

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, MARCH 7, 2023 AT 4:30 PM
LOCATION: ONLINE MEETING
LINK: bit.ly/flandersauo

Attendance:

Board | Robert Bethge, Shir Grisanti, Chris Watrud, Sally Williams, Brian Emerson
Bluestone | Erin Black
Additional owner attendees | Jeni Kido, Walter Fellers, Paul Murphy

MINUTES	VOTES	ACTION ITEMS
I. CALL TO ORDER at 4:30pm		
II. APPROVAL OF PREVIOUS MINUTES	January 17, 2023 Organizational Meeting Minutes approved with no objection	
III. FINANCIAL REVIEW <ul style="list-style-type: none">• Our reserve is at highest it's been.• Most significant items for which we will need to access reserves:<ul style="list-style-type: none">◦ earthquake insurance◦ elevator repair◦ roof and deck projects• Discussed a few delinquent fees, one in particular is now beyond 90-days and over \$2K limits so Erin will send it to collections.• Clogged shower caused a large plumbing bill. Erin, please pass this bill to the homeowner of 401.• Erin called and canceled the 4th phone line.		Erin to send delinquent HOA fee beyond 90-days and over \$2K to collections. Erin to pass the plumbing cost of clogged shower to Unit 401.
IV. UNFINISHED BUSINESS		
A. Roof and Decking Updates <ul style="list-style-type: none">◦ Raincity has received their downpayment as well as permits to do the 6th floor roof as well as the elevator roof above the 4th		Shir to connect Jarred with Brian and Rob to get another set of contractor eyes and thoughts on

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<p>floor landing hallway, + 401 deck over the. The estimate is for 66k and we have 77k in the budget for this project.</p> <ul style="list-style-type: none"> re: Decks—We've only been able to get one bid for getting the decks done and it was over 300K. Brian asked raincity if they could do a smaller job, but they refused because we need a different solution than what's on the main roof. Brian's still looking for a company to work on decking, which will also include carpentry. Shir will connect Jarred with Brian and Rob to be another set of eyes and thoughts about possibilities. Erin suggested we speak with Forensic for building consultation. Rob will follow-up with Forensic. 		<p>decks.</p> <p>Rob to follow up with Forensic to see if they have a referral to work on decks.</p>
<p>B. 2024 Reserve Study Proposal</p> <ul style="list-style-type: none"> Brian and Rob want to meet with Forensic to make sure we're in agreement on starting numbers. Brian will mark up the last study with some of the numbers he felt were off and share with Rob to pass on to Forensic. 2026 reserve study will be a major redo. Rob motions we accept the proposal from Forensic for reserve study for years 2024-2026 at \$4400 for all three years. 2026 will be \$2000 	<p>Motion to accept Forensic proposal for reserve study for years 2024-2026 at \$4400 for all three years. Motion approved without objection.</p>	<p>Brian to mark up last Reserve Study with more realistic numbers. Rob to share this with Forensic.</p>
<p>C. Financial Review/Rules & Regulations Review</p> <ul style="list-style-type: none"> Schwindt and Company proposal for \$2,500 for financial review + 		<p>Erin to get a better understanding from Schwindt and Company if this</p>

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<p>\$275 for tax prep. By agreeing to this, the board is meeting its legal requirements, acting with integrity, and being financially responsible.</p> <ul style="list-style-type: none"> ○ We would like to know if we are signing up for \$2,500/year, or if this is the price because we have not had a financial review in the past few years. Erin to get better understanding for us. 		<p>proposal of \$2,500 is generally their yearly, or if this is the price because we have not had a financial review in the past few years.</p>
<p>D. Window Washing</p> <ul style="list-style-type: none"> ○ Above and Beyond finally got back to Erin. We didn't get billed for the work done before. Sent a new proposal. ○ All in agreement to move forward with him. 		
<p>E. Move In/Out</p> <ul style="list-style-type: none"> ○ Collection of fees etc. Erin was going to get us an accounting of who had been billed for what. Have we gotten appropriate info for renters, etc. ○ We have a new procedure sent to all owners in Feb re: working with Settlyn. Everytime move is scheduled Bluestone gets a spreadsheet of info. 		<p>Erin to compile an accounting of fees and fines that have been billed and collected.</p>
<p>F. Security Survey/Security Policy</p> <ul style="list-style-type: none"> ○ Do we want to write up rules and regs for safety and security for the building, including fines, etc. ○ Reboot of key codes. Rob drafted a possible email explaining that the past couple of break-ins we've had have been attached to key codes. ○ Each unit can request a pin code to stay only with the unit owner. can purchase more key fobs. and also If someone needs to be 		<p>Rob to reshare email about evolving pin codes, key fobs, and directory procedures</p>

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<p>added to the directory on the call box, Sally can set that up. Multiple numbers can be added for each unit. This number gets pressed on the call box, it calls the person's cell phone, and they can buzz someone in by pressing 9. (the number that comes up is 503-388-3503, so program that into your phone as FLA Call Box)</p> <ul style="list-style-type: none"> Someone to print out and post at elevator, outside of and inside of elevator. 		
V. NEW BUSINESS		
<ul style="list-style-type: none"> Fire Safety Issues <ul style="list-style-type: none"> We need to confirm that all alarms are working in each unit. Schedule a planned event for everyone to be home at this time. We need firesystems to come back and do a test and inspection. Arrange with Metro to get the fire dept key box–the knox box We have a round knob rather than an ada compatible lever knob to exit the hallway. There are three doors that require that. Metro to replace these as they are connected to the system. 		<p>Erin to schedule a planned event for firesystems to test and inspect that all alarms are working in each unit.</p> <p>Erin to arrange with Metro to get the knox box.</p> <p>Erin to arrange for Metro to replace round knobs in the hallway and stairwell exits with ada compatible lever knobs.</p>
<ul style="list-style-type: none"> Yard Debris Service <ul style="list-style-type: none"> What is Arrow picking up in the compost bin? Currently only foodwaste. We have enough residents with foliage on their decks so we'd like a bin for yard debris as well. Erin has a call out and is awaiting a call back 		<p>Erin to follow up with Arrow about getting a yard debris bin.</p> <p>Erin to send out signage about which waste goes in which bin.</p>

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<ul style="list-style-type: none"> Erin will send out signage as well when she talks to them so it's clear where to put things. 		
<ul style="list-style-type: none"> Elevator Maintenance <ul style="list-style-type: none"> Walter had called in a concern and Centric was dispatched the next day. The problem was that the elevator was making strange noises when in operation. We haven't received a report back. Rob, can you talk to Forensics about this as well. Brian suggests we get some key components for the elevator while these components still exist. In 10 years, when we have major elevator issues, we don't want to be stuck without parts that no longer If the elevator bounces when it gets to the bottom floor means oil is low, but that wasn't the problem. 		<p>Rob to talk to Forensic about the elevator.</p> <p>Brian (?) to compile a list of parts and prices we might want to consider for maintenance and longevity of the elevator.</p>
<ul style="list-style-type: none"> Building Maintenance Projects <ul style="list-style-type: none"> Rob likes the light gray walls with teal accent color wall that Sally shared on email. Sally will get some samples to see on the walls Brian is getting bids for new carpet tiles Erin will get bids for paint <ol style="list-style-type: none"> Lobby: all walls Elevator exterior frame and interior panels that are not metal 2nd, 3rd, and 4th floors: just door frames Stair wells: all walls and ceilings <ol style="list-style-type: none"> separate bids for front and back staircase Do we want to replace old light tubes with LEDs? We weren't sure where this sits 		<p>Sally to get paint samples on lobby walls.</p> <p>Brian getting bids for new carpet tiles.</p> <p>Erin to get bids for:</p> <ul style="list-style-type: none"> Lobby: all walls Elevator exterior frame and interior panels that are not metal 2nd, 3rd, and 4th floors: just door frames Stairwells: all walls and ceilings <ul style="list-style-type: none"> separate bids for front and back staircase

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within the reserve study. Return to this convo next time. vi. Reserve study says garage is due painting in 2026		For future conversation: replacing lighting with LEDs
<ul style="list-style-type: none"> • ARC Requests / Complaints / Violations <ul style="list-style-type: none"> ○ ARC: HVAC unit for 401 needs to be ratified. 	ARC for Unit 401's HVAC unit ratified with no objections	
VI. OPEN FORUM <ul style="list-style-type: none"> ○ N/A 		
VII. DATE OF NEXT MEETING May 2, 2023 5pm		
VIII. ADJOURNMENT at 6:39pm		