

**QUINTET HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
October 24, 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 Lichty, Treasurer
- Louise Lague, Director

**Managers:** Jimmy Songvilay, Property Manager, Kin Living

**I. Call to Order**

Chair Cherry called the meeting to order at 6:00 p.m. (63 residents on zoom)

**II. Approval of Minutes**

**Director Rinehart moved to approve September 26, 2022 minutes as written, Seconded by Director Gilchrist. Discussion: None. Motion passed unanimously.**

**III. Officers' Remarks**

- a. President** – Reported the Board has received a petition from the SOS Committee to recall the Board. The petition will be reviewed by legal counsel, Management, and a member of the Board of Directors. A date and time will be shared with the SOS committee once confirmed. Board decision on the assessment was based off months of work and recommendations made by Reserves and Finance committee. Executive session will be added to the end of the meeting to discuss a legal matter.
- b. Treasurer** – Will keep it brief due to the long agenda for the meeting. Announced that there is \$188,288 in the bank. Year to date expenses is 3.2% higher than anticipated but not an urgent matter. Finance Committee has been meeting on a regular basis to develop the 2023 operating budget that will be presented tonight under new business.
- c. Secretary** – No report.

**Kin Living Report and Updates**

**Dryer Vent Cleaning – Solution Recommendation** – Board reviewed solution recommendation S-2022-0655 for dryer vent cleaning. Reserve study provides allocation of funds for dryer vent cleaning in the amount of \$3,953.48 for 2022. This maintenance has a frequency of every 4 years. Finnmark Property Services was the vendor who performed this maintenance back in 2017. Lower units vent can be accessed by vents on the exterior of the building and upper vents need to be accessed by entering the units. Onsite maintenance staff can address some units from the exterior, those units were taken off the bid. Finnmark bid is based on 96 units out of 206 total units. Amount of bid: \$2,304.

**Director Gilchrist moved to approve solution recommendation S-2022-0655 for dryer vent cleaning in an amount not to exceed amount of \$2,304 to be paid out of reserves. Seconded by Director Kopacz. Discussion: Director Kopacz questioned why not all units were bid on. Manager Songvilay noted that onsite staff can address some units, so those units were not included in the bid. This was based off the scope done in 2017. Chair Cherry asked if some units can be addressed by vents in the hallways. Manager Songvilay will follow up with the vendor. Motion passed unanimously.**

#### **NO ACTION NEEDED – INFORMATIONAL ITEMS**

##### **Maintenance Items**

- **Hydro Jetting Maintenance** – Charter Mechanical has completed jetting the main drains for B1 & B3. B2, B4 and B5 are scheduled in 1st quarter 2023.
  - Status: Completed
  
- **Pavement Repair Scope** – Manager Songvilay followed up with Coast Pavement Services for a bid for asphalt repairs. Coast declined to bid on the work.
  - Action Taken: Pavement Maintenance bid was approved by Manager Songvilay. Scheduling of work is forthcoming.
  - Status: Ongoing
  
- **Pond Suction Maintenance** – Manager Songvilay met Lovett Services to obtain a bid for pond suction maintenance for sediment removal as recommended by reserve study. Lovett bid came in at \$11,195.50.
  - Action Taken: River City Environmental bid was approved by Manager Songvilay as their bid was \$7,349.50. Board approved this not to exceed amount at the September Board meeting.
  - Status: Scheduled for October 25<sup>th</sup>

- **Clubhouse Roof Leak – Fitness Room** – Management received a report from onsite staff that the leak in the fitness room has returned.
  - Action Taken: Service call was placed with ERS roofing to inspect the covering over the area. The tech re sealed the covering to ensure it was water tight. Water has not returned.
  - Status: Complete
  
- **B1 Irrigation Repairs** – DeSantis notified Management regarding the irrigation in the planter box at B1 was not working properly. They found a pipe was disconnected during the planter box project and was not reinstalled.
  - Action Taken: Management contacted Charter Mechanical to add this scope of work during their main jetting for B1.
  - Status: Completed

#### **Association Operations**

- **Brivio System Down** – Ms. Correa reported that her Brivio system was down. Brivio is the program that controls fob access. Metro Access Control was dispatched and arrived onsite to inspect her computer. They were able to put Brivio back online.
  
- **PONO & ERS Roofing Meeting – Clubhouse Roof Repairs** – Ms. Correa met with PONO representative and ERS roofing to provide them access to the clubhouse roof. This was a change of scope from the original total membrane replacement. A bid to repair the area is forthcoming from ERS roofing. PONO has also been directed to obtain two other roofing companies to bid on the project.
  
- **Security Breach** – Management team, Security Committee, Board of Directors has been working with local law enforcement regarding the recent security breaches. Subject is how to enhance security for the buildings and educate owners on things they can do to help contribute. More information will be shared to the community when available.

#### **IV. Committee Recommendations for Board Action**

- a. **Landscape Committee** – Jo Anne Gilchrist – Don't have any items for Board action just a few updates. Still waiting for final numbers for B2 planter box design. And is meeting with DeSantis tomorrow to discuss phase 2 bioswale grant project.

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- b. Reserves Committee** – John Gilchrist – Would like to take some time to follow up on the Presidents remarks about the assessment. Those owners who are not convinced that an assessment is needed will not be convinced at this juncture. For an example, Director Gilchrist presented various scenarios and numbers on status of reserves fund without the assessment to taking place in 2023. He reiterated that the Reserves Committee is open to other options to fund these maintenance projects but have yet to see actual numbers from folks who deemed the assessment is not necessary. The invitation is still open.
- c. Security Committee** – Nancy Martin – provided a summary of the recent break ins. The suspect drove around the gate into the landscaping. The committee is working with DeSantis to provide options on how to prevent this from happening again. She is still awaiting final numbers from the camera monitoring proposal.
- d. Emergency Prep Committee** – Birgitta Carlson –Birgitta noted that her car was broken into when she was parked in downtown Portland attending an event. Her keys and fob were stolen as well as some documents showing her address. She attempted to retrieve a spare key in the Clubhouse for the locksmith in the late night hours, but no one was available.

**V. Old Business**

- a. Communication Committee** – Chair Cherry discussed revisiting the creation of a Communication Committee. There was no feedback from the Board or owners in attendance. Formation of committee will be revisited at future meetings.
- b. Secretary Position** – Owner Mary Faupel has volunteered to serve the position of Board Secretary until the next annual meeting in March 2023. Secretary position does not need to be a Board Director.

**Director Kopacz moved to accept Mary Faupel to serve as Board Secretary until the 2023 annual meeting. Seconded by Director Wu. Discussion: None. Motion passed unanimously.**

**VI. New Business**

- a. HOA 2023 Budget** – Treasurer Licthy presented the draft 2023 budget. See attached 1.

**Director Wu moved to approve the 2023 Budget. Seconded by Director Rinehart. Discussion: None. Motion passed unanimously.**

**VIII. Comment/Concerns Forms - None**

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**IX. Owner's Forum**

- **Claudia Doctor** – shared that the Social Committee will be having a Holiday Event on December 11<sup>th</sup>. She noted that there are funds in the operating budget to have this event, funds are sufficient.

**Director Gilchrist moved to approve \$1200 for the Social Committee for the Holiday Event. Seconded by Director Wu. Discussion: None. Motion passed unanimously.**

**X. Adjournment**

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

The open meeting was adjourned at 7:30p.m.

**XI. Executive Session**

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

**Director Kopacz moved to adjourn the meeting. Seconded by Director Gilchrist. Discussion: None. Motion passed unanimously**

The meeting was adjourned at 7:51