

Note: Approved as corrected
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**Royal Arms HOA Board Meeting
March 28, 2018
RA Lobby**

Board Members

Present: Brad Goodenough, Nancy Hillig, Kate Chamberlin

Others Present: Wes Finchum, CAP; Donia Braden, NJP Restoration; Chad McGee, NJP Restoration; Two owners present

Quorum present? Yes

Purpose of meeting: Information regarding the fire escape project for owners of units where work included will be directly outside their units

Special Board Meeting Agenda: Fire Escape Project

Board Meeting Proceedings

1. Meeting called to order at 6:30 p.m.

2. Fire Escape Project

Personnel. Donia Braden and Chad McGee, NJP Restoration attended the meeting. Chad is the foreman and our contact. He is in charge of scheduling, material procurement, troubleshooting, communication with project owners, and overall project management. His phone number is 425-457-9519. Chad is the decision maker and our primary point of contact. Daniel will be our onsite project manager; he could not attend the board meeting.

Project details.

- a. Proposed start date: May 7, 2019 beginning with Unit 506
- b. Two-three workers will be on site at one time
- c. Wes Finchum, CAP, will issue one key to the contractor; no exterior lock box will be present
- d. Contractor will need very limited access to the interior of the building
- e. Project will need 220 power
- f. Mid-April, NJP will file a permit for parking [60 ft.]; parking is necessary to store lift, pod for supplies, restroom, van, etc.
 - Kate Chamberlin inquired about requiring parking spots in front of building. Contractor explained that loss of parking spots is necessary. They do not want cars parked on street due to debris, paint, etc. that may be a hazard.
- g. Contractor further explained that they will be blockading the entire sidewalk during working hours but will open the sidewalk after work is completed for the day.
- h. Windows of all 06 and 10 units will have plywood overlaid to protect windows but plywood will not be attached.
- i. Contractor requests to work Monday – Friday starting at 6:30 – 7:00 a.m.
 - Kate Chamberlain requests an 8:00 a.m. start due to sleep concerns and days off; Nancy Hillig requests to begin as early as possible but noted that Portland City Noise Ordinance prohibits noise before 7:00 a.m.

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- 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.
- k. Other companies involved:
 - Miller Engineering - Miller Engineering completed the onsite assessment of the fire escapes and drew up the construction plans that were submitted and approved by the city. We have met with Miller and have the plans. NJP will work off these plans.
 - Carlson Testing will perform special inspections and load testing at completion; load test is good for five years and after that an engineer report is required.

Action Items.

- 1) ACTION ITEM: Contractor would like a contact sheet with Board members, CAP, etc. Contractor will provide us with a contact sheet.
- 2) ACTION ITEM: Survey all unit owners to decide on start time for project - 6:30 a.m., 7:00 a.m., 7:30 a.m., 8:00 a.m.
- 3) ACTION ITEM: Within the next two weeks, or no later than two weeks prior to date work is scheduled to begin, Wes, Bob, and NJP will complete a walk-through to identify power sources, water supply, etc.
- 4) ACTION ITEM: Set up weekly progress meetings every Friday at 2:00 p.m. beginning after project begins. Wes will attend the first few; Board members will attend as available for the remainder of meetings.
- 5) ACTION ITEM: Tentative work schedule to be set when one platform is completed and cadence understood.
- 6) ACTION ITEM: Request for a recommended maintenance schedule.
- 7) ACTION ITEM: NJP recommends a yearly maintenance for fire escapes.

Meeting adjourned at 7:45 p.m.