

**MINUTES OF THE BOARD OF DIRECTORS OF THE QUINTET CONDOMINIUM,  
MEETING WAS CONDUCTED REMOTELY VIA ZOOM**

**PRESENT Via Zoom:** Mary Fran Faupel, Chair  
Jane Edwards, Treasurer  
Nancy Martin Secretary  
Susan Morningstar, Director  
Tom Cherry, Director  
John Gilchrist, Director  
Louise Lague, Director

**Managers:** Tim Miller, Portfolio Manager, Kin Living  
Nelson Unsworth, Property Manager, Kin Living

**I. Call to Order**

Chair Faupel called the meeting to order at 5pm

**II. Approval of Minutes:**

**July 5, 2023, executive session:**

**Motion to approve as is by Director Martin; 2<sup>nd</sup> by Director Cherry, vote: approved unanimously.**

**July 6, 2023, executive session:**

**One correction: Director Lague was not present; Secretary Martin will make correction.**

**Motion to approve *with correction* made by Director Martin; 2<sup>nd</sup> by Director Cherry, vote: approved unanimously.**

**July 11, 2023, regular meeting:**

**Correction on p3, New Business, should state: "Patch of B2 hallway doesn't match rest of that hallway"; Secretary will make correction.**

**Motion to approve *with correction* made by Director Cherry; 2<sup>nd</sup> by Director Edwards, vote: approved unanimously.**

**III. Officers' Remarks**

**a. Chair** Faupel reported that:

- \$1100 will be spent to repair B2 clog in the basement plumbing pipe that was caused by "wipes" being flushed in the toilet. Homeowners were cautioned about flushing body waste and toilet paper only.
- B5 residents are concerned about package in front of Unit 527: per our attorney we can't touch it and will keep residents informed as we get more information from the attorneys;
- After 6 months of interviewing multiple property management companies, one was selected as our new property management company. We are in process of reviewing/fine-tuning their proposed contract. Their start date is October 1.
- Maria and Pedro will remain as Quintet employees; Jose intends to retire this year.

**b. Treasurer** Jane Edwards is deferring until the Finance Committee report.

c. **Secretary Nancy Martin:** nothing to report other than corrections to the minutes will be made as noted.

**IV. Kin Living Manager Report – Nelson Unsworth reported that”**

a. **Building 5 – Compressor Replacement** – proposed that work proceed not to exceed \$10,000; Director Gilchrist does not concur with accepting McKinstry bid, instead suggests returning to United Fire Safety for this item – they will be on site Aug 9 to review;

**Director Cherry motioned to accept the KinLiving/ McKinstry bid; 2<sup>nd</sup> by Director Martin; vote: all were opposed, motion failed.**

**Director Gilchrist motioned to accept United Fire Safety as our primary vendor going forward; 2<sup>nd</sup> by Director Cherry; vote: approved unanimously, motion carried.**

**Director Gilchrist motioned to approve United Fire Safety bid not to exceed \$10,000; 2<sup>nd</sup> by Director Cherry; vote: approved unanimously, motion carried.** McKinstry failed immediately, so can we get our fee refunded? Nelson will look into that.

b. **Unit 437 leak:** Beltz will investigate source of leak

**Director Cherry motioned to accept Beltz’s repair bid not to exceed \$6600; 2<sup>nd</sup> by Director Gilchrist; vote: approved unanimously, motion carried.**

c. **B2 4<sup>th</sup> Floor Soffit Repair** (Adjacent Freight Elevator) – Water intrusion – estimated not to exceed \$4000;

**Director Gilchrist motioned to accept repair bid of \$3930 from Beltz ; 2<sup>nd</sup> by Director Edwards; vote: approved unanimously, motion carried.**

d. **Unit 416 repair – Water Intrusion** – Board will cover up to \$3800 for window sealant repair and will cover \$2500 for sheetrock repair;

**Director Gilchrist motioned to accept repair bid not to exceed \$6300; 2<sup>nd</sup> by Director Lague; vote: approved unanimously, motion carried.**

d. **Unit 524 Repair – Water Intrusion** (similar to that in Unit 416) – Nelson recommends the Board approve Charter to repair not to exceed \$2500;

**Director Gilchrist motioned to accept repair bid by Charter not to exceed \$2500; 2<sup>nd</sup> by Chair Faupel; vote: approved unanimously, motion carried.**

**V. Committee Reports**

a. **Landscape Committee – Dave Bodin reports that:**

- Ash tree treatment recommended by Bartlett should commence in the Spring 2024; discussion ensued that the Bartlett bid not to exceed \$14,500 should be signed as soon as possible – Nelson will sign it.

**Chair Faupel motioned to accept recommendation; 2<sup>nd</sup> by Director Cherry; vote: approved unanimously, motion carried.**

- Bartlett will investigate removal of the red alder by the creek that is weeping sap due to another tree leaning on it;

- The impatiens have been replanted;
- DeSantis recommends using a ground cover instead of grass at the Club House lawn to decrease water use and decrease maintenance;
- Issue: homeowner wants to remove tree – discussion followed, request denied. The tree in question is healthy.

**b. Reserve Committee – John Gilchrist**

- Reserve balance = \$1.468M
- B4 roof: still waiting for permits, then should take about 5 weeks-to complete
- B2 planter boxes: are progressing and under budget
- B2 downspouts: currently have bids from Certa (\$85K) and Beltz (\$87K total);

**Director Gilchrist motioned to accept Beltz repair bid (with mock-up) not to exceed \$87,000; 2<sup>nd</sup> by Director Cherry; vote: approved unanimously, motion carried.**

- B2 scope of work explained

**c. Security Committee – Nancy Martin**

- Update since July presentation: 2 more cars stolen (one each Garages 2 and 5), still getting bids for mesh screens and increased lighting.

**d. Rules Committee – Jane Edwards: nothing further**

**e. Finance Committee – Jane Edward**

- New budget is in process
- Tom Lichty explained our current accounts
- Director Edwards, Larry Echelmeyer and Anna Yuen are looking into options to put funds into interest-bearing accounts
- Next Financial Committee meeting will be Aug. 30.

**f. Communications Committee – Louise Lague**

- Quintet website update is in progress, thanks to Tom Lichty, Simon and Liz;
- A review and redesign of signage has started.

**Director Lague motioned that a budget not to exceed \$999 be approved; 2<sup>nd</sup> by Director Cherry; vote: approved unanimously, motion carried.**

**VI. New Business**

- Chair Faupel announced that after much careful vetting and contract reviews, the Board has chosen a new property management company, effective October 1: Bluestone Real Estate Services; additional information will be provided to all residents with further details; initial transition (“on-boarding”) will start next week; they will conduct Zoom meetings with residents to introduce the company and answer all questions; they will be fully functional by October 1.

**Director Gilchrist motioned to accept Bluestone Real Estate Services as the new property**

**management company; 2<sup>nd</sup> by Director Martin; vote: approved unanimously, motion carried.**

- Chair Faupel and Director Gilchrist thanked Tim Miller and Nelson Unsworth for their work.

#### **VII. Owners' Hearing**

- Dog owner Lisa McInnes (unit 429) described the "dog interaction with a visitor" (she was not present for that but viewed it on security tape) and noted that they have invested in a trainer and socialization camps for both dogs.
- The videotape was played for all to see the visitor (without dog) be bitten while the dog was with John Walden (other owner of dog in question).
- Other residents came forward to describe instances of both dogs' aggressive interactions with the residents and their dogs (one while the owner was carrying their dog).
- Washington County Animal Control was notified later and came to investigate given that current law states that ALL animal bites MUST be reported.
- The Board discussed that a fine would be levied (given the repeated behaviors that escalated to the attack on the visitor) and other actions that would be in effect immediately, namely that:
  - Both dogs are to be muzzled at all times they are not within the condo unit (this applies to all common areas: hallways, elevator and lobby, sidewalks, garages, stairwells, grassy areas);
  - Both dogs are to be on short leashes under the control of the owners/dog walkers;
  - If there is any further infraction of those constraints, Washington County Animal Control Office will be called to remove the dogs, and
  - Both dogs will not be allowed back onto Quintet Property at all for any reason.

**Chair Faupel motioned to accept the conditions set forth above; 2<sup>nd</sup> by Director Edwards ; vote: approved unanimously, motion carried.**

**Chair Faupel motioned to fine owners \$250; 2<sup>nd</sup> by Director Cherry; vote: 6 in favor, one opposed (Director Morningstar), motion carried.**

#### **VIII. Adjournment**

**Chair Faupel motioned to adjourn; 2<sup>nd</sup> by Director Cherry; vote: approved unanimously, motion carried. The meeting was adjourned at 6:42 pm.**

(minutes corrected 7Sept)