

**QUINTET CONDOMINIUM MINUTES OF THE BOARD OF DIRECTORS MEETING
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, Community Association Manager, Bluestone Real Estate Services

I. Call to Order

Chair Faupel called the meeting to order at 5pm.

II. Approval of Minutes:

Director Edwards motioned to approve September 12, 2023, Minutes (with minor typos corrected as noted); 2nd by Director Cherry, vote: approved unanimously, motion passed.

III. Officers' Remarks

a. Chair Faupel:

- welcomed Melissa McDowell as our new Community Association Manager (Property Manager).
- asked Melissa to explain to residents the correct procedure to contact her. Mary Fran also asked Melissa to follow-up on questions that homeowners had such as the correct procedure to follow to replace unit windows that homeowners are responsible for. She was also asked to follow-up on the status of the Maintenance Technician, and repair requests for units 524 and 550 which were initiated by our previous Property Management Company.
- will hold informal Question/Answer session with residents at a date to be determined.
- Tonight's meeting will proceed through all Business, with the later half of the meeting reserved for discussion of the proposed 2024 Budget.

b. Treasurer Edwards reported that:

- The operating budget this month is about \$46,000 in the black, while Utilities are slightly over budget;
- \$600,000 from the Special Assessment is now earning 4% interest in flexible Certificates of Deposit; at a later date, funds from the Reserves Budget may also be transferred to

interest-bearing accounts.

c. Secretary Martin reported that:

- A Trustee has been appointed by the court for Unit 527 and eviction proceedings have been initiated; we have no schedule as to how long that process will take.
- A meeting to explore security options including grid screens and other suggestions has been requested with a security specialist from Bluestone Real Estate Services.

IV. Association Manager Report, Melissa reported that:

- a. paperwork for the new maintenance technician is ongoing, with other technicians filling in for the duration;
- b. a walk-through was conducted with Certa regarding the upcoming B5 Painting project;
- c. Re Units 416 and 455: Tatley-Grund has installed the gear needed for repair and will start as soon as weather permits;
- d. Re Unit 524: will be started as soon as Tatley-Grund finishes B4 repairs;
- e. Re Unit 550: Melissa asked that the owner forward all information about that issue to her and she will also check with Maria about information she has on this issue;
- f. Re B2 planter box: Beltz has reported that the coating was installed last week and they will finish as soon as the weather permits;
- g. Re B1 and B2 asphalt will resume as soon as the weather permits; this project is not pre-paid, payment is made as sections are completed;
- h. Re B4 roof: ERS will start the left side on Tuesday;
- i. Re Pool Dehumidifier: American Heating has finished the water line and electrical work is in process, the pool is not open yet but expects to open by Friday; air flow adjustments will be made to allow the door to open easily;
- j. The DeSantis Winter Services Agreement needs final approval before she can sign it;

Director Cherry motioned to approve the Winter Services Agreement; motion was 2nd by Director Gilchrist; vote was unanimous in favor, motion passed.

- k. Melissa explained that utilizing the Customer Care Staff (via phone: 503-222-3800 and by email: HOA@bluestonecam.com) is the most efficient way to contact her.

V. Committee Reports

a. Landscape Committee – JoAnn Gilchrist reported for Dave Bodin:

- i. The low-water test patch is showing some limited regrowth while most new growth will be seen in the Spring.

b. Reserve Committee – John Gilchrist:

- i. All maintenance projects have been transferred to Bluestone Real Estate Services;
- ii. The final version of the Reserve Study is approximately 7% over last year's total even with cost-saving measures:
 - utilizing the Quintet in-house maintenance team (instead of an outside vendor) to paint the corridors;
 - extending the useful life of planter boxes by 10 years, paying for it over 4 years (instead of all at once);

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
OCTOBER 24, 2023
Page 3 of 3**

- the Reserves Study will be re-evaluated each year, not increased automatically.

Director Martin motioned to adopt the Reserves Study as noted; Director Edwards 2nd the motion; vote to accept the Study was unanimous in favor; motion passed.

iii. Since the Bluestone vendors can provide the Reserve Study more cost-effectively,

Director Gilchrist moved that Bluestone search for a new vendor by January 2024;

Director Edwards 2nd the motion; vote was unanimous in favor; motion passed.

Director Gilchrist moved that Certa be accepted as consultant for repainting projects; Director Edwards 2nd the motion; vote was unanimous in favor; motion passed.

c. Security Committee – Nancy Martin: no further report (updates given in Secretary Remarks)

d. Rules Committee – Jane Edwards: no report

e. Finance Committee – Jane Edward discussed the proposed 2024 Operating Budget,

- Tom Lichty provided detailed spreadsheets to illustrate all expenditures during discussions;

- The Operating Budget increased about 11.8% due primarily to increases in all utilities;

- HOA Dues will increase about 12.5% for 2024; and

- Anna Yuen provided a concise but cogent discussion of projected budget and PFF at the end of each of 3 years (2023, 2024, 2025).

Chair Faupel moved to approve the 2024 Operating Budget as proposed; Director Gilchrist 2nd the motion; vote was unanimous in favor; motion passed.

VI. Owners' Forum

a. Owner Mazaud had questions about the repairs Pono was to have done for her unit in August 2023; Director Gilchrist will work with Melissa to document exactly what was done then.

b. Director/Owner Cherry had concerns about new maintenance technician...was assured that we will work to keep him.

c. Owner Amador reported a hornet's nest in a tree behind B1 and will submit a work order to Bluestone.

d. Owner Fansler reported problems with the door intercom since the latest Xfinity update...others have also reported similar problems...Melissa will check on this.

VII. Adjournment

Motion was made by Director Cherry to adjourn; Director Morningstar 2nd the motion; vote was unanimous in favor; meeting was adjourned at 6:32pm.