

## Parkside at Woodbridge HOA

### Minutes of the February 2009 HOA AGM

February 23<sup>rd</sup>, 2008, 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 – Resident
- Leyla Rouh – Resident
- Kurt Aziz Cagatay – Resident
- Eva Schoenleitner – Resident
- Bart Serrano, by proxy – Resident

Mike opened the meeting at 7pm.

#### January financial statement

We made a partial payment of the earthquake insurance renewal \$2,860.96 (remaining annual premium \$1,458.08 due in October). We also paid some expenses that were incurred in 2008: \$1,660.45 to Brandywine for sprinkler repairs, mole control and stone pathway (discussed at prior meeting), and December's pest control treatment.

We paid \$177 for office expenses. Fergus asked Mike to produce a complete breakdown of this charge at the next meeting.

#### **Action on Mike to bring this to the next meeting.**

We did not fund the reserve. We'll write off the five months of contributions that we weren't able to make to the reserve last year, rather than continuing to carry these forward as an unpaid expense. Funding the reserve is a priority, and the budget should allow us to do so. We will push hard to fund the reserve in future months.

The electric charge is through early January, and so does not yet reflect the work that we have done changing light bulbs outside the garages to CFLs and repairing faulty switches. Fergus submitted a receipt for \$46.34 to Mike for reimbursement of the purchase of three light sensitive switches. The switches were bought on eBay as a pack of three, and two of them have been fitted, so Fergus has a spare switch in his garage. Please let the board know if you see any of these lights running during the day; that would indicate a faulty switch, and of course is a waste of electricity.

We were not billed for Kappes Miller's monthly charge.

Printing the coupon books cost us more than \$70. Fergus was the only one at the meeting who uses the coupons, everyone else who was present pays automatically, using electronic payment from their bank. So the coupon books are just discarded. We will implement a plan to make coupon printing the exception.

**Action on Fergus and Carolyn to create a plan to achieve this.**

### Landscaping contract

Brandywine's contract ends on February 28th. They have been continuing to maintain the grounds. The last payment to them will be for February.

Brandywine had been costing us \$1007 per month. We have received the following bids from other landscapers:

Contractor	Monthly cost
Premier	1188
Total	1062
Greenway	1609
Brickman	962

Brickman's price includes shutdown of the sprinklers in the fall, and startup of the sprinklers in the spring. Brandywine had been charging for that separately, at about \$700 per year.

The board voted to go with Brickman. They are the current landscaper for the larger Woodbridge HOA, so if they do not perform, we will have a big "stick" with which to hit them, the threat of losing not just our business, but also that of the larger Woodbridge HOA.

The Phase 1 townhomes will also go with Brickman, and in fact the price quotes above are based on the landscaper getting the business for both Phase 1 and Phase 2 townhomes HOAs. Of course, that gives us an even bigger stick to wield, if they do not perform.

There is a flooding problem in Eva's garden. We will ask Brickman to deal with that when we make a walkthrough with them in the next couple of weeks. If anyone has issues that they'd like us to raise with Brickman during the walkthrough, or if they'd like to join the walkthrough, please let Fergus know, so that we can schedule accordingly.

**Action on Mike and Fergus to schedule the walkthrough.**

### Gutter cleaning

With the recent heavy rains, some of the gutters had been overflowing. Mike got a quote of \$1490 from Interlake, to clean all the gutters. We don't have this money in the budget.

Fergus has already cleared two overflowing gutters, and will continue to do that, in order to minimize expenses. Fergus asked to buy a long ladder, jointly with one of the single family homeowners, in order to make this possible. Cost about \$100. We would use this to clear gutters, kill moss on the roofs and address the problem with Carolyn's shingles. There were no objections to this idea at the meeting.

If you see an overflowing gutter, please take a picture of it and inform Fergus. This is important; if water overflows the gutters for any period of time, it will cause structural damage to the building's siding. Sriram has seen one, and will take a photo.

### **Window washing**

Mike will start to get quotes for power washing the entranceways and window washing. We plan to do both in May, after the rain (hopefully) stops. The power washing will be done before the windows are cleaned. Window cleaning must include the skylights in the units that are over the garages.

### **Sprinkler upgrades and rebates**

Mike informed us that we are near the front of the line for an audit by Cascade Water, to evaluate improvements that we could make to the efficiency of the sprinkler system.

**Action on Mike to get us a scheduled date for the audit.**

**Action on Fergus and Carolyn to look into the available rebate programs.**

### **Alarm monitoring contract**

Innovative Systems takes over the contract on April 1. We have made the last payment to Absco.

### **Garage doors**

Eva's garage door has a problem, which Fergus is addressing. He has ordered the parts for this and presented Mike with bill of \$44.98 for reimbursement. Mike will bring a check for this, and the light sensitive switches discussed above, to the next meeting.

### **Election**

We needed to elect a third director to the board, to take Howard Hillinger's place. With 30.19% of the association present at the meeting, in person or by proxy, Sriram was elected to the open seat on the board by a unanimous vote.

The meeting closed at around 9:00pm. The next regular board meeting will be held in March, date to be determined, at 7pm, at Carolyn's home.