prev: \$114,399</i>
ACTUAL Total Operating Income:	\$143,572	<i>prev: \$115,468</i>
ACTUAL Total Operating Expense:	(\$179,384)	<i>prev: (\$163,742)</i>
BUDGETED Total Operating Expense:	(\$188,415)	<i>prev: (\$167,732)</i>

3. Notable Expenditures:

- \$325 to Bell Hardware of Eugene for Lockset north gate pedestrian door
- \$190 to Overhead Door Co. for Broken chain

Reserve Account Summary

Opening Balance	[05/01/2026]	\$124,586	<i>prev: \$172,141</i>
Credits this Period		\$15,250	<i>prev: \$15,250</i>
Debits this Period		(\$0)	<i>prev: (\$63,239)</i>
Change in Value this Period		\$349	<i>prev: \$435</i>
Closing Balance	[05/31/2026]	\$140,185	<i>prev: \$124,586</i>

Notes about Reserves:

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|-----------------------------|----------|-----------------------|
| • Primary Reserve balance: | \$63,268 | <i>prev: \$58,816</i> |
| • Plumbing Reserve balance: | \$77,002 | <i>prev: \$65,335</i> |