

MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE VAUX CONDOMINIUM HELD ON MONDAY APRIL 30, 2007 IN THE KEESTON ROOM OF THE FRIENDLY HOUSE COMMUNITY CENTER LOCATED AT 2617 NW SAVIER, PORTLAND, OREGON.

PRESENT:

Larry Emery, Chair
Noella Nelson, Vice Chair
Samir Desai, Secretary
Elizabeth Ku, Treasurer
Sara Burton, Director

BY INVITATION:

Thomas DiChiara
Noel Johnson
Vaux Partners LLC.
Troy Bellis, Maintenance Coordinator
David Berg, Maintenance Coordinator
Cheryl Brendle, Community Manager
Community Management, Inc.

OWNERS' FORUM

A question/answer session ensued during which owners asked about the following:

- 1) **Do owners get an opportunity to speak during Board meetings?** Answer - Other than during the Owners' Forum that will be held just before or at the end of the Board meeting, owners may speak during the meeting only if recognized by the Chair. Owners who wish to address the Board should notify Chair and/or community manager in advance and their item will be placed on agenda.
- 2) **Will exterior gates open with owners' fobs? Will additional benches be installed inside the courtyard gates as well as on the sidewalks outside the gates?** Answer – Fobs will open the gates. Programming of gates has just been finished. Benches are not planned for inside the courtyard. They are installed outside the gates due to City of Portland's requirements.
- 3) **Notice posting locations are inadequate; some have fallen off.** Answer: Board will address this.
- 4) **Plant irrigation system - is it working properly?** Answer: Yes, it's a drip irrigation system; it is now programmed. 7 Dees' Landscaping is maintaining the plants, which are under warranty for 12 months subsequent to installation.
- 5) **Who is the representative from CMI and will the Board appoint committees?** Answer: Diane Wood has taken a leave of absence and will return in a few months. In the meanwhile, Cheryl Brendle and Debra Leloff will represent CMI at The Vaux. Cheryl Brendle's contact information is cherylb@communitymgt.com or 503-445-1214; Debra Leloff's contact information is debral@communitymgt.com or 503-445-1211. CMI's main

telephone number – for emergencies or to reach other staff members is 503-233-0300.

- 6) **Annual Meeting Minutes – When will owners receive them and how will they be distributed?** Answer: The Developer was the Board of Directors until after the Turnover Meeting that was held on March 12, 2007. The Developer will approve a draft of the minutes and they will be sent to the owners even though the minutes will not be approved until the first Annual Meeting when time they will be considered by the ownership.
- 7) **Window Washing –is it done? Where do owners report dirty windows and/or missing screens?** Answer: The window washing is supposed to be completely done on May 3rd. The protocol has been changed for future window washings. The contractor will remove, wash and replace screens from this point forward. Owners who think their windows were missed or have missing screens should report them to CMI. See Item #5 above for contact information.
- 8) **When turnover of the building from Developer take place?** Answer: The Turnover Meeting (March 12) was the formal turnover of the Association to the owners. However, the Developer continues to have 3 full time people on site daily to complete punch list items. In addition, the major systems are under warranty for twelve months and some components have longer warranty periods.

I. CALL TO ORDER-6:45 PM

Chair Larry Emery called the meeting to order at 6:45 P.M.

II. APPROVAL OF MINUTES (March 26, 2007 Board Meeting)

AGREED: Noella Nelson moved that the minutes of the March Board meeting be approved as circulated. The motion was seconded by Samir Desai. The motion carried without objection.

III. MAINTENANCE COORDINATOR'S REPORT

Maintenance Coordinator Troy Bellis read his report which detailed work that had taken place during March and April. CMI is to get details of the Thyssen-Krupp (elevator maintenance contract) to Director Samir Desai. Bellis advised the Board that they need to establish the frequency for washing of the windows and to decide if the scope of work will be expanded to include the cleaning of the ledges.

IV. REPORTS OF OFFICERS

Chair Emery led a discussion of three reports referred to as follows:

- 1) Developer's Response to Turnover Comments & Questions From March 12
 - a) Garage Gate-issues resolved
 - b) Realtors' Signs - they aren't permitted without Board's approval, which has not been given
 - c) Water Ponding at Courtyard - adjustments made; condition is believed to have been eliminated
 - d) Corridor Painting - lots of repainting has been done.
 - e) Exterior Lighting - controls on lights - many photocells
 - f) Interior Corridor Lighting - Overhead lights are on 24-hours per day as

- required by code; cost of power for sconces adjacent to unit doors is a common area charge; not individual owner's cost.
- g) Construction Debris and Storage in Garage – Removed except for hallway carpeting which is lying on parking garage floor.
- 2) April 3, 2007 Report to Board from Chair Regarding Termination of Contracts - Board agreed there is no need to terminate any of existing contracts within the 60-day initial period.
- 3) April 14, 2007 Report to Board from Chair Regarding Review of Turnover Book
- a) Board must register new officers with state at corporate anniversary
 - b) New registered agent needs to be engaged. CMI recommends hiring National Registered Agents Inc.
 - c) BBQ grills with propane tanks are not permitted per fire marshal.
- 4) Treasurer's Report - Attached.

V. COMMITTEE REPORTS

COMMUNICATIONS – Sarah Burton reported that by next week HOA should have a tab on the developer's Vaux web site and the site will become the property of the HOA once the initial sales are completed. Features will include meeting minutes, a Board email, calendar of activities, details of staff duties, a message board for owners' use in making suggestions, listing items for sale, and for management's use in giving owners updates on building issues and a method of contacting committees. There will be a link to CMI and forms to download, and a method of reporting maintenance items. Annual cost of the web site will be \$170.

Dagny Hook suggested that a newsletter be published and sent to owners in addition to posting information on the web site. Dagny will work with CMI on this project.

VI. POLICIES AND RESOLUTIONS

- a) Additions Alterations Resolution –. Larry Emery will serve as the Board Liaison to the Architectural Committee and will help to develop a process and forms that may be needed when an owner wants to propose a unit modification.
- b) Administration of Rental Restriction – Administration of the 30% rental cap is discussed. Larry Emery will draft a memo to be sent with a survey to each owner to determine the current occupancy. Once the survey responses are received, a waiting list will be established.
- c) Move/In Move Out Policy and Procedures – The Board ratified the current policy with the following modifications:

- 1) that Saturday/Sunday moves be permitted
- 2) how to cancel a move without incurring a penalty be established

MOTION: Sarah Burton moved approval of the current Move In/Out Policy as modified. The motion is seconded by Samir Desai and carried without objection.

- d) Late Fee Policy Resolution – The Board ratified the late fee policy resolution that was previously signed by the Developer.
- e) Fine Procedure Resolution (Rules Enforcement Resolution) – The Fine Procedure Resolution is reviewed and the enforcement of rules is discussed. Current violations include displaying real estate and political signs, decorative items in common areas, storing items in common areas and hanging flowers from balconies. CMI will work at the direction of Chair to begin the enforcement of the regulations relative to signs and other violations of the bylaws.
- f) Committee Establishment

MOTION: Sarah Burton moved the following:

- 1) Six committees (listed below)
- 2) A charter be written for each committee
- 3) The charter is to outline the committee's purpose and the extent of its authority
- 4) A Board member is to be appointed to serve as the liaison, but not the chair, of each committee

Elizabeth Ku seconded the motion which carried without objection. Committees & Board Liaisons are as follows:

- | | |
|-----------------------|---------------|
| a. Finance | Elizabeth Ku |
| b. Social | Sarah Burton |
| c. Recycling | Samir Desai |
| d. House Rules | Noella Nelson |
| e. Building & Grounds | Larry Emery |
| f. Warranty | Larry Emery |

- g) **NEXT MEETING DATE** – The next meeting of the Board will be held on Tuesday May 22 2007 at 6:30 PM.
- h) **ADJOURNMENT** – The meeting was adjourned at 8:50 PM.