

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
NOVEMBER 28, 2023
Page 1 of 4**

**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
Susan Morningstar, Director
Tom Cherry, Director
Louise Lague, Director

Absent: Nancy Marin, Secretary (illness)
John Gilchrist, Director (out of town)

Managers: Melissa McDowell, Community Association Manager, Bluestone Real Estate Services

I. Call to Order

Chair Faupel called the meeting to order at 5:02 pm

II. Approval of Minutes:

July 11, 2023, regular meeting:

**Motion to approve by Director Morningstar 2nd by Director Cherry,
vote: approved unanimously.**

III. Officers' Remarks

Chair Faupel reported that:

- We will not have a Board meeting in December. We will resume Board meetings on the 4th Tuesday of January, January 23, from 5:00-7:00 pm
- The Board will retain the "Committee of the Board" consisting of Jane Edwards, Nancy Martin, Mary Fran Faupel to stay abreast of issues before the January Board meeting. The committee will call for a Special Meeting if necessary.
- Mary Fran reviewed snow/ice precautions for new homeowners.
- Mary Fran reminded homeowners about the proper use of their sink garbage disposal units. Improper use can lead to costly plumbing repairs and affect the HOA insurance rates.
- Mary Fran raised the question of keeping the entry gates open during business hours Monday through Friday during the holiday season. Discussion followed.
- Board elections. The terms of 4 current Board members will conclude at the end of next March. They may choose to remain on the Board but would need to go through the normal election process. See the guidelines on our Quintet website. Mary Fran encouraged homeowners who have not yet served on the Board, or a committee, to run for these positions.

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
NOVEMBER 28, 2023
Page 2 of 4**

Mary Fran will do a Q & A of "What does it mean to serve on the Board". Date TBA.
Anyone interested or curious about serving on the Board may contact her directly.

Treasurer – Jane Edwards

- Review of the October 2023 Financial Statement:
A budget surplus of \$50,000 is anticipated largely due to the unforeseen delay in hiring a second full-time maintenance person.

Secretary – Nancy Martin

- Absent due to illness/no report

IV. Property Management Report

Melissa McDowell, Bluestone Real Estate Services

- Mellissa's report is contained in the Board packet.

V. Committee Reports

a. Landscape Committee – Dave Bodin

- Request for funds to clean/repair the Quintet monument at the Burnside entrance.
- Request to remove old, cracked flower pots in Building 1 and Building 2 parking lots.
- Update on the leaf blowers. DeSantis is working on obtaining electric leaf blowers.

b. Architectural Committee – Tom Cherry

- Reviewed correct procedure for submitting an Architectural request

c. Reserve Committee – John Gilchrist.

Melissa McDowell covered the following in her Manager's Report for John.

- Update on the Natatorium mildew issues and replacement of two unpainted ceiling panels in the swimming pool room
- Update on B2 planter box
- Update on B2 downspout project
- Update on B4 low-slop roof replacement
- A "shout out" to B5 owners to replace their original windows/sliding doors next year when the building will be scaffolded
- ERS Proposal for Quintet B4 Drainage

d. Security Committee – Nancy Martin. Report given by Larry Echelmeyer, Security Committee Member

- Neighborhood Watch Program is being researched as a means of added security for the Quintet.
- Update on Unit 527

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
NOVEMBER 28, 2023
Page 3 of 4**

- Update on security improvements. Garage lights have been replaced with brighter LED lights.
- Discussion of a bid for alarm on gray doors, B5

e. Rules Committee – Jane Edwards

- Review of Clubhouse reservation form

f. Finance Committee – Jane Edwards

- Review of October 2023 Financial Statement
- Quintet Master Insurance policy due for renewal

g. Communications Committee – Louise Lague

- Condos PDX for communication.
- General discussion regarding bulletin board additions

h. Social Committee – Claudia Dockter

- Holiday Party is scheduled for Sunday, December 10th, 5:00-8:00 pm

VI. New Business

Renewal of Insurance Policy for 2024-2025

- Motion to approve the Insurance Policy as presented.

Moved by: Treasurer, Jane Edwards Seconded: Director, Louise Lague Approval:
Unanimous

Proposal for New Signage in front Entry

- Motion to accept the bid from Portland Sign Company for \$2,227.36 to clean the Quintet monument at our driveway entrance

Moved by: Director, Tom Cherry Seconded: Treasurer, Jane Edwards Approval:
Unanimous

Proposal from DeSantis to remove old, cracked flower pots in Building 1 and Building 2 parking lots for \$673.00

- Moved by: Director Tom Cherry Seconded: Director Susan Morningstar Approval:
Unanimous

Proposal from ERS for Building 4 drainage

- Motion to approve ERS bid for Quintet B4 drainage for \$18,950

Moved by: Chairman, Mary Fran Faupel Seconded: Director, Tom Cherry Approval:
Unanimous

Proposal from Metro Access Control: Install Jackson overhead concealed closer 105-degree hold open function. 1 each Crl Narrow stile track with offset arm aluminum finish. Parts & Labor \$598.00

- Motion to accept the above Proposal from Metro Access Control

QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
NOVEMBER 28, 2023
Page 4 of 4

- Moved by: Chairman, Mary Fran Faupel Seconded: Director, Tom Cherry Approval: Unanimous

Motion to keep the entry gates open during the holidays:

- Moved by: Director, Tom Cherry Seconded by: Treasurer, Jane Edwards Approval: Unanimous

Motion to hire Roberto (Velasco) as a Bluestone employee and assigned full-time to the Quintet. Transfer funds from the Security and Miscellaneous Common Expenses Budgets to administration to cover increased compensation for this position and to increase Pedro Correa's salary.

- Moved by: Chairman, Mary Fran Faupel Seconded: Director, Susan Morningstar Approval: Unanimous

VII. Owners' Forum

Marilyn Schirk

- Food Donation Program

Motion to allow food donations in the Quintet lobby as requested

Moved by: Director, Tom Cherry; Seconded by Director, Susan Morningstar Approval: Unanimous

Alex Leykand

- Pilot Forum website.

Alex was absent. However, the Board discussed that he was free to establish a personal website as long as it was not entitled "Quintet" nor to be presented as a formal Quintet form of communication.

Richard Scott

- Richard expressed his desire for homeowners to be active participants in the various committees and as Board members. There was a general discussion as to how to successfully recruit the owners.

VIII. Adjournment

Motion by Director Morningstar to adjourn; 2nd by Chair Faupel; voted and approved unanimously.

The meeting was adjourned at 7:28 pm.