

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE VAUX CONDOMINIUM HELD ON JANUARY 14, 2008, AT THE FRIENDLY HOUSE COMMUNITY CENTER LOCATED AT 2617 NW SAVIER, PORTLAND, OREGON AT 6:45 PM (OPEN FORUM AT 6:30 PM).

PRESENT:

Dr. Samir Desai, Secretary
Ms. Noella Nelson, Vice Chair
Ms. Elizabeth Ku, Treasurer
Ms. Sara Burton, Director

ABSENT:

Mr. Larry Emery, Chair

BY INVITATION:

Mrs. Diane Wood, Community Manager, AMS,
PCAM, CMCA
COMMUNITY MANAGEMENT, INC. AAMC

Owners as listed on the sign in sheet attached to the original set of minutes.

OWNERS' FORUM

- 1) Janet Flaherty, #204** – Flaherty inquired as to the possibility of reducing the noise from the entry buzzers.
- 2) Samir Desai, #405** – Desai noticed that recent move-ins have caused some damage to the Raleigh Building, specifically in the Raleigh Elevator Lobby (baseboard). Desai also brought up concerns about the timing of the window washing. Desai suggested that April and October would be more appropriate times to complete the window cleaning. Desai recalled that Trammel Crow Residential had agreed to refinish the lobby floors to a matte finish at their expense.
- 3) Joan Ryan, #236** – Ryan reported that there were numerous scratches in the lobby floor and inquired if this was a warranty item.
- 4) Matthew Bray, #226** – As a resident close to the door, Bray inquired if the "garage door opening" warning sound could be lowered while not compromising safety.
- 5) Suzanne Johnson, #419** – Johnson reported that the trash chute door on the Raleigh Building Fourth Floor only opens intermittently and does not work properly.
- 6) Joan Ryan, #236** – Ryan asked if On-Site Manager has a description of his janitorial duties.

I. CALL TO ORDER

Secretary Desai called the meeting to order at 6:47 PM.

II. APPROVAL OF MINUTES

AGREED

Motion made by Director Burton, seconded by Secretary Desai to approve the minutes as distributed from the Board Meeting held on December 10, 2007. Motion carried unanimously.

III. LOBBY EASELS

Discussion followed concerning the use of the lobby easels for display of community notices.

AGREED

Burton moved to use the easels be used for community notices only and that they be removed after each use and be stored. Motion seconded by Desai and unanimously carried.

IV. MAINTENANCE COORDINATOR REPORT (SEE ATTACHED)

A. USA Mechanical – Booster Pump Maintenance (see attached)

AGREED

Motion made by Desai and seconded by Burton to approve the proposal on a Semi-Annual basis. Motion unanimously carried.

B. Discoloration of Water

CMI reported the City of Portland had not completed the testing procedure.

V. CMI STATUS REPORT (SEE ATTACHED)

1. Window Washing

AGREED

Motion made by Director Burton, seconded and unanimously carried to approve the Proclean window washing bid (recommendation of Chair Emery) @ \$9,600.00 to be done in April and October. Motion carried unanimously.

2. Lobby Floor Maintenance

AGREED

It was agreed the bid presented by Oregon Marble (recommendation of Chair Emery) to refinish the lobby floors would be approved at a cost of \$1640.00, subject to CMI asking Trammel Crow Residential if they had agreed to pay for the work to be done.

3. Landscape Maintenance

AGREED

It was agreed the bids would be reviewed at the next meeting as not all bids had been collected from the companies.

6. Installation of Motion Lights

Discussion followed concerning the installation of motion sensor lighting in Trash

Rooms. It was reported that residents may be turning the lights off as they leave the trash rooms and deactivating the sensors.

AGREED

It was agreed an E-mail notice would be sent to the owners and notices will be posted in the trash rooms to let residents know that the lights automatically activate and do not require any operation by the residents and in fact, to do so deactivates the sensors.

7. Access to Buildings

Discussion followed regarding the access capabilities vendors, contractors and owners have to the building.

AGREED

The Board instructed CMI to qualify whether a key or a code for building access has been given to the vendor list. The Board agreed a procedure should be adopted that requires vendors and contractors to sign letters of agreement for use of a key/code for access; a process for deactivating codes or returning keys if they no longer provide services; and that they provide contact information. It was agreed this would be postponed until the next Board Meeting.

11. Annual Meeting

Discussion followed regarding the inclusion of a letter with the Annual Meeting notice from the Board encouraging members to participate in the affairs of the Association. In addition, the Board discussed the inclusion of the 2008 Budget with the Annual Meeting notice to reduce the costs of mailing.

AGREED

It was agreed the Chair would be asked to prepare a letter as noted above. It was agreed the Annual Meeting notice, the 2008 Budget and letter from the Chair would be mailed on February 14, 2008 to conform to the notice requirements as outlined in the Bylaws, Section 5.

14. Warranty Items

Wood reported TCR had submitted an update of the warranty status regarding the landscape grounds to Dirk Jongejan. Wood reported TCR had advised the final One-Year Warranty walk through would occur in the next few weeks. Discussion followed regarding a Board Member being present for the final One-Year Warranty walk through.

AGREED

Secretary Desai volunteered to represent the Board for the walk-through (on Mondays only) with the Board, Trammel Crow Residential, David Berg of CMI and RDH Building Sciences.

15. Storage Units

Wood reported that residents have placed on items on top of the storage units. As this can interfere with the effectiveness of the fire system, CMI will post notices (on the Storage Room door and residents' doors) instructing residents to remove those items.

VI. COMMITTEE REPORTS

A. Social Committee – Sara Burton

Director Burton is organizing a get together to be held at the Matador Bar & Grill. Burton will place a notice of the event in the newsletter and on the website. Burton will include instructions on how to access the website in the next newsletter.

B. House Rules Committee – Noella Nelson

Nelson reported the House Rules have been drafted and would be submitted to the Board at the next Board Meeting.

C. Recycling Committee – Samir Desai

Desai reported signs identifying locations for garbage and recycling had been provided by the City of Portland and would be installed by the On-Site Manager. Burton requested that the Board consider the placement of recycling bins in each trash chute room as it would encourage residents to recycle. The On-Site Manager would then be responsible for delivering the recycling to the recycling bins in the garage. Discussion followed regarding the amount of time it would take for the On-Site Manager to assume these duties. It also was noted the On-Site Manager currently breaks down the cardboard boxes and the Board requested an accounting of the time spent on that task.

AGREED

On a trial basis, Burton volunteered to purchase a crate and bin; and place them in the trash chute room on her floor. The On-Site Manager will be instructed to empty the receptacle on a regular basis and to track his time in order to determine if it will be an effective use of time to provide that service to the residents. In addition, CMI was instructed to provide the Board with an accounting of the time it takes for the On-Site Manager to break down the cardboard. The On-Site Manager is to install the signs as received by Desai.

VII. 2008 BUDGET (SEE ATTACHED)

Treasurer Ku presented the 2008 Budget.

AGREED

Motion made by Nelson and seconded by Burton to approve the 2008 Budget as presented. Motion unanimously carried.

VIII. INSURANCE COVERAGE

Discussion followed regarding the Association's insurance coverage and whether or not it extends to tornado occurrences.

AGREED

CMI will research and report to the Board.

IX. ENERGY CONSERVATION

Discussion followed regarding conservation of the following items:

- Conditioning of the hallways and common areas
- Reduction of electrical costs
- Reduction of use of water
- Weatherization procedures that would reduce energy costs

AGREED

The Board instructed CMI to present an energy conservation plan at the next meeting.

X. REIMBURSEMENT POLICY – ELIZABETH KU

Ku stated that CMI's Maintenance Coordinator, David Berg, responds to all emergencies, on a 24 hour basis. It has been found that in some cases, it may not have been an emergency or it was an item for which the unit owner is responsible – not the Association. However, it is not always possible for the Maintenance Coordinator to know who is responsible until after they have physically responded and evaluated the problem. Ku expressed concern that the Association may bear the cost to respond to items that are the responsibility of the unit owners and that a policy should be established to bill the owners for the expense the Association has incurred in those cases.

AGREED

CMI was instructed to provide a summary of costs of the after hours calls that have been incurred by the Vaux. The Board agreed to postpone discussion of this issue until the next Board Meeting.

XI. ELEVATOR AGREEMENT

CMI reported an after hour emergency call had occurred for elevator service due to one of the elevators not functioning. The Maintenance Coordinator had contacted THYSSENKRUPP for repair service and had been told that since it was an "after hours" call, the Association would be charged at double time. Wood contacted the THYSSENKRUPP representative and pointed out the contract was for 24/7 service and questioned why they had provided the afore noted information. They acknowledged it was an error and immediately dispatched service to the site and resolved the maintenance problem. However, Wood conveyed to the Board that she had been concerned that THYSSENKRUPP would not respond because CMI had not paid bills submitted by THYSSENKRUPP. The Board had instructed CMI to work with THYSSENKRUPP to ensure the delivery of working elevators. It was the Board's position that the elevators had not yet been delivered in full working condition; therefore it would be difficult to see how the Vaux would be on a maintenance contract before the elevators were in working order.

AGREED

As the Chairman was not in attendance and he may have valid input, given his closeness to the topic, the Board instructed CMI to email the Chairman relative to the

above concern and obtain instructions from him on how to proceed. It was not the intention of the Board to not pay the maintenance contract.

XII. BIKE STORAGE – SAMIR DESAI

Secretary Samir reported on behalf of the Bike Committee (members Steve Schmidt and Roger Gantz) that they have researched possible solutions to the bike storage problem, including the installation of additional racks; reorganizing the existing bike rooms; and/or converting a recycling room to a bike room. The estimated costs of adding racks to the second bike room were \$400.00 for the rack and \$200.00 for the installation. A total reorganization of the bike rooms would be an alternate option at an approximate cost of \$4,000.00.

AGREED

Motion made by Director Burton, seconded by Vice Chair Nelson to approve an amount up to \$750.00 for the installation of additional bike racks for the existing bike rooms. Motion carried unanimously.

XIII. 2006 AUDIT (SEE ATTACHED)

In response to the Board's request made at the previous Board Meeting, see the attached response provided by Schwindt & Co.

XIV. FRONT LOADING ZONE

AGREED

It was agreed this issue would be postponed for discussion to the next Board Meeting.

XV. NEXT MEETING

The next meeting of the Board of Directors will be held on February 25, 2007, at 6:30 PM at the Friendly House Community Center.

XVI. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:06 PM.