

Parkside at Woodbridge HOA

Minutes of the January 2009 HOA Board Meeting

January 19th, 2008, at Carolyn's home

Minutes taken by Fergus Stewart

Present

- Mike Gordon – Kappes Miller Management mgordon@kappesmiller.com
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer

Mike opened the meeting at 7pm.

Follow-up from the previous meeting

Fergus had asked one of the single family home owners about faded shingles on their home. They recognized the problem, but had no idea what to do to fix it Fergus will ask on the Woodbridge newsgroup, and at Home Depot.

Action on Fergus to investigate.

November financial statement

We are now four months behind in funding the reserve.

December financial statement

We are now five months behind in funding the reserve. We ended the year with a spend of \$94K against a budget of \$88K. The 2009 budget is \$95K, so we must continue to implement savings in expenses.

Mike has been working to resolve the billing disputes with Brandywine landscaping. We will pay some of their bills, and that will hit the January financial statement.

Landscaping contract

The Brandywine contract has not yet been terminated. Fergus asked Mike to notify them of termination the very next day, but we then agreed that this notice should be given to them together with the same notice from the Phase 1 townhomes HOA. The Phase 1 board meets next week, and we hope that they will join us in terminating Brandywine. In any event, Mike will give Brandywine our termination notice the day after the Phase 1 board meeting, no matter what is decided by the Phase 1 board at that meeting. The notice period is apparently 30 days.

Action on Mike to terminate Brandywine during the week of January 26th.

Mike has been soliciting landscaping bids from Premier, Total and Greenway. He believes that we should shortlist one or two of these, based on their bids, and then make a walkthrough of the property with the shortlisted bidder(s).

Action on Mike to schedule the walkthroughs.

Fergus has contacted NorthWest, which is the landscaper for the larger Woodbridge HOA. They seem very keen to get the business, and immediately recognized that by servicing all three Woodbridge HOAs, they should be able to deliver a very competitive price quote based on economies of scale. Mike told us that Kappes Miller has had problems with NorthWest at another property, so we will need to weigh that in the bid evaluation process.

Action on Fergus to schedule a walkthrough.

Sprinkler upgrades and rebates

Mike informed us that he had been talking with Barbra Sullivan at the City of Redmond. Sprinkler rebates will not come from the City of Redmond, but rather from Cascade water, where he is in contact with Mike Breck. We will have an audit in the spring, and that will recommend the best sprinkler upgrades for our situation, along with the available rebates.

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

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

Alarm monitoring contract

Innovative Systems has looked at the alarms and has confirmed their original price quote, which will save us about \$5,000 per year compared to the current contract. There will be no charge to switch the phone lines over to their monitoring system. We will switch over at the end of March, when the current Absco contract expires. Mike will give Absco notice this week.

Action on Mike to give Absco notice of termination during the week of January 19th.

Lights outside the garages

Fergus has replaced the bulbs with 5 Watt CFL bulb per lamp. The incandescent bulbs that were removed were mostly 15W or 25W, for a typical total of 40W per lamp.

He bought these online, including a 12 spares, and submitted the expense of \$191.71 as a petty cash expense for Mike to pay from HOA funds. The spare bulbs are in Fergus's garage storage, so if you see a blown bulb, let him know.

The lights are controlled by a sensor that is mounted on the outside wall of each building. It senses darkness, and turns on the lights. Fergus found that the lights on 18874 NE 67th Way and 18932 NE 67th Way are switched on 24 hours a day. The daylight sensors on those buildings are faulty, so he will buy replacements on eBay, at a cost of about \$25 each, and then fit them.

Verizon Fios

One of our residents had received a contract in the mail from Verizon, covering all the townhomes. Fergus contacted Verizon about this, since the board had signed and returned the contract to Verizon in August of last year. The Verizon manager involved immediately passed the buck to the Verizon manager who we worked with in August. Fergus sent an email to all the people we have dealt with at Verizon, asking them to move forward with Fios using the contract that we had signed and returned to them in August. This email was sent on January 17th, as of January 25th, no response has been received. If anyone has any contact with Verizon about this, please could they inform the board.

Maintenance

With the recent heavy rains, some of the gutters have been overflowing. Fergus had disassembled and cleared the blockage in the gutter at the back of 18932 NE 67th Way. There is still a problem above the entrance to 18874 NE 67th Way where rainwater runs down the building wall. That is too high to reach with most ladders, so Mike will get quotes for a contractor to inspect and clear all our gutters. This is important, if water overflows the gutters for any period of time, it will cause structural damage to the building's siding.

Action on Mike to get quotes.

Parking outside the garages

There has been a dispute about parking outside the 188th Place garages. An SUV is regularly parked in the driveway of one of the units. No parked vehicle can be allowed to obstruct access by the fire dept.

HOA Annual General Meeting and Election

The AGM will be held at Carolyn's home, 18874 NE 67th Way, Unit 103, on Feb 23rd, at 7pm. The main business at this meeting will be to elect a third director to the board, to take Howard Hillinger's place.

The meeting notice, the agenda for the meeting and a proxy voting form have been posted separately in the files area on the Google Group. These three papers will also be distributed by Carolyn to all residents, along with return envelopes for the proxy voting form.

If you're reading this, and decide that you do not need to receive these documents and the proxy voting form as physical pieces of paper, please let Fergus know that by email (fergus@pobox.com) so that we can minimize distribution costs.

The meeting closed at around 8:30pm. The next regular board meeting will be held in March, date to be determined, at 7pm, at Carolyn's home.