

**QUINTET HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
JANUARY 23, 2023  
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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 6:00 p.m. (55 residents on zoom)

**II. Approval of Minutes**

**Director Kopacz moved to approve November 28, 2022 minutes as written, Seconded by Director Morningstar. Discussion: None. Motion passed unanimously.**

**III. Officers' Remarks**

- a. President** – Thanked those owners who submitted their payments for the serial assessments.
- b. Treasurer** – Tom Lichty presented the Quintet Balance Sheet as of December 31, 2022. He explained that the \$-54,523.23 loss for the year was due to unanticipated expenses as well as Security and Legal fees. The new Serial Assessment balance as of December 31 shows a total of \$300,474.45 from initial payments. \$179,000 was added in January. Storm damage repairs for 2022 were \$81,734 that was borrowed from the Reserves account and will be paid back to Reserves in 2023 in 12 equal installments.

Treasurer Lichty announced that he will be resigning as Treasurer at the end of March. His position will need to be filled at the Annual Meeting.

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**Director Wu moved to waive lates fees in the month of January to help owners adjust to the serial assessment. Seconded by Director Laque. Discussion: Director Laque questioned if this would occur every month, the answer is no. Motion passed unanimously.**

- c. **Secretary** – Mary Fran Faupel explained that a draft copy of Board minutes is sent to each Director for their review prior to their approving minutes in Board meetings.

### **Kin Living Report and Updates**

**Fire Alarm Repairs – Solution Recommendation** – Manager Songvilay noted that Covergint Technologies has not provided a bid for repairs so a recommendation can not be made at this time. Tabled until next meeting.

**Pool Dehumidifier – Solution Recommendation** – Board reviewed solution recommendation S-2023-0708 to replace the pool dehumidifier. This is a reserve item for 2023. Current system is the original which was installed when building was being built and is now working at 70% capacity. New dehumidifier will need to be installed on top of roof due to size constraints of the mechanical room. Manager Songvilay recommends proceeding this this work in conjunction with the clubhouse roof membrane replacement as PONO and ERS Roofing will ensure the roof will be structurally safe to hold the weight of the dehumidifier. Two bids were received – American Heating Inc and McKinstry. Recommendation is to proceed with the American Heating proposal of a not to exceed amount of \$180,000 to be paid out of reserves. McKinstry bid = \$249,805.

**Director Gilchrist moved to approve solution recommendation S-2023-0708 to replace the pool dehumidifier in a not to exceed amount of \$180,000 to be paid out of reserves. Seconded by Director Wu. Discussion: None. Motion passed unanimously.**

**B1 Elevator Motor Replacement** – Manager Songvilay noted that only one bid was available for review at the time of the Board meeting. Another bid will be available by the February meeting where a recommendation will be made. Tabled until the next meeting.

### **Ongoing Maintenance Projects - APPROVED**

**Main Drain Jetting – Charter Mechanical:** B2 - Monday February 6th, B4 - Tuesday February 7th & B5 - Wednesday February 8th

**Asphalt Repairs – Pavement Maintenance:** Pave - Tuesday 1/24 8am-3pm, Curb – Wednesday 1/25 8am-10am, Stripe - Wednesday 1/25 12pm-1pm (original start date was December 8<sup>th</sup> – 12<sup>th</sup> postponed due to weather)

**Vent Clean Out – Finnmark:** March 1<sup>st</sup> and March 2<sup>nd</sup>

**Pond Pump Rebuild – Hillsboro Pump Supply:** Maintenance is scheduled to be completed by Thursday January 26<sup>th</sup> for an install date.

**B5 Chimney Cap Replacement – ERS Roofing:** 7 chimney caps are in the final stages of fabrication to be installed. Estimated install date is by end of month. This is a reserve item for 2024 that was expedited due to leak reported in unit 543. PONO has confirmed source of leak was damaged chimney cap. In the meantime, ERS installed a temporary cover over effective cap to stop further water intrusion to unit 543. Once caps are installed, Gores construction has been hired to repair damages in unit 543 as well as investigate water intrusion in unit 417.

#### **ACTION NEEDED**

##### **Maintenance Items**

- **Pool Dehumidifier Replacement** – Reserve item for 2023.
  - Action Taken: Management engaged American Heating Inc and McKinstry to provide proposals. Solution recommendation added to Board packet for Board review.
  - Status: Ongoing
  
- **B1 Elevators Motor Solid State Conversion Passenger and Freight** – Reserve item for 2022.
  - Action Taken: Taurus Power & Controls (recommended vendor from KONE) provided bids to replace motor both elevators in B1. Due to cost of proposal, Management is researching other proposals for this project. Solution recommendation added to Board packet for Board review.
  - Status: Ongoing

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

##### **Maintenance Items**

- **Power Outage** – Management received a call about a power outage at the property. Upon research on the PGE website, there was a power outage in the area that affected the Quintet properties.
  - Action Taken: Management reached out to the residents that called and they informed were able to get into their units. A notice was posted on the portal.

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- Status: Completed.
  - *Main Entry Gate*: The power outage confirmed that the main entry gates are not on alternative power source if there was a massive power outage.
    - Action Taken: Management engaged Metro Access Control to provide a proposal to install the main entry gates on a battery backup. Bid was received and executed on 1/11/23. Cost of bid - \$2,477.00. Awaiting a schedule date from Metro.
    - Status: Ongoing
  - *B2 Fire Alarm*: During the power outage, there was an active fire alarm at B2. Management dispatched Tross. The technician was onsite at another job but was wrapping up to head to the Quintet. Fire Department rolled out and was able to reset the alarm around 1:30AM but the alarm retriggered due to a pull station on the 3rd floor being stuck in the lock position. Tross arrived onsite, there was no cell service available due to the power outage. The Tross tech had to drive down to the cemetery down the street to obtain cell service and update Management team. This back and forth caused delays to reset the alarm. The panel was finally able to be silenced by 4:11AM.
- **B2 & B5 Frozen Sprinkler Heads** – Management received a report sprinkler head frozen during the severe cold weather over the holiday break.
  - Action Taken: West Coast Sprinkler Systems was called to investigate the matter. When they arrived, there was not much the tech could do due to the severe low temps. Their recommendation was wait until the weather warmed up so the ice can thaw. WCSS returned on 12/24 and noted there are some broken pipes in the garage. WCSS did not have the manpower to complete the repairs. McKinstry was dispatched to address the matter. McKinstry was able to return on 12/29 to repair 95% of the broken pipes and replaced damaged sprinkler heads. Awaiting a return date from McKinstry to complete the rest of the work.
  - Status: Ongoing
- **B3 & B5 Elevator Down** – Management received a report from a resident that the both elevators for B3 was not responding.
  - Action Taken: KONE was dispatched. When KONE arrived, the tech noted that due to extreme temps, the oil in the pit of the elevator has frozen. The tech was able to run the elevator multiple times to heat up the oil to get it up and running. Tech stated that this issue most likely will occur in every building, if the elevator is not in use for an extended period of time during freezing temps. KONE noted that one way to prevent this from happening is to install heaters

in the elevator pits. Management declined this option and opted to wait for the temperatures to heat up.

- Status: Completed
  
- **B5 Fire Alarm** – Management received a call from the Fire Department that there is an active fire alarm in the building. Management was able to speak to the fire department when they were onsite. Fire Department was able to reset the panel and found the cause of the fire alarm was due to the frozen pipes that had broken when thawed. The trouble signal (beeping noise) cannot be silenced until the pipes have been repaired and the weather gets warmer. Condensation is also a cause of the trouble signal from the fire panel.
  
- **B3 Mechanical Room Noise** – Management received a report of a beeping noise from mechanical room. This is due to condensation. This will be a reoccurring issue until the wiring gets replaced.
  - Action Taken: This is a larger project that will need special attention from Convergent to get a proper bid and then work with the Board to see how to fund this project. Detailed notes from Convergent tech in solution recommendation for Board review. Awaiting bid number from Convergent for Board review.
  - Status: Ongoing

#### **Association Operations**

- **Clubhouse Membrane Replacement** - Management team attended first pre-construction meeting with vendors: PONO Building Consultants, ERS Roofing and American Heating Inc and Board members Elva Kopacz and John Gilchrist as well as Reserve Committee member Rex Kattenburg at the Quintet Clubhouse. Meeting was to discuss timeline of project and logistical challenges. Weekly meetings will occur when the project begins. Estimated start date 3-4 weeks. More information will be shared to residents when available.

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

- a. **Landscape Committee** – Jo Anne Gilchrist
  1. A grant proposal was submitted to Tualatin Soil and Water Conservation District for Bioswale behind Building 3 (east side). Notification of approval is pending.
  2. The survey for the B2 planter boxes was sent to all homeowners. Responses are due by February 3. Jo Anne also made a request for more volunteers to help the committee. Specifically, help will be needed to move the pile of

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wood chips that are currently housed in the Clubhouse parking lot. A notice will go to homeowners prior to the date of removal.

3. The Landscape Committee Work Plan for 2023 is designed to complete some of the unfinished work from 2022 as well as some new items. The committee should be able to use all of the old salvaged river rock.

**Director Wu moved to approve the LSC 2023 work plan. Seconded by Director Morningstar. Discussion: None. Motion passed unanimously.**

- b. **Reserves Committee** – John Gilchrist – reported to date, 90% of homeowners have made payments towards their serial assessment.
  - Current Account Balance: \$1.4 million dollars which = 17% PFF
  - Estimated cost of scheduled 2023 projects: \$1.4 million dollars
  - Additional contributions through EOY 2023: \$1 million
  - Forecast 2023 EOY balance = \$1 million = \$12% PFF

Major Projects this year are:

- Replacement of clubhouse flat roof for \$365K. Work is anticipated to begin about the end of February.
- Pool room de-humidifier replacement.
- Dogwood, (B2) planter boxes. Excavation needs to start around March 1st if we are to get this done this year.
- Maplewood, (B4) replacement of the low-slope roof.
- Asphalt repairs will be completed soon (this is 2022 reserve item)
- Sidewalk repairs for trip hazards

The Reserves Committee would like to make the following recommendations: B2 excavation and demolition of the two planter boxes at B2 proceed as soon as possible after the March 1<sup>st</sup> date, direct Kin Living to obtain bids for project manager for replacement of the B4 low-slope, and direct Kin Living to obtain 3 bids for sidewalk repairs for trip hazards.

**Director Gilchrist moved accept the B2 excavation and demolition of the two planter boxes at B2 proceed after the March 1st date. Seconded by Director Wu. Discussion: None. Motion passed unanimously.**

**Director Gilchrist moved to approve to have Kin Living to obtain bids for project management of the B4 low slope roof replacement. Seconded by Director Wu. Discussion: None. Motion passed unanimously.**

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**Director Gilchrist moved to approve to have Kin Living to obtain 3 bids for repairing the trip hazards on the sidewalk. Seconded by Director Kopacz. Discussion: Director Rinehart asked how long have the white strips indicating trip hazards on the sidewalks were placed? Manager Songvilay will reach out to onsite staff to get an answer. Motion passed unanimously.**

- c. Security Committee** – Nancy Martin presented bid from ECAM Secure to afterhours camera monitoring services. Part of the bid will require replacement of cameras, installation of speakers for the monitored cameras and additional conduit needed for the infrastructure for the system. Nancy stated that she reached out to multiple vendors but struggled with follow up from them as well as matching the scope that is requested. Her recommendation is to proceed with the 3<sup>rd</sup> version of the ECAM Secure proposal in the amount of \$47,542.11. While the ECAM Secure has an excellent reputation, due to the cost required, Kin Living is being asked to provide an additional bid for the same work as described above. Kin Living is asked to present this to the Board in the February Board meeting.

**Director Wu moved to approve to have Kin Living obtain another bid to match the scope of the 3<sup>rd</sup> version ECAM Secure. Seconded by Director Gilchrist. Discussion: Nancy Martin would like to be included in this process in which all parties agree. Motion passed unanimously.**

**V. Old Business**

- a. 2023 Annual Meeting** – Manager Songvilay discussed the process for the 2023 Annual Meeting to be held on March 27<sup>th</sup> via Zoom Teleconference. There will be 3 positions that will be coming to term. A call for candidates will be posted on the portal for any owners interested in the Board positions.
- b. Board Packets** – Board discussed posting Board packets online. Manager Songvilay stated a redacted version will be available in the Kin Living libraries that can be accessed online. Redacted version will have delinquent account information removed as well as any information that is privy to Board Directors only.

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

**IX. Owner's Forum - None**

**X. Next Meeting Date** – February 27<sup>th</sup> at 6:00pm.

**XI. Executive Session - Adjournment**

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**Director Kopacz moved to adjourn open meeting and enter executive session to discuss collections. Seconded by Director Morningstar. Discussion: None. Motion passed unanimously.**

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

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

The meeting was adjourned at 8:12p.m.