

# 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, MAY 17, 2023 AT 5:30 PM  
LOCATION: ONLINE MEETING  
LINK: [bit.ly/flandersauo](https://bit.ly/flandersauo)

### Attendance:

Board | Robert Bethge, Shir Grisanti, Chris Watrud, Sally Williams, Brian Emerson  
Bluestone | Erin Black

Additional owner attendees | Charles Ackerley, Walter Fellers, Chris + Juile Andrews, Brooke

MINUTES	VOTES	ACTION ITEMS
I. CALL TO ORDER at 5:32pm		
II. APPROVAL OF PREVIOUS MINUTES	March 7, 2023 Meeting Minutes approved with no objection	
III. FINANCIAL REVIEW <ul style="list-style-type: none"><li>As of April 30th, our Operating account has \$83k, which seems high, but we have a significant (\$40k) Insurance premium due in August.</li><li>Last meeting, our Reserve accounts had hit a new high-water mark with \$333k. Since then we've paid a \$33k deposit on the roof project, bringing our Reserves down to \$311k. We add about \$45k to our reserves over the course of a year.</li><li>Aged receivables from Owners is down from \$4300 in Feb. Majorly from one unit that is now in collections</li><li>Only utility outlier was with 'HOA Maintenance,' with an extra \$2130 in March for pressure washing</li><li>Forensic Building: for Reserve Study; Elevator; and Roof Deck evaluation (\$4,500-12,600)</li></ul>		

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<ul style="list-style-type: none"> <li>Contracted annual "Financial Statement Review" (and Taxes) with Schwindt</li> </ul>		
<b>IV. UNFINISHED BUSINESS</b>		
1. 2024 Reserve Study <ul style="list-style-type: none"> <li>Brian had mtg with forensics and Jim and they're in process of reviewing reserve study to make it more true to realistic numbers. They did the envelope last time and those are to be done every 5 years, so we won't need that to be included.</li> </ul>		
2. Move In/Out <ul style="list-style-type: none"> <li>Move In/Out fees as well as fines and other situational income have been separated out in our financials and are being recorded appropriately in our books.</li> <li>Moving In/Out fees are collected within closing fees when there's a turnover in ownership.</li> <li>We have seen some info re: scheduled moves, which is a nice change. We are still keeping an eye on policy enforcement and communication process to assess if the current new service provider is effective at solving previous issues with notification and scheduling of move in/out processes.</li> </ul>		
3. Fire Safety Issues <ul style="list-style-type: none"> <li>Update on action items:               <ul style="list-style-type: none"> <li><b>Erin</b> to schedule a planned event for fire systems to test and inspect that all alarms are working in each unit.</li> </ul> </li> </ul>		<p><b>Chris</b> will reach out to them to schedule something in later June, not a friday:</p> <ul style="list-style-type: none"> <li>Fire alarm system test to inspect that</li> </ul>

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<ul style="list-style-type: none"> <li>ii. <b>Erin</b> arranges with Metro to get the knox box.</li> <li>iii. <b>Erin</b> to arrange for Metro to replace round knobs in the hallway and stairwell exits with ada compatible lever knobs.</li> <li>b. New Items:           <ul style="list-style-type: none"> <li>i. We need these:               <ol style="list-style-type: none"> <li>1. Fire alarm system</li> <li>2. Fire suppression</li> <li>3. Metro to install key box for fire marshall</li> </ol> </li> <li>ii. Chris will reach out to them to schedule something in later June, not a friday</li> </ul> </li> </ul>		<p>all alarms are working in each unit</p> <ul style="list-style-type: none"> <li>• Fire suppression system inspection for all units, including both commercial units (Unit 101 was skipped last time).</li> </ul> <p><b>Erin</b> to schedule</p> <ul style="list-style-type: none"> <li>• Metro to install key box for fire marshall</li> </ul>
<ul style="list-style-type: none"> <li>• Building Access Updates           <ul style="list-style-type: none"> <li>○ We did all the updates on fobs and codes.</li> <li>○ USPS lockbox               <ul style="list-style-type: none"> <li>■ Tye has a keycode</li> <li>■ On days Tye is not working, other carriers have a key card.</li> <li>■ If Bluestone gets notice about theft or break-in, please share this with all condo owners so they can check to see if their things might have been affected.</li> </ul> </li> <li>○ HOA board requests that when a Vendor for a single job is hired, they get a new code for the duration of their job. This code then get deleted when the job is complete.</li> </ul> </li> </ul>		<p><b>Erin</b>, when Bluestone gets notice about theft or break-in, please share this with all condo owners so they can check to see if their things might have been affected.</p> <p><b>Erin</b>, HOA board made a formal request that when a vendor is hired for a contained project they get a new code for the duration of their job. This code then gets deleted when the job is complete.</p>
<ul style="list-style-type: none"> <li>• Roofing + Decks           <ul style="list-style-type: none"> <li>○ Raincity has been working on the roof. Project is not quite finished.</li> <li>○ Discussed a lot re: deck options, needs, issues, etc.</li> </ul> </li> </ul>		<p><b>Charles and Brian</b> work together to create a performance criteria with more specific scope of work for RFQs. RFQ</p>

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<p>Brian's been talking to contractors for 18 months with little luck on interested takers. Brian will send Charles the names of contractor options, Dragos Construction 200K vs. KRJohnson Roofing, bid it last year at 375K without info. Titan deck coating working with Zeeger Construction \$500 (Charles thinks they just don't want the job and are over bidding), Raincity at \$250k without looking closely at the project. Brian would like a true comparable vendor to compare to Dragos bid. Dragos needs to know soon if we want to hire them as they would need to start soon.</p> <ul style="list-style-type: none"> <li>○ Brian and Charles will work together to create a performance criteria with more specific scope of work for RFQs. This should help us find comps, and/or make sure that Dragos' bid is appropriately responding to the project needs with all of its pieces and possible contingencies. Make sure RFQ includes that contractors have Condo insurance, separate from/in addition to being commercially licensed.</li> <li>○ The board will have a special meeting ideally on Weds, May 24 at 5:30pm or alternatively on Tues, May 30 at 5:30pm to vote on how to move forward with deck maintenance.</li> <li>○ Brian and Rob will work on a list of other building improvements with estimated costs to keep in mind as we consider the need to ask</li> </ul>		<p>should include that contractors have Condo insurance, separate from/in addition to being commercially licensed.</p> <ul style="list-style-type: none"> <li>- <b>Brian</b> ask Dragos to review his bid to make sure his bid takes into account all of the pieces, needs, possibilities.</li> <li>- <b>Charles</b> to reach out to folks to see if he can find a vetted sub for this project.</li> <li>- <b>Erin</b> to send Brian contact info for any vendors she can find who have done roof deck work on condos.</li> </ul> <p><b>Brian and Rob</b> will work on a list of other building improvements with estimated costs to keep in mind as we consider the need to ask owners to contribute to a special assessment.</p> <ul style="list-style-type: none"> <li>- paint, carpet replacement, automatic door for ada access, LED lighting, potential elevator maintenance and repair costs</li> <li>- <b>Rob</b> ask Metro and Forensics for estimates.</li> </ul>
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<p>owners to contribute to a special assessment.</p> <ul style="list-style-type: none"> <li>■ paint, carpet replacement, automatic door for ada access, LED lighting, potential elevator maintenance and repair costs (ask Metro and Forensics for estimates. Charles will also think of someone who might be able to assess elevator.)</li> </ul>		<p>- <b>Charles</b> will also think of someone who might be able to assess elevator maintenance/repair costs.</p>
<b>V. NEW BUSINESS</b>		
<ul style="list-style-type: none"> <li>● Carpet Replacement               <ul style="list-style-type: none"> <li>○ To be discussed after we've considered special assessment amount and ask</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● Interior Painting Proposals               <ul style="list-style-type: none"> <li>○ To be discussed after we've considered special assessment amount and ask</li> <li>○ Everyone come to next meeting with feedback on color</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● ARC Requests / Complaints / Violations               <ul style="list-style-type: none"> <li>○ N/A</li> </ul> </li> </ul>		
<b>VI. OPEN FORUM</b>		
<p><b>VII. DATE OF NEXT MEETINGS</b></p> <ul style="list-style-type: none"> <li>● Next special meeting of the board: Weds, May 24 at 5:30pm. or Tues, May 30 at 5:30pm. Agenda focused on decks and special assessment.</li> <li>● Next regularly scheduled board meeting July 13, 5:30pm</li> </ul>		
<b>VIII. ADJOURNMENT</b> at 7:26pm		