

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE VAUX CONDOMINIUMS OWNERS' ASSOCIATION HELD AT 6:00 P.M. AUGUST 18, 2008, AT THE HOLIDAY INN EXPRESS, 2333 NW VAUGHN STREET, PORTLAND, OR 97210.**

**PRESENT:**

Larry Emery, Chair  
Stanley Townsend, Vice Chair  
Sara Burton, Secretary  
Kevin Kutcher, Director

**BY INVITATION:**

Nancy La Voie, Community Manager  
**Community Management, Inc., AAMC**

**OWNERS:**

As indicated on the sign-in sheet.

**OWNERS' FORUM**

**1. Owner Joan Ryan (Unit 236)** mentioned that the Raleigh gate to the courtyard is not locking on the left side and can be pulled open from the outside. Vice Chair Townsend said that Kathy repaired the gate today. A screw holding the metal plate had come loose. Chair Emery reminded everyone to call CMI about any maintenance or performance issues that come up.

Also on the topic of gates, Secretary Burton reported that she received a call from a resident who's concerned about the length of time it takes for the garage gate to close. Chair Emery said this has been studied and the timing of the gate is as tight as it can be while still functioning properly for cars to enter and exit.

**2. Owner Alice Kinley (Unit 106)** complimented Kathy Sweet's work and the way she gets to things that may not have received attention before.

**3. Owner Tim Christensen (Unit 221)** reported that his bike, parked on a bracket in one of the Bike Rooms, had been stripped of parts twice recently. He called CMI, but did not file a report with the Police.

**4. Owner Matt Bray (Unit 226)** seconded Alice Kinley's compliments for Kathy. He mentioned that the stairwell doors are very noisy when they close and that the lobby entry doors buzzers seem louder than they need to be. Chair Emery reported that rubber bumpers had been added to soften the sound of the doors closing. Vice Chair Townsend said the lobby door buzzers had been adjusted down. Nancy said CMI would look at the sound level again.

**I. CALL TO ORDER**

Chair Emery called the meeting to order at 6:06 PM.

## **II. MAINTENANCE COORDINATOR'S REPORT**

### **A. Status of Warranty Review-**

Chair Emery has finished reviewing two documents, TCR's report and RDH Building Services' letter of response to TCR's report. TCR's view is that the work is done. RDH's report, which the Board received via email, generally agreed with TCR's (Tom DiChiara's) findings. Chair Emery noted five minor items. Three of them were items RDH didn't physically confirm. Dave Berg can easily check these items.

Most significant in the warranty review is the random staining on the Parklex panels. There is no evidence of de-lamination. This will continue as a matter that needs monitoring. There is a warranty on the material. Chair Emery will draft a letter this week to run by the Board and general counsel to make sure it is legally sufficient.

Chair Emery remarked that the handling of the warranty review by the developer, specifically Tom DiChiara, has been exceptional.

### **B. Maintenance Contracts Recommended**

Dave Berg has identified three areas requiring regular maintenance that are without maintenance contracts: Trash chutes and compactors, deck inspections, and heating and cooling.

**Trash chutes and compactors.** The Board reviewed a preventative maintenance price sheet from CARE for maintaining trash chutes and compactors. Vice Chair Townsend said he would like to see a proposal more tailored to the Vaux.

#### **AGREED**

Director Kutcher moved to delegate this decision to the Chair or Vice Chair. The motion was seconded. All were in favor.

**Deck inspections.** The Maintenance Manual suggests inspection of paver decks twice a year. Rudmar came in with the low bid and did the last inspection. Dave Berg is lining up the next inspection for five months from now.

#### **AGREED**

Vice Chair Townsend moved to approve contracting with Rudmar. The motion was seconded. All were in favor.

**Heating and cooling.** During their last preventative maintenance visit, American Heating found deteriorated outside air screens that need to be replaced. Their condition can allow debris to enter the return side of the evaporator, plugging the air filters.

#### **AGREED**

Vice Chair Townsend moved to have the screens replaced by American Heating at the estimated cost of \$312. The motion was seconded. All were in favor.

The Board is also pursuing the possibility of obtaining discounted heating and air conditioning maintenance rates with American Heating for owners in their individual units.

**C. Proposal to Reprogram Door Phone Entry System**

Currently the system is limited to ten long distance numbers. There is an eleventh owner who would like to use a long distance number. Because there have been problems with security and unauthorized access, Chair Emery expressed concern over the possibility of residents letting people in remotely from their out of the area numbers when they are not home. Secretary Burton pointed out that it's not unusual for residents to have cell phones with out of the area numbers as their only phones. It would be difficult to require all residents to have a local number, especially after the developer has already accommodated long distance numbers by setting it up to allow the ten long distance numbers already programmed into the entry system. Director Kutcher commented that the only way to guarantee that entry is not being granted remotely would be if entry could only be granted by pushing a button in each unit. When asked how many additional long distance numbers the \$360 Metro Security Access Control's estimate would allow, Nancy said it would be "unlimited."

**AGREED**

Secretary Burton moved to approve the expansion of the entry system, to allow additional long distance numbers to be programmed in, at Metro Security Access Control's estimated cost of \$360. The motion was seconded and carried.

**III. APPROVAL OF MINUTES**

Vice Chair Townsend moved to approve the minutes of the June 30, 2008 meeting. The motion was seconded. The minutes were approved unanimously.

**IV. ACTION ITEMS**

**A. Security Update-**

Nancy reported that last Wednesday, August 13, CMI became aware that two items were missing from the on-site building maintenance manager's office. The missing items were a set of keys to the eight storage rooms on residential floors and a key to a unit. Storage rooms were rekeyed Wednesday afternoon and steel plates were added to vulnerable doors. The unit key had been given to Kathy so she could open the unit door for a delivery of furniture. This is not in line with CMI's policy and should not occur again. The unit owners were notified and their unit has been rekeyed at the owners' or CMI's expense, not at the expense of the Association.

The system set up for issuing replacement keys for the rekeyed storage units has been for owners to visit Kathy's office, get a key and have their names checked off on a list. Residents expressed some dissatisfaction with these procedures; both for a lack of security and for the fact that many of the keys pulled out of bags do not work. Owners who cannot visit Kathy's office during her work hours were given the option of asking that the keys be mailed to them. It was suggested that the procedure be revised immediately to increase security and possibly take advantage of an opportunity to collect up-to-date information from owners. It was recommended by the Board that Kathy be available in her office for half an hour beginning at 7:00 AM each day for the next week so residents can pick up their keys. A photo ID and signature will be required as the owner verifies their correct storage unit(s) and picks up a key.

**B. Review of Fob System Proposals**

In the last meeting it was agreed that a fob system would provide significantly better security for storage and bike room doors than keys, even "smart" keys, which cannot be easily duplicated. The Board authorized the Chair to determine the best value among two different fob system options: battery operated and hard wired. There are several advantages of a fob system including having an entry log.

The price difference between the battery operated systems and a hard-wired system that ties into the current entry system is significant and beyond the discretion of the Chair. Estimates for battery-operated systems were \$9,000 to \$10,000. The estimate for a hard-wired system came in at \$26,000.

The disadvantages of a battery-operated system include: each of the eleven door locks would need to be programmed and logged separately (not integrated) and programming of each fob would require that a trained staff member work onsite at the door. Maintenance would be a constant issue and all felt that the uncertainty of a battery operated system would most likely wind up costing more in the long run. The unique administrative procedures that would be required would increase the chances of foul ups. Vice Chair Townsend said he felt that it would be money well spent to go with the hard-wired integrated system rather than having eleven additional systems. Director Kutcher commented that it would be a long-term investment and that the chaos, extra work, and headaches of a non-integrated battery operated system would probably result in the eventual switch to an integrated hard-wired system. Secretary Burton said that it sounds like all of the Board is on the same page, where will the money come from? Chair Emery replied that he had just reviewed the financial statements and the current balance of the operating contingency fund is \$89,000. Nancy agreed that this would be an appropriate use of operating contingency funds and that having additional doors on the hard-wired fob system is a capital improvement. Chair Emery added that Fire and Security Group's \$26,000 estimate does not include possible additional electrical work.

**AGREED**

Chair Emery moved to make the decision to go with the integrated hard wired fob security system for storage room doors, garage storage and bike room doors, using the operating contingency fund and to accept the proposal from Fire and Security Group. The motion was seconded and carried unanimously.

**Further discussion on security issues.** As part of the effort to tighten security, Chair Emery recommended eliminating all access codes to the building. They are a point of vulnerability, easy to give out to others and there is limited tracking. It's much harder to pass around a fob that's been issued.

Vendors who currently use access codes will be assigned fobs by CMI. According to Nancy, fobs can be programmed to be restricted to certain hours. It was decided that vendor access should be restricted to business hours and only five days a week. CMI will find out what delivery hours are for The Oregonian and the other three vendors Nancy identified as access code users, including Fed Ex and UPS.

Comcast uses a fob in a keyed lockbox. Nancy said she believes it's a fob, not a key inside the lockbox. There is some security vulnerability - the key to open the lockbox could be duplicated.

The postal service has installed its own key access security system for entry to the lobbies for mail deliveries. Postal employees must return the key at the end of their shift to postal service control.

It was decided that eliminating access codes is as far as the Board can go right now.

Residents need to be reminded to not let people into the lobbies or to allow cars to follow them into the parking garage. This will be repeated in the newsletter.

**AGREED**

The Board agreed to eliminate the use of all access codes with only one exception, CMI's emergency access code. If CMI's emergency access code is used, it was agreed that it would be changed immediately. It will be considered a one-event code.

**C. Move Policy Review – Penalties for Unscheduled Moves**

Nancy commented that people are using all kinds of ruses to avoid paying the \$200 fee for a scheduled move monitored by Portland Patrol and Security Services, with padding for the elevators and enforced cleanup. Chair Emery suggested that a significant penalty is needed and recommended \$500 in addition to the \$200 fee for those who fail to schedule a move. It was suggested that residents call CMI right away if they observe what looks like an unscheduled move.

**AGREED**

Vice Chair Townsend moved to add the \$500 penalty to the \$200 fee for those who do not schedule their moves with CMI as required. The motion was seconded. All were in favor.

**D. Move Policy – Request from Resident to Waive Move**

A request to waive the Move In Move Out fee has been filed by a resident who will be moving from one Vaux unit to another. Chair Emery pointed out that the move will need to be scheduled and the elevator will need to be padded as usual. The Board agreed waiving of the fee must be done on a case-by-case basis.

**AGREED**

Director Kutcher moved to waive the fee in this case. The motion was seconded. All were in favor.

**V. COMMUNITY MANAGER'S STATUS REPORT**

Nancy reported that fountain rust colored condition has reoccurred. A Mt. Hood Chemical representative took a water sample and identified chemistry problems. Brian Case of CMI is onsite at the Vaux twice a week and is now trained to do water testing. All are hoping that the problem is organic; that something is getting into the water and that the rust color is not caused by an installation problem. CMI will continue to monitor the water chemistry.

There have been two foreclosures in the Vaux, one held by a bank and one in process. This is a very low statistic. Chair Emery stated that the Vaux is in good shape when it comes to owners paying HOA fees.

**VI. DISCUSSION ITEMS**

**A. Discussion/Possible Vote on Rules Manual-**

The Rules Manual was unanimously approved in the last meeting, June 30, 2008, Item 7B. It now needs to be made available to residents.

**B. Update Efforts to Stimulate Owner Participation  
(Board/Committee Vacancies)**

Vice Chair Townsend reminded all that there are currently four members on a five-member board. When directors are away, there is the risk of not having the minimum number of board members present to conduct business.

Chair Emery stressed the need for a Treasurer on the Board, someone with a financial background. The investment policy for reserves was approved, but needs to be implemented. The approved policy is very conservative.

In response to Chair Emery's request for volunteers, resident Tim Christensen suggested that the Board publicize the need for a Treasurer, maybe in the upcoming newsletter, and include a description of what the position entails. Other residents agreed that this was an excellent idea.

Chair Emery went on to say that most of the "heavy lifting" will soon be done and that board business should become more routine in the next 12 months. The current board is working through the warranty review, security issues, and will be working with CMI to negotiate a new contract to begin January 1, 2009. Chair Emery urged residents to please consider getting involved on the Board to help represent their community.

**C. Update on Discussions re: Installation of Satellite Dish and Wi-Fi**

Director Kutcher reported that a proposal has been received to mount two satellite dishes on each building for a total of \$2,000 including equipment and installation. The roof mounts would be non-penetrating. Photos have been sent to the Board. It would cost residents \$175 for the smart panel multi-switch Direct TV installation in their units.

**AGREED**

Secretary Burton moved that the Board proceed with the installation of the satellite dishes. The motion was seconded. All were in favor. It was agreed that Director Kutcher would work with Dave Berg who would want to supervise the installation.

Director Kutcher reported that the WiFi piece is more challenging – there is no room for cost savings. Vice Chair Townsend thanked Director Kutcher for his hard work.

**VII. COMMITTEE REPORTS**

**A. Landscape**

Dead plants have been removed. Vice Chair Townsend, who walked the grounds with resident landscape architect Dirk Jongejan, said the majority of plants are doing well. Some replacement plants will be different species for better tolerance. Chair Emery said the grounds look better than they did a year ago.

Four new benches have arrived, have been assembled, and are ready for installation when maintenance staff is available. The site plan places two of the benches along the wall to the right as one enters each of the gates into the courtyard. With this well-planned placement, the benches are not directly in front of any units and users of the benches will not be looking directly into units. Nancy issued a warning that installers need to make sure they do not drill too close to the paver edges. Chair Emery stated that the installation would need to be supervised.

**B. Architectural Review**

Improvements made to units need to go through an Architectural Review. Some improvements have insurance implications for the Association and the unit owner. Owners should contact CMI and get approval before making improvements.

**C. Bike Room**

Resident Terry Mesa reported that the Bike Committee is ready to notify bike owners on the wait list. She and Steve Schmidt will meet with Nancy and her assistant Heather Bloomquist at CMI tomorrow morning to determine the dates residents signed up on the wait list and to identify the "unclaimed" bikes for CMI to remove from the Bike Rooms. Chair Emery asked Nancy to have the "unclaimed" bikes removed from the Bike Rooms as soon as possible and placed in the nearby garbage compactor room. A Bike Committee member will be present when the bikes are moved.

The process of adding capacity, then trying to make brackets available in an equitable way has been more complicated than anticipated due to bike thefts, key holders not on CMI's official list, and a significant number of "unclaimed" bikes blocking access to brackets. Notes were placed on all of the "unclaimed" bikes June 6. Photos of these bikes were placed on the lobby bulletin boards in both buildings for nearly three weeks in July with no response.

**D. Social**

Secretary Burton reported that Lee Davies, the current marketing unit for TCR at the Vaux, will hold a Social in the Courtyard for Vaux residents on Tuesday, September 9. More details will be announced soon.

**E. Communications**

After some revisions and updates to include security items, the upcoming social, and the date of the next Board Meeting, the Summer Newsletter will be printed and distributed. CMI mailed an earlier version to non-resident owners. It was also posted on the web recently. Resident Joan Ryan again offered to slip the printed newsletters, when ready, under doors of all units. Chair Emery suggested that it might be a good idea to also begin writing the next newsletter.

Resident Alice Kinley asked if there were still plans to arrange a courtyard social around a visit from the Portland Police and Fire Bureaus. Chair Emery suggested that it would make sense to do this while we still have good weather.

**VIII. CONFIRM NEXT MEETING DATE**

The next meeting will be held Tuesday, September 30, 2008, 6:00 PM, Holiday Inn Express.

**IX. ADJOURNMENT**

The meeting was adjourned at 7:52 PM.