

Parkside at Woodbridge HOA

Minutes of the July 2009 HOA Board Meeting

July 13th 2009, 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
- Eva Schoenleitner - Resident

Mike opened the meeting at 7pm. We decided to start future meetings at 6pm.

Follow-up from previous meeting's minutes

The 208 copies that we were charged for were a resale certificate, for which a resident was also charged. Mike will see if he can get us a refund for \$47.60.

Action on Mike to process the refund.

Kappes Miller is still negotiating with different banks to obtain better terms. Mike will keep us advised of progress.

Mike will provide us with the list of who pays dues by check, using the coupon book, so that we can try to switch everyone to electronic payment and avoid the cost of printing the coupon books.

Action on Mike to provide us a list of who pays by check, using the coupon book.

We still haven't seen a refund for the water that was used by the leaking irrigation meter. To ensure that we get a full refund, Fergus will provide Mike with the number of the leaking meter, and the number of an irrigation meter that did not leak. Mike will compare the bills for those two for the period October 2008 through March 2009. That should show the difference in the bills for the months in which irrigation was not happening.

Action on Fergus to supply these by email to Mike.

We are waiting to see a phone bill for alarm monitoring phone lines, since we reduced service on those lines from long distance to local-only.

May financial statement

We paid into the reserve. So we remain up to date in funding the reserve for this year.

We are \$1,074 over budget year-to-date on Metro, which is the King County sewage processing charge. Fergus will investigate this.

Action on Fergus to investigate this charge.

Costs analysis

Mike will provide Fergus with the financial statements for phase 1 townhomes for the last year (July 2008 through June 2009) so that we can compare costs in a spreadsheet.

Action on Mike to email these to Fergus.

Landscaping

We need to make a walkthrough to look at the ten trees that Brickman says are candidates for cutting down. We will talk with residents who would be affected by the removal of these trees. Carolyn will investigate whether their current and futures size pose any risk to the buildings.

The trees in question are Western red Cedars and they are located in several different places, affecting many units.

Location	Other units affected	Unit owners opinions	Decision: cut or leave
6503, Unit 101			
6505, Unit 104			
6507, Unit 107			
6507, Unit 109			
6509, Unit 110			
6509, Unit 112			
18874, Unit 103			
18878, Unit 104			
18878, Unit 106			
18932, Unit 103			

Action on Carolyn and Fergus to make the walkthrough and risk assessment.

We have identified some trees that need to be trimmed because they are brushing against the buildings, at 18874 NE 67th Way, Unit 101 and 18878 NE 67th Way, Unit 106. At 6507 189th PL NE, Unit 107 a ground plant is growing up behind the siding of the building. Mike will ask Brickman to address these.

Action on Mike to ask Brickman to address these.

The landscape drainage work has apparently been completed at the three units concerned, one of which is Eva's. Eva was surprised to hear this and reported that her yard continues to be waterlogged. Fergus

will check with other residents to see what their experience has been. Mike will confirm with Brickman that the work has been completed and if so will report that it doesn't seem to be effective.

Action on Mike to confirm with Brickman that the work has been completed at all affected units.

The water-saving audit was completed by Cascade Water. Their auditor found a small leak in the sprinkler system that was quickly fixed by Brickman. We're awaiting the auditor's report.

There is an area of grounds between 6503 188th Place and the single family homes that is not being maintained. The homeowner believes that the grounds belong to us, in which case we should be maintaining them. Fergus will look at the plans to determine who owns the affected area.

Action on Fergus to investigate.

Painting shingles and shutters

This will be done on two of the buildings. It's expected to be complete by next week.

Window washing

This was completed. A skylight was missed in one unit, and subsequently cleaned. A screen was damaged in one unit and was replaced by Interlake.

Approval for air conditioning install at 6503 188th Place, Unit 101

Approval was granted with the following conditions:

- The equipment must be placed within the fenced yard of the property.
- Any damage to the building and common elements will be repaired at the unit owner's expense.
- Any damage to the building and common elements caused by operation of the unit in the future will be repaired at the unit owner's expense.

Maintenance items

We had one garage door spring assembly replacement, at \$337. Fergus had found that the cost of buying the parts alone to do that would be about \$100. Given that the replacement is quite a labor intensive job, and that residents want it done quickly, so that they can use their garage door, we won't try to DIY this work.

There was an overflowing gutter at 6503 188th Place which Fergus helped to fix. It was blocked with tree debris.

The next meeting will be on August 10th at 6pm, at Carolyn's home.

Note the time change to 6pm.