

HOA BOARD/CAP 2018-2019 ACTION ITEM LIST as of August 27, 2018 Updated August 28, 2018

ISSUE	WHO	DATE TO BE COMPLETED	NOTES
Fire Escape bids	CAP BOARD	HIGH PRIORITY ASAP	COMPLETED
Smoke-free building memo and survey	CAP/Wes	ASAP	COMPLETED
Action Item List added to website	Wes Nancy	ASAP	COMPLETED
Plumbing assessment	CAP Wes	ASAP	IN PROCESS Contacting companies to perform the assessment
Post Community memo regarding package theft dated 6/7/18 on RA website	CAP	ASAP	COMPLETED
Laundry machines	CAP Nancy	Wait until contract ends	IN PROCESS Working on getting contract end info and maintenance schedule from the account rep with Coin Meter. Will forward when received.
Damages on third floor from move	HOA		NOT COMPLETED Disputing our charge of stairwell door damage. Does the door need to be fixed? Bob will address this when he returns from vacation next week.
– unfinished external windows	CAP		NOT COMPLETED Unfinished external window frames. CAP has sent picture to them requesting they remedy. Owner reports that the contractor will be on-site on 08/31/18 to address.
– white external window frames	CAP		NOT COMPLETED To be reinstalled in July per owner. Owner reports that this should be resolved in approximately 30 days.
VIOLATION(S) LISTED BELOW MUST BE CORRECTED IMMEDIATELY. A \$30 FINE WILL BE ASSESSED FOR EACH COMMON VIOLATION* FOUND DURING THE INITIAL INSPECTION. FORMS CAN BE ACCESSED ON OUR WEBSITE AT WWW.PORTLANDOREGON.GOV/FIRE/			
FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance. ASAP	(1) A17 PROVIDE A COPY OF TEST REPORT AT THE TIME OF RE INSPECTION		COMPLETED
	(2) B99 BUILDING ID/SITE ISSUES "OTHER" CODE	IN PROCESS Bob met with Keith Hill to get into the Nox Box. Bob added the keys that he had and labeled the other as requested. There was not a key to the elevator mechanical room on either CAP's keys or Bob's keys; no one had the elevator lockbox code readily available. Heather called Schindler, they said the key was provided by CAP. Bob broke into the lock and had it rekeyed. He will provide the new key to Keith for the Nox Box, will keep a copy himself, and will mail CAP a few copies. Heather will send Adam at Schindler the new key so that they can update their lockbox.	

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<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance.</p>	<p>(3) E12* PROVIDE COVER PLATES TO ALL OPEN ELECTRICAL BOXES AND SWITCHES. (Code Sec. 605.6)</p>	<p>COMPLETED</p>
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance.</p>	<p>(4) K30 REPAIR OR REPLACE (i.e.: ceiling tiles) REQUIRED FIRE RESISTIVE CONSTRUCTION TO REQUIRED LEVEL OF FIRE RESISTANCE USING MATERIALS EQUIVALENT TO ORIGINAL CONSTRUCTION. (CONSIDER REQUIRING A BUILDING PERMIT.) (Code Sec. 703.1)</p>	<p>COMPLETED</p>
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance.</p>	<p>(5) K14 MAINTAIN STORAGE OF RECYCLING MATERIALS IN AN APPROVED MANNER. [CONTACT FIRE MARSHAL'S OFFICE AT 823-3700 FOR FURTHER INFORMATION] (Code Sec. 319; P FIR 2.08)</p>	<p>COMPLETED</p>
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance.</p>	<p>(6) N10 PROVIDE PERMANENT SIGNAGE "FIRE DOOR--KEEP CLOSED" FOR FIRE DOORS THAT ARE NORMALLY KEPT CLOSED. LETTERS NOT LESS THAN 1 INCH HIGH AND DISPLAYED ON OR NEAR EACH FIRE DOOR. (Code Sec. 703.2.1.2)</p>	<p>IN PROCESS Juan from JRJ was on-site today to address the doors. Bob brought up to him about the magnetic latch being gone. Juan is going to look into this matter. Before that happened, Heather reached out to United Fire about getting a price quote to either repair or replace that assembly. No quote yet.</p>
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance. ASAP</p>	<p>(7) P07 PROVIDE PROOF OF PERMIT FOR ANY MODIFICATION TO STRUCTURE OR FIRE/LIFE SAFETY SYSTEMS. (Code Sec. 102.4)</p>	<p>IN PROCESS Bob spoke with Keith about this during his visit this week and found out that they are looking to see if the stairway or other work in that room has any building permits. Heather will need to reach out to City permit office to look into this matter.</p>
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance. ASAP</p>	<p>(8) S06 MAINTAIN WET STANDPIPE CABINET IN GOOD CONDITION. REPAIR/REPLACE HOSE AS NEEDED. (Code Sec. 901.6; N25-1992)</p>	<p>IN PROCESS United to address this. FIRE HOSE DOES NOT HAVE A YEARLY INSPECTION TAG ON THEM. HAVE HOSE INSPECTED YEARLY. This will be addressed during testing on September 14th.</p>
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance. ASAP</p>	<p>(9) S16 REPLACE MISSING ESCUTCHEONS AS NEEDED. (Code Sec. 901.6; N 13-6.2.7)</p>	<p>COMPLETED</p>
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance. ASAP</p>	<p>(10) S19 RE HANG THE FIRE HOSE IN STANDPIPE CABINET ON THE 2ND FLOOR EAST HALL.</p>	<p>COMPLETED</p>
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance. ASAP</p>	<p>(11) S30 PROVIDE PROOF OF NFPA 25 REQUIRED INSPECTION, TESTING AND/OR MAINTENANCE OF SPRINKLER SYSTEM. (Code Sec. 901.6.1; N 25-5)</p>	<p>IN PROCESS Jeff at United scheduled the test for 09/14/18</p>

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<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance.ASAP</p>	<p>(12) S31 PROVIDE PROOF OF NFPA 25 REQUIRED INSPECTION,TESTING AND/OR MAINTENANCE OF STANDPIPE SYSTEM. (Code Sec. 901.6.1; N 25-5)</p>	<p>IN PROCESS Jeff at United scheduled the test for 09/14/18</p>	
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance.ASAP</p>	<p>(13) T05* PROVIDE ANNUAL SERVICE TO FIRE EXTINGUISHER(S) BY CERTIFIEDCOMPANY. (Code Sec. N 10-7.3)</p>	<p>COMPLETED</p>	
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance. ASAP</p>	<p>(14) T01 DISCONTINUE BLOCKING FIRE EXTINGUISHERS OR FIRE FIGHTING EQUIPMENT. (Code Sec. 906.6)</p>	<p>IN PROCESS United Fire was going to provide these during their site visit 08/24/18.</p>	
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance.</p>	<p>(15) X17* REPAIR FIRE DOORS TO THEIR SELF-CLOSING AND LATCHING CONDITION AND/OR DISCONTINUE USE OF ANY BLOCKING DEVICE. (Code Sec. 703.2.2; 703.2.3)</p>	<p>IN PROCESS</p> <ol style="list-style-type: none"> 1. BOB -All hallway fire doors on all floors (20 ft away from elevators) will need a skilled contractor for repairs due to misalignment of door to door frame. 2. BOB -All east stairwell door strikers have been modified so that doors now close and latch. 3. Update from MATT on 08/22/18: <i>I reached out to the fire inspector but haven't heard back. I checked all the doors called out on the list: first and second floor West hallway doors need adjustment. 5th floor West hallway door had tape stuck in the mechanism to keep it from latching I removed it and the door is functioning properly. All doors in the East stairway are functioning properly self closing and latching.</i> 4. JUAN on 08/24/18: addressed the 1st and 2nd floor doors. Bob advised him that the 3rd and 4th floor doors still needed to be addressed. He said that the 3rd and 4th floor doors were not on his list, but he would talk to Matt and look into. Heather is not sure at this time whether or not those doors were addressed on 08/25/18. 	
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance.</p>	<p>(16) X18 RESTORE LIGHTED EXIT ILLUMINATION TO EXIT SIGNS. (INTERNAL) (Code Sec. 1011.5; 1011.6.2)</p>	<p>IN PROCESS Jeff from United Fire is reaching out to Keith to determine if the glow in the dark lights will meet code requirements. If not, Jeff will provide us with a bid for electric versions.</p>	
<p>FIRE MARSHAL REPORT A Reinspection will be made on or after 08/27/2018 to determine compliance.</p>	<p>(17) X26 REMOVE EXIT SIGN. (Code Sec. 1030.4)</p>	<p>IN PROCESS Bob turned the signs around to face away from the hallway (180 degrees out) and are no longer viewable from the hallway. An electrician would need to come permanently remove these; Bob will address the cosmetic repairs when the signs are removed.</p>	
<p>Walk/through with new owners</p>	<p>CAP NANCY</p>	<p>ASAP if there is a new owner</p>	<p>COMPLETED New owners will contact Nancy H directly to schedule walk-through</p>
<p>NJP Invoice</p>	<p>CAP/Wes</p>		<p>COMPLETED</p>

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Internet contract	BOARD	Aug 15, 2018	IN PROCESS BOARD DISCUSSED WAITING DUE TO CHANGE TO 4g INTERNET IN FUTURE
Southwest door	BOARD	Aug 15, 2018	IN PROCESS
ARC Form and process	PAT HOUSE C.	Aug 15, 2018	IN PROCESS FOR FINAL VOTE VIA EMAIL EARLY SEPTEMBER
Outstanding assessments	CAP/WES		IN PROCESS
Landscaping	Pat HOUSE C.	November 14, 2018 Board meeting	IN PROCESS
House Rules and Regulations revision submitted to board for review	BOARD	Aug 15 2018	IN PROCESS FOR FINAL VOTE VIA EMAIL EARLY SEPTEMBER
Owner/Resident Welcome Packet	NANCY PAT	Aug 15, 2018	IN PROCESS Board will review items in CAP's packet and suggest revisions/additions/deletions.
Revise Owner/Resident Welcome Packet	Pat/Nancy	ASAP	IN PROCESS
Review of Bylaws and HOA documents	BOARD	Aug 15 2018	ADD TO NOVEMBER 14, 2918 AGENDA
Community Forum	Pat	Aug 15, 2018	ADD TO NOVEMBER 14, 2918 AGENDA
2017 Reserve Study	BOARD	Aug 15, 2018	ADD TO NOVEMBER 14, 2918 AGENDA
Develop an organizational chart	Pat	Aug15, 2018	ADD TO NOVEMBER 14, 2918 AGENDA
Building security assessment	Pat	Aug 15, 2018	ADD TO NOVEMBER 14, 2918 AGENDA
Monitor and review rental cap during next five years	CAP/HOA	Ongoing	Continue to monitor
Board Meeting - 2019 Budget Discussion	CAP/HOA	10/18/18	6 PM