

approved

**THE VAUX CONDOMINIUM
BOARD OF DIRECTORS MEETING
NOVEMBER 8, 2010
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE VAUX CONDOMINIUMS OWNERS' ASSOCIATION HELD AT 6:30 PM, MONDAY, NOVEMBER 8, 2010, AT THE HOLIDAY INN EXPRESS MEETING ROOM, 2333 NW VAUGHN STREET, PORTLAND, OR 97210.

PRESENT: Hal Barwood, Chair
Grant Shaffer, Vice Chair
Sara Burton, Secretary
Bill Meyer, Treasurer
Sasha Welford, Director

BY INVITATION: Nancy La Voie, CMCA, AMS, Community Manager
David Berg, Building Maintenance Coordinator
COMMUNITY MANAGEMENT INC, AAMC

OWNERS: Owners as reflected on the sign in sheet.

I. OWNERS' FORUM

Discussion was held regarding future Board meetings, and a request was made for meeting reminders to be distributed via e-mail. Larry Emery recommended that a request be included in the next association newsletter to encourage homeowners to submit e-mail addresses to CMI.

A question was raised regarding an association homeowners' directory.

Discussion followed regarding the master key to units. It was noted that ONLY the Fire Department has a master copy.

II. CALL TO ORDER AND ACCEPTANCE OF AGENDA

The meeting was called to order at 6:50 PM.

Agreed: Bill Meyer made a motion to accept the meeting agenda. Grant Shaffer seconded and the motion was carried unanimously.

III. BUILDING MAINTENANCE COORDINATOR'S REPORT

- A. Elevator** – Dave Berg confirmed the elevator retrofit has been completed.
- B. Lighting** – Discussion was held regarding the elevator and lobby lighting. Dave Berg stated the halogens have been changed to LED, and the Board may expect to see yearly energy savings of \$1,800.00. Grant Shaffer requested to have additional fixtures installed in the lobbies, and is to contact Dave Berg regarding the light order. Berg confirmed that the garage lighting project has been completed.
- C. Exterior Metal** – Discussion was held regarding areas of exterior metal that need to be painted. Larry Emery suggested having the Building and Grounds Committee review and make recommendations for paint projects. Grant Shaffer recommended for the Building and Grounds Committee to be prepared to engage in exterior painting projects in the spring, after which Larry Emery and Dirk Jongejan suggested that the garage cage remain unpainted as there is no good way to remove the vegetation.
- D. Railing Painting** – Discussion followed regarding the railing painting on upper floor units. Hal Barwood recommended inviting residents to notify CMI of railings which must be attended to, and will put a notice in the upcoming newsletter regarding this.
- E. Stairwell Lighting** – A review was held of the MPD lighting proposal to replace ballasts in stairwells with better ballasts of lower wattage bulbs for \$4,000.00, with \$2,620.00 in energy credits, and annual energy savings of \$915.00. Upon discussion, the Board consensus was to select one stairwell to test, and Dave Berg

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recommended changing out four light fixtures at an anticipated cost of \$100.00, then the Board can evaluate the results.

- F. Garage Entry Lights** – Discussion was held regarding the garage entry lights in relation to one option offered by MPD to fabricate weather tight junction boxes for \$1,700.00, and another option to replace the fixtures with better quality lights for \$3,500.00. Larry Emery reminded the Board to be mindful of neighboring residences, and consensus was reached to waterproof the housings, with no new fixtures installed. Grant Shaffer suggested changing the bulbs in existing fixtures to LED. Discussion followed regarding addition of three fixtures at garage entrance for \$600.00 - \$900.00 total.

Agreed: Grant Shaffer made a motion to accept the fabrication of weather tight junction boxes for \$1,700.00, as well as replace three damaged fixtures with identical style, and replace the bulbs with LED. Sasha Welford seconded and the motion was carried unanimously.

- G. Outlet for Tree Lighting in Courtyard** – The Board discussed the possibility of adding an outlet in the courtyard for tree lighting; however, as the plans didn't show exact locations for wiring, and the budget was \$1,832.00. No action was taken as the proposed work was too expensive.

- H. Back Lighting at Entrances** – Discussion was held regarding back lighting at the Vaux signs at both lobby entrances with 4' exterior fluorescent fixtures at \$900.00 for each building.

Agreed: Grant Shaffer made a motion to accept the proposal to add back lighting at \$900.00 for each building. Sara Burton seconded and the motion was carried unanimously.

- I. Outlets at Canopy for Holiday Lighting** – The Board held a discussion regarding the possible addition of outlets at canopy for the holiday lighting for a total of \$1,230.00, but took no action.

IV. MANAGER'S REPORT

- A. Status of Rental Wait List** – A review was held of the current rental list. Sasha Welford will provide periodic information on the units listed for sale, in order for CMI to track the rental status.

- B. Device Audit at Transfer** – The Board reviewed CMI's process for identifying which devices get passed to new owners at transfer of ownership.

V. DISCUSSION ITEMS

- A. Approval of Previous Minutes**

Agreed: Bill Meyer made a motion to approve the August 2010 meeting minutes as presented. Grant Shaffer seconded and the motion was carried unanimously.

VI. GENERAL REPORTS

- A. Finance Committee** – Bill Meyer presented a report on the recent Budget Committee meeting and the proposed 2011 budget. Upon review of the actual expenses in 2010, as well as the projected expenses to year end, Bill Meyer requested that two months of operating expenses be kept as an operating contingency at all times. Bill Meyer also reviewed several line items, such as utilities, landscape, and fire system, and discussed committee recommendation regarding the maintenance plan and reserve study update taking place once every 3-5 years, instead of annually. Larry Emery supported the suggestion, stating that unless there will be changes with the structure or economics, the related assumptions will remain the same.

Agreed: Grant Shaffer made a motion to not have RDH update the reserve study and maintenance plan in 2011. Sasha Welford seconded and the motion was carried unanimously.

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- i. **2011 Budget** – The committee recommends the Board to accept 2011 budget as proposed.

AGREED: Grant Shaffer made a motion to approve the 2011 budget as proposed. Sasha Welford seconded and the motion was carried unanimously.

Discussion followed regarding the rate of assessments and investment of existing funds. Bill Meyer suggested retaining a consultant for investment guidance. Grant Shaffer recommended the Board to consider a modest increase in anticipation of future inflation. Hal Barwood stated he is not comfortable collecting funds that the association does not anticipate for spending in 2011, and is concerned that homeowners would not understand if the association raises fees unnecessarily.

AGREED: Sara Burton made a motion to keep the 2011 HOA fees the same as 2010 fees. Sasha Welford seconded and the motion was carried with four in favor, and Grant Shaffer opposed.

Discussion followed regarding retention of a consultant for investment advice for replacement reserves, working capital, and operating contingency.

AGREED: Grant Shaffer made a motion to empower the Finance Committee to retain an investment counselor. Sara Burton seconded and the motion was carried unanimously.

- B. **Landscape Committee Report** – Dirk Jongejan presented a proposal for landscape enhancements to existing landscape.

- i. **Proposed Landscape Enhancements/Online at <http://hoa.thevaux.com>**

The enhancements would include improvements, transplanted and addition of plants, with \$1,120.00 to trim trees away from building, and the final cost of \$4,600.00. It was pointed out that there is \$1,000.00 of unspent funds remaining in the 2010 landscape budget.

AGREED: Bill Meyer made a motion to approve the proposal from Dennis' Seven Dees to perform the landscape enhancements in 2010 for a total of \$3,500.00. (\$4600 less the \$1000 already budgeted) Grant Shaffer seconded and the motion carried unanimously.

Discussion was held regarding placement of stones in tree wells to deter animals and whether or not permits would be needed in relation to any liability issues from the City of Portland.

- ii. **Lobby Plantings** – The Board reviewed the proposed lobby plantings. The Board favored pots in Option #3, and plants in Option #1, for a total of \$2,346.00 for both buildings. Dirk Jongejan strongly discouraged the Board against taking any action on the lobby plantings. It was decided that CMI will ask Dennis' Seven Dees to perform a trial. Grant Shaffer indicated which pots and plants are to be installed in one lobby as a trial.

AGREED: Grant Shaffer made a motion to have the trial planters installed in the Savier lobby. Sasha Welford seconded and the motion was carried with four in favor, and Bill Meyer opposed.

- C. **Bicycle Committee Report** – Grant Shaffer reported that notices have been sent to residents with bikes stored on decks. It was reported that there is currently a short waiting list, with some brackets empty. Notices have also been sent to owners whose bikes were kept unlocked or disassembled in the bike room.

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- D. Social Committee Report** – The Social Committee reported on the September 13th social event which was a success with 40 attendees and a lot of help from local businesses. The next social event is being planned for Sunday 12/12/10 in the Raleigh lobby at 4:00 PM. While plans will include several donations, the budget is sufficient for this event.
- E. Communications Committee Report** – Hal Barwood stated the next newsletter will be completed by the end of the year.

VII. SET NEXT MEETING DATE

The next meeting date has been scheduled on February 7th, 2010.

VIII. NEW BUSINESS

- A. Meetings Calendar** – Hal Barwood requested the Board to consider six meetings per year, instead of four.

Agreed: Bill Meyer made a motion to begin holding meetings every other month as of February 2011. Sasha Welford seconded and the motion was carried unanimously.

IX. ADJOURN TO EXECUTIVE SESSION

Agreed: Bill Meyer made a motion to adjourn the Board meeting and reconvene in executive session. Grant Shaffer seconded and the motion was carried unanimously.

The Board adjourned to executive session at 0:00 PM to review accounts receivable and current legal matters.

X. ADJOURN EXECUTIVE SESSION AND RECONVENE THE BOARD MEETING

Agreed: Grant Shaffer made a motion to adjourn the executive session and reconvene the Board meeting. Bill Meyer seconded and the motion was carried unanimously.

The Board meeting reconvened at 9:30 PM.

Agreed: Grant Shaffer made a motion to authorize attorney Steve Russell to draft a letter to Trammel Crow Residential asking for some action to resolve the Parklex discoloration matter. Sara Burton seconded and the motion was carried unanimously.

XI. NEW BUSINESS

Discussion followed regarding the budget for holiday decorations in each lobby.

Agreed: Grant Shaffer made a motion to approve a \$500.00 budget for lobby decorations. Bill Meyer seconded and the motion was carried unanimously.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:05 PM.