

**QUINTET HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
FEBRUARY 27, 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
- Tim Miller, Portfolio Manager, Kin Living

**I. Call to Order**

Chair Cherry called the meeting to order at 6:01 p.m. (56 residents on zoom)

**II. Approval of Minutes**

**Director Rinehart moved to approve January 23, 2022 minutes as written, Seconded by Director Wu. Discussion: None. Motion passed unanimously.**

**III. Officers' Remarks**

- a. President** – Chair Cherry does not have remarks at this time. Tim Miller Portfolio Manager with Kin Living will have an announcement later during the manager's report.
- b. Treasurer** – Tom Lichty provided the summary of financials as of January 2023. Not too much is happening as it is only February. There is \$60,554 in the operating account which is the average amount. \$863,630 in Reserves with \$564,659 set aside on behalf of the assessment. Few items that stand out over budget in the January financials are: natural gas, elevator maintenance and fire alarm systems. This is due to the extreme cold temperatures in December that required emergency repairs for the FLS system and elevators. All expenses are reasonable due to those conditions.
- c. Secretary** – No report.

**Kin Living Report and Updates**

**Ongoing Maintenance Projects – APPROVED**

**Main Drain Jetting – Charter Mechanical:** Completed – Note Kin Living is negotiating with Charter Mechanical for discount for services to B5 due to drainpipe left open by tech. Payment for services on hold.

**Vent Clean Out – Finnmark:** March 1st and March 2nd – notice went out to the community. Reminder will be sent out Monday February 27th for units that require permission to enter. Onsite staff will place notice on door (notice on door was scheduled for this week but due to weather conditions, onsite staff was not available).

**Pond Pump Rebuild – Hillsboro Pump Supply:** Completed – Follow up from Hillsboro Pump Supply is needed as auto feature is not working only manual feature. HPS will follow up with DeSantis on Monday February 27th to coordinate repairs as irrigation controller seems to be cause of auto feature shortage.

**ACTION NEEDED**

**Maintenance Items**

- **B2 Fire Alarm Repairs** – Fire alarm for B2 was triggered during snowstorm last Winter. Emergency services as well as afterhours technician could not reset the alarm in a timely manner.
  - Action Taken: Management engaged Convergent and Performance Systems Integration to provide proposals to update fire life safety system for building and address any past trouble signals on fire panel. Solution recommendation added to Board packet for Board review.
  - Status: Ongoing

**Director Rinehart moved to approve solution recommendation S-2022-0727 for B2 fire alarm repairs in the amount not to exceed \$25,000 to be paid out of reserves. Seconded by Director Gilchrist. Discussion: Director Rinehart asked what items are proprietary to Convergent. Request Kin Living to obtain a list of those items. Motion passed unanimously.**

- **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,

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Management is researching other proposals for this project. Solution recommendation added to Board packet for Board review.

- Status: Ongoing

**Director Gilchrist moved to approve solution recommendation S-2022-0728 to replace roto-phase motors for B1 passenger and freight elevators in the amount not to exceed \$45,000 to be paid out of reserves. Seconded by Director Wu. Discussion: Director Gilchrist noted the bid provide by Taurus has expired would like Kin Living to confirm if quoted price is still valid. Motion passed unanimously.**

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

##### **Maintenance Items**

- **Snow Services** – DeSantis Landscaping coordinated with Kin Living to discuss snow removal services for the week of February 20 – 24. Kin Living approved these emergency services.
- **B1 – Water Intrusion Garage Level** – Management received a report from owner of water intrusion above parking spot 65. ○ Action Taken: Dan Rundle – CERTA Architects was engaged to inspect the area and pinpoint source. Dan and Manager Songvilay established a general area of the origin of the water source. Dan will provide a summary of his findings and share with Management.
  - Status: Ongoing

##### **Association Operations**

- **B2 Planter Box Survey** – Manager Songvilay and Ms Correa reviewed the survey results for the B2 planter box survey and shared results to the Landscape Committee members.
- **B2 Planter Box Meeting** - Management team met with Dan Rundle – CERTA, Brendon Beltz – Beltz Restoration, John Gilchrist – Reserves Chair, and Jo Anne Gilchrist – Landscape Chair via Zoom Teleconference to discuss next steps and timeline for B2 planter box project. Austyn Polzel – DeSantis Landscaping could not attend due to emergency snow services that morning.
- **Convergent Meeting** – Manager Songvilay met with Hank Rolfs – Senior Account Representative, Convergent to discuss scope of work of B2 fire alarm repairs. Solution recommendation is in Board packet for Board review.
- **Stoner Electric Meeting** – Manager Songvilay met with Lenny Weiss, Project

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Manager, Stoner Electric to obtain an additional bid for B1 rotophase motor replacement. Bid is forthcoming.

- **Sidewalk Repairs Meeting** – Manager Songvilay obtain 3 bids from Beltz Restoration, Pavement Maintenance and Tatley Grund to repair trip hazards on sidewalks on driveway towards condominiums. Bids have been shared with Reserves Chair.
- **Management Team Transition** - Manager Miller announced that Manager Songvilay will be resigning at the end of this month. He would like to thank Jimmy for his work and dedication for the past 9 years. Rae Gonzalez will be taking his place as the Property Manager.

**IV. Committee Recommendations for Board Action**

**a. Landscape Committee – Jo Anne Gilchrist**

1. Second grant was awarded to the Quintet for bioswale project behind B3.
2. Survey results for B2 planter box: 59 units out of 106 voted for plaza design, while 47 units chose the raised planter design. Recommendation is to officially add this plaza design vote to the annual meeting election ballot. If the Association chooses to move forward with the paver design for the Dogwood Building, then our attorney advised us that we would need an owner's resolution authorizing the capital improvement in accordance with our Bylaw section 3.7 (k). The anticipated attorney cost to prepare this resolution is about \$1000.

**Director Morningstar moved to direct attorney to draft resolution to present at March annual meeting for plaza redesign. Seconded by Director Kopacz. Discussion: Director Rinehart noted this would fall under a capital improvement. Motion passed unanimously.**

3. JoAnne announced that she will be resigning as Landscape Committee Chair.

- b. Reserves Committee – John Gilchrist – reported to date, 90% of homeowners have made payments towards their serial assessment.**
- \$864,000 Reserves account
  - \$564,659 Special Assessment account (95% of owners have signed up)
  - \$1,428,000 Total Balance = 17% PFF

**Major Projects this year are:**

- B2 interior planter boxes: cores were dry when drilled out 9 Feb. Cancel and defer the scheduled re-do?

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- B2 plaza deck – 1 sq ft core sample taken last week, awaiting report at HOA mtg
- B2 exterior planter boxes – still awaiting additional bids for tree removal *(A total of 106 units (51% of total units) submitted a survey. Of those 106, 59 chose the pedestal-paver design (56% of 106) while 47 (44% of 106) chose the raised planter design.)*
- Sidewalk repair – Beltz bid \$4,000. KL seeking other bids.
- Fire alarm system false alarms

The Reserves Committee would like to make the following recommendations: B2 excavation and demolition of the two planter boxes at B2 to be deferred until leaks in B1 can be addressed and proceed with Pavement Maintenance as the vendor to perform sidewalk repairs.

**Director Gilchrist moved defer the B2 excavation and demolition of the two planter boxes until leaks in B1 can be determined. Seconded by Director Wu. Discussion: None. Motion passed unanimously.**

**Director Gilchrist moved to approve bid from Pavement Maintenance to repair trip hazards on the sidewalks. Seconded by Director Wu. Discussion: None. Motion passed unanimously.**

- c. **Security Committee** – Nancy Martin noted that Jennifer Whybra-Ucar and Susan Morningstar resigned from the committee and announced new members Larry Erickson and David Bodin. She reported that the committee has met with 2 additional camera monitoring companies and are awaiting bids to present for Board review.

**V. Old Business**

- a. **2023 Annual Meeting** – Board discussed having the annual meeting in person at the Clubhouse.

**Director Lague moved to have the 2023 annual meeting in person. There was no second. Motion died on the floor.**

The annual meeting will be held via zoom teleconference. There was discussion to have a hybrid meeting. Director Kopacz noted that the technology is not available yet in her experience with hybrid meetings. Owner in attendance recommended to have a “Meet the Candidates” forum in the Clubhouse for owners to be reintroduced to potential new Board members.

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

**IX. Owner's Forum**

- Steve Morse asked if there was a start date for the clubhouse membrane replacement start date and clarity for how many trees are being removed in the B2 planter project.

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

**XI. Adjournment**

**Director Kopacz moved to adjourn. Seconded by Director Rinehart. Discussion: None. Motion passed unanimously.**

The meeting was adjourned at 7:25p.m.