

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE VAUX CONDOMINIUMS OWNERS' ASSOCIATION HELD AT 6:00 P.M. OCTOBER 27, 2008 AT FRIENDLY HOUSE, 2617 NW 26TH AVE., 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.

OWNERS:

As indicated on the sign-in sheet

OWNERS' FORUM

1. Owner Grant Shaffer (Unit 326) brought up the issues of timed lights and dirty floors in storage and bike rooms. In the September 30 meeting, Grant mentioned that the bike and storage rooms needed to be swept more often. He also reported that the motion sensor light timers are set for too short a time, some going off in only 45 seconds, leaving residents in the dark. It was suggested in tonight's meeting that five minutes would be a reasonable time for lights to remain on in the garage storage and bike rooms.

I. CALL TO ORDER

Chair Emery called the meeting to order at 6:10 PM.

II. MAINTENANCE COORDINATOR'S REPORT

Dave Berg has recommended to the Board that when the maintenance study is updated for 2009, internal systems, such as Fire-Life-Safety and HVAC systems, should be covered in the Comprehensive Maintenance Plan. The current plan covers only the exterior of the buildings, not the internal systems.

Dave is coming up with a new and improved way to test elevator shaft sub-pumps. This service would take approximately 4-5 hours at an estimated cost of \$300. This would require coordination with Thyssen Krupp to access these areas. It could be done during routine preventative maintenance. The Board's input or authorization is being requested. Chair Emery said to go ahead; no formal action item on the agenda is needed for this.

It's time for the carpet in the hallways to be cleaned. (This is an action item on tonight's agenda.) Nancy La Voie said proposals have been received from two cleaners, Absolut and Zeeland, with nearly identical bids at approximately \$3000. She has worked with one, but said either would be fine. Both use truck-mounted equipment, so lobby doors would be propped open and security would be needed.

The last Maintenance Coordinator's item concerned providing regular deck inspections and railing inspections regularly. These inspections can be done from outside, using ladders. RDH Building Sciences has prepared a plan suggesting that a 25% sample be inspected each year in a routine rotation rather than inspecting every deck every year. If the inspections turn up a problem, then re-evaluate. Chair Emery mentioned that rust is developing on the exterior stair railing on his unit's deck. CMI will come up with a maintenance proposal – who, how much, etc. for routine deck maintenance.

Nancy mentioned that Snyder Roofing discovered that they had no signed contracts on file from a number of buildings, including The Vaux. They've asked for contracts to be signed retroactively. The fall inspection will be done at the price they quoted. Roof maintenance options for 2009 will be discussed at the next meeting.

III. APPROVAL OF MINUTES

Director Kutcher moved to approve the minutes of the September 30, 2008 meeting as presented. The motion was seconded. The motion carried.

Chair Emery said the minutes, taken and prepared by owner Terry Mesa, were circulated to the Board and Nancy La Voie for feedback prior to the meeting. He also mentioned that CMI posts approved minutes on the Association website shortly after approval.

IV. ACTION ITEMS

A. RDH Building Sciences proposal for Comprehensive Maintenance Plan. Dave Berg submitted a proposal for updating the existing maintenance plan to include building systems mentioned in the Maintenance Coordinator's Report above. RDH Building Sciences has presented a bid for \$5,000 (fixed fee) to prepare a comprehensive Maintenance Plan that would be in accordance with ORS 100.175. Nancy said last year's update was \$4,700.

RDH has also proposed a fixed fee of \$4000 to reconcile the updated maintenance plan with the existing reserve study. Nancy and Chair Emery remarked that while this piece is not a statutory requirement, it is important that the reserve and operating funding be reflective of the requirements of the maintenance plan.

The existing reserve study was done by Schwindt and Company, a Portland CPA firm. What are the qualifications of RDH to do a reserve study? They have certification for reserve studies as well as comprehensive maintenance plans. Chair Emery said he feels it makes sense to bring the two together. Schwindt would continue to do the Association's audit. Chair Emery asked if proposals should be requested from others. His opinion is no, not this year, because RDH has been so intimately involved with maintenance.

Chair Emery suggested authorizing the Comprehensive Maintenance Plan from RDH, then talking to them about updating the reserve study about exactly what they'll do, how they'll do it, when, etc. Vice Chair Townsend said service has been good from RDH and it makes sense to tie in the reserve study with the maintenance plan.

AGREED

Vice Chair Townsend moved to approve RDH's proposal for the Comprehensive Maintenance Plan and to consider RDH's proposal for the reserve study subject to meeting with RDH to discuss details. The motion was seconded. All were in favor.

B. Carpet cleaning proposals. Nancy mentioned the proposals during the Maintenance Coordinator's Report above. Chair Emery mentioned that paint touchup had been deferred until most units were occupied. We are now 95% occupied and there is wear and tear on the paint in lobbies and hallways. There are some areas that need more than paint, like a fractured baseboard in the Raleigh Building. Chair Emery requested that CMI do a quick survey of repairs needed and said that painting should be done before carpet cleaning. He suggested that the carpet cleaning be deferred until touchups are complete. Secretary Burton recommended that carpet cleaning be done Spring 2009, after the winter mud season.

AGREED

There was a consensus to postpone carpet cleaning until after paint touchup work was completed.

V. COMMUNITY MANAGER'S STATUS REPORT

Chair Emery and Vice Chair Townsend met with Nancy earlier today to review the 2008 budget to actual income and expenses. *See Attachment 1: 2008 Budget to Actual Forecast.* They reviewed expense items where there was a significant variance from the budget. This exercise is a precursor to the 2009 budget. There appears to be a \$29,000 deficit, not a reason for concern when reviewed. Landscaping expenses, which were budgeted high due to uncertainty of a new contract, were \$10,000 under the budgeted amount, so the estimated draw from the Working Fund at Year End 2008 is estimated to be about \$18,966. Although sewer costs were significantly higher than budgeted, Nancy pointed out that at approximately \$33/month per Vaux household, the cost was on the low side. Water consumption is higher than anticipated and the Association is being billed at a higher rate than projected, almost a penalty rate. Director Kutcher asked if this much of a gap would be likely next year. Chair Emery said no, we have more information on actual costs for the 2009 budget. The Vaux was not fully occupied when the 2008 budget was done. He recommends a mid-year review of the budget in 2009, to revise it as needed.

VI. DISCUSSION ITEMS

A. FSG access control project status. The revised estimate for completion of fob access to bike and storage rooms is mid-November. Nancy said the delay is due to waiting for parts. Chair Emery asked about notification of owners. Nancy said that as it gets closer to the activation date, CMI would make an announcement including the exact date. The announcement will also mention that keys will be kept active for a day or two after fob access goes live. CMI will coordinate with the Bike Committee to get names for current access for each bike room. Chair Emery suggested contacting owners soon about upcoming fob access. Secretary Burton recommended a mass email to all owners.

B. Status of rental threshold. Nancy reported that we are at 23-24% now, with more requests expected soon, but still below the rental threshold of 30%.

Chair Emery asked if the scheduling of move ins and move outs was going better. Nancy said yes. There has been one \$500 fine so far for not scheduling a move. Nancy reminded owners to call CMI to report in-process moves that do not have elevator protection and security. Kathy Sweet keeps an eye on moves during her shifts. She also has a calendar of scheduled moves.

C. Status of CMI commitment to eliminate paper checks. Nancy thought paperless check processing might possibly be ready by the next check processing date, November 10th.

D. Status of Qwest landscape repair project. The project has been completed. Dirk Jongejan will check it on his tour. Paint markings are still on the pavers, but will fade and eventually wash off with rain.

VII. COMMITTEE REPORTS

A. Landscape. *See Attachment 2: Landscape Committee Report.*

B. Architectural Review. No new requests have been received. Owners were reminded that anything that is attached to a condo wall, ceiling, or floor and would not fall out if the condo was turned upside down and shaken needs to be submitted to the Architectural Review Committee.

An owner asked for clarification of insurance for owners, saying that she suspects many are over insured. Chair Emery mentioned that if there were an incident causing damage to common areas, owner insurance should cover that deductible. A standard condo policy will have that coverage. Those with questions should consider having their agent talk to Vern Newcomb. It was mentioned that an insurance letter was attached to a newsletter last year. It was suggested than a letter be attached to the upcoming newsletter in addition to information about American Heating's HVAC maintenance offer to residents.

American Heating's residential unit twice a year maintenance proposal was attached to the minutes of the September 30 BOD meeting.

C. Bike Rooms. The Bike Committee is still attempting to contact residents on the waiting list to offer assigned brackets. Not all are responding.

D. Social. Nothing to report.

E. Communications. It was pointed out that the last newsletter was never fully distributed. Work has begun on the next newsletter.

Chair Emery reported that a proposed 2009 contract would be presented to Cheryl Brendle at CMI tomorrow morning. CMI will have two days to digest it before a second meeting takes place Thursday for negotiations. Chair Emery said he is cautiously optimistic.

VIII. CONFIRM NEXT MEETING DATE

The next meeting will be held Monday, December 1, 2008, 6:00 PM. The location will be Holiday Inn Express, if the room is available.

IX. ADJOURNMENT

The meeting was adjourned at 7:21 PM.

Attached:

Attachment 1: 2008 Budget to Actual Forecast

Attachment 2: Landscape Committee Report