# Parkside at Woodbridge HOA

## Minutes of the Annual Budget Ratification Meeting held at Kappes Miller’s office in Bellevue on December 10th, 2007.

### Minutes taken by Fergus Stewart.

### Present

* Marek Jedrzejewicz – HOA President
* Brent Best – HOA Vice President
* Howard Hillinger – HOA Secretary
* Michael Gordon – Kappes Miller Management
* Atin Bansal (+1) - Resident
* Carolyn Kitchens - Resident
* Fergus Stewart- Resident
* Sriram Ramaswamy - Resident

Michael opened the meeting at 7pm.

The purpose of the meeting was to discuss the budget. The budget had already been approved by the board, so there would be no changes to the budget. Any change would require a vote by a majority of residents. A majority is 50% of the voting SQFT of the properties.

Michael and Howard discussed the major items in the budget, the fire alarm monitoring and window cleaning.

 Carolyn raised a concern that her fire alarm was not tested for two years. Each time the test was scheduled, she had stayed home, to provide the technician access to her unit, but they did not show up. Although Kappes Miller was contacted several times, the issue was never resolved. The fire alarm was tested in 2007.She asked what actions Kappes Miller takes, to hold maintenance companies to account, in situations like this. Atin asked that Kappes Miller solicit feedback from residents on how well the service companies performed, to determine whether to continue using them in the future.

**Action on Michael, to put this feedback mechanism in place**

Carolyn asked whether we have earthquake insurance. Nobody was able to answer this question. Michael will check, and inform those present.

**Action on Michael, to report whether we have insurance or not**

There was a discussion on the lack of communication by Kappes Miller, and the board, with residents. There have been no minutes of board meetings since May 2006. Fergus requested that board meetings be advertised one week in advance, with an agenda. All residents present agreed that minutes should be taken at board meetings, and published to townhome owners.

**Action on the board, to distribute minutes after each meeting**

Residents had been surprised by the window cleaning when it happened this summer, and this was particularly disappointing given the problem with breakins at that time. Those present requested that residents be informed of the dates of the window cleaning, well in advance.

**Action on Michael, to put a process in place for informing residents in advance**

Atin and Fergus both asked for the schedule for yard maintenance at this time of year. Their yards have not been serviced for some time, and they wanted to know what expectations they should have on frequency of yard maintenance.

**Action on Michael, to share this information with residents**

Fergus pointed out that during last summer, some of the shared grass areas had been over-watered, resulting in stagnant pools of water. He had one of these next to his garage for most of the summer. This had been reported to Kappes Miller, but nothing had been done. Kappes Miller will clarify the process for residents to report wasteful over-watering, so that it can be fixed, and excess costs can be avoided.

**Action on Michael, to put this process in place**

It was suggested that schedule information for window cleaning, fire alarm maintenance and yard work could be made available to residents proactively, in a calendar on a web site. This site could also be used to advertise board meetings in advance, with their agenda, and to post the minutes of board meetings after they are held. Fergus agreed to get this site up and running. Marek is concerned about the security of personal information on such a site, so it will need to be secured with IDs and passwords provided only to HOA members (all residents of Phase 2 townhomes).

**Action on Fergus, to get the web site up and running**

Fergus asked why Kappes Miller’s management fees had risen to $13,061, from $11,547, a 13.1% increase at a time when inflation is around 2.5%. Michael initially responded that this must be an error in the budget, because Kappes Miller raises their fees by no more than 3.5% each year. Upon examination by the board, a two-part explanation was offered:

1. This number is the “expected spend” in the budget, and is not the actual billing from Kappes Miller.
2. This “expected spend” had not been increased in the budget, from 2006 to 2007, so we were looking at two years of increase, in a single year.

Kappes Miller bills the HOA a fixed monthly fee that is the same each month, the amount is set at the contract renewal on March 1st.

Fergus asked about the status of the program to proactively replace the fire dampers in each unit, since they are known to be faulty, and are superseded by an upgraded unit that is provided at no charge by the manufacturer. Fergus’s fire damper failed in December 2006, and he had it replaced by Olympic Mechanical, the original installer of the townhomes heating systems, at no charge. He had suggested to Jordan Crump at Kappes Miller, in January 2007, that the dampers be replaced proactively. Jordan had responded that he would raise this with the board, but no action has been taken. Fergus has helped several other townhome owners whose fire dampers have failed, and is concerned that the offer of free replacement units under warranty may not be available forever, so we should act to get them replaced now. Sriram voiced his concern about this, since his two dampers failed recently, and he spent several hours in the cold before calling a technician who temporarily fixed the problem.

**Action on Michael to provide a status update on this, to all present, by January 15th 2008**

Fergus pointed out that since Brent Best is moving out of Woodbridge, his seat on the board should become vacant, and asked what the process is, to appoint a replacement. Additionally, the President’s position will become vacant this spring, when Marek completes his three-year term. Michael responded that an election would need to be held for Brent’s seat on the board. Michael’s suggestion was to hold an HOA meeting in February, and run the election at that meeting. All townhome owners will be informed of the meeting in advance, so that they can attend and vote, alternatively they can vote by proxy.

**Action on Michael, to set up the meeting and advise all residents well in advance**

The meeting closed at around 8:20pm.