

# BOARD OF DIRECTORS MEETING MINUTES

Date: Friday – August 11, 2017  
 Time: 10:00 noon  
 Location: MAC Club

DIRECTORS PRESENT: EXECUTIVE DIRECTOR: Laura McDermott (Yes)

DIRECTORS:	Yes/No	DIRECTORS	Yes/No
Andrea Klopfenstein	Yes	Laura Hall	Yes
Angela Shinn	Yes	Sara Eanni	Yes
Barb Casey	Yes	Wes Finchum	No
Connie Plowman	Yes		
Jason Grosz	Yes		

1. Meeting called to Order at 10:05 am
2. Approval of Meeting Minutes
  - a. Board Meeting Minutes of July 6, 2017 – Approved
3. CED Report
  - a. See report in Board Packet
  - b. Focus is on Sponsorship packet
4. Treasurer’s Report
  - a. There is a variance of \$3500 – Andrea & Laura McD investigating
  - b. Bank signature card needs to be signed (done at the end of the meeting)
  - c. Need access to 2 additional financial websites:
    - i. Xero – done
    - ii. CAI Oregon – done
    - iii. Strife (for credit cards) – email sent to Jed
    - iv. Paypal – email sent to Jed
  - d. Cash flow concern – Consider sending link for Sponsorship packet and minimize printing. Motion made and 2<sup>nd</sup> to not print any hard copies of the 3<sup>rd</sup> Quarter magazine.
    - i. Roll call vote:

Jason	Yes	Laura H.	No
Andrea	Yes	Sara	No
Connie	Yes		
Barb	Yes		
Angela	Yes		

Motion carried. This is a financial decision and part of the Board’s fiduciary responsibilities.

## 5. Committee Reports

- a. Events:
  - i. Results of cruise: 90 registered, 80 showed
  - ii. Golf tournament: Dry-run of registration process on August 16
- b. Marketing:
  - i. Summer magazine: “catching up”
  - ii. Fall magazine: Almost done, needs editing
  - iii. Will be reaching out to other committees for servicing any marketing needs
- c. Membership
  - i. July roundtable: Well attended
  - ii. Presenters: Consider having CAI-branded materials to hand out
  - iii. September roundtable: Needs a “free” location (suggest Villebois in Wilsonville)
  - iv. Note: Roundtables are designed to be a “safe environment” with no sponsor
  - v. Action Item: Andrea to take question about sponsors back to the committee
  - vi. Suggestion: Identify topics for the year in advance
- d. Education
  - i. September & October meetings: Speakers selected
  - ii. November meeting: Needs speaker on Environmental Impact
  - iii. Action Item: Barb & Laura H. to provide suggestions to Jason
- e. CA Day
  - i. Topics picked for 2018 and preparing RFPs
  - ii. Timing of presentations has been adjusted
  - iii. No August meeting. Next meeting: September 18
- f. Sponsorship
  - i. Sponsorship packet due in September. Laura McD working on it.
- g. LAC
  - i. See attached email regarding “City of Portland”
  - ii. If you plan to attend City Council meeting, coordinate with Barb at V-F
- h. Welcome Committee
  - i. Need new Committee Chair
- i. Awards
  - i. Action item: Laura McD to send out email regarding upcoming awards

Note: Proposed 2018 budgets from each committee are due to Laura McD. Andrea will “roll up” the numbers into the overall budget for 2018.

OLD BUSINESS:

6. Ideas for generating revenue for CAI (See list below)
  - a. Review and prioritize list at the September board meeting
  - b. Action item: Review your idea(s). Determine “low hanging fruit” – ideas that provide the biggest financial gain, for the smallest effort/time/cost. If your idea is targeted for 2018, what is the impact on 2018 budget? Come prepared to discuss. (All)
  - c. Action item: Connie to provide a template and a reminder

NEW BUSINESS:

7. Committee Operational Policy
  - a. Action item: Review for discussion at September board meeting
8. Next Meeting – Friday, September 8, 2017
  - a. Start time: 9:00 am. ← NOTE
  - b. MAC Club, followed by September luncheon
9. Meeting adjourned at 11:00 am.

Respectfully Submitted,  
Connie Plowman  
CAI-OR Secretary

*Results of brainstorming ideas:*

- Create Outreach Committee (dedicated to contacting potential new members) - Sara
- Conduct Reverse Tradeshow - Barb
- Visit Neighborhood Associations – Laura H.
- Target new “builds” for potential members – Laura H.
- Insert membership application in magazine – Laura H. and Sara
- Capitalize on what we already do well: Events (i.e. create new sponsor opportunity for Realtor events) - Jason
- Create and sell customized calendars - Connie
- Provide a Product Store for logo items - Connie
- Sell tickets for “spin the wheel” event at luncheons - Connie
- Create a CAI-Oregon bookstore - Connie
- Hold Bingo games with selling customized bingo cards - Connie
- Conduct raffles - Connie
- Hold committees accountable for their budgets (revenue projections and spending) - Angela
- Merge OWCAM and CAI - Wes

**SUMMARY OF ACTION ITEMS:**

	Action Item		Assigned To	Due Date
1	Take question back to committee about having sponsors for the roundtables		Andrea	
2	Provide suggestions to Jason for Nov. speaker on Environmental Impact		Barb & Laura H.	
3	Send email regarding upcoming awards		Laura McD	
4	Obtain proposed 2018 budgets from each committee	Review at Sept board meeting	Committee chairs	
5	Review your brainstorming ideas, come prepared to discuss in detail	Discuss at Sept board meeting	All	
6	Send template for prioritizing ideas and a reminder notice		Connie	
7	Review Committee Operational Policy draft	Discuss at Sept board meeting	All	

## LAC REPORT

**From:** Barbara Z. Kanz

**Sent:** Thursday, August 10, 2017 2:09 PM

**To:** Rich Vial; Alan Brickley; Bob Oleson; Denise Bower ; Greg Coxey; Howard Feuerstein; David Bennett; John Gibbon ; Karna Gustafson; Karna Gustafson-COBA; Michael Hanifin; Michelle D. DaRosa; Rebecca Tom; Rich Thompson ; Ron Balash; Deana Doney; David Schwindt; Marshall Fant; P. Stephen Russell III

**Cc:** SCOTT BARRIE

**Subject:** Important- Proposal by City of Portland affecting HOAs

Folks,

Denise alerted me to the City of Portland's code (Chapter 17.108 Residential Energy Performance Rating and Disclosure), adopted but not yet in effect, and the proposed administrative rules relating to Home Energy Score. *See below information and attachments.*

I have talked with John Gibbon (active with Portland issues) and Michael.

The concern is that requirements are imposed on unit owner associations and others (should have been a reference to HOA under PCA). *See* definition of "Seller", 17.108.020T. in attached Code and Proposed Rules. It is clear that the drafters do not understand the world of HOAs.

In addition to definitions that do not correspond with the probable intent and less than clear drafting, for me, after only a quick look, there are at a minimum of three significant issues (discussed with Michael):

1. The HOA is NOT a party to the transaction and should not be required to provide information directly to the purchaser (only via owner). The OCA and PCA have intentionally specified that the association provides the information to the owner.

ORS 100.475(3)(b). Upon request of an owner or owner's agent, **for the benefit of a prospective purchaser**, the board of directors shall make and deliver a written statement of the unpaid assessments against the prospective grantor or the unit effective through a date specified in the statement, and the grantee in that case shall not be liable for any unpaid assessments against the grantor not included in the written statement. \* \* \*

ORS 100.480(11). The association, within 10 business days after receipt of a written **request by an owner**, shall furnish the requested information required to be maintained under subsection (10) of this section.

2. Whether the City has authority to impose an obligation on an association subject to the OCA or PCA. If the requirement to obtain and provide information is an important policy, the requirement should be in the OCA and PCA as a reserve study is. There will be cost that should be a common expense to the extent that it affects all or the affected units or lots should be specified and the method of allocation. Potential liability!

3. Why is this disclosure requirement not in ORS 105.465 et seq.?

**PLEASE REVIEW. There is a hearing scheduled for August. 24. I think CAI (probably from LAC) needs to respond. Also, perhaps Rich with Rep. hat and VF practice. Rich is off bird watching in Bolivia until late next week so have not had an opportunity to alert him.**

John is checking further and Deana may have information from involvement with PMAR. Michael is reviewing further, but the REA probably will not take a position other than as a resource if needed like during the legislation session.

SORRY FOR THE RAMBLING!

**THANK YOU!**

**Barb**

### **Administrative Rulemaking**

#### **Notice of Administrative Rulemaking for City of Portland Home Energy Score**

BPS is now developing amendments to Administrative Rules for the City of Portland Home Energy Score program that were adopted by the Director of the Bureau of Planning and Sustainability on June 8, 2017. Draft amendments clarify residential energy performance rating and disclosure requirements for home sellers, home builders, and home energy assessors.

We are now inviting the public to comment on these amendments, available for review [here](#). The public comment period will officially open on **July 24 and will end on August 24, 2017 at 6 p.m.** BPS will hold a public hearing on the draft administrative rules on **August 24, 2017 from 4 to 6 p.m.** at 1900 SW 4<sup>th</sup> Ave., Room 7A (seventh floor), Portland, OR 97201.

Please [submit comments](#) between July 24 and August 24. Written comments also may be sent via email to [kyle.diesner@portlandoregon.gov](mailto:kyle.diesner@portlandoregon.gov) using subject line: "Home Energy Score comments" or similar, or by mail to: Bureau of Planning and Sustainability, Home Energy Score comments, 1900 SW 4<sup>th</sup> Avenue, Suite 7100, Portland, OR 97201. Comments received after 6 p.m. on August 24 will not be considered part of the record.

#### **Adoption of Administrative Rule for Portland City Code Chapter 17.108 – Home Energy Performance Report**

[Administrative Rules](#) for Home Energy Performance Reports were adopted on June 8, 2017. These rules address the design, layout and content of the home energy performance report, as defined in the [code](#). BPS published notice of the rulemaking in the Oregonian on Sunday April, 30, 2017 and the Monday edition of the Daily Journal of Commerce on May 1, 2017. The public review period officially ran from May 15-26, 2017. BPS held a public hearing on May 25, and all present were given an opportunity to be heard. All letters and comments received by the published deadline were also entered into the record and considered.

Link to page

<https://www.portlandoregon.gov/bps/28534>

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