

## **Parkside at Woodbridge HOA**

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

**July 14<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 had advised us in advance that he wouldn't be able to make the meeting.

Mike opened the meeting at 7pm.

The minutes of the last board meeting on June 16<sup>th</sup> were approved.

#### **Follow-up from the previous meeting**

Mike informed us that 9 out of the 24 townhome owners pay their HOA dues using Kappes Miller's ACH payment program. A number of others push the payment from their bank to the HOA's account. We won't print and mail coupon books for these townhome owners in December, in order to reduce unnecessary printing costs.

Since Howard wasn't able to be with us, Fergus will ask him via email about the progress of his walk-around of the homes, to look for any construction problems that may need to be addressed.

#### **Action on Fergus to contact Howard about this**

#### **June financial statement**

We put two month's worth of payments into the reserve fund. This goes towards catching us up, so that we are now two months behind on payments into the reserve. Previous minutes provide details on the months when we were unable to make payments into the reserve fund.

We had a bill for \$382.86 for repairs to pest control screens and flashing in 188<sup>th</sup> Place.

There were some adjustments to the water bills, to correctly apportion the five water charges that we pay.

There was a discussion about the payment of monthly dues. Four residents are overdue, but for three of these the sums are small (\$2.00, \$0.80 and \$ 0.04). We will forgive these, in order to take them off the report.

Mike has now provided complete financial details in spreadsheets for all expenses, by month, for Phase 1 and Phase 2, going back to January 2007. Fergus will now analyze this data. Mike will update the spreadsheets with the latest data each month, so that we can easily keep track of expense variations and see patterns.

### Verizon Fios

Fergus has been in discussions with Verizon. Verizon are going to present an amended contract for the board’s signature.

There are three unterminated telecom cables laying on the ground at the utility entrance to 18878 NE 67<sup>th</sup> Way. We’ll ask Verizon about that when they ask us to sign the Fios contract.

### Landscaping

Mike has obtained quotes from the landscaper for the recommended work.

- Replace large flax with dwarf version at building entryways (NE 67th Way only) - \$300.00
- Flagstones, to minimize soil erosion (18874 NE 67th Way) - \$600.00
- Mulching, to minimize soil erosion (188th Place NE only) - \$1,800.00

We’ll have the work completed. The tree replacement has already been completed and paid for.

The upgraded flow sensors, check heads and weather stations that would make our sprinkler system more efficient, and so result in lower water bills, are not covered by the City of Redmond’s new rebate program. Mike will provide Carolyn with detailed information on the hardware upgrades that would save us water, and Carolyn will visit city hall to petition for these to be included in the rebate program. Woodinville and other nearby cities do include this equipment in their rebate programs.

### Annual maintenance

Mike has received the following bids:

	<b>Gutter cleaning</b>	<b>Window cleaning</b>	<b>Power washing</b>	<b>Moss removal</b>
<b>Interlake</b>	2,290	959	978	2811.25
<b>NW Ultraclear</b>	920	1,200	No bid	1,320
<b>TC Quality</b>	1,500	1,800	No bid	600
<b>PC maintenance</b>	No bid	No bid	957 if just Phase 2 816 if Phase 1 and 2	No bid
<b>Coopers</b>	No bid	No bid	893 if just Phase 2	No bid

			816 if Phase 1 and 2	
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We decided not to do gutter cleaning. There are no large trees in the area, so the gutters do not fill up with leaves from overhanging branches. We'll ask all residents to keep an eye on all the gutters: if you see a gutter that's overflowing when it rains, please contact Mike Gordon at Kappes Miller.

There is moss only on small areas of some rooms. Fergus and Carolyn will make an inspection, and record what needs doing, so that we can look at whether it makes sense to call out a moss removal service.

**Action on Fergus and Carolyn to make a walk through to look at the moss.**

We looked at the prices that the larger Woodbridge HOA is being quoted for this work, and they are higher than the lowest quotes we have. Mike's recommendation, based on his experience, is that we use Interlake. The Interlake prices assume that they will get the work only for our Phase 2 townhomes. Mike will ask Interlake what their quotes would be if we selected them for both window cleaning and power washing, and for both Phase 2 and Phase 1 townhomes. If that brings the quotes down, the board will agree by email and the work will go ahead.

**Action on Mike to get the revised quotes. First ask for a better deal if we give them both the window cleaning and the power washing business. Then ask them for a still better deal for giving them the work for all 66 townhomes in both phases.**

We discussed fence painting and decided that it's not necessary at this time.

**Pest control**

Sprague were called to remove some hornets nests from roof overhangs, but one nest is still visible on 18878 NE 67<sup>th</sup> Way. Sprague perform their service on a regular basis. Mike will ask them to make sure that all hornets nests are dealt with on their next visit to the property.

The meeting closed at around 9:00pm. The next board meeting will be held on August 18<sup>th</sup> at 7pm, at Carolyn's home.