

## **Parkside at Woodbridge HOA**

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

**October 20<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 probably wouldn't be able to make the meeting.

Mike opened the meeting at 7pm.

There was no board meeting in September, so we reviewed two months of business in this meeting.

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

The window washing was completed. The contractor showed up late on the assigned day, so did not complete the work that day. Then they showed up the following day, to complete the work. Even then they missed at least one storey of one unit. Fergus contacted Mike's standin who organized for them to show up at a later date and finish off the job. Mike reports that this is pretty much the normal service level when dealing with such contractors.

We will not do power washing of the entryways this year. Now that we are in the rainy season, a lot of the benefit of doing so would be lost. Fergus learned from this year's experience:

- Schedule the power washing as soon as the rain stops, around April/May.
- Schedule the window washing after the power washing, so that the windows are not dirtied by the power washing.

**Action on the board to do it like this next spring.**

#### **August financial statement**

We're now one month behind on reserve contributions.

Variances from budget:

- We paid 2 months landscaping (contract). This was because we did not pay in July

- Landscape (other) was \$123 over. This was for replacement of flax plants in the entryways.
- Water cost was \$740 above monthly budget, but that's normal for August.

### September financial statement

We're two months behind on reserve contributions.

Variances from budget:

- Brandywine landscaping charged us twice for the same amount:\$654. Mike has questioned this, asking for a full explanation of the charge.

**Action Mike to get us a really good explanation, or deny the charge.**

- We were also charged \$733 for irrigation system repairs. This has not been paid yet. Fergus is concerned about the charges for repairs to the system, which seem to be excessive. He will add up all the charges for this in 2008, to see how much we have been billed.

**Action on Fergus to sum the charges.**

- We paid two months telephone charges. This looks like an error.

**Action on Mike to investigate.**

### Reserve Study

The annual update to the independent reserve study has been completed, and the report for 2009 was provided. It has been uploaded to the Google group. This was an update to the full study that was completed last year. It cost us \$800. Redmond City regulations require that we have a full study completed every three years, and an update every year. Apparently we cannot avoid this.

### Budget

Mike presented his first draft of the 2009 budget, which shows a projected increase of 11.6%. A copy has been posted on the Google group. This precipitated quite a lot of discussion. Fergus will review the proposed budget and it will be discussed at the next board meeting on November 10<sup>th</sup>. The budget needs to be ratified by November 20<sup>th</sup>, so that invitations can be sent out for the budget meeting that must happen in early December.

### Fire alarm inspection

On November 8<sup>th</sup> Absco Alarms will test the alarms in the 14 units that were not tested earlier this year. They will need to enter those units in order to make the tests, so we need to inform unitowners, asking them to have someone at home on that day. If not enough units are tested on November 8<sup>th</sup> (Mike believes we need to test 80% of units in total), then we may have to pay for a third inspection date, in order to meet the threshold and comply with City of Redmond regulations.

**Action on Fergus and Carolyn to inform unitowners.**

The current practice is to attempt to inspect half of the units in the spring, and the other half in fall. Fergus will ask Mike if we can change that to inspect all units in one day in the spring, and then use the second

inspection only for the units to which the alarm company could not gain access. This could reduce the possibility of a third inspection, and the associated charge.

Mike is negotiating with the fire alarm companies right now. Today we have three different companies providing maintenance and monitoring for Phase 1 and Phase 2. If all this work is offered to as a package to the incumbent alarm companies, and to all the other companies approved by the City of Redmond, Fergus expects to lower the costs. The annual cost of running the fire alarms (testing, repairs, monitoring and telephone lines) is around \$14,000, or 16% of the total HOA budget.

The meeting closed at around 8:30pm. The next board meeting will be held on November 10<sup>th</sup> at 7pm, at Carolyn's home.