

QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
July 25, 2022
Page 1 of 6

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 Kopacz moved to approve the June 27, 2022 and July 13, 2022 minutes as written, Seconded by Director Wu. Discussion: None. Motion passed unanimously.

III. Officers' Remarks

- a. President** – There are many conversations with residents that are talking about the assessment. The Board is working hard to find a solution that will work best for all. Noted that there will be a landscape design proposal that will require Board vote for approval. That topic will be discussed during the Landscape Committee report.
- b. Treasurer** – Reported the Association is operation at 90.7% of the budget which is in good shape. Another matter to be discussed with the Board is that the invoice for storm tree cleanup arrived for the initial work and the rest of the damage (\$13,380 + \$68,354 respectfully). There are not enough monies in the operating account to pay these invoices. Recommendation from the Finance Committee is to borrow from reserves and develop a payback plan. Treasurer Lichty will be working with legal counsel to draft a resolution to for this plan.

Director Wu moved to approve the recommendation from the Finance Committee to borrow monies from the reserves account to pay these invoices and engage legal counsel for a resolution to draft a payback plan. Director Gilchrist second. Discussion: Director Gilchrist

QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
July 25, 2022
Page 2 of 6

asked if this is a legal requirement. Treasurer Lichty responded yes. Motion passes unanimously.

Treasurer Lichty stated that the Board as well as the Finance Committee is working very hard to explore all funding strategies that would work best for the community.

c. **Secretary** - None

IV. Presentation: Finance Options Discussion – Scott Wells – Commercial Banking Team Leader, Summit Bank

Scott presented a summary of what kind of loan is needed for an assessment and options on how owners can pay for it. He addressed various questions from the Board of Directors then residents in attendance as well as questions in the chat from regarding a loan assessment. Zoom link recording for the meeting was shared on the community portal. Click [here](#) for link (Access Passcode: GIS?e8!T).

Kin Living Report and Updates

Pool Pump Replacement – Solution Recommendation – Board reviewed solution recommendation S-2022-0586 to replace 3 total pumps for the pool and spa. Two vendors provided bids, Apollo Pool and Spa and Pool and Spa House. Recommendation is to move forward with Apollo Pool and Spa due to cost. Management has confidence in both providers.

Total Recommendation: \$8,258 to be paid out of reserves. This is a reserve item for 2022 with \$12,527.89 allocated.

Director Gilchrist moved to approve solution recommendation S-2021-0586 to approve Apollo Pool and Spa bid to replace 3 total pumps for the pool and spa in the amount of \$8,258 to paid out of reserves. Seconded by Director Wu. Discussion: None. Motion passed unanimously.

ACTION NEEDED

- **Pool Pump Replacement** – The pool pumps (3) are scheduled to be replaced per reserve study recommendation. Ms. Correa reached out to Apollo Pool and Spa to perform an inspection of the pumps. Their inspection was consistent with the reserve study for replacement as they have had “band-aid” fixes over the years.
 - Action Taken: Ms. Correa received bids from Apollo Pool and Spa and The Pool and Spa House. Bids are included in Board Packet for Board review/approval.
 - Status: Ongoing

NO ACTION NEEDED – INFORMATIONAL ITEMS

Maintenance Items

- **Fitness Room Equipment** – AER Fitness performed their quarterly preventative maintenance of the equipment in the fitness room.
 - Status: Completed.

- **B4 Building Lights** – Resident reported a stack of lights are off at night at building 4.
 - Action Taken: Onsite staff attempted to repair the lights but could not address the matter. Ms. Correa engaged Jarmer Electric to perform an inspection. A tech came out and was able to address some wiring to get the lights working again.
 - Status: Completed

- **B4 Main Lobby Door** – Onsite staff reported the main lobby doors was not latching consistently.
 - Action Taken: Ms Correa engaged Metro Access Control to perform an inspection of the doors. The technician recommended to have the top and bottom latch replaced. Bid was received from Metro and executed by Management.
 - Status: Completed

- **B5 Main Lobby Door** – Top hinge of main lobby door (right side) slipped out of place.
 - Action Taken: Ms. Correa reported this to Manager Songvilay who dispatched Tross to pop the hinge back into place. Awaiting recommendation from Tross and Metro on options what can be done to prevent this from happening. This is the second occurrence in the past 2 months.
 - Status: Completed

- **Clubhouse Roof** – The clubhouse roof still has plastic covering over a small section from a previous inspection completed by Carlson Roofing.
 - Action Taken: Ms. Correa followed up with Carlson Roofing for a status update for the Clubhouse roof. Carlson noted they were transitioning internally and missed this project. A Carlson Roofing tech has returned onsite to revisit this project.
 - Status: Bid forthcoming.

Association Operations

QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
July 25, 2022
Page 4 of 6

- **Fitness Room TV** – Best Buy delivered and installed the second TV in the fitness room.
- **Vehicle Incident** – Management team received a report over the weekend of a vehicle hitting multiple parked cars at the clubhouse parking lot. The driver of the vehicle left before the Police arrived. The following day, the same car drove into the planter box of B5. Manager Songvilay called the non-emergency phone number to report this incident to Washington County Police. A notice was posted on the portal to have residents call the non-emergency number if vehicle returned. A bid was received from Beltz Restoration to repair the planter box. The cost of repairs will be billed back to the registered owner of the vehicle who is an owner.
- **Planter Box Project Management** – Manager Songvilay contacted Certa Architects and RDH Building Sciences to obtain a bid for project management for planter box reconstruction. One bid has been obtained; the other is forthcoming. One more bid will be needed to complete the Direction of the Board at last month's meeting for a total of 3.
- **Board Retreat/Training** – Manager Songvilay attended the Board retreat on Wednesday July 13th held in the Clubhouse. The retreat included a Board training with legal counsel Jason Grosz with Vial Fotheringham.

V. Committee Recommendations for Board Action

- **Reserves Committee** – John Gilchrist
Noted that a few residents have asked the committee what their dues will be with the potential assessment. He shared a graph showing a reserves timeline major project. Some of the major project items have been moved to help provide a healthier reserve balance. The graph shows the different monthly dues from different loan amounts 4 mil and 6 mil were the examples. This information was shared during the recent Q&A town hall.
- **Security Committee** – Nancy Martin
Reported that she is still awaiting a bid from Rob with ECAM secure for a revised proposal. She will also be meeting with ADP to obtain a bid for the same project.
- **Landscape Committee** – Jo Anne Gilchrist
Reported that the committee has received two bids for landscape design proposal. One from DeSantis Landscaping and Paradise Restored. Manager Songvilay indicated that he is still awaiting one more proposal from 7 Dees.

QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
July 25, 2022
Page 5 of 6

The committee would like to recommend move forward with the landscape design bid in the amount not to exceed \$5,000. Chair Cherry noted that since this will be redesign of the common area, it will require a 75% vote of the Association to move forward as the total project will be over the threshold amount of \$25,000 capital improvement as stated in the Bylaws of the Association. The design will need to be available prior to the vote to give owners a visual of what the potential "plaza look" designs can be.

Director Kopacz moved to approve an amount not to exceed \$5,000 to proceed with redesign of the B2 planter box. Seconded by Secretary Morningstar. Discussion: Director Lague noted that the redesign has the potential to save the Association monies in future maintenance costs for the planter boxes. Motion passed 6-1 with Director Wu voting against.

VII. New Business

- a. Maintenance Items – Electronic Form** – Manager Songvilay indicated that the maintenance request form has been digitized and added to the Quintet website. This will help owner submit maintenance request and help keep a record of them to be tracked.

VIII. Comment/Concerns Forms - None

IX. Owner's Forum

- **Alexander Leykand** – shared his concerns regarding the potential assessment. He stated the recent envelope study is not totally accurate. He would like to know why the questions he submitted to the Board has not been answered. Director Gilcrest responded
- **Wendy Mazuad** – shared concerns regarding maintenance items for the buildings. How are they tracked and could these upcoming maintenance items be avoided if they were addressed earlier. Suggested a comprehensive repair plan and maintenance requests; Good documentation and project management to avoid conflict of interest
- **Kaci Baugh** – shared her concerns that the board hasn't looked at alternatives and wondered if the assessment is correct. Also concerned about finding a replacement for Jose. Feels that spending money on design for planters is a waste.
- **Steve Morse** – Suggested that Resident Alex should send his comments and concerns directly to the board in the future so they can be addressed by the board. Morse asked what is the finance committee's recommendations regarding assessments ?
- **Marilyn Schirk** – Noted that the redesign for the planter offers potential savings and benefits the community

X. Adjournment

Director Rinehart moved to adjourn. Seconded by Director Gilchrist. Motion passed unanimously.

The meeting was adjourned at 7:45 p.m.