

APPROVED

**THE VAUX CONDOMINIUMS
BOARD OF DIRECTORS MEETING
JUNE 25, 2007
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**MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE VAUX CONDOMINIUM
HELD ON JUNE 25, 2007 IN THE GARDEN ROOM OF THE FRIENDLY HOUSE
COMMUNITY CENTER LOCATED AT 2617 NW SAVIER, PORTLAND, OREGON.**

PRESENT: Larry Emery, Chair
Noella Nelson, Vice Chair
Elizabeth Ku, Treasurer
Sara Burton, Director

ABSENT: Samir Desai, Secretary

BY INVITATION: Cheryl Brendle, Community Manager
Community Management, Inc.
Debra Leloff, Community Manager
David Berg, Building Maintenance Coordinator
Community Management, Inc.
Tom DiChiara
Noel Johnson
Trammel Crow Residential
David Schwindt, CPA
Schwindt & Company

OWNERS' FORUM

- 1) A homeowner reminded owners about how noise carries in the hallways and courtyard areas. She suggested that quiet hours be published in the newsletter. Minimizing the clutter that is accumulating on balconies was also suggested. She also suggested that fumes from barbecues were offensive and was advised that the bylaws specifically state that such odors are not considered nuisances.
- 2) A homeowner expressed concerns regarding the recent theft of his bike.
- 3) Carina Christensen (unit #221) spoke about the following issues: Loud "ping" from elevator; can volume be lowered? The move in/out policy is not always being followed. The postal service is leaving packages in the hallways, which may not be a good idea in light of the recent thefts.

I. CALL TO ORDER-6:50 PM

Chair Larry Emery called the meeting to order at 6:50 P.M.

II. APPROVAL OF MINUTES (May 22, 2007 Board Meeting)

AGREED: Sara Burton moved for approval of the May 22nd Board meeting minutes as circulated. Sara Burton seconded the motion which carried without objection(LLE1).

III. SCHWINDT & COMPANY PRESENTATION

David Schwindt, CPA presented the services his firm provides, including updating the reserve study, reconciling the reserve study with the maintenance plan, as well as auditing the records and preparing the income tax returns.

IV. MAINTENANCE COORDINATOR'S REPORT

David Berg presented his report along with a proposal from American Heating for \$386 to install locking boxes over the common area thermostats. Mr. Berg suggested the Board set a temperature for the lobbies and the hallways and the thermostats would be programmed accordingly before they are locked. The Board of Directors decided the temperature should be set at 68° F for heating and 75° F for cooling.

V. REPORTS OF OFFICERS & COMMITTEES

A. Chair's Report – Chair Emery reported that the board and CMI have been working hard to reach the goals for The Vaux.

1) Landscaping - CMI, TCR, 7 Dees Landscape, the landscaping architect and Emery recently attended a walkthrough of the site. Several issues were identified and will be addressed including concerns about drought, hot spots, and deterioration of a few rhododendrons. Some plants are dying because pets have urinated upon them.

B. Treasurer's Report – Treasurer Ku reported delivered a financial report for the period ending May 31, 2007. To date, income has exceeded expenses. Legal counsel will be interviewed to handle collection actions in those instances where owners do not pay their fees in a timely manner. There are a few homeowners who are paying late.

C. Communication Committee - Director Burton reported that as of July 1, 2007 homeowners will be able to sign onto The Vaux's website and request a password be assigned to them. By about July 15, homeowners should receive their passwords via e-mail. The first newsletter is almost ready for publication. It will be distributed to all homeowners and tenants. Once the website is up and running, homeowners will be able to view the newsletter on the website or request that a paper copy be mailed. Otherwise it is the Board's preference to print paper copies in as few instances as possible.

D. Building and Grounds Committee – Chair Emery reported that a meeting of this committee will be scheduled as soon as committee member Dirk Jongejan is back in town

E. Committee Charters Reviewed

Social Committee - The committee charter was reviewed. Upon motion made by Larry Emery and seconded by Elizabeth Ku the Social Committee Charter was adopted as presented.

Rules Committee – The committee charter was reviewed. Upon motion made by Larry Emery and seconded by Sara Burton the Rules Committee Charter was adopted as presented.

Finance Committee – The committee charter was reviewed. Upon motion made by Larry Emery and seconded by Noella Nelson the Finance Committee Charter was adopted as presented. Treasurer Ku reported that the owners Dennis Reese and Ellen Ghiselli have agreed to serve on the committee.

Recycling Committee – The committee charter was reviewed. Upon motion made by Larry Emery and seconded by Sara Burton the Recycling Committee Charter was adopted as presented.

F. OLD BUSINESS

- 1) **Status of Building Occupancy Survey** – 122 of the Mandatory Occupancy Surveys have been returned. Currently there are 24 rental units, 22 second homes, 55 owner occupied units, 21 remain unsold, and the status of 22 units is still undeclared due to non-return of the surveys.
AGREED: Larry Emery moved that homeowners who have not returned the mandatory survey be fined \$75 as required by the fine policy. The motion was seconded by Noella Nelson and carried without objection. CMI will write to the 22 owners to notify them of the fine and the need to submit their surveys without delay.
- 2) **Hallway Lighting** – Discussion followed regarding the lighting in the hallway. Some homeowners think timers should be installed on the lights or that they should be turned off completely to save energy. It was decided that a test would be conducted whereby the lights would be turned off for one wing of one floor and owners would be encouraged to give the Board feedback about whether the lights should remain off during the daytime hours. The second floor of the Raleigh building near Noella Nelson's unit will be used to test the lighting.
- 3) **Window Cleaning** – Discussion was tabled until the next Board meeting.
- 4) **Janitorial Duties Reviewed** – CMI presented the Board with a schedule of the janitorial services.
AGREED: Larry Emery made a motion to approve the Janitorial Service Schedule. Sara Burton seconded the motion which carried without objection.

G. NEW BUSINESS

- 1) Hose Bib Agreement Approved** – Homeowners that reside on the ground floor patio units on the east side of the Savier Bldg will have access to the hose bibs to water their plants as long as they agree to sign the Hose Bib Agreement.

AGREED: Larry Emery moved approval of the Hose Bib Agreement as submitted. The motion was seconded by Sara Burton and carried without objection.

- 2) Notice Boards** – Sample notice Boards were presented to the Board. Several locations for the notice boards were discussed.

AGREED: Elizabeth Ku moved that two notice boards be installed in the basement level elevator vestibule of each building. The motion was seconded by Larry Emery and it carried without objection.

- 3) Courtyard Benches** – Discussion followed regarding the purchase of additional benches to be installed in the courtyard. The Board referred this issue to the Building and Grounds Committee for further study and asked the committee to make a recommendation to the Board.

- 4) Bike Thefts** – Discussion followed regarding the theft of bikes from the buildings. The Board reviewed several proposals from vendors regarding lock changes, standing guard service and installing security camera.

AGREED: Larry Emery moved approval of Chown Hardware's proposal to rekey the storage rooms and the bike rooms. The motion was seconded by Sara Burton and carried without objection. CMI will organize the rekeying and notifying of homeowners with the help of the Building & Grounds Committee. It was also agreed that the other security alternatives required further study. The consensus was that a security survey was needed and that from the survey specific requirements would be put out for competitive bid. Requires future board action,

- 5) Registered Agent Change** – CMI explained why the Board should approve the hiring of a new registered agent. CMI suggested National Registered Agents Inc. (NRAI) because CMI has found them to be cost effective and reliable.

AGREED: Larry Emery moved to approve the hiring of NRAI. Sara Burton seconded the motion which carried without objection.

H. NEXT MEETING DATE – Monday July 30, 2007 at 6:30 PM

ADJOURN TO EXECUTIVE SESSION

The meeting was adjourned at 8:45 pm to discuss contracts with CPA David Schwindt to RDH Building Sciences.

AGREED: Larry Emery moved adjournment of the executive session at 9:00 PM. The

motion was seconded by Sara Burton and carried without objection.

I. MEETING RECONVENED

The meeting was reconvened at 9:00 PM

J. SCHWINDT & COMPANY PROPOSALS

AGREED: The Schwindt & Company's proposals for financial services, tax preparation, and updating of the reserve study, including reconciliation of the maintenance manual was approved. Subject to clarification of firm prices. The RDH proposal for updating the maintenance manual is approved also subject to clarification of firm price. Elizabeth Ku was authorized to negotiate final prices and sign the contracts on behalf of the Board(LLE2).

The RDH proposal for conducting the 1-year warranty review will be deferred until Board members Emery and Nelson can meet with RDH and until proposals from other vendors can be obtained. The motion was seconded by Elizabeth Ku and carried without objection.

ADJOURNMENT - There being no further business to consider, the meeting was adjourned at 9:16 PM.