

**MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE VAUX CONDOMINIUM HELD ON MARCH 26, 2007 IN THE GARDEN ROOM OF THE FRIENDLY HOUSE COMMUNITY CENTER LOCATED AT 2617 NW SAVIER, PORTLAND, OREGON.**

PRESENT: Sara Burton  
Samir Desai  
Larry Emery  
Elizabeth Ku  
Noella Nelson

BY INVITATION: Thomas DiChiara  
Noel Johnson  
Vaux Partners LLC.  
Diane Wood, Community Manager  
Troy Bellis, Maintenance Coordinator  
Debra Leloff, Community Manager  
Cheryl Brendle, Community Manager  
Community Management, Inc.

**I. CALL TO ORDER**

The Board Meeting was called to order at 6:30 p.m. by Diane Wood.

**II. APPOINTMENT OF 2007 OFFICERS**

The following officers were appointed by the Board to serve until the next Annual Meeting:

Chairman	Larry Emery
Vice Chair	Noella Nelson
Secretary	Samir Desai
Treasurer	Elizabeth Ku

**III. APPROVAL OF MARCH 12 MINUTES OF THE BOARD OF DIRECTORS MEETING**

**AGREED:** At the request of the Chair, Sarah Burton moved that the minutes of the meeting be approved as presented. The motion was seconded, by Samir Desai. The motion carried without objection.

**IV. BOARD ORIENTATION**

**A. Review of Turnover Manual** – Diane Wood familiarized the Board with the Turnover Book and its contents.

**B. What Does CMI Do?** -Community Manager Wood summarized the various services that are included in CMI's management contract, including the work performed by the management and accounting staff. She also reviewed the services to be provided by CMI's maintenance coordinator and janitorial/maintenance staff person(s). Manager Wood reported the current budget includes 40 hours (per week) of janitorial/maintenance labor and she suggested this be increased by 8 hours to 48 hours per week. Chair Larry Emery will be the liaison for the Board relative to the management. It was agreed that consideration of the suggestion to increase the labor hours required baseline information and that Larry Emery would review the situation with CMI for discussion at a subsequent Board Meeting.

C. **Administrative Procedures** – The Board discussed its preference for the distribution of documents. It was unanimously agreed that documents, such as financial reports, will be distributed electronically whenever possible. Once it is developed, documents will be posted to the Association's website.

D. **Board Responsibilities** – Manager Wood gave the Board an overview of the Board's responsibilities, duties of each officer and restrictions on the Board's authority.

**Appointment of Committees – AGREED:** Following discussion Samir Desai moved approval of establishing a Communications & Website Committee. Sarah Burton seconded the motion, and the motion passed without objection.

Director Sarah Burton was appointed to serve as the Board Liaison for the Communications & Website Committee. Owner Jeff Carpenter agreed to serve as a committee member. Director Burton suggested the Association might be able to take over the Developer Vaux web site. An owner suggested that the service requests should be given tracking numbers for accountability.

The Board discussed surveying the ownership to get an idea of their opinions on recycling, grounds, finance, social activities, and communications. A sign up sheet was circulated for owners present (copy attached).

E. **Signature Cards For Association's Bank Accounts – AGREED:** The Board authorized the bank resolution to re-establish the Association's bank accounts in US Bank under the authority of the current Board of Directors. The treasurer will be the primary signer of checks but other Directors will be signers on the account as well.

## **V. 2007 PROJECTS**

Community Manager Wood explained that it is customary for the Board to conduct a thorough inspection of the buildings to be performed before the expiration of the common area warranty. In this regard, the Board needs to select a consulting architect and/or engineering firm who is qualified to conduct this inspection and issue a report summarizing any issues the inspection may uncover. Wood explained that other members of the Association's professional team may include the selection of an attorney, a CPA, a reserve study consultant and a financial planner.

## **VI. POLICY & RESOLUTION DEVELOPMENT**

Community Manager Wood led a discussion about developing a House Rules booklet for distribution to the owners and residents. The House Rules would be a summary of major restrictions contained in the bylaws along with policies and procedures the Board has adopted. As policies are amended, refined and/or replaced, the House Rule book would be modified and amendments sent to the ownership. Examples of policies and procedures to be included are an architectural resolution, Move In/Move Out policy, a Late Fee & Collection policy and a conflict of interest resolution.

The Board discussed enforcement of the move-in/move out policy and decided this issue would be added to the next meeting's agenda. The Board decided that the elevator pads should be kept in place while people are still moving in.

## **VII. 2007 MEETING SCHEDULE**

The Board discussed meeting more often than the quarterly meeting schedule. Chair Emery polled the Board and it was decided that monthly meetings of one-hour duration will be planned for the next few months, but would be held open longer as needed to complete the agenda.

**VIII. UNFINISHED BUSINESS**

**Developer Status Report on Construction & Reporting Punchlist Items** – Vaux LLC representatives Tom DiChiara and Noel Johnson encourage owners to contact them directly with any punchlist items on individual units. Tom Di Charo explained that the plumber is hooking up the water features, and the painters were completing some railing painting. Director Burton asked when the safety gate would be installed in the back area and how high it would be. DiChiara agreed to find out the answers. He also distributed a new and corrected warranty forms which contained a fax number for Brian Grigsby.

**IX. NEW BUSINESS**

**Address Adjustment** – Per instruction received from the post master (Jody), owners should not use an "A" or "B" with their Vaux addresses.

**Drugs In Neighborhood** - A homeowner expressed concern about an person who appears to be dealing drugs on the bench by the post office. Owners are to contact the Portland Police to report this activity and to involve the NW Neighborhood Association. CMI will contact the Neighborhood Police Officer to find out what assistance can be supplied to eliminate this activity.

**Auto Near Bike Room** - Director Desai said that a large SUV parks outside of the west bike room, and suggested that this owner might be assigned a different unsold space so the risk of damage to the large vehicle would be reduced as by bikes being taken in and out of the room.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:15 p.m.