

QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
June 27, 2022
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MINUTES OF THE BOARD OF DIRECTORS OF THE QUINTET CONDOMINIUM, MEETING WAS CONDUCTED VIA ZOOM VIRTUAL MEETING & TELECONFERENCE.

PRESENT Via Zoom:

- Tom Cherry, Chair
- Tom Lichty, Treasurer
- Susan Morningstar, Secretary
- Elva Kopacz, Director
- Ken Rinehart, Director
- John Gilchrist, Director
- Louise Lague, Director
- Philip Wu, Director

Managers: Jimmy Songvilay, Property Manager, Kin Living

I. Call to Order

Chair Cherry called the meeting to order at 6:01 p.m.

II. Approval of Minutes

Director Rinehart moved to approve the May 23, 2022, minutes as written, Seconded by Director Wu. Discussion: None. Motion passed unanimously.

III. Officers' Remarks

- a. President** – Requested to have JoAnne Gilchrist name landscape volunteers during her landscape committee report as this was not easy work. It would be nice to have other unit owners recognize their efforts. Moving forward, the Association will have a clearer picture of maintenance needs for the upcoming years. Awaiting more information from Reserves Committee, the Board will keep all owners informed. John Gilchrist will have additional information during his reserves report. A forthcoming Q&A forum will be setup by the Reserves Committee for unit owners.
- b. Treasurer** – Reported a sweep fund has been setup. FDIC ensures up to 250K – This sweep fund automatically takes balance over 30K and sweeps it to various money market accounts, so the balance does not get over the 250K threshold. Treasurer Lichty provided summary of May financial statement. The Association received the grant check from Tualatin Soil and Water in the amount of 5K. He feels pretty good with where the operational financials are. They should balance near end of year. Director Wu requested a report format that shows current vs actuals financials. Tom responded that this report is doable.
- c. Secretary** - None

IV. Kin Living Report and Updates

Roof Membrane Replacement PM – Solution Recommendation – Board reviewed solution recommendation S-2022-0578 to project manage replacement of roof membranes for all 5 buildings. Two vendors provided bids, PONO Building Consultants and RDH Building Sciences. Recommendation is to move forward with PONO due to costs. Management has confidence in both providers.

PONO scope is below:

Project Assessment: \$10,000 (one-time fee for all 5 buildings)

Preliminary Scope of Repairs: \$10,000 (one-time fee for all 5 buildings)

Total Recommendation: \$20,000 to be paid out of reserves. Note this is only phase 1 and 2 of the project. Additional cost for Construction Bid Coordination (\$2,500), Pre-Construction Services (\$4,500) and Owner representation meetings (\$2,250/week) is phase 3 and 4 of project.

Director Kopacz moved to approve solution recommendation S-2021-0578 to engage PONO Building Solutions to project manage roof membrane replacement to be paid out of reserves. Seconded by Director Gilchrist. Discussion: Director Gilchrist noted that this is well worth the investment to a professional firm manage this large project. Director Wu concurred with Director Gilchrist statement. He noted that Association legal counsel highly recommended engaging a firm to manage these large projects to avoid expensive mistakes. The PONO bid read well. Motion passed unanimously.

NO ACTION NEEDED – INFORMATIONAL ITEMS

Maintenance Items

- **Storm Damage Cleanup** – Bartlett returned to finish up storm clean up that was missed from initial visit.
 - Status: Maintenance completed. Detailed report with hours forthcoming.
- **B2 Hallway Recoat** – Tatley Grund finished up the hallway recoating in B2.
 - Status: Completed
- **Fencing Repairs** – Multiple areas of the fence around the property were damaged by the storm.

- Action Taken: Maria reported the areas to onsite staff. Jose/Pedro were able to fix parts of the fencing. Additional metal is needed for complete repairs.
- Status: Ongoing

Association Operations

- **Refrigeration Line Leak – B1** – Management received an after calls regarding water coming down from a light fixture. Tross was dispatched to investigate the matter. Tross was able to gain access from units above and found the source to be from the refrigeration line in unit 143. The owner of that unit was notified of the matter and has reported it to his insurance company. The units affected below were also notified of the matter and recommended to reach out to their insurance company.
- **Fitness Room TV** – Best Buy delivered and installed the new TV in the fitness room. The second TV has yet to be delivered. Maria has followed up with Best Buy for a new date.
- **Roof Membrane Replacement Project Management** – Manager Songvilay contacted PONO Building Consultants as additional bid to for project management of roof membrane replacement. The other bid is from RDH Building Consultants. Solution recommendation included Board Packet for review/approval.

V. Committee Recommendations for Board Action

a. Landscape Committee – Jo Anne Gilchrist –

- Stated that it took the “Chip Team” 90 hours to move the wood chips to the appropriate areas. Chip Team included: John, Margaret, Keith, Conner and Dave.
- Discussed the next planter box project for B2. Committee started discussions with DeSantis to change the design of the planter box. The committee recommends the Board to authorize Kin Living to obtain 3 total bids to from a landscape design firm.

Director Morningstar moved to authorize Kin Living to obtain 3 total bids from a landscape design firm. Seconded by Director Kopacz. Discussion: Director Gilchrist noted the Board should authorize Kin Living to obtain bids for project management of the planter boxes also. Director Kopacz would like to amend the motion to authorize Kin Living to obtain 3 bids for landscape design and 3 bids for project management for the planter box projects. Seconded by Director Gilchrist. Discussion: None. Motion passed unanimously.

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- b. Reserve Committee** – Director Gilchrist reported that a Q&A forum is forthcoming for unit owners as pieces of the reserves puzzle are becoming available. The committee has not decided if the meeting will be via Zoom or in person. Q News has been shared with the community with the most updated reserves information. Updated versions of the Q News will be shared to all. Most likely after the Holiday weekend.
- c. Security Committee – Attachment 1** – Chair Cherry reported that Jennifer Whybra-Ucar has withdrawn as Chair of the committee due to health concerns. Director Cherry would like to thank for the time she as spent as the committee Chair. Nancy Martin has taken over as interim Chair. Nancy has requested funds to redo signs for front and side doors.

Director Morningstar moved to approve the request from the Security Committee for funds for new signage for the front and side doors in an amount not to exceed \$200. Seconded by Director Lague. Discussion: None. Motion passed unanimously.

- d. Rules Committee – Attachment 2** – Jane Edwards provided a summary the Rules Committee Charter and requested formal approval.

Director Wu moved to approve Rules Committee Charter as presented. Seconded by Director Gilchrist. Discussion: None. Motion passes unanimously.

Jane Edwards provided a summary of the rule's changes recommendation by the committee. A one-page document of these recommendations is in the Board packet for review.

Director Wu moved to approve Rules Committee recommended changes as presented in the Board packet. There was not second. Motion dies. Discussion: Director Lague request clarity on what specific rules is being changed. Director Cherry asked that each change of the rules be presented clearly, one at a time, in the future.

- e. Emergency Preparedness Committee** – Birgitta Carlson wanted to share her experience about the refrigeration line leak as her unit was affected. She was unsatisfied with the response from Management after hours service. Manager Songvilay noted that the call was received at 6:00am on Saturday and a technician was onsite by 6:45am. She reported the issue was incorrect keys were used. Chair Cherry requested to have Manager Songvilay speak to the after-hours service to ensure they know the spare key process. Manager Songvilay acknowledges.

VI. Old Business

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- a. **Hydro Jetting – Solution Recommendation:** – Board reviewed solution recommendation S-2022-0577 to proceed with Charter Mechanical bid to jet all main lines to be completed in January 2023 as monies are allocated in the reserve study for this maintenance. The cost of this maintenance is \$13,777.

Director Rinehart moved to approve solution recommendation S-2021-0577 to have Charter Mechanical jet the main lines of all 5 buildings to be done in January 2023 to be paid out of reserves. Seconded by Secretary Morningstar. Discussion: None. Motion passed unanimously.

VII. New Business

- a. **Use of Group Names** – Board noted that social groups will not have “The Quintet” name association with the group names. Due to not create confusion on the community portal or postings that the group is an official Quintet association sponsored group.

VIII. Comment/Concerns Forms - None

IX. Owner’s Forum - None

X. Adjournment

Director Wu moved to adjourn. Seconded by Secretary Morningstar. Motion passed unanimously.

The meeting was adjourned at 7:29 p.m.