

**THE VAUX CONDOMINIUMS
BOARD OF DIRECTORS MEETING
APRIL 28, 2008
PAGE 1 of 6**

Minutes of the Board of Directors Meeting of the Vaux Condominium held Monday, April 28, 2008 at Friendly House Community Center located at 2617 NW Savier St., Portland, Oregon at 6:15 PM. Owners' Forum 6:00 PM.

PRESENT: Larry Emery, Chair
Stanley Townsend, Vice-Chair
Sara Burton, Secretary
Kevin Kutcher, Director (appointed 4/28/08)

BY INVITATION: Tom DiChiara, Vice President,
Trammel Crow Residential

OWNERS' FORUM

1. **Joan Ryan, Unit 236** – Joan asked about the status of the Rules Manual. Chair Larry Emery answered that this is an action that will be discussed in tonight's meeting. He mentioned that it would be hand delivered to units by resident volunteers, if possible. Joan said she would be willing to help deliver copies of the Rules Manual.
2. **Jim Bosket, Unit 134 and Kevin Kutcher, Unit 108**, "new faces" in attendance tonight, introduced themselves.

I. CALL TO ORDER

The Chair called the meeting to order at 6:05 PM.

II. CONSIDERATION OF REGULAR BOARD MEETINGS ON A BIMONTHLY BASIS and HOW TO STIMULATE GREATER HOME OWNER PARTICIPATION, e.g.: Board Director Vacancies, Committee Vacancies

Chair Emery announced that Treasurer Dagny Hooke, one of four candidates for the five board vacancies at last month's Annual Meeting, has resigned from the Board. This leaves two of the five seats vacant.

III. APPOINTMENT OF BOARD MEMBER

Sara Burton found an owner who is interested in being on the Board of Directors, Kevin Kutcher. Sara and Vice Chair Stanley Townsend met with Kevin and they feel that, with his background in real estate, he will be a real asset to the Board. According to the Bylaws, the majority of the Board can appoint an owner to fill a Board vacancy.

Motion made by Vice Chair Townsend to appoint Kevin Kutcher to the Board. Motion seconded by Secretary Burton. Motion passed unanimously. Chair Emery announced that Kevin has been appointed to the Board of Directors. Kevin stated that he owns Unit 108 as a rental and

wants the Vaux to be all that it can be. New Director Kutcher took his seat at the Directors' table.

IV. MAINTENANCE COORDINATOR REPORT

Chair Emery stated that the report has been received as 39 pages of technical detail not presented in an understandable way. Action items are embedded in the report, not listed in a useful way, not summarized.

Tom DiChiara said he usually gets a call from David Berg when items need to be addressed. Chair Emery will send Tom a copy of the CMI Maintenance Coordinator's report.

V. APPROVAL OF ANNUAL MEETING MINUTES

The Board has received draft minutes of the March 31, 2008 meeting from Diane Wood of CMI. The meeting had two parts - the Board Meeting where the sitting board approved minutes from January and February and the Annual Meeting where new Board members were elected and seated. Chair Emery suggested that the minutes need to be separated into two sets of minutes, one for each part of the meeting. Owners need to approve Annual Meeting minutes. A decision was made to hold the draft for now and separate it into two parts.

VI. AUTHORITY LATITUDE FOR CHAIR TO AUTHORIZE BUDGET EXPENDITURES WITHIN BUDGET CLARIFIED, e.g.: Maintenance projects such as the painting of the elevator lobbies, acquisition and installation of benches for the courtyard, responding to emergency situations such as the recent sewer line backup problems.

An applicable item currently on hold: Resident landscaper Dirk Jongejan has identified approximately \$1,000 worth of plants that need to be replaced by Seven Dees. In the unlikely event that the Chair abuses the authority, it can be revoked. Director Kutcher asked who holds the checkbook. Chair Emery replied that the Treasurer position on the Board is vacant due to Dagny Hooke's resignation. All duly authorized board members have signature authority up to \$5,000. All checks of \$5,000 or more must be signed by the Treasurer or Assistant Treasurer or the Chair in their absence. All checks of \$10,000 or more require two signatures.

VII. RECORDING OF MEETING MINUTES

CMI Building Manager, Diane Wood (not present at tonight's meeting) usually takes notes on a laptop, produces a draft, which Chair Emery edits then circulates to the Board, and the Board approves.

Under CMI's contract, they are obliged to cover four meetings per year. CMI attended all of last year's meetings, but will not continue that this

year. Vice Chair Townsend suggested re-negotiating for consistent minutes for all meetings. Chair Emery suggested that this issue be re-discussed after the CMI contract discussion in tonight's Executive Session following this meeting.

[NB the note takers for the current meeting were taken by two owners (Terry Mesa and Ron Kinley). Terry has volunteered to be the Board's note taker and to prepare the minutes documents from this point on. THANK YOU TERRY!]

VIII. MAINTENANCE OF THE WEBSITE

CMI maintains the Vaux Homeowners website at a charge of \$65 per hour. It is not well maintained. Minutes and calendars are missing and information is not up-to-date. Secretary Burton said part of the problem is last-minute emails from CMI. Information needs to be uploaded on the website in a timely manner. Like the meeting minutes, this is an issue to re-discuss after tonight's Executive Session regarding CMI's contract.

IX. HOW TO STIMULATE GREATER HOME OWNER PARTICIPATION, e.g.: Board Director Vacancies, Committee Vacancies

Chair Emery mentioned the Board vacancies and the same small group of faces at every meeting. The community is not really rallying to make it a community.

Joan Ryan, Unit 236, said she signed up for the Social Committee in an early meeting and was never contacted. Some signups apparently fell through the cracks at the beginning.

Secretary Burton stated that this is another case where an updated website could be helpful.

New Director Kutcher will come up with suggestions to motivate more owners to become involved.

X. STATUS OF WARRANTY REVIEW

Good progress is being made according to Chair Emery – it's down to a handful of items. Some of the Parklex panels are experiencing discoloration. According to RDH, the problem seems to be cosmetic only, not structural.

Tom DiChiara said TCR is watching to see if discoloration comes and goes with changes in the weather. He said that TCR has some extra Parklex panels.

The condition of the Parklex panels will be noted in the final closeout of the warranty review and will be subject to monitoring overtime.

Tom also mentioned other items that are currently being taken care of:

- Sheet metal fabrication at the garage entrance
- Cap flashing on a couple of 4th floor balconies (RDH was concerned about some pooling of water over time)
- Lobby floor finish – will be re-honed in an attempt to remove shiny spots and to clean the tile surface.
- Repair chipped concrete in Xavier building lobby

Chair Emery stated that all are anxious to get through the punch list. Once Tom/TCR is satisfied, he will send a final status report. RDH will formally verify results in writing. Chair Emery will prepare a formal letter to TCR to close out the warranty review. The letter will be reviewed by counsel for legal sufficiency before submittal to the Board for approval.

It was also reported that four units have been “sold” over the last couple of months. They are now in escrow. The units are 407, 411, 133 and 314 (three one-bedroom and one two-bedroom) according to Tom.

XI. IMPLEMENTATION OF APPROVED INVESTMENT POLICY

Chair Emery stated that the previous Board approved an investment policy and the current Board needs engage the Finance Committee and work on implementing the policy.

XII. ALTERNATIVE FOR INTERNET AND CABLE SERVICES

Vice Chair Townsend brought up the possibility of a community satellite dish. At a previous meeting an owner said he would look into options. Tom DiChiara said that in each building there is conduit for a satellite dish. His understanding is that a minimum number of subscriptions must be met and a long-term agreement is required. Director Kutcher, who has a telecommunications background in addition to his real estate background, said that Qwest is one vendor and he has worked with them quite a bit. Vice Chair Townsend remarked that the gap in the sidewalk in front of the Raleigh Building is part of Qwest’s fiber optic connection. The final step in their fiber optic project may be as much as five years away. Chair Emery suggested that the Board continue to explore possibilities. Tom DiChiara said he would look through his files for more information. Director Kutcher said that he will also review the possibilities.

XIII. CONSIDERATION OF REGULAR BOARD MEETINGS ON A BIMONTHLY BASIS (EVERY OTHER MONTH)

Chair Emery suggested that in its second year, regular board meetings could possibly go from monthly to 6 per year with the understanding that an additional meeting could be called if needed. Monthly meetings are a burden on the Board and minute takers. In its third year, the Board might even consider going to quarterly meetings. Bimonthly meetings are something to consider for now, a decision doesn't need to be reached tonight. After bringing the warranty review process and CMI review to closure, it might make sense to implement the bimonthly meeting schedule this summer. All in attendance agreed informally that bimonthly meetings sound good.

XIV. APPROVAL OF RULES MANUAL

It was agreed that numbered pages and table of contents would be added to the Rules Manual before distribution.

XV. APPROVAL OF EXECUTION OF A TRESPASS AGREEMENT WITH THE PORTLAND POLICE BUREAU

Vice Chair Stanley Townsend talked about his walk-through with the Portland Police Bureau and how they pointed out strengths and weaknesses (mostly strengths). Stanley recommends signing a trespass agreement provided by the bureau. This will empower the police to remove nuisance trespassers on the common areas of the VAUX.

AGREED: Stanley moved to initiate the execution of a trespass agreement, Secretary Burton seconded. Motion carried.

XVI. APPROVE INITIATIVE TO CONVERT SPACE IN FRONT OF LOBBIES AS LOADING ZONES AS RECOMMENDED BY THE PORTLAND POLICE BUREAU

Chair Emery reviewed the recommendation by the Portland Police Bureau to establish a loading zone in front of each building entrance. Ron Kinley raised a concern that elimination of two parking spaces in front of each building will further restrict parking in the area. It was pointed out the Post Office is down sizing its operations this year which should reduce the postal worker parking pressure during their work hours that now operating nearly 24 hours a day. Secretary Burton will lead the effort to gain city approval of the loading zones.

XVII. APPROVAL OF COMMUNITY COURTYARD MEETING WITH THE PORTLAND POLICE AND FIRE BUREAU REPRESENTATIVES

Chair Emery brought up a suggestion by the Police Bureau that we host a community meeting for them to discuss community policing and fire safety. It was suggested that this event be combined with a social function to help build community spirit.

**THE VAUX CONDOMINIUMS
BOARD OF DIRECTORS MEETING
APRIL 28, 2008
PAGE 6 of 6**

AGREED: A motion to approve was made by Director Kutcher and seconded by Vice Chair Townsend. Motion carried.

XVIII. UNFINISHED BUSINESS

Storage Units. There is a need to know who owns which storage units. Four units are being used by unknown residents even though these units are owned by TCR. Tom DiChiara will forward TCR's records to Chair Emery.

Lobby Painting. Chair Emery will work with CMI to get the elevator lobby painting bid awarded to the lowest bidder.

Bike Storage. Additional racks are scheduled to be installed tomorrow (April 29, 2008).

CMI's Electronic Records System. Chair Emery will continue to press CMI to implement their electronic (paperless) records system.

XIX. CONFIRM NEXT MEETING

The next meeting is will be moved to Holiday Inn Express on Vaughn Street.

Secretary Sara Burton requested permission to purchase and give to community signage that would indicate that the patio areas on the east side of the Savier building are monitored by security cameras.

AGREED: A motion was made by Chair Emery and seconded by Secretary Burton to obtain security signage for the entry gate to the patio common areas and also for the external side of the boundary fence between our property and the neighbors. Motion carried.

XX. ADJOURNMENT

The meeting was adjourned at 7:25 PM for the Executive Session scheduled immediately following the Board Meeting.