

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
August 22, 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 6:00 p.m. (69 residents on zoom)

II. Approval of Minutes

Director Wu moved to approve July 25, 2022 minutes as written, Seconded by Director Rinehart. Discussion: None. Motion passed unanimously.

III. Officers' Remarks

- a. President** – There will be no vote for an assessment tonight. The Board would like to give an opportunity to hear other options from residents. The Reserves and Finance Committee will be meeting in the upcoming weeks to discuss the amount of the potential assessment. The potential assessment is interest free, would like to repeat that statement: interest free. There have been discussions in the community about KL choosing specific favored vendors to bid on these projects. That is not the case. RDH was chosen in 2015 way before KL took over the Quintet property. The Board has been reading the feedback gathered by the community about the topic of the assessment. One question was if to pro rate the assessment. That is not an option as assessment is dictated by the Declarations where assessments are determined by square footage.
- b. Treasurer** – Keep it short due to busy agenda. At Director Wu's request at last meeting, Treasurer Lichty sent profit/loss statement to the Directors. Bottom line indicates that total expense to date is 101.6% of budget. Looking good for the rest of the year. Comfortable with the operations budget as it stands.

c. **Secretary - None**

Kin Living Report and Updates

Clubhouse Roof Repairs – Solution Recommendation – Board reviewed solution recommendation S-2022-0611 to engage roof vendors to replace plywood in roof above the pool area. Two vendors provided bids, Snyder Roofing and Carlson Roofing. Recommendation is to move forward with Snyder Roofing. Management has confidence in both providers.

Total Recommendation: \$17,394.94 to be paid out of reserves. This is a reserve item for 2026 with \$91,520 allocated. Management will work with reserve study provider to update the reserve study to capture this specific roofing repair.

Director Rinehart moved to approve solution recommendation S-2022-00611 for Snyder Roofing bid to replace damaged plywood, install new roofing around the plywood and water seal the area in the amount of \$17,394.94 to paid out of reserves. Seconded by Director Gilchrist. Discussion: None. Motion passed unanimously.

B2 Planter Box Management – Solution Recommendation – Board reviewed solution recommendation S-2022-0612 to engage a building specialist to project manage planter box 2 maintenance. Two vendors provided bids, CERTA Building Solutions and RDH Building Sciences. Recommendation is to move forward with CERTA Building Solutions. Management has confidence in both providers. CERTA was the original vendor who managed B1 planter box project and their bid is \$3,000 less than RDH.

Total Recommendation: \$18,000 to be paid out of reserves.

Director Gilchrist moved to approve solution recommendation S-2022-0612 for CERTA Building Solutions to project manage the replacement of B2 planter box in the amount of \$18,000 to paid out of reserves. Seconded by Director Wu. Discussion: Director Kopacz asked if there is a certain number of visits indicated in the bid. Director Gilchrist noted CERTA bid noted that there are 7 visits then \$2,000 after that. Chair Cherry questioned if that is enough number of visits for the massive project. He would like to have this noted in the contract to add language that the project manager needs to be heavily involved. Motion passed 6-1 with Chair Cherry voting No. Director Rinehart suggesting having the bid to add that language per Chair Cherry's feedback.

Director Gilchrist would like to amend his motion to approve solution recommendation S-2022-0612 for CERTA Building Solutions to project manage the replacement of B2 planter box and have Kin Living work with CERTA to add additional language in the contract that states

QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
August 22, 2022
Page 3 of 6

heavy involvement from the project manager in the amount of \$18,000 to paid out of reserves. Seconded by Director Rinehart. Discussion. None. Motion passes unanimously.

Hydro Jetting Revisited – Board discussed Management reached out to Charter Mechanical to have B1 and B3 drain jetting maintenance performed this year as opposed to Jan 2023 as originally discussed. Management was able to negotiate to have B1 & B3 done this year at no additional costs for the entire project. Costs generally increase due to extra labor for setup and take down of equipment. Also, service call for drain that was recently jetted will be credited to project.

Director Kopacz moved to approve accelerating the hydro jetting maintenance for B1 and B3 for 2022 and the rest of the buildings to be completed in Jan 2023 as scheduled. Seconded by Secretary Morningstar. Discussion: None. Motion passed unanimously.

ACTION NEEDED

- **Club House Roof Repairs** – Onsite staff reported a small drip leak from one of the beams on the clubhouse roof right above the pool area.
 - Action Taken: Management received bids from Snyder Roofing and Carlson Roofing. Bids are included in Board Packet for Board review/approval.
 - Status: Ongoing
- **B2 Planter Box Project** - The reserve study contemplates the repairs to the planter box of B2 in 2023.
 - Action Taken: Management received bids from Certa Building Services and RDH Building Sciences. Bids are included in Board Packet for Board review/approval.
 - Status: Ongoing
- **Hydro Jetting Maintenance** – Recent back up in main drain in B1 has renewed discussion to accelerate this maintenance.
 - Action Taken: Management reached out to Charter Mechanical to have B1 and B3 drain jetting maintenance performed this year as opposed to Jan 2023 as originally discussed. Management was able to negotiate to have B1 & B3 done this year at no additional costs for the entire project. Costs generally increase due to extra labor for setup and take down of equipment. Also, service call for drain that was recently jetted will be credited to project.
 - Status: Ongoing – Awaiting Board approval.

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.

- **B5 Planter Box Repair** – Vehicle caused damage to planter box at B5.
 - Action Taken: Management engaged Beltz Restoration to repair damage to planter box. Cost for this maintenance has been billed back to the owner of the vehicle.
 - Status: Completed

- **Pool Pumps Replacement** – Apollo Pool and Spa House installed 3 new pool and spa pumps. This reserve maintenance was approved at the previous Board meeting.
 - Status: Completed

- **B3 Freight Elevator** – Onsite staff reported B3 freight elevator is offline.
 - Action Taken: Ms. Correa reached out to KONE to inspect this elevator. KONE determined that a new motor is needed. UPDATE: KONE replaced the motor today 8/22/22.
 - Status: Completed

- **B3 Passenger Elevator** – Management received an afterhours report (8/20/22 morning) from a couple residents that passenger elevator was offline.
 - Action Taken: Manager Songvilay reached out to KONE account manager to see what the options are to get one of the elevators back online as both elevators are currently down at B3. Account manager Shawn Kelly informed Manager Songvilay that must likely both elevators will be offline for the weekend. He will follow up with Manager Songvilay Monday morning. UPDATE: KONE replaced the bad circuit board. Passenger elevator is back online.
 - Status: Completed

Association Operations

QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
August 22, 2022
Page 5 of 6

- **Bee Extermination** – Ms. Correa contacted Bee Control Northwest to exterminate two yellow jackets nests by unit 322 & 311.
- **Vehicle Incident** – Ms. Correa received a report that a vehicle delivery provider at B3 drove over a concrete planter and got stuck. She received his insurance information and will be billing him back for any damages done to that planter.
- **RDH Envelope Study Q&A** – Manager Songvilay attended the envelope study Q&A hosted by the Reserves Committee. The Q&A included representatives from RDH – Kathleen Smith and Shinji Coram.

IV. Committee Recommendations for Board Action

- a. **Finance Committee** – Tom Licthy – See Attachment 1. Click [here](#) for the Q Reserves Funding power point presentation.
- b. **Landscape Committee** – Jo Anne Gilchrist – See Attachment 2

Director Gilchrist moved to approve adding replacing irrigation sprinkler heads to the DeSantis Landscaping 2023 contract. Seconded by Director Kopacz. Discussion: None. Motion passed unanimously.

- c. **Reserve Committee** – John Gilchrist – See Attachment 3

Director Gilchrist moved to approve the 2022 Reserve Study as presented by Schwindt. Seconded by Director Wu. Discussion: None. Motion passed unanimously.

V. Old Business

- a. **Hydro Jetting Buildings 1 & 3** – See Managers report above. Board would like Management to follow up with Charter Mechanical to obtain proposals to replace “belly pipes” in the buildings at the request of the unit owner of 115. Also, obtain a bid to clear the sewer line at the request of the owner of unit 114.

VI. New Business

- a. **Communications Committee Discussion** – Board discussed creating a communications Committee. Manager Songvilay recommended that this committee would oversee the official Quintet website. Manager Songvilay indicated that he is welcome to train any volunteers to update the official Quintet website as Kin Living does not manage it.
- b. **Onsite Staff – Maintenance Duties/Post Orders** – Deferred due to lack of time.

VIII. Comment/Concerns Forms - None

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
August 22, 2022
Page 6 of 6**

IX. Owner's Forum - None

X. Adjournment

Secretary Morningstar moved to adjourn and enter executive session to discuss a personnel matter. Seconded by Director Gilchrist. Discussion: None. Motion passed unanimously.

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

XI. Executive Session

Director Wu moved to exit executive session and back into open session. Seconded by Secretary Morningstar. Discussion: None. Motion passed unanimously.

Director Wu moved to approve 2 weeks of PTO for Jose Correa at the .5 hourly rate. Seconded by Director Kopacz. Discussion: None. Motion passed unanimously.

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

The meeting was adjourned at 7:57 p.m.