

**HOA Board Meeting Minutes
May, 2026**

Board Members Present: Dean Kortge, Len Lewandowski, Patti Pyle and Laura Parrish via Zoom

Present: 13 plus Diane Solinger

Present via Zoom: two

Call to Order: Dean called the meeting to order at 4pm.

Approval of April 2026 Board meeting minutes: Mary submitted the April minutes for approval. Len moved and Patti seconded the approval of the April minutes.

Chair's Report: Erin Royce has purchased 503 and will be waiting to move in. 601 is now rented. An appeal was made to not use our garbage disposals as it clogs the lines and can back up in neighboring units.

Treasurer's Report: The operating account is \$48,938.11. The reserve account is \$1,082,024.21 and the asset acquisition account is \$24,462.64

Questions/Comments from homeowners: Mary Leighton asked if we were on track to keep assets growing to meet the anticipated demand and was assured that the current accounts should be sufficient for our needs.

Len asked that the disabled space be moved to outside the gate when the driveway resurfacing is done to be in compliance with accessibility requirements for first floor businesses. Len moved and Patti seconded. Motion carried.

Committee Reports:

Building Committee: 1. Ventilation projects and Concerns• Vertical Vent Shaft Cleaning (Em & Len) Cleaning of the vertical vent shafts is complete. The next step is to assess and reset the air balance building wide, which will be done by Northwest Engineering.

- Balancing air pressure in the building To assure both adequate ventilation and fire safety, the air pressure in the building has to be maintained in a certain balance (eg, higher in halls, lower in units). TBC will let residents know the date when this work will be done; all windows and doors need to be closed. Thursday, May 21, 2026.

- Replacing Rooftop Ventilation Fans (Len & Em) Innovative Air completed replacing/repairing the fans on 4/10/26.
- Preventing intrusion of smoke by

adjusting ventilation systems In the kind of fire season that is predicted for this year, smoke intrusion can be a real problem. We will ask Innovative Air and Northwest Engineering to advise us on how we can modify our air handling systems to best address smoke conditions to minimize adverse effects on residents. We need to resolve this issue soon, because fire season is almost upon us.

Lynn McDonald has offered suggestions and asked that we investigate what can be done to reduce smoke inside the building. Can we—should we? —turn the ventilation systems off? If we do, does that present a different threat to fire safety, by affecting air balance in the building. If it seems wise to turn ventilation systems off, can we do it ourselves or is that a job for Innovative Air? If we determine that it is better for all of us to turn ventilation systems off—and that it is legal to do so—it will be impossible to use clothes dryers and other internal venting systems (bathrooms, kitchens, laundry rooms). **2.**

North Portcullis Door Noise (Len) Residents in Unit 210 have reported excessive noise from the north garage door, which seems to open more often than the others because it is also used as an entry by those who park in the outside covered spaces. The TBC confirmed that the door is slightly noisier than the other doors. Overhead Door has been asked to address this noise problem when they do their upcoming annual maintenance of the overhead doors.

3. Fire Alarm System (Len) The TBC has learned that our fire alarm system still uses analog telephone land lines to communicate with the local fire department. Land lines for emergency communication have become unreliable and are subject to frequent outages in service. Len has a proposal from Salem Fire to change our fire alarm communication from land lines to more reliable cellular service.

4. Amazon Door Entry

Security (Len) Len has given three Amazon drivers the correct door PIN number to enter the building, and asked them to share it with their supervisor, but apparently that didn't happen. Nevertheless, fewer packages have been found outside the doors, so things are getting better on that front. **5. Water**

Heaters (Len) • **Shutting Down:** Reynolds Electric and Plumbing is on site and installing replacement parts under warranty to correct the shutting down problem with the water heaters. Len will check the water heaters over the

next few days and report any issues to Reynolds. Parts installed May 1, 2020. • **Annual Maintenance:** The water heaters have been in service for one year. Len contacted the vendor to submit a proposal for the annual maintenance as required to maintain the manufacturer's warranties. Proposal will be submitted to the board for approval. Approved. Maintenance completed Monday, May 18, 2020.

6. Cleaning Dryer Vents Individual Units (TBC) There is no progress yet, but TBC will organize for this to be done some time later, at the expense of the owners who ask for it to be done. David Garrett has shown interest in helping us with this project.

7. North Roof Leak Has Returned (Len & Em) The leak from the roof into Unit 507 has continued. The TBC recommended a flood test to determine the source of the leak be done by River Roofing or another qualified commercial roofing contractor. We also recommended that the contractor assess the overall integrity of the roof. River Roofing had not yet returned Diane's call about the matter by the time of our meeting, so we might need to contact Armadillo. Once we have an estimate, Len will ask the board to approve the expenditure.

8. Driveway Slurry Seal and Repainting (Len) We have not yet been given a date for the board-approved preventative maintenance on the paved areas of the driveway and outdoor parking areas. The vendor will apply a slurry seal and repaint the parking areas. Once we have a date, the TBC will work with the vendor and BMC to schedule removal of residents' vehicles during the work. Those who park their cars in the outside parking area will be required to move their cars during the work and until the sealant and paint have dried. Those who park in the garage and who will need their vehicles during the period of wet pavement will have to move their cars, because they won't be able to use the driveways when they are wet. Mary Leighton hopes to make a parking arrangement with the store owners next to the fire station. If our parking need occurs on a day when their corner lot is usually empty, they will agree to let us park there in return for a small contribution to FOOD for Lane County. Tate residents will be given the details once the date is set and if an arrangement has been made.

9. AED Device removal (Len) Removed and recycled at NextStep.

10. Window Maintenance (Em) Abee Windows, Screens, and Glass has begun work on preventative maintenance for the 240 operable windows in the building. The goal is to assure that they can open, close, and keep water out--basic functions that are part of the exterior building envelope. We chose to use the 40 windows in the units owned by TBC members as test cases for Abee to establish an efficient protocol for addressing issues with the other 200 windows over the next few months. The first 40 windows represent all four directions and several building levels. This pilot should give Abee a system that can be applied to all the remaining windows for cleaning, lubricating, and replacing weather stripping, as well as for identifying additional repairs that need to be made. Abee will provide a report on each unit visited.

In this pilot stage, we will learn what the work entails on the windows themselves and how the work might disrupt the residents. For example, in the case of Em's unit, chosen as a starting point because it has lots of windows with different exposures, we learned that getting the original weatherstripping off the window was a challenge requiring special tools. Some of the opening hardware (both metal and plastic) needed to be replaced. Lots of screws were loose and needed to be tightened or replaced and sometimes fixing the screws straightened windows that were askew. The windows themselves had to be taken out, and floor space made available to lay them down. The workers had to be able to get outside of the windows, which requires a harnessing system that must be anchored inside the unit. Windows in Len's unit will be dealt with next, and there is some dry rot that needs to be remediated. Tending the dry rot might involve other strategies that disrupt normal room use, at least briefly. Len will take pictures of the process, and Mary will help create a document to be shared with residents, so they are prepared for the work in their unit. Fourteen of the forty test windows have been completed. A per window cost will be solicited from ABEE Windows. Windows are slated for replacement in fifteen years. Regular maintenance will be required at regular intervals going forward.

Social Committee: While **Fridays at Five** are generally the 3rd Fridays, for the next few months they have been changed to align with other activities a bit better. This month it will be on the 29th, June on the 26th, and July on the 24th.

We are considering some changes to the Tate library. Users should look for a simple check out question to answer on a clipboard. That should give us some direction.

The **Speaker Series** will host Dennis Deck this Sunday, the 24th at 4pm. He will speak and show slides of his March trip to Panama featuring birds, mammals, and butterflies. You may remember his slide show of an Africa trip earlier this year. Shirley Betournay, of the Extension Service, was planning to talk to us about spring planting but has had to take a medical leave for a few months. But we are planning to hear about the Eugene Symphony soon. Mary Leighton suggested a speaker to discuss the local flora and fauna.

The **Tate 20th Anniversary** planning is underway. We are looking at 2 dates, August 14th and August 28th as we try to coordinate with another activity. You can pencil in both dates for now.

Insurance committee: All units carry insurance and the annual record has been updated.

Art Committee: The annual art show is in August with the theme of the four seasons.

Landscape Committee: The end ash tree does not have ash borers and is OK. The herb garden is up and running.

Old Business: The envelope study is every five to seven years and is conducted by Schwint with the assistance of the reserve committee. Members are Diane Solinger, Lew Powell, Lauren Dame, Mark Hudson and Len Lewandowski.

New business: Dean moved and Mary seconded the installation of a cellular dialer to replace the landline phones for the fire alarm system. After the cost of installation(\$1,150) and monthly monitoring(\$50), we should save \$2,500 yearly with the removal of the analog phone for the fire alarms.

The next informal board meeting will be Wednesday, June 10th, at 3:30pm.

The next HOA Board meeting will be held Wednesday, June 17th, at 4pm.

The meeting was adjourned at 4pm.

Tab 2

