

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
APRIL 24, 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: Mary Fran Faupel, Chair
Nancy Martin, Secretary
Jane Edwards, Treasurer
John Gilchrist, Director
Tom Cherry, Director
Susan Morningstar, Director
Absent: Louise Lague, Director

Managers: Rae Gonzalez, Property Manager, Kin Living
Tim Miller, Portfolio Manager, Kin Living

I. Call to Order

Chair Faupel called the meeting to order at 6:01 p.m.

II. Approval of Minutes

Due to errors, minutes from previous Board Meetings (27 Feb, 14 March, 27 March, and 10 April) were not approved so will be corrected and presented for the 22 May Meeting.

Director Gilchrist moved that the minutes be based on the Zoom audio video recording. Seconded by Director Cherry. Motion passed unanimously.

III. Officers' Remarks

- a. **President** – Chair Faupel noted there may be differences on how the meeting is run with the change in the Chair position. Communicated to ownership that items raised during the owner's forum be limited to two minutes.
- b. **Treasurer** – Treasurer Edwards reported on the Association's financials, noting \$644,027 was collected on the special assessment.
- c. **Secretary** – Secretary Martin noted this is her first regularly scheduled meeting in this position so no report is presented.

IV. Kin Living Report and Updates

a. Fire Alarm Repairs

- i. **Building 2 Wiring Repairs** – Manager Miller reported that the pending work was delayed by findings during the annual testing the prior week.
- ii. **Annual Testing Deficiency Repairs** – Manager Miller presented solution recommendation S-2023-0727 to perform repairs to deficiencies discovered during the annual testing.

Director Gilchrist moved to authorize \$12,400 as captured in the board packet for fire alarm repairs. Director Morningstar seconded. Motion passed unanimously.

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- iii. **Building 2 Zone Card** – Manager Miller reported a failed zone card was found in the building 2 panel during annual testing the prior week. Building 2 is under fire watch until repairs are completed.
 - iv. **Booster Supply – Buildings 1 & 3** – Manager Miller communicated the booster supply to the sub panels of buildings 1 and 3 were completed.
- b. **Building 1 Motor Replacement** – Manager Miller presented solution recommendation S-2023-0728 to proceed with Taurus Electric for the conversion of the solid-state motors serving the two elevators.

Director Gilchrist moved to bill Kin Living for the cost increase. Director Cherry seconded. Motion passed unanimously.

- c. **Building 5 Sprinkler Main** – Manager Miller presented solution recommendation S-2023-0755 to perform repairs to the sprinkler main of Building 5.

Director Gilchrist moved to accept the bid from McKinstry for Building 5 sprinkler repairs. Secretary Martin seconded. Motion passed unanimously.

- d. **Building 4 Low Slope Roof** – Manager Miller presented solution recommendation S-2023-0758 for the selection of a project manager for the replacement of the low-slope roof in Building 4.

Director Gilchrist moved to hire Structural Waterproofing Consultants for this project consulting job. Director Morningstar Seconded. Motion passed unanimously.

V. Committee Recommendations for Board Action

a. Landscape Committee

- i. Committee continues to search for a new chair.

b. Reserves Committee – John Gilchrist

- i. Reported to date, 97% of homeowners have made payments towards their serial assessment. Summarized balances of funds held in reserves and provided an update on current projects in progress as well as those scheduled to occur in 2023.

c. Security Committee – Nancy Martin

- i. Presented summary of 2 additional quotes (requested by the Board at the 23 January meeting) and recommended to engage Ecam Secure to install additional cameras and provide monitoring services.

Director Martin moved to go forward with the proposal made at the 23 January meeting by Director Cherry and seconded by Director Wu that Ecam Secure be engaged for this project

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for a total not to exceed \$50,000 (to allow for inflation and increased construction costs). Discussion followed that despite the earlier approval of the project, and that the request for 2 additional quotes was completed, the current budget has no provision for Security funds. The motion to go forward was withdrawn.

VI. New Business

- a. **Building 2 Plaza Deck Change Order** – Board discussed change order for the plaza deck project of Building 2.

Director Gilchrist moved to approve Beltz Restoration as the contractor on the building 2 plaza deck project and authorize an amount not to exceed \$105,000 to be paid from reserves. Director Cherry seconded. Motion passed unanimously.

- b. **Interior Repairs – Unit 534/543** – Board discussed interior repairs required following the completion, and verification, of the window sealant work.
- c. **Building 2 Corridor Drain Renewal** – Board discussed project to address drainage issues in building 2.

Director Gilchrist moved to hire CERTA to serve as the project consultant for the building 2 corridor drain renewal in the amount of \$3,800 to be paid from reserves. Director Morningstar seconded. Motion passed unanimously.

- d. **Asphalt Reseal/Restripe** – Board discussed project scheduled for 2023 to reseal and restripe the asphalt. Director Gilchrist requested that Kin Living to present bid proposals at the May 22 Board meeting.
- e. **Schedule Board Training** – Board retreat is scheduled for Monday, May 15th, 2023 at 10:30am to be held in the Elm Room of the Cedar Mill Library.
- f. **Quintet Email Addresses** – Board discussed issuing Quintet email addresses to new directors.

VIII. Comment/Concerns Forms - None received

IX. Owner's Forum

Owners's Forum did not start until shortly after 8:00 pm, so Management was excused so that overtime would not occur. Homeowners were informed to limit their comments to 2 minutes so that Board has time to respond and other homeowners have time to voice concerns.

Homeowner Steve Morse presented his issue regarding the Special Assessment. Discussion followed.

X. Next Meeting Date – May 22, 2023, at 6:00pm.

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XI. Adjournment at 8:21pm

Director Cherry moved to adjourn at 8:21pm; Director Morningstar seconded. Motion passed unanimously.