

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
May 22, 2023
Page 1 of 3**

**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
Jane Edwards, Treasurer
Nancy Martin, Secretary
Susan Morningstar, Director
John Gilchrist, Director
Louise Lague, Director

Absent: Tom Cherry, Director

Managers: TBD, Property Manager, Kin Living
Tim Miller, Portfolio Manager, Kin Living

I. Call to Order

Chair Faupel called the meeting to order at 6:00 p.m. (36 residents on zoom)

II. Approval of Minutes

Corrected minutes from 27 Feb, 14 March, 27 March (Annual Meeting), 10 April, and 24 April 2023 were submitted to the Board for review.

Director Martin moved to approve the corrected minutes as written, Seconded by Director Gilchrist. Discussion: None. Motion passed unanimously.

III. Officers' Remarks

- a. President** – Chair Faupel opened the meeting with a few remarks: for all Zoom meetings, the Chat function will be turned OFF and owners are invited to use the Owners Forum during the Board Meetings; the Board Retreat was held on May 15 at the Cedar Mill Library from at 10:30am-1:30pm; the old computers and printers (from Club House Conference Room and Maria's office) will be removed and recycled later this week.
- b. Treasurer** – Treasurer Edwards thanked John Gilchrist and Elva who recently left the Finance Committee for their work, and welcomed new Finance Committee members Larry Echelmeyer and Jo Ann Bodin; the sweep account balance exceeds the FDIC limit, so Anna Yuen and Larry Echelmeyer will explore our options; the 2024 Budget preparations will start in June, so all Committees should bring any modifications to their budgets to the Reserve Committee; the proposed changes to the Bid Policy reflect that the current ceiling of \$50,000 cannot be waived...this will be discussed and voted on at the next HOA Board meeting.
- c. Secretary** – Secretary Martin noted that the "backlog" of minutes is now caught up; and that the Minutes from the Board Retreat will be presented to the Board with the Minutes from tonight's meeting.

Kin Living Report and Updates

IV. Manager's Report: Tim Miller reports that:

- a. **Building 1 Elevator Replacement** – this is expected to be completed by the end of June and the HOA will absorb 50% of the cost overage (due to delay).
- b. **Building 4 Repairs** – bids are still coming in.
- c. **Building 2** – Scope of Work proposal from CERTA (with Beltz) are expected this month.
- d. **Asphalt Repairs – Pavement Maintenance:** so far, only one proposal (from CBI) has been received but it was not detailed; some discussion as to what the work entails and reminder that this is part of a 5-year maintenance process; we will await further bids.
Director Gilchrist moved to approve \$40,000 from the 2023 Reserves Budget to be used toward this project, Seconded by Director Morningstar. Motion passed unanimously.
- e. **Kin Living Invoices to Quintet HOA** – the costs for the notices for Annual Meeting and April 10 meeting will be absorbed by Kin Living.

Association Operations

V. Committee Reports

- a. **Landscape Committee** – Dave Bodin – reported that:
 - o The property walk-through with the arborist from Bartlett found a number of ash trees are on the property but that they do not need immediate action and recommended a treatment that is effective and less costly than removal.
 - o Austin (from DiSantis) is working on finding alternative/s to leaf blowers.
- b. **Reserves Committee** – John Gilchrist – reported that:
 - o We are waiting for the last Club House repairs to be completed next week; and that
 - o The B2 planter box has one leak.
- c. **Security Committee** – Nancy Martin – reported that the committee is exploring some new ideas that will be presented at the next board meeting.
- d. **Rules Committee** – Jane Edwards – reported that some changes are proposed but do not require action tonight regarding: recreation, discriminatory language in the document, maximum unit occupancy, number of pets allowed, use of units for AirBnB rentals; these issues will be revisited at the next Meeting.

VI. New Business

- a. **Interior Repairs, Units 534 and 543** – .Tim Miller reported that one more bid is still expected, two have been received so far; Director Edwards motioned that the lowest amount of \$1903 be approved to be paid by the HOA, Director Gilchrist seconded, motion was passed with 5 in favor, 2 abstained.

**QUINTET HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
May 22, 2023
Page 3 of 3**

b. Change to HOA Board Meeting time/day – Chair Faupel reported that:

- a decision was made at the Board Retreat that the Board Meetings will revert to Tuesdays (to be in compliance with our contract with Kin Living)
- will be conducted via Zoom (to insure accuracy of Minutes and allow more owners to attend),
- further, the meetings will be on the 2nd Tuesday of the month (to accommodate Board members' schedules), and that
- the starting time will be 5pm (instead of 6pm).

VII. Owner's Forum – Owners in Unit 252 brought forth the issue of plants and tables they put in the 5th floor elevator patio. Discussion noted that there is ample room for emergency services to access the corridor; no objections were raised; **the Board approved that the plants and tables may remain.**

VIII. Next Meeting Time/Date – **Tuesday June 13, at 5pm via Zoom.**

IX. Executive Session - None

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

The meeting was adjourned at 7:24pm.