

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
APRIL 10, 2023**

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ASSOCIATION OF UNIT OWNERS OF THE QUINTET CONDOMINIUM WAS CONDUCTED VIA ZOOM TELECONFERENCE AT 6:47PM.

PRESENT VIA ZOOM: Mary Fran Faupel - Chair
Nancy Marin - Secretary
Jane Edwards – Treasurer
Tom Cherry – Director
John Gilchrist – Director
Susan Morningstar – Director

Absent: Louise Lague - Director

MANAGERS: Tim Miller, Rae Gonzalez

SPECIAL MEETING: CAPITAL IMPROVEMENT VOTE (CONTINUED FROM MARCH 27, 2023)

I. Call to order

- a. Chair Faupel called the meeting to order at 6:13 pm

II. Business

- a. Tim Miller: Certification of quorum (by proxies or in-person at zoom meeting)
- b. Tim Miller: Proxies called verbally by unit
- c. Tim Miller: In-person roll call by unit by proxy or in-person; a quorum was reached with a total of 81 owners accounted for.
- d. Clarification of voting options: Yes = vote in favor of plaza/paver-pedestal design, No = default to design similar to what is currently seen at Building 1.
- e. Vote on Plaza Design: Yes = 44 votes (50.57%); No = 34 votes (39.08%); the required 75% was not reached, so the Plaza Design was not adopted.

III. Adjournment

Chair Faupel motioned to adjourn; Director Morningstar seconded the motion; all were in favor; meeting adjourned at 6:52pm

BOARD OF DIRECTORS MEETING (OPEN) IMMEDIATELY AFTER CAPITAL IMPROVEMENT MEETING

I. Call to Order

Chair Faupel called the meeting to order 6:53pm.

II. Business

- a. **Introduction of Board Members** – Board members introduced themselves
- b. **Location of next HOA Board Meeting:** Decision was made to conduct the April 24 meeting via zoom.
- c. **Low-Slope Roof Repair, Building 4** – Tim Miller reported two proposals were received for project management: one by PONO, other by Certa; both

will be presented at the meeting April 24th. Director Gilchrist recommends also getting a proposal from RDH who did an excellent job on a similar roof here (B1) last year. Management will also solicit a proposal from additional source, Structural Management, to also present at the meeting on April 24th.

d. Fire Alarm Repairs

- i. **Annual Testing Corrective Action** – Tim Miller reported two proposals were received, one from Convirgint, other from PSI, however PSI bid is incomplete.
- ii. **Building 2 Wiring Repairs** – Tim Miller reported that at last meeting Board approved up to \$25K for repairs. Convirgint Technologies requested authorization to confer with the fire marshal prior to completing the approved repairs. Management provided authorization to proceed and will share information with the Board upon receipt. Convirgint will put B2 on the schedule subject to response from Fire Marshal.

- e. Window Sealant** – Management reported the proposal for Units 534 and 543 was executed and returned to Tatley Grund on March 30th following confirmation of scope. Scheduling information to be shared with the Board upon receipt.

III. Owners Forum

- a. Owner inquired about resident smoking cigars in Cascade Building. Need to pin down who is offender.

IV. Adjournment

Director Cherry moved to adjourn the meeting at 7:22pm. Seconded by Director Morningstar. Motion passed unanimously.