

Parkside at Woodbridge HOA

Minutes of the March 2009 HOA Board Meeting

March 23rd, 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

Mike opened the meeting at 7pm.

February financial statement

We wrote 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. We will push hard to fund the reserve with savings that we expect to make during this year. We did fund the reserve this month.

We did not receive a bill from Brandywine for February.

We paid \$86 for irrigation water. This is higher than Fergus expected, since the sprinklers have been shut down for the winter. Fergus looked at the irrigation water meters and found that the one outside 18932 NE 67th Way has been using 30 gallons/day, whereas the other two irrigation meters have not moved since December.

Fergus has shut off the supply to the water meter. Mike will engage the City to identify where the leak is, at no charge to us. Mike will also ask the City for a credit for the water used, from the date that Brandywine shut down the sprinklers for the winter.

Mike provided a complete breakdown of the \$177 office expense that we had this month. We paid \$60.35 and \$21.93 for copies. Mike will investigate this.

Action on Mike to find out why we were charged for copies.

We paid \$47.19 and \$38.92 for "Bank Analysis Charges". Mike will investigate what this is.

Action on Mike to find out what "Bank Analysis Charges" is.

We paid \$15.75 per month for "Archive Storage Box". This is the charge for Kappes Miller to hold the HOA's records.

Printing the coupon books cost us more than \$70. Fergus was the only one at the meeting who uses the coupon book, everyone else 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 to create a plan for this, and Carolyn to implement.

We have an upcoming payment to make to the larger Woodbridge HOA. The townhomes HOAs pay \$348 per unit per year into the Woodbridge HOA, this being 80% of the HOA dues for a single family home. Kappes Miller pays this in two installments, one in March and one in September. There has been some misunderstanding in the process by which the Woodbridge HOA bills the townhomes HOAs.

Fergus will ask the Woodbridge HOA to email us a bill for the September 2009 invoice, and Kappes Miller will pay that by the due date, in September.

Fergus will ask the Woodbridge HOA to email us an invoice for the two 2010 payments when they set their budget and dues later this year. That invoice will show the two payments due in 2010, and the dates they are due. Fergus will pass that to Kappes Miller, and Kappes Miller will then make those two payments on time in March and September 2010.

Fergus will ask the Woodbridge HOA to provide us with a copy of their 2009 budget, to support their existing invoice, and for copies of their budget to be provided to us in future years.

Action on Fergus to put this process in place with Ashish and Teena at the Woodbridge HOA.

Landscaping contract

Brickman has started work. Fergus has written up the notes from the landscaping walkthrough with them, and posted on the Google group.

Fire alarm monitoring contract

Innovative Alarms are set up and ready to take over the alarms at the beginning of April.

Verizon phone lines

We have eight phone lines, one for each building, connected to the alarm monitoring center. We are currently paying Verizon \$43 per month, including taxes, for each line. Fergus has a quote from Comcast for \$25 + tax per month for each line.

Mike believes that we do not have a contract for these lines, rather we pay month-to-month. Mike will confirm this with Verizon, and tell them that we are about to switch all the lines to Comcast, to see if they will cut their price.

Action on Mike to confirm with Verizon that we don't have a contract, and to invite them to bid lower.

If Verizon don't underbid Comcast, we will switch all the lines to Comcast. There are some logistics in order to effect this changeover, and it may require co-ordination with the alarm monitoring company. Fergus asked Mike to make Innovative alarms aware of these plans.

Action on Mike to make Innovative aware of what we plan to do

Carolyn's shingles

Bob of Condo Construction services had come by to look at the problem. The shingles were apparently stained when wet, and that is why the stain is now faded. We cannot address this until the dry weather in the summer. Bob quoted \$1900 to repair the problem; we hope to do it ourselves for the cost of the paint. Fergus will research the paint type and color in the master files.

Window cleaning

Mike has started to get quotes for window cleaning, including skylights, and power washing the entranceways. We plan to do both in May, after the rain stops, and in the right order. The first quote was \$1800, from TC Quality, which is surprisingly high.

Sprinkler efficiency audit

We are in line for a Cascade water evaluation. Mike Brent is the contact there. The audit will likely be in June, Mike should have a definite date by the time of the next board meeting.

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

Maintenance items

The problem with Eva's garage door was resolved as follows:

- Fergus replaced a lift cable. Cost around \$40.
- Pacific Overhead Door replaced a spring. Cost around \$320.37.

The next meeting will be on April 27th, at Carolyn's home.