

## **Parkside at Woodbridge HOA**

### **Minutes of the April 2008 HOA Board Meeting**

**April 10<sup>th</sup>, 2008, at Carolyn's home**

**Minutes taken by Fergus Stewart.**

#### **Present**

- Michael Gordon – Kappes Miller Management [mgordon@kappesmiller.com](mailto:mgordon@kappesmiller.com)
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer
- Howard Hillinger – HOA Secretary

Michael opened the meeting at 7pm.

The minutes of the last annual homeowners meeting on February 26<sup>th</sup> were approved.

#### **Positions on the board**

The roles on the board were divided up as above. Fergus has 2 years remaining, Carolyn 3 years, and Howard one year.

#### **Finances**

The details of the finances for January and February were reviewed. Details of March finances were not yet available.

\$1800 was added to the reserve fund in January, bringing it to \$34,000. There was no transfer to the reserve in February, because of the additional payments for earthquake insurance and to Olympic Mechanical for the heating actuator replacement.

The reserve fund is held in a money market account that doesn't earn much interest. Michael will look into whether we could move some of the funds to a high-earning account, especially as the balance grows.

Sewer and storm water are well over budget. Irrigation is well under budget. Of course irrigation costs can be expected to be lower at this time of year.

The City of Redmond costs for water (irrigation), water (other), sewer and storm water appear to be misallocated. The sum of these costs is similar to the sum of the same costs for the Phase 1 townhomes, but there is a lot of difference in the cost of each item, between Phase 1 and Phase 2. Michael will examine the costs, to determine the correct allocation, so that the budgeting will be clearer in the future.

The management fee, for Kappes Miller, will increase in March by the Cost-of-Living index for Seattle. Our contract with Kappes Miller ties the increase to this index every year.

There was a \$500 one-time charge for sprinkler system repairs upon startup at the beginning of the season.

### **Fire alarm maintenance**

Following the last meeting, Michael had determined that we are paying for eight phone lines, used for alarm monitoring. There is one for each building. We pay for alarm inspections (testing), and alarm monitoring.

Absco alarms completed the bi-annual fire alarm test on Saturday March 15<sup>th</sup>. Michael told us that Redmond codes mandate that testing happens twice a year. Each unit must be tested once a year, so about half of the units are tested each time.

Residents whose units were to be tested on this visit had been notified with a letter. But since the alarms were sounded, the test impacted all residents. In future Kappes Miller will notify all residents of every test, so that nobody is surprised when the alarms sound.

### **Action on Michael to make sure this happens**

### **Comparison of alarm maintenance contracts between Phase 1 and Phase 2 townhomes**

There was a discussion about combining alarm maintenance contracts between the Phase 1 townhomes and the Phase 2 townhomes. Right now the two contracts are as follows:

	<b>Contractor</b>	<b>Annual cost, per unit</b>	<b>Contract renewal date</b>
<b>Phase 1</b>	Procom	130	September 2008
<b>Phase 2</b>	Absco Alarms	140	June 2008

Michael will investigate whether we could go month-to-month when the Phase 2 contract with Absco expires, and get quotes for the renewal of both contracts in September. We would offer all the business to each company, for the 42 units in Phase 1, and the 24 units in Phase 2. Soliciting bids for the 66 units should get a better per-unit price. Separate contracts would still need to be signed with the single vendor, since the two HOAs are separate legal entities.

Michael believes there are other companies that are better than both Absco and Procom, and so we may well end up with a better service at a better price. We will use this as a test case, to develop the process for better leveraging the purchasing power of the two townhomes HOAs.

### **Action on Michael to start this process, and to ensure that our contract with Absco does not automatically renew in June**

### **Replacement of the heating actuators**

This work was completed, except for two units because those owners were not at home when the work was done. Howard will contact the owner of one of those, and Fergus will contact the other. Olympic will charge us the same per-unit cost for completing those last two, provided we schedule them together. Three units had already had their actuators replaced, free of charge.

**Action on Howard and Fergus to complete this**

### **Building warranty**

State law mandates a 4 year warranty on our buildings. If this warranty is still in effect, we should use it to get any construction defects fixed for free, before it expires. That could avoid expensive maintenance later. Phase 1 townhomes hired an independent consultant to identify any problems that are covered under the warranty, and it was very effective. Michael will check immediately on whether the warranty is still in place. This is the top priority action item from this meeting.

**Action on Michael to check whether the buildings are still under warranty**

### **Landscaping**

The board will perform a walk-through with the landscape company's representative. This will be used to discover any issues like overwatering, or other landscaping problems. It will likely be around 4pm on a Friday afternoon, to make it easy for the board to be there.

**Action on Michael to schedule**

### **Comparison of costs and contracts between Phase 1 and Phase 2 townhomes**

Michael has supplied details of all the expenses that Phase 1 and Phase 2 townhomes are paying. Fergus has posted these in a spreadsheet on the Google group. There are some big differences between the two HOAs, and in some cases we are even contracting for the same service with different companies. Carolyn and Fergus will examine these in detail, and submit a detailed list of questions to Michael about them. Michael will then investigate and provide answers at the next HOA board meeting.

**Action on Fergus and Carolyn to provide the list of questions to Michael**

**Action on Michael to investigate these, once received, by the next board meeting.**

The meeting closed at around 9:20pm. The next board meeting will be held on May 8<sup>th</sup> at 7pm, at Carolyn's home.