

**QUINTET HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
SEPTEMBER 12, 2023  
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**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, Kin Living; Nelson Unsworth, Kin Living

**I. Call to Order**

Chair Faupel called the meeting to order at 5pm

**II. Approval of Minutes:**

Corrected Minutes from July 6:

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

Corrected Minutes from July 11:

**Motion by Director Martin to approve *with addition of Anna Yuen*; 2<sup>nd</sup> by Chair Faupel, vote: approved unanimously.**

Minutes from August 8<sup>th</sup>:

**Secretary Martin will make *correction on page 3 to delete motion and page 4 to add header and letter to owners.***

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

Minutes from August 21st, **regular meeting:**

**Correction on *page 2, last bullet should read: "2 community meetings"*; Secretary Martin will make correction.**

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

**III. Officers' Remarks**

**a. Chair Faupel** reported that:

- There will be an Executive Session tonight to discuss salaries for Maria, Jose, and Pedro.
- Maria will be out of the office all day Friday; in an emergency call Kin-Living.

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- Jose will work more hours to overlap with Bluestone's new Maintenance person; Jose will be here 5 hours on Monday and Wednesday, 8 hours on Thursday and Friday; he will not work on Saturday or Sunday.
- The 2024 Budget is still being prepared to include Reserves and salary increases (for Maria and Pedro).
- Before the October Meeting, the Board and Finance Committee members will meet for a Special Session (more details later tonight); Director Martin will be acting Chair.

**b. Treasurer Edwards** reported that:

- Through the end of July, the HOA budget has an excess of \$4000;
- All utilities will increase substantially in 2024; and
- The proposed budget will be discussed at a later meeting.

**c. Secretary Martin** reported that:

- All corrections to the minutes will be made as noted;
- Security Committee updates will be presented later this meeting.

**IV. Kin Living Manager Report – Nelson Unsworth**

- a. Solution Recommendation for Unit 416: Tatley-Grund responded with estimate higher than that from Charter's work in Unit 534; there is likely an issue with water in the stack. Two recommendations: authorize Tatley-Grund to replace sealant for \$4800; or authorize Tatley-Grund to repair Unit 416 for \$5100.

**Chair Faupel motioned that the work should go forward to identify the leak source and bill the owners later if needed. 2<sup>nd</sup> by Director Gilchrist; voted and approved unanimously.**

- b. Solution Recommendation for Unit 524: Solution Recommendation is same as for Unit 416, with estimate by Tatley-Grund.

**Director Gilchrist motioned that the work should go forward as stated. 2<sup>nd</sup> by Chair Faupel; voted and approved unanimously.**

- c. Update to Pump: **no repair needed.**
- d. B5 painting: Tetley-Grund provided 1<sup>st</sup> estimate, Green Paint will provide separate bids for paint and downspout/scupper.
- e. Pavement reseal delayed due to weather but will reschedule if weather permits.
- f. Building 1 Elevator repair: is finished.
- g. Unit 550 repair: will be similar that that of Unit 250, will continue to reach vendors.
- h. Unit 535 repair: is completed.
- i. B2 Soffit Repair (Adjacent to Freight Elevator): Vendor (?) estimates completion in about 3 weeks.

**V. Committee Reports**

**A. Landscape Committee – Joanne Gilchrist (in for Dave Bodin, out of town)**

- i. They propose installing in September a test patch that replaces conventional lawn with drought-resistant low-maintenance ground-cover; the Committee has funds to do this, so is not requesting funds.

**Director Cherry motioned that the work should go forward as stated. 2<sup>nd</sup> by Chair Faupel; voted and approved unanimously.**

**B. Reserve Committee – John Gilchrist reports that:**

- a. Asphalt crack repair and resealing: repairing asphalt cracks and Kiosk/Clubhouse curb repairs should be done this year, while resealing could be done in 2024.

**Director Gilchrist motioned to approve the PMI September 8 bid of \$3750; 2<sup>nd</sup> by Director Cherry; voted and approved unanimously.**

- b. Pool dehumidifier: has ceased to function, waiting for bid for work to be done in October.
- c. B2 Planter box: *check tape*
- d. B1 and B2 Plaza decks: repairs continuing, waterproofing may be applied in next few weeks, will give residents schedule when available.
- e. B4 Roof membrane: is in process.
- f. B2 Corridor and Drain: Four designs submitted, ERS estimate is \$18950.00

**Director Gilchrist motioned to accept ERS bid not to exceed \$20,000.00; 2<sup>nd</sup> by Director Cherry; voted and approved unanimously.**

- g. 2023 Draft Reserve Study will be discussed at next Finance Committee meeting.

**C. Security Committee – Nancy Martin**

- a. **Unit 527 Updates:** Chair Faupel opened by reading letter (received this afternoon, just before today's meeting) from our attorney's office regarding status of Unit 527; things ARE/HAVE BEEN in process although taking MUCH longer than anyone would like; urges residents to continue to be patient and to abide by attorney's directions and by Sheriff's directions. Discussions ensued regarding actions to take against those in the unit.
- b. **Further 527 Directions Update:** to be emailed to residents by September 18.
- c. **Exterior Door Caveat:** Residents continue to prop building exterior doors open.
- d. **Barriers to Climbing Grids:** This week Directors Martin and Gilchrist met with screen manufacturer in Portland to discuss process details and installation logistics; a detailed summary will be provided to residents by end of next week. No decisions have been reached.
- e. **Increased Lighting:** This week Director Martin and Larry Echelmeyer (Security Committee member) met with electrical/lighting specialist to discuss ways to increase lighting inside garages, at building entrances, for building/Clubhouse surface parking lots. Vendor recommendations / estimates have been requested.

**D. Rules Committee – Jane Edwards: no report.**

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**E. Finance Committee – Jane Edward:** three resolutions discussed/passed:

**i. Investment Resolution:**

**Director Edwards moved that Quintet HOA adopt the Investment Policy contained in this month's Board Packet; Motion was 2<sup>nd</sup> by Chair Faupel; brief discussion followed; approval was unanimous. Motion passed.**

**ii. Banking Resolution:** Board discussed opening an account with Bank of America.

**Director Edwards moved that Quintet HOA open an account with Bank of America; Motion was 2<sup>nd</sup> by Director Gilchrist; brief discussion followed; approval was unanimous. Motion passed.**

**iii.** Board discussed opening **Flexible CDs** as offered by Bank of America (described by Anna Yuen).

**Director Edwards moved that Quintet HOA open Flexible CD accounts with Bank of America; Motion was 2<sup>nd</sup> by Director Gilchrist; brief discussion followed; approval was unanimous. Motion passed.**

**VI. Old Business**

- a. Art preservation: discussions are in process.

**VII. New Business**

- a. Pedro is on sick leave September 15 through October 15.
- b. Jose's last day is October 13<sup>th</sup>; he has requested NO party; Chair Faupel suggests that Board members and residents may leave cards/thank you notes for him in Maria's office.
- c. Jose's adjusted work schedule is as follows: 5 hours on Monday and Wednesday, 8 hours on Thursday and Friday; he will not work on Saturday or Sunday.
- d. Board Meeting dates have been changed back to the **4<sup>th</sup> Tuesday of each month**, starting October 24.
- e. Bluestone Realty, our new management company, will hold introductory sessions on September 20 at noon (via Zoom) and at 5:30 pm in the Clubhouse Piano Room. Owners will receive a Welcome Packet by surface mail in the next week.
- f. Apollo Pool and Spa, our current pool vendor, will Install *Intellichem* pH and ORP monitoring system for the pool and spa on Wednesday September 13; we have received their bid of \$11,973.00; while we have requested bids from other vendors, none have replied. We received their contract today and requested clarifications.

**Chair Faupel motioned that we accept their bid pending clarifications of contract statements. 2<sup>nd</sup> by Director Edwards; voted and approved unanimously.**

- g. Discussion to advance spa replastering/repair from 2025 to present.

**Director Gilchrist moved that Nelson should get the contract from vendor for \$5795; 2<sup>nd</sup> by Chair Faupel; voted and approved unanimously.**

**VII. Owners' Forum- none**

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**Chair Faupel moved to adjourn the open session and open the Executive Session; 2<sup>nd</sup> by Director Morningstar; unanimous vote in favor; motion passed. Open session adjourned at 7 pm.**

**IX. Executive Session: to discuss staff salaries for 2024.**

**Chair Faupel opened Executive Session at 7:05pm.**

Discussion followed of Quintet staff salary recommendations for 2024.

**Director Morningstar moved to adjourn Exec Session and return to Open Session; 2<sup>nd</sup> by Director Gilchrist; vote: unanimous; Executive Session adjourned at 7:45pm.**

**Chair Faupel re-opened Open Session at 7:45 pm.**

**Board recommends that the salaries be discussed at the next Finance Committee meeting.**

**IX. Adjournment**

**Director Cherry moved to adjourn the meeting; 2<sup>nd</sup> by Director Martin: unanimous vote in favor; meeting adjourned at 7:47pm.**