

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE VAUX CONDOMINIUMS OWNERS' ASSOCIATION HELD AT 6:00 PM, MONDAY, MARCH 30, 2009, AT THE HOLIDAY INN EXPRESS, 2333 NW VAUGHN STREET, PORTLAND, OR 97210.**

**PRESENT:**

Stanley Townsend, Chair  
Terry Mesa, Secretary  
Bill Meyer, Treasurer  
Sara Burton, Director

**ABSENT:**

Grant Shaffer, Vice Chair  
(Present during Conference Call)

**BY INVITATION (CONFERENCE CALL):**

John Krueger  
**Metro Security Access Control**  
Matt Spathas  
**Vaux Owner, Metro Liaison**

**OWNERS:** Fourteen owners attended, as indicated on sign-in sheet.

**OWNERS' FORUM**

**Steve and Jana McBride, Unit 334**, new owners, expressed concern about items on balconies and patios in violation of the Bylaws. Chair Townsend welcomed the McBrides to the Vaux and said owners can bring items to the attention of the Board or contact CMI. He stated that CMI does some policing of potential violations. Chair Townsend also mentioned that the Association has been somewhat lenient when it comes to bikes on decks because of security issues in the bike rooms. Those issues have now been resolved.

**I. CALL TO ORDER**

Chair Townsend called the meeting to order at 6:05 PM.

**II. DISCUSSION ITEMS**

**A. Approval of Minutes (March 2, 2009, 2 Meetings)**

Chair Townsend moved to approve the minutes of the March 2, 2009 meeting of the former Board preceding the Annual Meeting. Director Burton seconded the motion. Both members of the former Board were in favor. Director Burton moved to approve the minutes of the March 2, 2009 meeting of the new Board, which occurred immediately following the Annual Meeting. Secretary Mesa seconded. All were in favor.

**B. Status of Maintenance Plan Update and Reserve Study**

Chair Townsend remarked that this is a mammoth undertaking. There will be more to report by the next Board meeting. Former Board Chair Larry Emery, who has been intimately involved and is currently out of the country, will continue to be involved. He has reviewed the documents and has sent questions to RDH Building Sciences.

**III. ACTION ITEMS**

**A. Ratification of American Heating Vent Fan Repair Work**

Chair Townsend reported that he had approved a proposal from American Heating for some needed work on rooftop blowers that, while routine, is out of the scope of the normal maintenance checklist. The issue is with bearings that need to be replaced before they fail. The work is to be done this week.

**AGREED** (no formal motion needed)

The rest of the Board concurred with Chair Townsend on his authorization of the proposed work.

**B. Security Upgrade Improvements**

While waiting for the scheduled conference call to begin, Chair Townsend and Director Burton reported that the suspected thief seen on the security cameras at The Gregory condominiums in The Pearl District (mentioned in the previous two Board meetings) was finally caught by Portland Police. He had a collection of entry fobs and keys in his possession. CMI has been working with the Portland Police on this matter and thus far, no keys or fobs from the Vaux have been recovered in this person's possession.

Several security improvements have already taken place at the Vaux including the recently added bar to close an opening near the top of the garage entrance, faster garage gate closure, relocation of key boxes from outside the building to inside the garage (these vendors now need to contact On-Site Building Maintenance Manager Kathy Sweet during business hours), trackable fob access to all storage and bike rooms, and CMI's tightening control on code access to the buildings by all vendors. CMI's audit of entry devices is another step in the strengthening of security at the Vaux.

The conference call with John Krueger of Metro Security Access Control, Vaux owner and Metro liaison Matt Spathas whose primary residence is in San Diego, and Vice-Chair Grant Shaffer who was out of the country, began on schedule at 6:30 PM. The purpose of the call was to continue the discussion of various garage security options prepared by Metro Security Access Control and presented by Matt Spathas at the March 2<sup>nd</sup> Annual Meeting.

When asked about security at other condo projects, John Krueger said it varies quite a bit. Each layer benefits everyone, but adds hassles. He said the Vaux currently has mid-level security. Garage gate entry is not currently logged or tied to the entry system at other doors. Deactivation of garage devices can only be done onsite. John also mentioned that the Vaux does not have fob elevator control. His estimated cost of implementing this was \$8,000 per elevator or approximately \$32,000. Stairwells would also need to be secured. Board members and residents felt this was not a practical security enhancement to consider at the Vaux.

Option A, estimated at \$3,064, was approved by the Board March 2 after the Annual Meeting. It ties the garage entry into the rest of the entry system. Devices could be deactivated remotely. Current garage entry devices would continue to be used. There would be no visible change to residents. The disadvantage is a less-secure code and entry device than options B and C, which would upgrade to a rolling code and harder to duplicate entry device.

Option B would embed the building access fob into the garage remote, convenient, but not something residents would want to leave in their cars. Matt Spathas said current devices would need to be deactivated and reissued. The remotes would be harder to hack and more secure than current (Option A) devices. The \$8,656 estimate for Option B only includes 200 remotes. The additional cost for remotes needed for Vaux residents would bring the cost of Option B close to the estimated cost of Option C, which has more features and benefits.

Option C, estimated at \$9,986, would require entry and exit by the same remote and would add to security, but it could also cause confusion, especially for those who have multiple remotes. The exit would be car activated only, so bikes and pedestrians would not be able to exit. The current exit switch on the wall would be deactivated for the in-out security of Option C. There was concern among the Board and residents that it would be a problem if bikes and pedestrians could no longer exit through the garage gate.

Matt suggested that if the Board decided to upgrade from Option A, it would be worth it to go to C rather than B, even if all of the features of C were not activated right away. The amount of money "wasted" by implementing A, then upgrading to B or C would be around \$600 according to John. John said work on Option A would begin in a week or so.

**AGREED**

It was the consensus of the Board, including Grant Shaffer by phone, that security was being tightened in several ways including the implementation of Option A. After a rash of problems, there had been no recent security issues. There would be benefits to increasing security, but the price tag is not worth it at this time. If, in the future, security needs to be further tightened, Option C would be considered rather than Option B. Treasurer Meyers remarked that technology changes constantly and there may be different options by the time this is revisited.

Chair Townsend thanked Matt, John and Grant for providing additional information and participating in the discussion.

The discussion continued briefly after the end of the conference call with questions about deactivation of remotes when residents move. Director Burton suggested that this be added to the Move-In/Move-Out policy.

**C. Access Audit Update**

The mandatory owner audit/survey forms have been trickling in to CMI. Although the deadline was today, the response is far from complete. Nancy La Voie had suggested a \$100 fine for non-compliance to help recoup costs of reactivation, etc. Director Burton and Secretary Mesa both suggested posting reminders and blank forms on all four bulletin boards. Director Burton thought a list of fob numbers that will be deactivated if there is no response should accompany the signs. Resident Elizabeth Ku thought a list of non-responding unit numbers would be a good idea and all agreed. Another good suggestion came from resident Sonya Fouts who thought the fine should be called a reactivation fee. Residents Hal and Barb Barwood expressed concern about the possibility that not all owners had received the memo and form. Chair Townsend said he would check with CMI to make sure all owners, including those without email addresses, had received the memo and form.

**AGREED**

A motion was made and seconded to implement a \$100 reactivation fee for residents who fail to respond after "diligent efforts" had been made to be sure everyone had received the memo and form. (No specific deadline was discussed.) A new memo from CMI describing the consequences of not turning in a form (\$100 fee, deactivation), blank forms, and a list of non-responding units, to be updated regularly, will be posted on all four bulletin boards. All were in favor.

**D. Phone Book and Oregonian Food Day: Delivery Restrictions**

All Board members in attendance agreed that the dumping of unsolicited phone books at building entrances and newspapers in the lobbies is a problem. The phone books are an eyesore and a safety hazard. Chair Townsend said he wanted this issue brought up at a Board meeting in case there were some residents who look forward to the phone books or weekly Oregonian food day newspapers. There was no support for either from residents. Nancy La Voie told the Board in an earlier email that it's pretty much impossible to stop the delivery of phone books. Qwest, DEX, and Verizon have various distribution companies who hire minimum wage workers to dump the phone books in front of buildings. "Do not leave phone books" signs have proven to be ineffective in other buildings, although some interest was expressed in putting signs up on our lobby doors. Nancy said in her email message that the unsolicited delivery of Oregonian food day papers to the lobbies could be stopped. CMI will ask the Oregonian to stop these deliveries.

**IV. UNFINISHED BUSINESS**

**A. Committees**

Chair Townsend went through a 2007 list of nine committees sent last week via email by Nancy La Voie. They were: Budget/Finance, Building and Grounds, Communications/ Website/Newsletter, Finance, Recycling, Rules, Safety, Social and Social/Recreational. This list includes some committees that the Vaux has never had. Director Burton and Secretary Mesa mentioned the current seven Committees on the Association website: Building and Grounds, Communications, Finance, Recycling, Rules, Social, and Bicycle Committee (formed last year).

Building and Grounds Committee. Currently consists of Stanley Townsend, Dirk Jongejan, Matt Spathas, and Larry Emery. There are two subcommittees of Building and Grounds:

Landscape Committee: Dirk Jongejan

Architectural Review Committee: Stanley Townsend, Larry Emery

Communications Committee. Sara Burton will continue to chair. Terry Mesa maintains the garage lobby resident bulletin boards and started coordinating a quarterly Vaux newsletter with CMI earlier this year. Terry will continue to do both. Owner Hal Barwood, who has writing and web experience, offered to work on the Association website. (While CMI does routine maintenance on the website as part of their management contract, there is always more that can be done including fixing broken links, finding and fixing bugs and out of date information, etc.) Committee Chair Burton told Hal that she would put him in touch with the web person at CMI.

Finance Committee. Former Treasurer and Finance Committee Chair Elizabeth Ku has agreed to join current Treasurer Bill Meyer and former Chair Larry Emery on the Finance Committee. Current Board Chair Townsend will sit in on meeting, but said he is not sure if he needs to formally be on the committee.

Recycling Committee. Samir Desai is the only person listed on this committee. Chair Townsend will contact him ask to ask if he is interested in continuing.

Rules Committee. Sara Burton, Noella Nelson, and Ken Schatzman formed this committee to produce a rules handbook. The committee is no longer active.

Social Committee. Barb Barwood volunteered to be on the Social Committee along with her neighbor whose name will be added to the committee after she gives permission. Alice Kinley agreed to continue to serve on the committee and Sara Burton will continue as Chair. Terry Mesa proposed having a summer social event in the courtyard.

Bicycle Committee. Current committee members Steve Schmidt and Terry Mesa will continue on the Bicycle Committee for now. This committee was formed last year to assign bike brackets in the bike rooms after capacity was added and residents on the longstanding waiting list could be accommodated.

Director Burton suggested putting the committee listings on the bulletin boards, with current members' names and asking others to join if they are interested.

## **V. NEW BUSINESS**

Chair Townsend reported that there has been an ongoing effort to establish a 10-minute loading zone in front of the lobby entrances on Raleigh and Xavier Streets. He and Director Burton both tried, but hit a dead end when the city staff person never returned their repeated calls. Chair Townsend asked if anyone else would like to take this on.

Secretary Mesa announced that the next quarterly newsletter would be coming out in early May and asked owners for suggestions on content. Elizabeth Ku suggested a reminder that items should not be left in the hallways.

The Bike Committee asked the Board and owners in attendance for advice on what to do with two bikes in poor condition that have been unclaimed since last June. A notice from CMI went out to all owners last May, notes were put on these bikes, and photos were posted on the lobby bulletin boards for more than three weeks in June. When there was no they were moved to the pump room by CMI last fall. They had been stored there until recently, when CMI asked that they be removed from the pump room. It was agreed that photos of the bikes should be posted one more time for a week, then, if there is no response, these two bikes should be donated to a worthy cause.

APPROVED

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Owner Alice Kinley asked when hallway painting would take place. Secretary Mesa said it was her understanding that the plan was to paint after the carpets had been cleaned and to clean the carpets this spring.

Owners commented on items still in some parking spaces in the garage that are in violation of the Bylaws. Someone mentioned what looked like "an entire dining room set" in one of the spaces.

**VI. NEXT MEETING**

The next meeting of the Board of Directors will be held on Monday, June 1, 2009 at 6 PM. Location will be at the Holiday Inn Express if the room is available.

**VII. ADJOURNMENT**

The meeting was adjourned at 7:30 PM.