

**MINUTES**  
**Riverbend HOA Board of Directors**  
**1 PM May 13**  
**Lobby of Building 3**

Board members present: Augie Gallego and Bill Eklund with Carl Neun on telephone conference.

Homeowners present as guests: Malcolm Putnam, Gina Troccoli, Gary Grandmaison, Karen Thaxton, Jim Worthum, Don Wilson, Vidya Kale and Charles Collins.

CAP representatives present: Briton Powell and Aubrey Bellows

Meeting was called to order by Auggie at 1:05pm

**The primary topics for discussion** were:

- Maintenance and repair projects currently in progress
- Review of painting bids
- Tree trimming on east side of buildings

**Foundational wall membrane issues with water intrusion into the garage** are still an issue and are currently being addressed.

- The deck covering on Malcolm Putnam's deck is nearing completion with no remaining issues.
- Water intrusion issues on Dr. Mahan's unit are the owner's responsibility and are still being worked on.

**Painting bids for buildings 3 & 4**

Two bids were presented and discussed:

- Bid from Green Pointe Painting (copies available at CAP) - \$130,000 to 135,000, depending on paint type
- Bid from Verhaalen Painting (copies available at CAP) - \$ 99,644.00

CAP believes the lower bid from Verhaalen is the best option for Riverbend. The Board was in unanimous agreement to proceed with the Verhaalen proposal.

**Vidya Kale presented outline of Five-year landscaping plan**

The landscape committee has developed a three-phase plan for meeting the landscaping needs of our Riverbend property.

- 1<sup>st</sup> Phase: Tree evaluation and remedy - **completed**
- 2<sup>nd</sup> Phase: Front entrances - \$20,000 was approved - **project completed in December 2014**

- 3<sup>rd</sup> Phase: Hillside West of drive and upper entrance. This is the next project to be addressed, but no specific date has been set. Vidya will present to the Board, a proposed budget for the remaining five-year plan.

**Project for installing air-conditioning pipeline access to Unit 4 North in building 2** (Lhur owned, Qayum occupied) was discussed. Hole drilling through the floors to allow pipeline access to 1N will affect units 3N and 2N with possible need to drill between 1N and 2N. The full extent of drilling will require making holes in the walls of the respective units and inspection to determine whether access holes exist or will need to be created by drilling holes. The Board has authorized the drilling process to begin as soon as inspections have been completed and access needs identified. The cost of this project must be born by the HOA as it represents a failure in the original construction. All homeowners have purchased their units with the understanding that such access was available in all units.

There was no further business or discussion for the general meeting

Meeting was adjourned at approximately 2PM.

## **Meeting of the Board in Executive Session**

At approximately 2:15, the Board, with Augie Gallego and Bill Eklund present and Carl Neun on cell phone conference, convened in Executive session. Also present were Britton Powell and Aubrey Bellows from CAP.

The following items were discussed and acted upon:

1. **Approval of bid for painting buildings 3 and 4** (See attachments)  
There was a review of the bids from Verhaalen and Green Point painting contractors presented by Britton with the recommendation that we accept the lower bid from Verhaalen that was considered to be better suited to Riverbend HOA needs. The Board members agreed with the recommendation. Britton will follow up with the contractual paper work and scheduling of the painting.

**CAP will assure that scaffolding and gutter repair/replacement work will be coordinated with the painting contractor.**

2. **Tree trimming on river side of buildings**
  - a. The need for trimming trees on the river-side of the buildings was discussed with some concern expressed for adverse effects on nesting birds. There was consensus that this was not a major issue and that there was no need to defer trimming. There was general

agreement that river-side tree trimming should continue as an annual maintenance event. CAP will arrange for this trimming with JLS, sometime in mid June. Cap will notify all homeowners of this work and its schedule.

3. **The need to proceed as quickly as possible with the AC to 4N project** was discussed and CAP was instructed to obtain any necessary bids and move the project to completion as soon as possible.
4. **The importance of having a current and regularly updated homeowner roster with essential contact information** was stressed and CAP was reminded that this need was discussed at our initial meeting them. Britton agreed and indicated that CAP would proceed with a request from homeowners for authority and permission to create updated homeowners' email addresses and phone numbers.

**Action items from today's Board meeting:**

1. **Deck covering repairs to address membrane failures and water intrusion problems to be completed – Putnam, Mahan and Cohen decks.**
2. **Finalize Vahaalen painting bid.**
3. **Schedule, scaffolding and gutter repair/placement**
4. **Establish schedule for above with appropriate notification of homeowners**
5. **Vidya Kale to prepare and present to the Board a budget for the remainder of the 5-year Landscape Committee Plan.**
6. **River-side tree trimming to be scheduled and completed with appropriate notification of homeowners**
7. **Complete AC installation for 4N with full restoration of any and all accompanying damage to walls in units 4N, 3N, 2N and 1N and.**
8. **CAP to develop and make available to Henri Smit, a current and regularly updated roster of Riverbend homeowners and occupants, including current contact information. This roster will be made available to all homeowners on the Riverbend Website.**

There was no further discussion. The meeting was adjourned at 2:30 PM

Submitted by:



Bill Eklund, Secretary  
Riverbend Condominiums Homeowners Association

# ATTACHMENTS

## VERHAALEN PROPOSAL

PDF file available through CAP and on Website

Date: 4/06/15

To: Riverbend on the Willamette Condominiums HOA Lake Oswego, OR

Attn: Britton Powell 503-546-3400

Community Association Partners britton@capartners.net

I, Ken Verhaalen, propose to furnish all materials and perform all labor necessary to complete the following:

**Area to be painted includes:** All siding, trim and doors on buildings 3 and 4

**Preparation to Include:**

- \_ Prior to power washing, spray fungus on all areas to be painted with Simple Green solution to kill fungus spores.
- \_ Power wash all siding and trim to remove loose dirt and fungus.
- \_ Scrape off all loose paint on siding and trim.
- \_ Sand all scapped paint on siding and trim as needed.
- \_ Primer bare wood and stains with an exterior latex primer/sealer.
- \_ Primer bare metal with red oxide metal primer.
- \_ Replace cracked caulking around door frames, window frames, and along seams of siding with Sonolastic 150 caulking.
- \_ Nail down or reset nails in siding and trim, as needed.
- \_ Inspect all wood siding and trim boards for dry rot. Verhaalen Painting will notify HOA of any dry rot issues to discuss repair options.

**Painting to Include:**

- \_ Mask, tarp and protect all concrete, decks, landscaping, fixtures, and windows from paint overspray and paint splatters.
- \_ Spray all siding and shingles with two coats of **Miller Acrilite** exterior acrylic paint. Back roll all weathered siding.
- \_ Brush and roll all trim with two coats of **Miller Acrilite** exterior acrylic paint. Trim includes all previously trimmed areas. Areas excluded from painting are deck surfaces and undersides of deck.

**Project Cost and Payment Terms:**

All of the above work is to be completed in a substantial and workmanlike manner according to standard practices for the sum of:

Total labor to repaint buildings 3 and 4 \$41,200.00

Total paint to repaint buildings 3 and 4 7,800.00

High lift cost (80 foot boom) 4,000.00

Scaffolding cost per quote from PCI Portland Scaffold 46,644.00

Total cost \$99,644.00

NOTE: There could be additional scaffolding cost of \$4,500.00 to wrap upper chimneys if there is repair work needed.

Payments to be made: 1/3 upon completion of power washing

1/3 upon completion of half the painting

1/3 upon completion of job and inspection

**ACCEPTANCE**

I, Ken Verhaalen, am hereby authorized to furnish all materials and labor required to complete the work mentioned in this proposal, for which Riverbend on the Willamette Condominiums HOA agrees to pay the amount mentioned in said proposal, and according to the terms thereof.

Accepted by Customer: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed to by Contractor: \_\_\_\_\_

Ken Verhaalen, President

# GREENPOINTE PROPOSAL

PDF version available at CAP or on Website

## CONTACT INFORMATION

**Britton T.S. Powell** – Community  
Manager  
Phone/Fax:  
D (503) 546-3400  
F (503) 546-3401  
Email: britton@capartners.net

## JOB NUMBER

12930-2015

## COLORS

Manufacturer \_\_\_\_\_

Color Number \_\_\_\_\_

Client Initial \_\_\_\_\_

**Exterior Painting (2 South  
Buildings)**  
**Addresses: 183-199, 161-179**

### Surface Preparation

- Thorough pressure wash of exterior surfaces using **Simple Green** All-Purpose cleaner to remove heavy dirt, mildew, & fungus spores (environmentally friendly)
- Use Blackout enzyme based cleaner where necessary to kill mold & mildew
- Hand scrub heavy dirt build up on gutters, etc.
- Scrape loose paint, feather sand, & prime bare wood & water stains prior to applying top coat (s).
- Scuff sand doors prior to applying finish coating
- Prime all stains in wood to prevent bleeding w/exterior latex primer/sealer
- Caulk joints & cracks with **Sonolastic 150** permanently flexible water proofer
- Nail in protruding nails where necessary
- Mask where necessary to avoid paint drips
- Cover plants, flowers, walkways, decks, porches, & any other non-painted surfaces with drop cloths.
- Inspect all boards for dry rot & notify board/community of necessary repairs
- Prime any unprimed newly installed wood on six sides

### Miller Acri-lite (25 year)

**(Labor & Materials) -  
\$130,000.00**

**Initial \_\_\_\_\_**

**Evolution (Lifetime)  
(Labor & Materials) -  
\$135,000.00**

**Initial \_\_\_\_\_**

### Coating Applications

- Use **Miller Acri-lite** 100% acrylic exterior paint **(25 year)** \*Two Coat

Application Per Manufacturer's specifications (**Satin**)  
- Use Elastomeric coating on columns  
- Back roll weathered siding in between coats  
- Estimate assumes a match to existing color scheme  
- **Areas Included:** Siding, fascia, eaves, belly band, trim, doors/casings, window casings, downspouts, gutters, columns.

- **Excludes:** Balcony & courtyard railing, trellises in courtyard, & storage/garbage shed out back of south building.
- Daily Clean-up & disposal of all job related material, including blowing parking lot & walkway surfaces clean.

**Trellises**

- Wash, prep, & paint (2) trellises located in between buildings in courtyards
- Use Miller Acri-lite (2 coat application)

**(Labor & Materials) - \$3,300.00**  
**Initial \_\_\_\_\_**

**Storage/Garbage Shed**

- Wash, prep, & paint storage shed located behind south building
- Use Miller Acri-lite (2 coat application)

**(Labor & Materials) - \$750.00**  
**Initial \_\_\_\_\_**

**General Conditions:**

- Please take care to move or protect all plants, bbq, or anything else around the perimeter of the condominiums
- We will need to use driveway to delivery materials & for drop box deliveries
- We will not be responsible for problems with your driveway (cracks, holes, scrapes, etc.)
- Price includes all necessary

**Payment Schedule: 40% down to execute contract & progress payments every two weeks until job is completed.**  
**\*For additional services, deposit amount will be 40% of initial consultation.**  
**\*A late payment charge of 1.5% per month (18% per year) will be added to any account not paid in full within 30 days after billing. A rebilling charge of \$35 will be**

permits, drawings, architect, and engineering fees.

- Anything that is not specifically included is excluded.

- Base price assumes owner will be providing water for washing

- Includes portable restroom & onsite storage container

- Includes rental of boom lift to reach backs of buildings

- Includes cost of scaffold for paint scope. Any additional rental needed for repairs will be added onto final price at \$150.00/day per building (if necessary)

- Cost of disposal for any repairs will be \$500.00 for debris box.

**added to past due accounts.**

**Warranty Information: 6 year labor & materials warranty for a period of 72 months from the completion date of the work performed**

**For this warranty to be effective, you must: Paid the full contract price for options selected, retain a copy of the original contract, retain evidence of full payment or a cancelled check.**

**This warranty is the only express warranty. Warranty is for workmanship & material. GreenPointe Design & Construction, Inc. will not be liable for any damages in excess of the original contract amount.**

**At no time may this warranty be altered or extended for any purpose**

**In the event it becomes necessary to employ an attorney or institute a lawsuit to collect payment due under this contract or any modification to this contract, GreenPointe Design & Construction, Inc. shall be entitled to recover it's attorney's fees, costs, and disbursements incurred**

**\*Horizontal and metal surfaces are not guaranteed.**

**\*No warranty on materials purchased by owner**

**\*This proposal may be withdrawn by GreenPointe Design & Construction, Inc. if not accepted within 30 days.**

**\*The deposit is non-refundable. Quote not valid unless signed.**

**\*GreenPointe Design & Construction, Inc. shall under no circumstances be liable for any compensatory, consequential, or incidental damages.**



**\*GreenPointe holds the right to cure in case of a dispute.**

**Unforeseen Conditions:**

**\* If any problems are encountered which lead to unavoidable delays or an increase in work, and these problems were unforeseeable prior to the commencement of work, the additional time will be billed at a rate of**

**Other Services:**

**Color Consultation** -Time will be billed out at \$150/hour.

**Dry Rot Repairs** - \$55.00/hour + material & mark-up

**Design Services** - \$150/hour upon request

X \_\_\_\_\_

Respectfully submitted by Daniel H. Green

Received a consumer protection notice, \_\_\_\_\_ Information notice to owner about construction liens, \_\_\_\_\_, and Notice of Procedure regarding residential construction arbitrations and lawsuits\_\_\_\_\_.

Client Signature X \_\_\_\_\_

Date \_\_\_\_\_

By signing you agree to terms of this agreement

Thank you for your business!