

INITIAL DRAFT MINUTES
PORTLAND PLAZA CONDOMINIUM
BOARD OF DIRECTOR'S MEETING
1500 SW Fifth Avenue Portland, Oregon
August 27, 2008

PRESENT:

Walt Grebe, Chair	Lenny Borer, Vice Chair
Julie Adams, Secretary	Robert Buchanan, Director
J-P Voilleque, Director	David Hawkins
Roy Abramowitz	

BY INVITATION:

(from IPM): Cyndi Natalello, Jacky Hudson

OWNERS PRESENT:

As indicated on the sign-in sheet attached to the original minutes.

1. CALL TO ORDER BOARD OF DIRECTORS MEETING:

Walt Grebe, Chair, called the meeting to order at 7:00 PM.

2. APPROVAL OF MINUTES:

BOARD OF DIRECTOR'S MEETING held on July 30, 2008:

The Board passed the minutes unanimously.

3. TREASURER REPORT:

David Hawkins outlined two financial reports for month ending June 30, 2008 and July 31, 2008. June's report indicates a high amount in the reserve; however, the extra funds are designated for payment of the deck-sealing project.

4. COMMITTEE REPORTS:

SCHWINDT AUDIT

David Schwindt presented a draft of Portland Plaza's Financial Statements and Supplementary Information for year ending December 31, 2007.

ADMINISTRATION/PERSONNEL

No Report – Executive Administration Meeting after Board of Directors Meeting.

BUDGET/FINANCE COMMITTEE

The Budget Committee needs all committees to get their budgets in by September 16, 2008.

HOUSE

The House Committee has received 3 upholstery bids for the furniture located in the terrace room. They will move forward with picking the fabric and comparing labor costs.

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BUILDING COMMITTEE

The Building Committee reported that the areas of the parapet wall would need to be replaced. They also reported that the roof may need to be replaced sooner than indicated in the current reserve study. A core sample has been taken and they are waiting for the results. Because of the high cost of purchasing a swing stage, the Committee is currently comparing the cost of purchasing a swing stage and renting one. Looking ahead, the Committee is working on getting additional lighting around the area of the new Tri-met stop. This will increase safety when the new route begins. The pool will also need plastering and updated plumbing. These budget suggestions will be submitted by September 16, 2008. Coming up, there will be a major pruning effort and landscape evaluation by the landscaper.

SAFETY COMMITTEE

The Safety Committee has arranged a flu clinic at Portland Plaza for Tuesday, November 18, 2008. There is additional information in each resident's folder. The sign up sheet is located at the front desk.

RULES

No Report

INSURANCE COMMITTEE

The Insurance Committee reported that they would distribute information regarding Portland Plaza insurance to owners and renters. It is currently posted on the Portland Plaza Web site.

SOCIAL

No Report

OLD BUSINESS

No Report

NEW BUSINESS

A request has been filed with the City to build a series of retaining walls around the parking lot across from St. Mary's. Any comments about the proposed work should be submitted by September 3, 2008. The Portland Plaza Board will not be submitting any complaints to the group proposing the building of the walls.

The chairs located in the front lobby have chips in the wood and the House Committee has received preliminary bids for their repair. They requested that they be able to move forward with research and give their information to the Budget Committee for the 2009 budget. Lenny Borer moved and David Hawkins seconded, the motion passed unanimously.

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There has been an issue with vendors and contractors parking in resident's parking spaces. This has been occurring frequently and has prompted action by the HOA. Sergeants Towing has been contacted to post signs around this particular parking space. Rules will be tightened for visitors and contractors seeking permission to park in the garage. They will need permission from the front desk and the front desk will need a contact number in return. Towing will be treated as a last resort and will be initiated by management.

OPEN FORUM

Residents voiced concern about the parking garage and suggested putting a pedestrian sign going down the garage incline to warn drivers and pedestrians of each other. There was an overall approval and compliments toward the late night security. They felt security has been very good and the area appeared cleaner.

It was expressed by residents that David Rice should not have to attend all committee meeting, Management and the Board are currently addressing this.

In addition, some felt that panel cleaning and pruning should be addressed before costs continually rise. Landscaping issues were brought up and as noted in the Building Committee report, an arborist has been consulted.

Other comments/suggestions made by a resident consisted of pointing out a possible stain around the pool, the need for additional security cameras, repainting yellow lines around the garage, the disapproval of the number of security guards, and that the security guards should wear jackets.

It was noted that Portland Plaza is currently at 20-22% rental units and 3 units are for sale.

NEXT REGULARLY SCHEDULED BOARD MEETING:

The next scheduled meeting is September 24, 2008 at 7:00 pm.

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ADJOURNMENT:

The regular meeting was adjourned at 8:45 p.m. and the Board convened to Executive Session.

**1. CALL TO ORDER BOARD OF DIRECTORS EXECUTIVE SESSION:
ADMINISTRATIVE AND BOARD TO DISCUSS PERSONNEL**

The Administrative Committee recommended an increase in compensation for David Rice. The increase would bring David's salary in line with typical salaries for this position. The proposed increase is 7%, retroactive to August 1, 2008, and 7% effective January 1, 2009. Lenny Borer moved and Rob Buchanan seconded, the motion passed unanimously.

The Administrative Committee recommends an hourly pay increase for Bob Tice, a member of the front desk staff. Bob Tice switched to PPS to stay at Portland Plaza when the security companies were switched; he took a pay cut to stay with Portland Plaza. The increase would be a total of \$192.46 per month (including payroll costs overhead). PPS has agreed to the pay raise. Lenny Borer moves and Rob Buchanan seconded, the motion passed unanimously.