

## Parkside at Woodbridge HOA

### Minutes of the April 2009 HOA Board Meeting

May 4<sup>th</sup> 2009, at Carolyn's home

Minutes taken by Fergus Stewart

#### Present

- Mike Gordon – Kappes Miller Management [mgordon@kappesmiller.com](mailto:mgordon@kappesmiller.com)
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer
- Sriram Ramaswamy – HOA Secretary
- Eva Schoenleitner - Resident

Mike opened the meeting at 7pm.

#### Follow-up from previous meeting's minutes

The mystery of the alarm telephone lines continues. Mike was informed by Verizon that we must have long distance service for these lines so that they can be used to call the monitoring center's 1-866 number. But during the meeting Carolyn proved that a 1-866 number can be called from a phone that has local-only service. We asked Mike to contact Innovative alarms and Verizon, to understand why we have long distance service. Mike has told us that if we had local-only service, the phone bills would be halved, saving about \$170 per month. We could make this change with just one day's notice.

**Action on Mike to raise this again with Innovative, so that we can understand whether we really need long distance service.**

#### April financial statement

We paid two months of contributions into the reserve. So we are now up to date in funding the reserve for this year.

We pay about \$50 in bank charges, and this is based on the number of transactions we make. We are currently with Foundation Bank; Mike was asked to look into whether we could get free banking services by switching to another bank.

**Action on Mike to investigate lower cost banking services.**

We paid \$52 for photocopies. Since Kappes Miller charges 17 cents per copy, we apparently had 306 photocopies made. Mike could not explain this charge, and will investigate.

**Action on Mike to investigate why we were charged for photocopying.**

We paid \$116 for irrigation water. This is because of the leaking water meter. The city has confirmed that we will receive a refund for the water used.

## Landscaping contract

The status on the outstanding items from the walkthrough is as follows:

Item	Status	Next Steps	Cost
<b>Large fir trees</b>	There are 10 trees that are very large and growing quickly. They are close to buildings, and so are starting to cause problems.	We have four options: 1. Cut them down and cover the stumps. \$800. 2. Cut them down, remove the root ball, then add soil. \$1,250. 3. All of (2) and add a replacement tree, at additional cost. 4. Do nothing. Deal with the problem in a future year.	See left column.
<b>Waterlogging at 18878 NE 67<sup>th</sup> Way</b>	No problem with drainage	Adjust sprinklers	None, maybe a saving, from using less water!
<b>Waterlogging at 18932 NE 67<sup>th</sup> Way</b>	Problem with drainage	Remove turf under gate. Add sand and soil to help drain	\$300
<b>Waterlogging at 6503 188<sup>th</sup> PI NE</b>	Problem with drainage	Remove turf under gate. Improve grade to help water flow towards drain	\$350
<b>Waterlogging at 6507 188<sup>th</sup> PI NE</b>	Problem with drainage	Remove turf under gate. Add some sand to soil.	\$300
<b>Optional</b>		Aerate above 3 areas	\$100
<b>Optional</b>		Top dress above 3 areas with sand	\$450
<b>Plants growing against buildings</b>	Being cleared by regular maintenance	Continue to monitor	
<b>Electric cables</b>	Landscaper, Verizon and Comcast have all denied ownership	Coil them up with cable ties	

### Fire alarm monitoring contract

Innovative are now our monitoring company. They will produce a bid to replace the Verizon phone lines with radios, in order to cut costs. Once we have this bid clearly explained, Fergus will post it on the Google group and the board will discuss it at the next meeting.

### Faded/moldy shingles at 18874 NE 67th Way

The board decided that this problem should be fixed professionally. Mike will get additional quotes for the work, which must be done during the dry summer months.

**Action on Mike to get additional quotes for this.**

### Power washing entranceways

Mike has received the following quotes to clean the entranceways:

Interlake	\$978
TC Quality	\$1000
Condo Construction Services	1563

We will use Interlake. Mike will schedule as soon as possible, and advise the board by email, so that the board can notify unitowners.

The following will NOT be included in this service:

- Patio areas in the enclosed gardens
- Driveways

### Window washing

Mike has received the following quotes:

Interlake	\$892 + \$120 for the skylights, for a total of \$1012.
TC Quality	\$1800

We will use Interlake, once the power washing is complete and the rain has stopped for the summer!

### Sprinkler efficiency audit

We are in line for a Cascade water audit. Mike Brent is the contact there. The audit will be at the end of May.

### Maintenance items

A new spring assembly was fitted to Fergus's garage door; the spring had broken and the door could not be opened. Cost not yet known. Fergus will investigate whether we should keep one of these assemblies on site ourselves.

**Action on Fergus to get work up a business case for this.**

Eva has an overflowing gutter. Fergus will help her fix that.

**Action on Fergus and Eva to clear or repair the gutter.**

**Verizon Fios**

The Phase 1 townhomes board has now signed their agreement, so installation planning should begin.

The next meeting will be on June 1<sup>st</sup>, at Carolyn's home.