

**MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE VAUX CONDOMINIUM
HELD ON JULY 30, 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
Samir Desai, Secretary

ABSENT:

Sara Burton, Director

BY INVITATION:

Diane Wood, Community Manager
Cheryl Brendle, Community Manager
Debra Leloff, Community Manager
Community Management, Inc.
Tom DiChiara, Developer
Trammel Crow Residential

OWNERS' FORUM

- 1) The Association's glass recycling bin is not to be used to discard pieces of plate glass, but rather is intended for glass bottles.
- 2) An owner expressed concern about the bright light from the post office and asked that this light be shielded to prevent it shining into her unit. The Board explained that neither they nor TCR had been successful in getting the USPS to shield the light, but continued efforts are planned.
- 3) An owner asked if they may install a DirecTV system. It was agreed that a community wide solution should be sought and the owner agreed to research their needs in this regard and communicate them to the Board.
- 4) An owner expressed concern regarding the transmission of noise (foot falls) from the unit directly above. Developer Tom DiChiara will provide acoustical data from construction to demonstrate that efforts were made to construct the buildings to minimize transmission of sound between units.

I. CALL TO ORDER-6:50 PM

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

II. APPROVAL OF MINUTES (June 25, 2007 Board Meeting)

AGREED:

The minutes from June 25th were reviewed. The date was incorrectly listed as May 22nd in the header of the document. Elizabeth Ku moved for approval of the June 25th meeting minutes as corrected. Noella Nelson seconded the motion which carried without objection.

III. MAINTENANCE COORDINATOR'S REPORT

Diane Wood delivered the building coordinator's report for July.

IV. CMI STATUS REPORT

A. Occupancy Survey – Community Manager Wood reported that 100% of the owners have responded to the occupancy survey. It has been determined that the rental cap (maximum 30%) has not been exceeded and currently 23.6% of the units are rented.

B. Parking Stop Painting – The parking stop painting which had previously been spray painted with pink paint will be repainted. CMI will inquire of the owners whether they applied the paint.

C. Web Site Status – The website is not completed and Director Burton will make a report soon regarding when the site will be finished.

D. Bollard Light Shields – Trammel Crow has installed shields on two bollard light fixtures. CMI and Larry Emery will walk the common properly to identify other bollards that need to be shielded.

E. RFP for Selection of Legal Counsel – CMI reported that a total of four attorneys have responded to the Association's request for proposal. Directors Emery and Nelson are in charge of conducting preliminary interviews.

V. REPORTS OF OFFICERS & COMMITTEES

A. Chair's Report

- **Propane Grills** – There has been good response from owners regarding the need to get rid of propane grills
- **Real Estate Sign Compliance** – There has been fairly good response from realtors regarding compliance with the sign restrictions. CMI will follow up on three real estate signs which are not in compliance with the policy.
- **Newspaper** - Delivery is to be to the door of the residence; not to the mail area. CMI will follow up with the vendors who offer home delivery to make sure they understand the expectation.
- **Vendors' Lockboxes** – It is suggested that each vendor with a lockbox be required to sign a form making the company responsible for the keys their employees use to get into the buildings. Currently one key is lost to the electrical closet. DiChiara suggested the Comcast contract may already contain this clause. CMI to check the terms of the contract and to assist in drafting the agreement.
- **Tracking Improvements to Units** – The bylaws require owners to report improvements over \$500 in value. CMI to ask the insurance agent why this is required and what is done with the information collected. Once legal counsel is hired, the lawyer will be asked if it is safe for the Board to ignore this requirement.
- **Tracking Mortgagees Of Units** – The bylaws require the Association to keep a record of the holders of mortgages. Once legal counsel is hired, the lawyer will

be asked if it is safe for the Board to ignore this requirement.

- B. Treasurer's Report** – Treasurer Ku reported on the status of the proposal for the 2007 audit and the 2008 reserve study update. One paragraph of the representation letter needs to be changed and this issue should be settled with David Schwindt soon.
- C. Communication Committee** - Chair Emery reported that the last newsletter was very effective and another newsletter is needed. A camera was found recently (now in the possession of Emery). Finding a place to post information such as lost and found items is discussed. The purchase of larger bulletin boards are discussed and tabled until after the launching of the website, as this may take the place of the bulletin boards.
- D. Building and Grounds Committee** – Chair Emery reported that committee member Dirk Jongejan, a retired landscape architect has agreed to assess the landscaping and prepare a report for the Board.
- E. Rules Committee** – Director Nelson reported that the committee has not met yet. Information about the first meeting will be placed in the upcoming newsletter.
- F. Finance Committee** – Treasurer Ku reported that the committee will meet in August. The committee will draft an investment policy and will begin to work on the budget for 2008.
- G. Recycling Committee** – Director Desai reported the committee has not met yet, but will do so in the near future.

VI. OLD BUSINESS

- A. Hallway Lighting** – Discussion followed regarding installing timers or lower wattage bulbs in the hallway sconce light fixtures.
AGREED: Noella Nelson moved approval of the purchase of lower wattage bulbs. Samir Desai seconded the motion which carried without objection. CMI agreed to provide one case of bulbs and to find out if the used bulbs can be sold for reuse to another CMI client.
- B. Lock Changes & Master Keys** – New keys to the bike and storage rooms will be distributed August 1-3rd and the locks will be changed on Monday (8/6). A discussion ensued about whether master keys should be kept. The directors decided the master keys will be destroyed.

- C. Sign Installation** - A sign asking residents to wait for the garage door to close before leaving its vicinity was discussed but tabled for consideration at an upcoming meeting.
- D. Garage Door Closing Interval** - It was confirmed that the calibration of the gate speed has been adjusted to as short an interval as is advisable.
- E. Neighborhood Watch Meeting** - Chair Emery will set up a community meeting with the neighborhood patrol officer, at a venue other than the Board meeting.

VII. NEXT MEETING DATE – Monday August 27, 2007 at 6:30 P.M.

VIII. ADJOURN – The meeting was adjourned at 8:00 PM.

IX. CONVENE[CB1] EXECUTIVE SESSION

The meeting was adjourned at 8:01 P.M. to discuss a contract for the one-year warranty inspection.

AGREED: Larry Emery moved adjournment of the executive session at 8:40 P.M.

X. MEETING RECONVENED - The meeting was reconvened at 8:40 P.M.

AGREED: Emery moved the contract be awarded to RDH Building Scientists, subject to final negotiation of the terms of the agreement. Nelson seconded the motion which carried without objection.

XI. ADJOURNMENT - There being no further business to consider, the meeting was adjourned at 8:42 P.M.