

**QUINTET HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
JANUARY 23, 2024  
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**MINUTES OF THE BOARD OF DIRECTORS OF THE QUINTET CONDOMINIUM,  
MEETING WAS CONDUCTED REMOTELY VIA ZOOM**

**PRESENT Via Zoom:** Mary Fran Faupel, Chair  
Jane Edwards, Treasurer  
Nancy Martin, Secretary  
Susan Morningstar, Director  
Tom Cherry, Director  
John Gilchrist, Director  
Louise Lague, Director

**Managers:** Melissa McDowell, Bluestone Property Management

**I. Call to Order**

Chair Faupel called the meeting to order at 5pm

**II. Approval of Minutes:**

**Nov. 28, 2023:**

**Motion to approve as is by Treasurer Edwards; 2<sup>nd</sup> by Director Morningstar, vote: approved unanimously.**

**Dec. 12, 2023:**

**Motion to approve as is by Treasurer Edwards; 2<sup>nd</sup> by Director Morningstar, vote: approved unanimously.**

**III. Officers' Remarks**

**a. Chair Faupel reported that:**

- We are working on compiling a comprehensive list of issues encountered during the recent snow and ice storm to assist us for future storms.
- Chair Faupel thanked everyone who helped out during the storm and the subsequent flooding.

**b. Treasurer Edwards reported that:**

- We ended 2023 with a balance of approximately \$25,000.
- An accounting review is being prepared.

**c. Secretary Martin:** had nothing to report other than expressing many thanks to Chair Faupel and Treasurer Edwards for preparing the notes for the November 28 meeting which she missed due to Covid.

The usual sequence of events will be amended tonight so that we can first focus on the activities associated with the recent storm and damage incurred before hearing the Manager's Report.

**IV. Storm report by Melissa McDowell**

Elevators:

- Kone has been out to assess the elevator issues due to the weather and extended periods of loss of power;
- Kone were able to repair some elevators, while others will require new circuit boards for which bids have been requested.

Pipes:

- burst pipes were reported in Garages 1 and 2, as well as in the Clubhouse;
- De Temple will be on site Wednesday to assess plumbing in all garages;
- United Fire is coming to finish inspection of the alarm system that was triggered by a pipe leak;
- The Clubhouse suffered severe flooding that will require extensive restoration, and will be closed until further notice.

Insurance claims:

- Treasurer Edwards will review the Quintet's insurance policy to see what storm damage is covered.

Trees:

- Several trees were toppled but none hit any buildings and removal is in process.

**V. Property Manager's Report – Melissa McDowell, Bluestone Property Management**

- a. Pool damper replacement is in process.
- b. Clubhouse roof leak has been repaired and we are waiting for Pono for final approval of work.
- c. Metro Access has been notified of call box and entry issues and we are waiting for an appointment.
- d. Unit 527 is being cleaned and repaired for sale; we have no timeline yet.
- e. B2 planter boxes are on hold until Spring.
- f. Downspout assessments are in process by Certa.
- g. Certa will consult about B5 painting.
- h. B2 roof: We are waiting for a contract from Certa.
- i. Electrical and Plumbing inspections: the bid process is in process.
- j. B4 roof repair is being completed by ERS.
- k. Plans to repair water damage to Units 416, 455, 524, and 543 is being prepared by Tatley Grund.
- l. Repair of Unit 550 is awaiting access to the unit.
- m. Hydro-jetting will be added to the Maintenance Plan.

**VI. Committee Reports**

**a. Landscape Committee – Dave Bodin**

- a. Given the scope of tree and branch removal, quotes have been requested for that work.

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- b. Quintet sign has been returned to the entrance after cleaning.
- c. Another grant proposal for a Bioswale has been prepared by Joanne Gilchrist and will need HOA Board approval if it is granted.

**Director Cherry moved that the Board will approve it if it is granted; Director Gilchrist 2<sup>nd</sup> the motion; vote was unanimous and the motion passed.**

- d. A work plan for 2024 was approved and the committee asks for a budget increase up to \$350.

**Director Cherry moved that the Board approve the increase up to \$350; Chair Faupel 2<sup>nd</sup> the motion; vote was unanimous and the motion passed.**

- e. Discussion of the WeatherTRAK system is delayed.

**b. Architecture Committee – Tom Cherry**

- a. A resident's request to install insulation (at their expense) in their exterior walls was discussed.

**Director Cherry moved that the Board approve request; Chair Faupel 2<sup>nd</sup> the motion; vote was unanimous and the motion passed.**

**c. Reserve Committee – John Gilchrist**

a. Reserve: current funds have us better prepared to meet unexpected expenses; another Reserve Study will be done; January's usable balance is about \$1million, and the 2024 forecast is to have about \$1.4 million.

b. Maintenance plan: the roof repair that was said to have been completed wasn't and we will wait until spring to finish it; the B2 planter box consultation is scheduled for February 2024.

c. upcoming projects are: B5 painting (likely will be more than expected); B5 glass block replacement options are being explored; B1 corridor painting can be done by in-house maintenance staff; the plumbing inspection suggests that the old galvanized pipes should be replaced.

**d. Security Committee – Nancy Martin**

- a. Deferred to next meeting

**e. Rules Committee – Jane Edwards**

Rule 4.1 will be re-written to allow for the insulation installation

**Treasurer Edwards moved that Rule 4.1 will be re-written to accommodate installation of insulation; Director Gilchrist 2<sup>nd</sup> the motion; vote was unanimous and the motion passed.**

**f. Finance Committee – Jane Edward**

- a. accounts will be consolidated to facilitate bill paying

**Treasurer Edwards moved to close accounts 10225 and 10250 and to use account 10510 for paying bills; Director Cherry 2<sup>nd</sup> the motion; vote was unanimous and the motion passed.**

**g. Communications Committee – Louise Lague**

- a. no report

**h. Social Committee – Claudia Dockter**

a. The Holiday Party was a success with more than 120 attending; Claudia is stepping down as chair and is actively looking for another interested person or two to take over.

**VII. Old Business**

a. Deck issues for Units 437 and 446 were clarified as to HOA and owner responsibility; Board determined that the HOA was not negligent and that the repairs will be the homeowner's responsibility.

**VIII. New Business**

a. Board Elections for 4 positions are coming up in March; Chair Faupel and Treasurer Edwards are working with Maria to prepare materials.

b. A homeowner suggested that front entry doors be ADA accessible; Director Cherry would like to see that issue be revisited later for long-term consideration.

**IX. Move to executive session**

**Motion by Chair Faupel to adjourn open session and move to Exec Session; 2<sup>nd</sup> by Director Morningstar; voted unanimously in favor, adjourned at 7:18pm  
Director Faupel opened Executive Session at 7:19pm**

**Discussion #1** centered on clarifying the collections process when an owner is in arrears. Agreed: Treasurer Edwards and Director Cherry will work together to write the letter for this procedure; within 14 days of receiving the letter the resident will meet with Chair Faupel and one other Board Member to come up with a payment plan. The matter will be turned over to our lawyer only if the resident does not respond.

**Discussion #2** was on revising the Employee Guidelines; Director Cherry and Secretary Martin will work together on editing the existing document. Further action is tabled until the next meeting.

**Director Cherry motioned to return to the open session at 8:01pm; 2<sup>nd</sup> by Director Morningstar; Vote was taken: all present were in favor, motion was carried.**

**Director Cherry motioned to adjourn the open session; 2<sup>nd</sup> by Director Morningstar; Vote was taken: all present were in favor, motion was carried.**

The meeting was adjourned at 8:11pm.