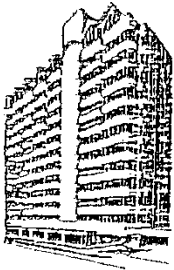


# Approved Minutes



## Willamette Towers HOA

### Board Meeting Minutes

For meeting on: Tuesday, August 18, 2009

7:00 pm

WT Office/Lounge

**Board Members Present:** Tyler Burgess, Chair; Rick Lowen, Treasurer; Kevin Biersdorff, Secretary; Marcy Beard, Board Member; (David Ghelfi, absent)

Also Present: Casey Conley (IPMG), Rhonda Romero (IPMG), Laura Romeyn #708

1. There were no comments from residents.
2. The minutes from the previous meeting, July 28, 2009 were approved with the corrected spelling of Mr. Ghelfi's surname.
3. IPMG Report – Casey reported the following items (not necessarily in this order):
  - a. An elderly resident was thrown to the floor at the North lobby door when a man on the other side suddenly yanked to door open. He then quickly proceeded past her without providing aid. The woman is recovering.
  - b. Casey is agreeable to assisting any residents in getting their mail during regular office hours if they are having difficulty with the door. A sign to that effect will be posted.
  - c. The front door was blocked open and workers remodeling a 13th condo staged their construction in the front courtyard. Numerous requests to desist were ignored.
  - d. IPMG is continuing inquiries with plumbing contractors.
  - e. There were two complaints about dogs and dog waste.
  - f. Additional pest control measures have been taken in the stairwell.
  - g. The issue of the fallen limb on Lincoln is to be resolved between the painters and the owner of the vehicle that was damaged.
  - h. There was a clarification by the Board that only approved meeting minutes are to be posted. Since meeting minutes are approved at the next month's meeting, the postings will reflect the previous month's session.
  - i. IPMG is facilitating an agreement between Mia Bella, the Architectural Committee, and a local sign vendor about the design of signage.

- j. The Board asked IPMG to look into the matter of a leaking air conditioner for one of the commercial units, and replace if necessary.
  - k. Residents are asked to refrain from posting anonymous complaints on the bulletin board.
4. Treasurer's Report – Rick reports:
- a. There has been a transfer of funds from reserves for an installment payment for painting.
  - b. There are nine delinquent accounts either for regular dues or for special assessments. The Board approved the levying of a \$25 fine on the 11th day of the past due account, and interest on the overdue balance will begin to accrue at the rate of 18% 30 days later (the 41st day past due). At 90 days past due the Association will file a lien on the property.
5. Budget Committee Report – Rick, Tyler and Marcy are among the committee members and report:
- a. The Committee is investigating the separation of capital reserves from operating reserves as they finalize the next year's budget requirement. The committee is considering professional advice concerning the appropriate level of reserves relative to requirements
  - b. Tyler raised a question about Casey's vacation, and Rhonda was asked to review the contract with respect to absences and in-person availability during normal business hours.
  - c. Tyler also requested that IPMG remind those removing the north bollards to not lean them against the building while moving in or out.
  - d. The Welcome committee, the Green Committee, and the Grounds/Maintenance/Security Committees were inactive the past month and had nothing to report.
6. The Board received a bid from Smeed Communication Services for replacement of the Entraguard system at the front entrance. \$1,500 was authorized for the expenditure and IPMG will coordinate the replacement with Smeed.
7. Architectural Committee
- a. Marcy reported that sealing of the aggregate panels were not included in the painting contract. The Board authorized the additional expenditure of up to \$3,900 to cover the cost of the sealing.

The Board will be meeting again on Saturday the 22<sup>nd</sup> at 9:00 a.m. to discuss policy issues.

Meeting adjourned. Next meeting – September \*\*, 2009