

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
September 26, 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
Susan Morningstar, Secretary
Elva Kopacz, Director
Ken Rinehart, Director
John Gilchrist, Director
Philip Wu, Director
Tom Lichy, Treasurer

Absent: Louise Lague, Director

Managers: Jimmy Songvilay, Property Manager, Kin Living

I. Call to Order

Chair Cherry called the meeting to order at 5:58 p.m. (59 residents on zoom)

II. Approval of Minutes

Director Rinehart moved to approve August 22, 2022 minutes as written, Seconded by Director Wu. Discussion: None. Motion passed unanimously.

Director Kopacz moved to approve September 1, 2022 minutes as written, Seconded by Director Rinehart. Discussion: None. Motion passed unanimously.

III. Officers' Remarks

- a. **President** – Will hold his remarks until later in the meeting. Announced that there will be Executive Session at the end of the meeting to discuss a personnel matter.
- b. **Treasurer** – Keep it short due to busy agenda but stated during the October meeting his report will be longer as presentation of the 2023 draft operational and reserve budgets will be discussed. Finance committee has met a few times to discuss 2023 HOA budget. Process is about 95% completed, few outstanding questions that are awaiting responses from vendors. Profit/Loss statement for September – expenses are 3.4% above estimate, which equals about \$26,000 above estimated budget, which is not concerning and has been anticipated. Treasurer Lichy presented a resolution for borrowing from reserves to pay for the storm clean up back in April as there were not enough funds in operating to pay for this maintenance. One slight change on the draft resolution was to move the date to start the pay back from

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August 2022 to January 2023. Treasurer Lichy would like to invite a motion to conditionally approve the resolution with the date change as discussed and have the document sent back to the attorney to be finalized.

Secretary Morningstar moved to approve Treasurer Lichy recommendation for the borrowing from reserves resolution as amended. Seconded by Director Wu. Discussion: None. Motion passed unanimously.

- c. **Secretary** – Announced that she started a new job and does not have the time to perform duties of the Secretary effectively but would remain on the Board. No Directors volunteered for this position. Secretary Morningstar will remain Secretary until the position is filled. Owner Jane Edwards noted that the Secretary does not have to be a Board Director.

Kin Living Report and Updates

Clubhouse Roof Repairs – Solution Recommendation – Manager Songvilay provided an update regarding the clubhouse roof repairs. See Manager Report below. Director Gilchrist provided a summary of the scope of repairs provided by PONO for the clubhouse roof and discussed the estimated costs from the first vendor ERS Roofing. More information is needed to make a proper recommendation for the Board. Tabled until the next meeting.

Sediment Removal Ponds – Solution Recommendation – Board reviewed solution recommendation S-2022-0635 for pond removal of accumulated sediment to prevent it from obstructing the pump suction, and to better protect the pump itself from processing abrasive sediment, which would shorten the life of the pump to be done every 2 years. Management engaged three vendors to provide a bid that captures this scope. River City Environmental, Lovett Services and Hillsboro Pump Supply. River City proposal - \$7,349.50 included in the Board packet, HPS – declined to bid and Lovett bid is forthcoming.

2022 Reserve Study Allocation: \$6,760
\$6,760 – 7,349.50 = (589.50 variance)

Director Kopacz moved to approve solution recommendation S-2022-0635 for pond suction maintenance for a not to exceed amount of \$7,349.50 to be paid out of reserves. Seconded by Director Wu. Discussion: None. Motion passed unanimously.

Asphalt Repairs – Solution Recommendation – Board reviewed solution recommendation S-2022-0636 for asphalt repairs. Reserve study provides allocation of funds for asphalt repairs for 2022. This maintenance has a frequency of every 5 years. Management walked the property

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with Reserves Chair and member of reserves committee to develop a scope for what specific areas need to be addressed. That scope was then provided to the two vendors to bid on. Management requested the vendors to provide a priority list of areas that need to be addressed first to fit budget and also provide an option to address all areas. Pavement Maintenance and Coast Pavement Services were the two vendors engaged.

Pavement Maintenance – Option 1 Priority Areas - \$12,950 – Option 2 All Areas - \$37,010
Coast Pavement Service – Bid forthcoming

2022 Reserve Study Allocation: \$12,654.69
\$12,654.69 – 12,950 (option 1) = (295.31 variance)

Director Gilchrist moved to approve solution recommendation S-2022-0636 for asphalt repairs a not to exceed amount of \$12,950 to be paid out of reserves. Seconded by Director Wu. Discussion: None. Motion passed unanimously.

ACTION NEEDED

- **Clubhouse Roof Repairs** – Snyder Roofing began the process of replacing the dry rot plywood as approved at the last Board meeting. When plywood was removed, technician found the I beam in the repair area also showed signs of dry rot. Snyder deemed the job not safe and pulled off the job. They resealed the area. Once the beam is replaced, Snyder will return and complete the original job.
 - Clubhouse Leak: 9/12 – Leak was reported from onsite staff coming from area where Snyder was working into the fitness room. Management dispatched Snyder to return and inspect their seal job. Fitness room was closed until area is re sealed. Snyder returned the following day and found high winds shifted the membrane causing water to seep through. They resealed the area once again and ensure the membrane has been sealed tight.
 - Action Taken: Management met with Charter Construction and Tatley Grund to provide bids to replace the I beam. Charter Construction provided a bid and TG declined to bid after further review.
 - Status: Ongoing
 - PONO Meeting: Management met with PONO and members of the Reserves Committee to review the roof assessment report. Discussion was had about how to address the I beam replacement discussed above. PONO assessment report recommended replacement of the entire low-

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slope Clubhouse roof in addition to replacing the five beams. to update the entire membrane system for the clubhouse. If the Board decides to replace the entire roof, PONO can serve as project manager. Reserves, KL and PONO decided it was not ideal for Board to review/approve Charter Construction proposal as the same membrane system would be installed in the same area as the I beam/plywood dry rot area. PONO suggest there will be cost savings to replace the entire membrane system for the clubhouse at the same time the I beam gets replaced. PONO scope of repairs for clubhouse is included in Board packet for review. If hired as project manager, PONO will take SOR to multiple bidders for estimates.

- Status: Ongoing

NO ACTION NEEDED – INFORMATIONAL ITEMS

Maintenance Items

- **Hydro Jetting Maintenance** – Charter Mechanical has scheduled main line jetting for B1 and B3 to begin on Monday Oct. 10th.
 - Action Taken: Charter Mechanical has provided a list of parking spots where vehicles must be removed for their equipment to perform maintenance. Ms. Correa will be reaching out to those unit owners.
 - Status: Ongoing
- **Pavement Repair Scope** – Manager Songvilay met with Reserves Committee Chair and member of the committee to develop a scope of work for asphalt repairs around the property as recommended by reserve study.
 - Action Taken: Scope of work was shared with Pavement Maintenance and Coast Pavement Services to obtain a bid for repairs. Pavement Maintenance bid was included in Board packet for review. Coast bid is forthcoming.
 - Status: Completed.
- **Pond Suction Maintenance** – Manager Songvilay met with River City Environmental and Lovett Services to obtain bid for pond suction maintenance for sediment removal as recommended by reserve study.
 - Action Taken: River City Environmental bid was included in Board packet for review. Lovett Services bid forthcoming.
 - Status: Ongoing

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- **B4 Callbox** – Management received reports of callbox in front of building was disabled. Fob reader still active.
 - Action Taken: Service call was placed with Metro Access Control and reset the call box. All systems are working order.
 - Status: Complete

Association Operations

- **Bee Extermination** – Ms. Correa contacted Bee Control Northwest to exterminate yellow jackets nests by clubhouse.
- **B2 Planter Box Design Review** – Manager Songvilay met with DeSantis Landscaping and members of the Landscape Committee to review planter box plaza concept. A follow up meeting will be held to include Certa and Beltz Restoration to finalize DeSantis design plan.
- **Clubhouse Roof Repairs** – Ms. Correa provided access to ERS for clubhouse roof repairs. Bid is forthcoming.

IV. Committee Recommendations for Board Action

- a. **Landscape Committee** – Jo Anne Gilchrist – Don't have any items for Board action just a few updates. Scraper team removed dead tree behind B1. B2 building redesign should be completed by the end of the week. Once completed, will be shared with CERTA for their review. Chair Cherry questioned if B2 planter box trees removal process can proceed. Manager Songvilay confirmed yes and will be working with Bartlett to get this on their schedule.
- b. **Security Committee** – Nancy Martin – Touched on the two recent intrusions and how information regarding them have been shared with the community. The Security Committee is working with the camera vendor to update the quality of the images captured. A second quote for camera monitoring is forthcoming from ADT.
- c. **Rules Committee** – Jane Edwards – Jane had audio issues so Chair Cherry presented the Rules Committee recommendation on her behalf. To make sure the Association is fully compliant both in content and procedures, the Rules Committee recommends that the Board request its attorneys to handle HB 2534 compliance.

Director Wu moved to approve the recommendation of the Rules Committee to engage Association attorney to handle HB254 compliance. Seconded by Director Gilchrist. Discussion: None. Motion passed unanimously.

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- d. **Reserves Committee** – John Gilchrist – Presented a reserves balance 10-year outlook. He discussed the current issues with reserves balance and the dire forecast if the Association continues the path, it currently is in. He encourages unit owners to review the reserve study documents previously provided to the community at past meetings. He has been open to listening to other alternatives to an assessment but has yet to see any viable data to other alternatives offered by residents.

Director Wu moved to approve the recommendation of the Rules Committee to engage Association attorney to handle HB254 compliance. Seconded by Director Gilchrist. Discussion: None. Motion passed unanimously.

V. Old Business

- a. **Unit 114 – Sewer Line Jetting Request** – Board reviewed request from unit 114 to jet her grey line as discussed at previous meeting. Charter Mechanical provided a bid to include this scope when the B1 & B3 main drain jetting. Cost of this work is \$705.00.

Secretary Morningstar moved to approve the bid from Charter Mechanical to jet the grey line for unit 114. Seconded by Director Kopacz. Discussion: None. Motion passed unanimously.

- b. **B3 Grey Water Pipe Replacement – Next Steps** – Charter Mechanical provided documentation that this project is more of a want than a need. Current pipe layout is not a threat for a backup. If project is to proceed, a structural engineer would need to be engaged to scan the structural pillars for rebar. This would increase costs of this maintenance significantly. Board decided to put this project on hold.
- c. **Assessment Resolution** – Board reviewed draft serial assessment resolution. Treasurer Lichty noted that the draft resolution reads 70 months and needs to reflect 60 months (5 years).

Director Wu moved to approve the assessment resolution as amended. Seconded by Director Kopacz. Discussion: None. Motion passed unanimously.

VIII. Comment/Concerns Forms - None

IX. Owner's Forum - None

X. Adjournment

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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 7:53p.m.

XI. Executive Session

Board discussed a review process for Kin Living contract. Director Wu will lead follow-up having previously reviewed the contract.

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

Director Gilchrist moved to close board meeting and Director Kopacz seconded. Discussion: None. Motion passed unanimously

The meeting was adjourned at 8:30