SF SQUARE HOA BOARD MEETING
5218-5250 SW 42nd Ave, Portland, OR 97221
April 4, 2016

1. **MEETING OPENING/QUORUM**. The meeting was called to order at 6:45 pm in the SF Square Community Room. Board Members present were Larry Long (#5236) (President), David Olson (#5220) (Secretary-Treasurer), Jason McKee (#5242) (at-large, preceded by partner Cassandra) (Jason arrived c. 7 pm); and Adam Harris (#5224) (at-large) (attended from approximately 7:15-8 pm). Also in attendance were Tim Benintendi (Affinity Group, HOA Agent), Erika (Renee) Milwee (#5246), Anna Isayeva (#5226), and Bill Bohringer (owner of #5240). There being 4 of 5 SF Square HOA Board members present to conduct business, a necessary quorum, as required by the SF Square Bylaws, was verified. Tim (HOA agent) also purchased and provided chairs (HOA expense) for the meeting in the Community Room.
2. **MINUTES APPROVAL**. The minutes of the Annual Business Meeting held February 8, 2015 were unanimously approved without objection.
3. **FINANCIAL REPORTS and BUDGET**. Tim distributed draft agenda and financial reports, including Review of Available Funds (as of 2-28-16), along with authorized budget for 2016 and draft budget for 2017. The Board packet also included HOA fee balances for Board review; the current delinquency (only one unit) is being paid down @ $100 extra/month. Discussion of various budget issues.
4. **OLD AND NEW BUSINESS, per AGENDA**.
    a. **Notification of SF Square website and distribution of Owner-Tenant Registration Form.** It was agreed that notice regarding the web link for the SF Square HOA website will be distributed to owners & tenants, and the Registration Form linked on the website will be distributed to all owners/tenants so that the HOA has current information for all owners and tenants. The web link to the SF Square HOA is: http://www.affinitygrouporegon.com/html/san_francisco_square_condominiums.php
    b. **Conversion of existing security system to Wi-Fi system.** Unit #5218, where the previous hard-wired security camera monitoring equipment was housed (and remains), has been sold, though the equipment remains there. After lengthy discussion, it was agreed that Tim will check possible vendors for conversion of this system to a Wi-Fi system (secured with password) with additional cameras covering sensitive areas. Larry recommended Hudson Equipment (*spelling/name?)* as a possible vendor. Tim and David will look into possibilities. Jason is not available to participate in this endeavor.
    c. **Parking lot light repairs**. The central light in the lot has been repaired but no bill has been submitted and estimates for repair of the light pole/s adjacent to Building

#3 have not been provided. Tim will ask West Side Electric to provide the estimate/s. David Olson noted, per Westside Electric, that the light pole adjacent to Building #3 (south end) was mis-wired and sends an electric load that burns out the bulb. Still waiting for an estimate. Also need proper termination of electric outlet in the Community Room. Tim will check with Western Electric and report back.

d. **Pest Control issues.** The carpenter ants noticed in/out of Building #3 appear to have subsided. Several attendees complained that visits by Cascade Pest (our pest control contractor) are not logged or monitored. Since at least one Board member (David Olson) is generally available on site, it is important that contractors check in. Shield bugs (stink bugs) are a seasonal problem, but tend to subside after a period of time, no one asked for extraordinary efforts to be rid of them. Larry pointed out that rats (rodents) continue to be an issue (e.g. around the Bins) and residents should be mindful.

e. **Towing contract.** Larry Long asked for the Board to move forward with a towing contract. Tim said these contracts are handled individually by HOA Boards, not the agent. He recommended Pro Tow or Retriever. David will contact Retriever and will distribute proposed contract to Board before final action. No one is interested in "patrols", only the ability of Board members to have a vehicle in violation of the Parking Policy towed if warranted. It is agreed that an updated Registration Form (returned by all owners/tenants) is essential to avoid misunderstandings and resolve situations informally before anyone is towed. Parking policy in small SF Square lot remains posted on the website (above).

    i. **ACTION PROPOSED: Moved and seconded** proceed ahead with a Towing contract, subject to action by the Board and current information from all owners/tenants regarding parking/license plates, etc.

    ii. **APPROVED** unanimously without objection.

f. **Reserve Study discussion.** Discussion by all re need for an SF Square Reserve Study. A Reserve Study is like a unit inspection, but looks at all 3 buildings and all units at SF Square and evaluates critical maintenance and financial needs over a lengthy period (e.g. roof, foundation, venting, etc.). Completion of a Reserve Study, and providing for adequate reserves, avoids the need for special assessments (e.g. for roof, etc.). Providing for a Reserve Study was agreed as a good idea – and something to be taken up at the 2017 Annual Meeting (tent. February 2017). We should budget for this (est. $2,000), if all are agreed at that time.

g. **Board vacancies.** As Board member Eric Waller (#5218) has sold his unit, a vacancy exists on the SF Square HOA Board. Renee (Erika) Millwee (unit #5246) agreed to volunteer for appointment to fill Eric's unexpired term (effective until the next Annual Meeting.

i. **ACTION PROPOSED: Moved and seconded** – Appoint Renee (Erika) Millwee (Unit #5246) to replace Eric Waller on the SF Square HOA Board until the next Annual Meeting.

ii. **APPROVED** unanimously without objection.

h. **SF Square HOA Board Officers for 2016**

i. **ACTION PROPOSED: Moved and seconded** to appoint David Olson (#5220) as HOA Board President, and Jason McKee as HOA Board Secretary Treasurer for 2016, with Larry Long and Renee Millwee to serve as At Large HOA Board members. Adam Harris (#5224) will continue on the Board but Adam notes that the sale of his unit is expected to close very soon, so there will be an additional Board vacancy. All Board positions serve, per HOA bylaws, until the date of the next Annual Meeting.

5. **NEW BUSINESS**

a. **Uniformity of unit appearance** – Bill Bohringer (owner of #5240) raised issue of window finishings, etc. in connection with uniformity of appearance of SF Square units. Bill is updating windows in his unit and will keep us informed. Board discussed need for standardization (doors, color, etc.) but also agreed that any questions should be forwarded to the Board for research as to consistency with current and past Board policies. There was also a discussion about crawl space and venting and piping alignment in each building – to be continued!

b. **Welcome packet/info to new SF Square owners/residents.** Jason McKee mentioned that he had received a Welcome Packet from SF Square when he originally purchased his unit. All thought that restoring this tradition is a good idea. Jason will see if he can locate the packet he received, and we can go from there.

6. **DATE OF NEXT BOARD MEETING** – the date of the next Board meeting was not set, but it is suggested that the SF Square Board set a tentative meeting for Monday August 8th at 7 pm in the SF Square Community Room to check in/follow up on current business and set the date for the Annual Meeting.

7. **ADJOURN** – Meeting was adjourned at approximately 8:15 pm.

Respectfully submitted,

David C. Olson
SF Square HOA Board Secretary/Treasurer
(5220 SW 42nd Ave)