

Royal Arms HOA Board Meeting
April 5, 2018
RA Lobby

Board Members

Present: Nancy Hillig, Pat Mainella, Ed Trompke, Kate Chamberlin

Absent: Brad Goodenough

Others Present: Wes Finchum, CAP; five owners

Quorum present? Yes

Approval of Minutes

Nancy H. moved to approve minutes from Nov. 15 2017, February 17 2018, and March 28 2018.
Pat seconded.

1. November 15, 2017: *Minutes approved*
2. February 21, 2018: *Minutes approved*
3. March 28, 2018: Ed moved to accept with changes below. Nancy seconded. *Minutes approved as corrected*
 - *ACTION ITEM: NJP recommends a yearly maintenance for fire escapes.*
 - i. Contractor requests to work Monday – Friday starting at 6:30 – 7:00 a.m.
Kate requests an 8:00 a.m. start due to sleep concerns and days off; Nancy requests to begin as early as possible *but noted that Portland City Noise Ordinance prohibits noise before 7:00 a.m.*
 - j. Cost of project uses a time and material approach which is typical for projects of this nature; there is not a set or contract price for the work. *Donia noted they would complete one fire escape platform and then would provide a more accurate timeline and cost. She noted that there was no responsibility to complete all five.*
4. The number of owners present will be added to the minutes beginning with the March 28 minutes [2 owners attended].

Approve or Amend Agenda

Nancy H. amended the agenda to include an open forum at the end of the agenda.

Report of Officers

Wes presented the financial report as a recap. Kate requested the contract for the landscaping company be sent to all Board members. Owner questioned whether the reserve is healthy. Wes said yes as indicated in the Reserve Study and noted the Study is on the RA website.

Old Business

1. Fire escapes
 - a) Work schedule will be posted on the RA website
 - b) Parking is not a risk as only three spaces will be used
 - c) Meeting with owners took place on March 28 and Board member(s) will meet with contractor every Friday after work begins
 - d) Plans from Donia will be sent to owners mid-week April 9-13

Old Business (cont.)

- e) Donia will provide a bid for balconies. Kate requested that we should get balconies on the schedule as soon as possible after the first platform is completed. She also suggested that we seek additional bids for the balconies from other companies.
2. Elevator contract. Wes explained that we need a new elevator maintenance contract and submitted the Schindler contract. ***Ed moved to approve, Pat seconded. MOTION APPROVED.***
3. JRJ will pay \$400 toward rekeying of the building.
4. Unit #211: Bob will be asked to do the work. Kate mentioned other companies she recommends to do lock assembly replacement.
5. Smoke-free facility. The cost to owners would be \$2000-3000 to complete the voting process. Wes gave background for owners on the amendment to make the Royal Arms a completely smoke-free facility. 75% of those returning the original survey were affirmative to do so.
Ed moved to adopt a rule stating: Smoking is not allowed in common areas. Pat seconded. MOTION FAILED. Ed changed his vote to NO and moved for re-consideration of the motion. MOTION APPROVED.
Kate suggested using survey monkey to do another survey. Discussion focused on legal issues surrounding a smoke-free facility [e.g., medical]. A new survey should include the cost to owners to complete the survey process. ***Kate moved to re-survey owners regarding becoming a smoke-free facility. Nancy seconded. MOTION APPROVED.***
6. Community Forum will be monitored by Pat Mainella beginning after training that will take place with Shannon in May 2018.

New Business

1. Wes will set up a date for Board training when all Board members are able to attend. The training will focus on Roberts Rules of Order, etc.
2. HOA by-laws
 - a. Updated declarations and bylaws are now posted on the RA website
 - b. ARC form. Contact caparteners.net to get the ARC form [it is also posted on the RA website]. Submit the form to CAP; CAP sends to the Board to approve or not. The Board has 30 days after submission to review and reply to owner. The RA website is:
royalarmsnw.com
password for residents: 1829nwlovejoy
 - c. For Sale signs do not need approval to be posted either at street level or in window of unit
3. The Board will not support a Facebook page.
4. #303 window issue. Nancy detailed timeline. Kate noted that consistency is important and nothing in the by-laws requires a contractor specified by CAP. Wes noted that when the Association is responsible, a specified vendor should be used or bid out. Ed noted that the Reserve has no funds for window replacement until 2029 and the Bylaws state that if there are no reserve funds, the cost goes back to the owner as an assessment. Kate suggested a timeline to deal with the window issues.
Nancy moved to continue discussion of windows and develop a long-term plan to address. Ed seconded. MOTION APPROVED.

New Business (cont.)

5. *Pat moved to table the discussion of a Board member site for HOA documents. Nancy seconded. MOTION APPROVED.*
6. Housing committee membership was not addressed. Landscaping includes spring cleanup and planting. Kate requested a timeline for landscaping projects.
7. *Ed moved to move into Executive Session to discuss potential litigation and communication with lawyers. Nancy seconded. MOTION APPROVED.*

Open Forum

- ❖ Move the paint cans from the Bike Room – Kate will ask Bob
- ❖ JRJ pylons – CAP will get JRJ to move
- ❖ Lobby light fixture – Wes will complete plan for replacement by May 17
- ❖ Ease side of building needs to be re-painted
- ❖ East side of building water hose is leaking.
- ❖ Ease door isn't latching all the way, then slams shut. Needs to be fixed
- ❖ Adjacent parking lot owned by NW Eye

Action Items

1. ACTION ITEM: Wes will provide the Board with the contract from the landscaping company.
2. ACTION ITEM: Wes will send the plans from Donia to owners mid-week April 9-13.
3. ACTION ITEM: Unit #211: Bob will be asked to do the work.
4. ACTION ITEM: Alert owners to new rule that smoking is not allowed in common areas.
5. ACTION ITEM: Re-survey owners regarding becoming a smoke-free facility.
6. ACTION ITEM: Schedule training for Pat with Shannon in May prior to May board meeting.
7. ACTION ITEM: Wes will set up date for Board training when all Board members are able to attend.
8. ACTION ITEM: Certa Building Solutions will attend the May 17 Board meeting to discuss the Reserve Study.
9. ACTION ITEM: Develop long-term plan to address windows.
10. ACTION ITEM: Provide timeline for landscaping projects.
11. ACTION ITEM: Kate presented a list of items that need to be fixed during the Open Forum – she will forward the list to Wes.
12. ACTION ITEM: Move the paint cans from the Bike Room – Kate will ask Bob
13. ACTION ITEM: JRJ pylons – CAP will get JRJ to move
14. ACTION ITEM: Lobby light fixture – Wes will complete plan for replacement by May 17
15. ACTION ITEM: East side of building needs to be re-painted
16. ACTION ITEM: East side of building water hose is leading.
17. ACTION ITEM: East door isn't latching all the way, then slams shut; needs to be fixed.

Meeting adjourned at 8:30 p.m.