

QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
November 28, 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, Director
Elva Kopacz, Director
Ken Rinehart, Director
John Gilchrist, Director
Philip Wu, Director
Louise Lague, Director
Tom Lichty, Treasurer
Mary Fran Faupel, Secretary

Managers: Jimmy Songvilay, Property Manager, Kin Living

I. Call to Order

Chair Cherry called the meeting to order at 6:02 p.m. (55 residents on zoom)

II. Approval of Minutes

Director Wu moved to approve October 24, 2022 and November 7, 2022 minutes as amended, Seconded by Director Lague. Discussion: None. Motion passed unanimously.

III. Officers' Remarks

- a. President** – Spoke of the recent e-mails and postings that have used language that vilifies people. He reminded everyone that anyone is entitled to an opinion but that the use of civility is expected in any communication.
- b. Treasurer** – There is a meeting planned on December 9th with Maria and our HOA Accountant, Pedro Nunes, to set up a Quick Books Payment plan to keep track of the Serial Assessment payments. The Treasurer then explained the increase in HOA expenditures is due to plumbing inspections that involved the inspection of the backflow valves on all 1st floor units. There were irrigation leaks that needed repair, and there were pool and spa problems that required repairs. Manager Songvilay asked if Treasurer Lichty would like to discuss 2023 insurance renewal. Treasurer Lichty requested Management to present in his behalf. Manager Songvilay provided a summary from American Benefits Inc regarding HOA insurance renewal. Coverage limits remain the same, but carrier is changed to Arden. Premium costs are \$98,329 which is much lower than budgeted. Recommendation is to accept the renewal with Arden as recommended by American Benefits Insurance.

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Director Morningstar moved to approve renewing with Arden as recommended by American Benefits Insurance. Seconded by Director Wu. Discussion: Motion passed unanimously.

- c. **Secretary** – Director Morningstar thanked Mary Fran for assuming the duties of Secretary and Mary Fran stated that her duties started this evening.

Kin Living Report and Updates

Pond Pump Repairs – Solution Recommendation – Board reviewed solution recommendation S-2022-0675 for pond pump repairs. Pond pump replacement is a reserve study item for 2021. These repairs fall outside of the one-year warranty period, so are not covered. Hillsboro Pump Supply is the original vendor who installed the pump back in March 2021. Kin Living negotiated with HPS to not charge for labor for the removal and return installation if the pond pump and they agreed. 2021 allocated amount for this item is \$11,000. Original pump cost: \$8,675.24. Amount of bid: \$3,595.36.

Director Gilchrist moved to approve solution recommendation S-2022-0675 for pond pump repairs in the amount of \$3,595.36 to be paid out of reserves. Seconded by Director Rinehart. Discussion: Motion passed unanimously.

Chimney Cap Replacement – B5 – Manager Songvilay reported that an owner of unit 543 had previously reported water damage by his windows and fireplace. Initial review was that this was a window installation issue. Henderson and Daughters confirmed that this is NOT a window install matter and the leak is caused elsewhere. Onsite staff inspected the roof and found a large blister right below the chimney cap that services the unit. ERS Roofing was dispatched and confirmed that the chimney cap is defective and needs to be replaced. There are a total of 8 caps on the roof. One of the caps was replaced in 2008 per reserves study report. Bid from ERS Roofing is to replace 7 caps total. Amount of bid is \$8,295. This is a reserve item for 2024 with \$22,046.65 allocated. Recommendation is to accelerate this maintenance for 2022. Director Gilchrist wanted clarity if the caps were sheet metal or stainless steel. Stainless steel is the material requested.

Director Gilchrist moved to approve chimney cap replacement bid from ERS roofing not to exceed amount of \$22,000 to be paid out of reserves. Seconded by Director Kopacz. Discussion: Manager Songvilay will confirm with ERS that the material used is stainless steel. Motion passed unanimously.

ACTION NEEDED

Maintenance Items

- **Pond Pump Repair** – Onsite staff reported that the pond pump is not working.
 - Action Taken: Hillsboro Pump Supply was dispatched to investigate the pump. They are the vendor that installed the pump in March 2021. HPS reported the bearings and seal have failed and need repair. These repairs are outside warranty. Solution recommendation added to Board packet for Board review.
 - Status: Ongoing

- **B5 Chimney Cap Replacement** – Management received report from onsite staff of a water bubble on the chimney cap. This was investigated due to unit 543 reporting water damage in unit.
 - Action Taken: ERS Roofing was dispatched to inspect the chimney caps. ERS verified the cap that services that unit was ineffective and recommends replacement. There are a total of 8 caps on B5. 1 of the caps was replaced in 2008. A bid has been provided by ERS to replace 7 caps on the building. This is a reserves item for 2024. A temporary cover has been placed over that chimney cap in question.
 - Status: Ongoing

NO ACTION NEEDED – INFORMATIONAL ITEMS

Maintenance Items

- **Pavement Repairs** – Pavement Maintenance has been scheduled to address repairs to various areas around the property on Thursday December 8th. Work is estimated to be completed by Monday December 12th. This maintenance was previously approved by the Board to be paid out of reserves.
 - Status: Ongoing

- **B5 Fire Alarm** – Management received an afterhours call regarding an active fire alarm for B5. Fire Department was dispatched found it to be a false alarm but could not reset the system. They left while the alarm was still triggered. Tross Building Services, West Coast Sprinkler System and Convirgent Systems were dispatched as well to perform further investigations. Convirgent and West Coast Sprinkler Systems were unavailable to roll out as they were on another job. Tross was instructed over the phone from Convirgent on how to silence the alarm but to no avail. WSCC was finally able to roll out, they found the matter was due to a failed air compressor in the sprinkler room.

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- Action Taken: WSCC found new compressor was overheating and shutting off. When off, there is air “leaking” from the fire line that trips the fire alarm. The system believes the sprinkler system has been activated. WSCC connected the old compressor to the new compressor to kick on when new compressor overheats. Downside is the old compressor is very loud disturbing nearby units. WSCC will be providing a bid for a new compressor.
- Status: Ongoing

- **B1 Passenger Elevator Down** – Management received a report that the passenger elevator is down.
 - Action Taken: KONE was dispatched to investigate. KONE found the selector board has failed. The selector board is obsolete and will need to be a special order from the manufacturer. KONE provided a down time of at least 3 weeks. Notice was posted on the portal to inform residents of B1.
 - Status: Ongoing

IV. Committee Recommendations for Board Action

- a. **Landscape Committee** – Jo Anne Gilchrist – discussed a plan presented by DeSantis to put 10 security boulders near the entrance gate to block any cars from driving over the grass. This was evidentially an ingress and egress route for recent thieves. The cost would be \$4,900. It was suggested that some of the funding would come from the Security Committee as well as the Landscape budget.

Director Rinehart moved to approve bid from DeSantis Landscaping to add security boulders next to the main gate in the not to exceed amount of \$5,000. Seconded by Director Morningstar. Discussion: None. Motion passed unanimously.

Discussion on Building 2 Planter Box. Three options were shown, and these options will be posted in the clubhouse as well as on the Kin Living Portal. Homeowners will have the opportunity to provide input as to which design is preferred. Dan Rundle will be the Project Manager for this work. The Landscape Committee will put large posters in the Clubhouse and smaller posters in each building for homeowners to review.

Director Rinehart moved to approve Landscape Committee to submit 3 proposed plans for homeowners to review and do a survey to gather homeowner preferences. Seconded by Director Gilchrist. Discussion: None. Motion passed unanimously.

- b. **Reserves Committee** – John Gilchrist – reported that both RDH and PONO Building Consultants inspected the clubhouse roof and recommended it be replaced sooner

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rather than later due to the documented leaks and dry rot in ceiling beams. There is a tarp over the clubhouse roof, but it will not sufficiently prevent leaks for more than several weeks. Currently, this replacement is in the Reserves budget for 2026. Due to the urgency of this problem, it was recommended that the Association delay the roof replacements for Buildings 2 & 3, scheduled for 2022 and 2023 respectively, and move these projects accordingly and do the repairs on the clubhouse roof this year. It was recommended by PONO and RDH to replace the clubhouse roof. PONO provided bids from ERS (Executive Roofing Service) Roofing, Aylwin Construction and Woodstock Construction. Recommendation is to accept the bid from ERS Roofing.

Director Gilchrist moved to approve bid from ERS Roofing to replace membrane of Clubhouse roof as recommended by PONO and RDH in an amount not to exceed \$415,000 to be paid out of reserves. Seconded by Director Kopacz. Discussion: Director Gilchrist noted that ERS can start this project rain or shine. Estimated start time from ERS is the week after Christmas. Motion passed unanimously.

V. Old Business

- a. **2023 HOA Budget** – Treasurer Tom Lichty reviewed the chart that shows each unit type's dues for 2023 and specifically how much of their dues go to the Reserves Fund. There was a discussion about lowering the Reserve contribution from the dues but decided that doing so would not be financially feasible knowing the expensive building repairs that the Quintet is facing. Therefore, the budget will stay as previously accepted in the October Board meeting.

VIII. Comment/Concerns Forms - None

IX. Owner's Forum

- **Birgitta Carlson** – would like to thank Chair Cherry for his discussion to lower assessment for the first year to help ease financial strain on residents.

X. Next Meeting Date – Board discussed skipping the December Board meeting.

Director Gilchrist moved to approve skipping the December Board meeting and have the next regular scheduled meeting on January 23rd 2023. Seconded by Director Wu. Discussion: None. Motion passed unanimously.

XI. Adjournment

Director Gilchrist moved to adjourn. Seconded by Director Wu. Discussion: None. Motion passed unanimously.

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The meeting was adjourned at 8:14p.m.