

QUARTERLY MEETING AGENDA

TIME:	TOPIC:	NOTES:
5:15PM	ROYAL ARMS BUILDING TOURS	
6:00PM	JR JOHNSON REMEDIATION & CONSTRUCTION PROGRESS UPDATE	<ul style="list-style-type: none"> • JRJ gave a more detailed explanation of the weekly Friday emails. • Matt (Project manager) notes that he and Clint are RA contacts for individual unit questions. • JRJ notes that they need ALL unit keys in order to paint the unit door and install a fire alarm update inside each unit (above the door) which is mandated by the fire codes. • JRJ notes that we are still on target for a August 14th move in date, despite a setback with the elevator company. Matt is working diligently with the elevator company to make sure deadlines are met so the elevator does not hold up the common areas construction and owner move in dates. • JRJ is being very open and honest with RA board, owners, CAP and outside vendors, and their end goal is for us to love our building and move in as soon as we can.
6:30PM	APPROVAL OF JANUARY 18TH ANNUAL MEETING MINUTES	<ul style="list-style-type: none"> • These annual meeting minutes will be reviewed at the next annual meeting Only quarterly meeting minutes are reviewed and approved the following meeting. • Draft meeting minutes are posted on the RA website.
6:35PM	OPEN FORUM/QUESTIONS: 5 MINUTES PER HOUSEHOLD	<ul style="list-style-type: none"> • Inquires about who to contact regarding individual unit questions, construction and updates. JRJ notes they will contact owners upon beginning work/cleaning within each unit. If you have questions you can contact Matt and Clint at JRJ for details regarding your individual units. • Inquires about a move-in schedule - notes below • Inquires about the fire escape/balcony updates - notes below • Inquires about getting reimbursed for the cleaning costs, choosing not to use JRJ's services - If owners have opt out of JRJ's services then they will notify JRJ and CAP so that you can receive your appropriate funds within a reasonable timeline.
7:00PM	VERIFY QUORUM OF BOARD MEMBERS	<ul style="list-style-type: none"> • Quorum is verified - All board members are present
7:05PM	APPROVE OR AMEND THE AGENDA	<ul style="list-style-type: none"> • Agenda is approved with note that we will not approve January 2017 annual meeting minutes until the next annual meeting.
7:10PM	UNFINISHED BUSINESS: 1. FIRE ESCAPE	<ul style="list-style-type: none"> • Fire Escape Status: <ul style="list-style-type: none"> ◦ The RA board is working with a company to give a specific bid, plan and timeline for the fire escapes and balconies. The engineers were on site at the building

	<p>STATUS/UPDATE</p> <ol style="list-style-type: none"> 2. PLUMBING ISSUES 3. OWNER EMAIL UPDATES 	<p>recently and they are currently writing up a plan and then they will subcontract the job.</p> <ul style="list-style-type: none"> ○ The RA board was hopeful the fire escape job could run parallel with the building construction, but due to the business of the fire escape engineers, we are still months away from this project being started. <ul style="list-style-type: none"> ● Plumbing: <ul style="list-style-type: none"> ○ JRJ Assessed the plumbing within the building. Since walls and ceilings are already open the RA board elected to have them fix the 4 stack pipes that typically spring leaks throughout the year &/or were visibly in need of repair during a walkthrough with a licensed plumber. ● Owner Email Updates: <ul style="list-style-type: none"> ○ Friday emails have been well received by owners. Owners appreciate JRJ and CAP sending out these updates so we are all kept in the loop while the building is under construction. ○ Regular Friday emails from JRJ will continue as planned. ○ Encourage owners to visit the community website for FAQ throughout the week as well.
7:20PM	<p>NEW BUSINESS:</p> <ol style="list-style-type: none"> 1. PGE - RESIDENT BILL INCREASES 2. LANDSCAPING 3. MOVE-IN PLANNING/COORDINATION 4. ANY ADDITIONAL NEW ITEMS 	<ul style="list-style-type: none"> ● PGE: <ul style="list-style-type: none"> ○ Due to owner PGE bill increases (only a few units, not all) PGE met with JRJ to walk the building to determine where the increase source is located within units. PGE and JRJ determined the best approach to lowering PGE bills is to turn off all breakers (with an exception of the refrigerator). ○ If an owner has a PGE bill that has a huge increase during this construction timeline when units are unoccupied, then the owners need to: <ol style="list-style-type: none"> 1. Email CAP with your PGE bill information, and information with your 2016 monthly bill for the same month. A picture or fax of the bill(s) will provide CAP with all the information they should need for this. 2. CAP/RA Board will look at the average rate which your PGE should be for the particular month, and you will get reimbursed for the overage amount. 3. If owners still have questions regarding this process, please contact CAP. ● Landscaping: <ul style="list-style-type: none"> ○ The RA Board and CAP is working with the landscaping company to create an updated and fresh look upon moving back into the building. ○ General landscape maintenance will resume once the building is habitable again. ● Move-in Planning: <ul style="list-style-type: none"> ○ Owners will be kept in the loop once a plan has been finalized. The RA Board, JRJ and CAP will work on a fair, equitable, organized, safe and respectful move-in schedule that will also limit the wear and tear on the new building common areas. ○ The process of moving in is as follows: <ol style="list-style-type: none"> 1. RA Board will walk through the building and sign off on all common area construction. 2. Individual owners will walk through their unit and sign off on their unit construction/cleaning. JRJ will work with unit owners to establish dates/times that work best for owners. 3. Once all common areas are complete, the building

		<p>is deemed habitable, and the RA board has signed off on all common area construction/updates/work, then unit owners will be allowed to move back in according to a fair and equitable move in calendar.</p> <ul style="list-style-type: none">○ Examples of a move-in schedule are: Staggered move-in dates/times, or other TBD plans.● No additional new items● Next Meeting Date is TBD
7:22PM	MEETING ADJOURN	