

Flanders Lofts

Annual Meeting Minutes

A CONDOMINIUM ASSOCIATION C/O:
Bluestone and Hockley Real Estate Services
4915 SW Griffith Dr. #300, Beaverton, OR 97005
hoa@bluestonehockley.com

AUO of Flanders Lofts
ORGANIZATIONAL MEETING MINUTES
TUESDAY, JANUARY 17, 2023 AT 4:45 PM
VIA ZOOM VIDEO CONFERENCE

Attendance:

Board | Robert Bethge, Shir Grisanti, Chris Watrud, Sally Williams, Brian Emerson
Bluestone | Erin Black
Additional owner attendees | Jeni Kido, Jai Kumaran, Walter/Shinichiro Inaji, Kristy Watrud, Pablo Murphy

MINUTES	VOTES	ACTION ITEMS
I. CALL TO ORDER at 4:45pm		
II. APPOINTMENT OF OFFICERS A. Brian Emerson as president B. Shir Grisanti as secretary C. Rob Bethge as treasurer	Appointment of officers approved without objection	
Old business		
III. ROOF UPDATES A. Set to move, permits pulled, waiting for dry spell B. Re: decks Brian's talking to roofers about pulling up wood, putting down waterproofing, and replacing wood. But this is not improving the bigger design. C. Only one leak left is in Sally's unit. If we can figure out how to fix this, do we want to hold off until we can do a larger improvement? D. Kristy brings up that as part-timers, an unknown leak could be quite damaging. Kristy and Chris, Sally, and Rob all want to do B above as a minimum. E. Brian will get an estimate for this from roofers and we will vote at the next meeting.		Brian to get an estimate for the short-term improvement of decks from roofers and we will vote at the next meeting.

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<p>IV. PIN PAD</p> <p>A. The access PIN pad on the garage pedestrian door has been failing inconsistently. It was last replaced in July 2022. If it fails again and needs to be replaced, Metro should be made aware that it's only seven months old.</p>		
<p>V. RESERVE STUDY</p> <p>A. We will begin our 2024 reserve study with Forensic</p> <p>a. Before they do this, we'd like to talk to them to make sure we are using correct numbers to start with (roof and some starting numbers were not accurate in their last assessment).</p> <p>b. Erin will start getting estimates from Forensic</p>		<p>Erin to get estimates from Forensic. Let them know that before we begin any work we would like to discuss their starting numbers with them.</p>
<p>VI. FINANCIAL AUDIT</p> <p>A. This starts in spring and finalizes in fall</p> <p>B. Due to all of our rewriting of resolutions in the past year, it might be good to send all of our documents to our lawyer to have them reviewed for accuracy, then amass into one comprehensive package and share with owners.</p>		<p>Rob will share a complete binder (PDF) that includes all of our current rules & regs (resolutions) as well as all the formation documents which includes the Association Bylaws, combined into one "Owner Reference" document, which we should distribute to all owners after (a) we adopt a new Security policy, and or (b) this entire set of documents is reviewed overall by actual legal counsel.</p>
<p>VII. MOVE-IN/OUT</p> <p>A. We want to continue talking about this next month.</p>		

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<p>VIII. WINDOW WASHERS</p> <ul style="list-style-type: none"> A. Erin to begin looking for new window washing service. B. Erin to ask companies about if it would benefit us to consider installing anchor points to the roof. We will consider the cost benefit with further information. 		<p>Erin to get referrals and estimates for a new window washing service. Ask how beneficial it is for us to consider adding anchor points to the roof.</p>
<p>IX. Elevator buttons</p> <ul style="list-style-type: none"> A. 3rd floor button is fixed. No one present could attest to 4th floor button, but presumably this was fixed as well. 		
<p>X. Noise Issues</p> <ul style="list-style-type: none"> A. New tenants in 304 were installing a door at 7 or 8pm, which was loud and after hours for construction projects. Also music was playing over 80db on phone meter, exceeding city limits. Multiple neighbors complained about the volume of the music coming from 304. Additionally, the loud music was shaking the cooking ranges of two neighbors present. They also slam their doors loudly and leave their shoes in the hallway, which is a common space. B. Erin will send a neighborly email to new owners about multiple noise complaints and leaving personal property in the common hallway. 		<p>Erin will send a neighborly email to new owners about multiple noise complaints and leaving personal property in the common hallway.</p>
<p>XI. ARC COMMITTEE</p> <ul style="list-style-type: none"> A. Rob moved that the Board appoint Brian Emerson as a 'committee of one' to serve as the standing Architectural Review Committee (ARC), with the authority to act on Alteration 	<p>ARC committee of one held by Brian Emerson was approved with no objection.</p>	

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applications as necessary between meetings of the Board, and whose actions are to be ratified by the Board at the next Regular Meeting.		
XII. FIRE INSPECTION A. Erin will ask the fire inspection company if they can send a report from the last inspection that was done in either 2021 or early 2022.		Erin will ask the fire inspection company if they can send a report from the last inspection that was done in either 2021 or early 2022.
New Business		
XIII. MOVE-IN: 407 move in without scheduling. A. Moving Fee: Owners will be charged a one-time non-refundable Moving Fee of \$1,000.00 (one-thousand dollars) at the time they schedule any Move In with the Manager, or at the time of purchase of their Unit. The Moving Fee collected at the time of a Move In is designated to cover the expense of both the Move In and the Move Out. The fee is collected to cover costs associated with cleaning the common areas, protecting the elevator, and hiring a Moving Monitor for the scheduled time to ensure building security. Any overtime for moves taking more than four hours, additional weekend/holiday charges, or costs of excessive trash removal, if incurred, will be additional to the Moving Fee and charged		Erin to collect \$1,000 Move In/Move Out fee from owner of unit 407 Erin to issue \$250 fine for failure to promptly inform the Board or Manager of a new rental tenant or lessee [Article 6.6 of the Bylaws] Erin to request the written rental or lease agreement that provides the required terms of a lease or rental in the condominium [Article 7.5(g) of the Bylaws] \$250 fine will be issued if this is not provided. Erin to express that owner must provide a tenant or lessee with copies of the Association's governing documents, and rules & regulations [Article 7.5(g) of the Bylaws] Erin to remind owner

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separately. B. Leasing and Rental of Units: Failure to promptly inform the Board or Manager of a new rental tenant or lessee [Article 6.6 of the Bylaws] \$250 Per Occurrence		that move in and move out must take place Per our Move In Move Out Policy: hours are 8am - 4 pm Mon - Friday for a four hour duration, see quote below.
XIV. GRAFFITI A. Sally and Walter will paint the new graffiti on the building exterior.		
XV. GARAGE FLOOR A. Garage floor is super mucky. Erin will ask HOA Services to mop next time they're there.		Erin will ask HOA Services to mop garage next time they are at FLA.
XVI. NEXT MEETING DATE <u>March 7, 2023 at 4:30pm</u>		
XVII. ADJOURNMENT at 5:45pm		