

INITIAL DRAFT MINUTES
PORTLAND PLAZA CONDOMINIUM
BOARD OF DIRECTOR'S MEETING
1500 SW Fifth Avenue Portland, Oregon
May 28, 2008

PRESENT:

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

BY INVITATION:

(from IPM): David Rice, Cyndi Natalello, Jill Keoppel, 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 7:02 PM.

2. APPROVAL OF MINUTES:

BOARD OF DIRECTOR'S MEETING held on April 23, 2008;
The Board moved to approve the minutes as written. Motion passed
unanimously.

3. TREASURER REPORT:

David Hawkins summarized the monthly statement. He reported no abnormal variances – he noted utilities were still running higher than budget and believes they will remain so for the rest of the year, with the new concern being electric for air conditioning. It was suggested that the temperature in the common areas be adjusted for maximum efficiency. The Budget Committee will review the budget and report back with possible cut backs. David noted at the last meeting there was an unexplained difference between the balance sheet and the operating and capital reserve account and the cash flow in the statement of operations – this has been resolved and should be corrected by next month. A copy of the Treasurer's summary report will be posted on the website.

4. COMMITTEE REPORTS:

ADMINISTRATION/PERSONNEL

The Administrative Committee has compiled numerous issues they think are important to focus on: training procedures for the front desk staff and evaluations for all staff, arranging assistance for the onsite manager, reviewing past records and long term contractors, and distributing a current version of the blue book to all residents. See attached report for more details

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BUDGET COMMITTEE

The Budget Committee concurs with the Building Committee to defer the panel cleaning until the summer of 2010 and increase the amount to \$150,000 in the Reserve Study. The Budget Committee will report next month with more details. The Budget Committee will send a letter to all committees in August to begin preparing for 2009 budget.

HOUSE

The House Committee requested \$350 for a consultation with a designer to determine the furniture status in the common area. The budget for any actual furniture updates would come from next years budget. They also requested input from residents regarding interior issues. These suggestions could possibly be reported through the website or by attending a House Committee meeting. An invitation for two more House Committee members has also been extended to residents. Lenny Borer moved, David Hawkins seconded to approve \$350 to engage a designer to prepare a report detailing recommendations for the terrace room. The request for \$350 along with a report detailing what the designer recommends passed unanimously.

SOCIAL

The Social Committee is also extending an invitation to anyone who wants to participate or serve as a member. There are currently three members. Julie Adams suggested a meeting for June 16 and will be sending out a notice via email.

BUILDING COMMITTEE

The Building Committee is not recommending any expenditures at this time. Instead of having larger repairs done to the pool, cement workers are going to fill cracks and paint problem spots.

SAFETY COMMITTEE

The Safety Committee had a tour of Portland Plaza by the House Committee. They agreed there were small items that needed to be addressed. The Safety Committee feels a new key system is a priority. However, because of the expense it was suggested that the Budget Committee put it in the reserve study for next year, Lenny Borer moved and Julie Adams seconded. This was approved unanimously. Walt Grebe also stated that David Rice does have a new source for key replacement. The \$200 fee to replace lost keys will remain in effect.

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RULES

The Rules Committee is recommending that renters have the same pet rules apply as owners. As it stands, renters are not allowed to have pets at Portland Plaza. It was suggested that the Rules Committee meet and establish a set of rules, guidelines and fees. Lenny Borer moved and Julie seconded to accept the committee revised rules regarding renters and pets and return to the Board at the next meeting with recommendations regarding fines. This was approved 5 to 1. It was also proposed and approved that the rules committee revise Rule 3.4E and 4.1B. Lenny moved and Roy seconded to adopt the proposed edit to Rule 3.4E. Lenny moved and Julie seconded to adopt the proposed edit to Rule 4.1B. Both passed unanimously. See attached report for more details and proposed amendments

INSURANCE COMMITTEE

The current insurance policy will expire on July 1, 2008. Last years cost for insurance was \$124,902 and this year's quote is lower at \$123,667. Since the budget allowed for a 10-15% increase, there is a noticeable savings. Walt Grebe moved and Lenny Borer seconded to authorize approval of the new insurance policy with payments scheduled once a month. Motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

NEXT REGULARLY SCHEDULED BOARD MEETING:

The next scheduled meeting is June 25, 2008

ADJOURNMENT:

The meeting was adjourned at 8:45 p.m.