

Parkside at Woodbridge HOA

Minutes of the September 2009 HOA Board Meeting

September 14th 2009, at Carolyn's home

Minutes taken by Fergus Stewart

Present

- Mike Gordon – Kappes Miller Management mgordon@kappesmilller.com
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer
- Eva Schoenleitner - Resident

Mike opened the meeting at 6pm.

Follow-up from previous meeting's minutes

We won't print the payment coupon books this year. Carolyn will contact the five unit owners who pay their HOA dues by check using the coupon book to convert those five to electronic payment. A check can be written, without the coupon, if necessary.

Action on Carolyn to convert the five coupon-users.

Leaking irrigation water meter: the city is now saying that the leak was on our side of the meter, so they don't owe us a refund. We have no way to prove otherwise, so we'll let this drop. Fergus will read the irrigation meters a few times over the coming winter, to make sure that they don't move. The irrigation systems are usually shut down in late October.

Repainting of shingles on the front of 18874 NE 67th Way: Mike will ask the painters to repaint the shingles on the front of Unit 101. This will need to be done quickly, before the wet weather sets in.

Action on Mike to get the painting scheduled.

August financial statement

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

We have dues delinquencies of around \$1800.

We paid Brandywine's monthly charge from February, the last month that they provided service.

We are now being billed for the alarm phone lines without long distance service. The monthly phone bill now matches the run rate for this year's budget, but the underlying cost seems to have gone up by 22%. Mike tells us this is a normal increase for phone bills this year.

Landscaping contract

Work was done in the yards of three units to relieve flooding. Two of those units have reported that it didn't work. Brickman is telling us that the problem is that the treatment was inappropriate for the soil

type, and that a French drain will need to be installed, at additional cost. We believe that Brickman should have known this in the first place, so we are going to ask for a full credit for the original work that failed.

Action on Mike to ask for full credit from Brickman.

Carolyn has made an inventory of the trees that need to be cut down and a proposal for what (if anything) to replace them with. Mike will get a quote for the replacement work from Brickman. Carolyn will get competitive quotes from Molbaks.

Action on Mike and Carolyn to get quotes for this.

Sprinkler efficiency audit

Fergus has produced a summary of all the recommendations from the audit. He will send it to Brickman and ask them to confirm that all of the recommended repairs and adjustments have been completed. We will then prioritize the recommended water-saving investments.

We spent \$1698 on water in August, so it makes sense to focus on this.

2010 Budget

Mike will produce a draft budget for the next meeting.

Reserve study

This year we must do an update to the existing study, at a cost of about \$600. For next year, it will be a full study. We will look into competitors to the company we have been using up to now, Association reserves.

The next meeting will be on October 19th at 6pm, at Carolyn's home.

Parkside at Woodbridge HOA

Minutes of the August 2009 HOA Board Meeting

August 10th 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 6pm.

Follow-up from previous meeting's minutes

Photocopying charges: Mike will process a credit of \$50 for us.

Action on Mike to process the \$50 credit.

Avoiding printing of the payment coupon books: Mike informed us that only five of the 24 units pay their HOA dues by check using the coupon book. Carolyn will work to convert those five to electronic payment, so that we can avoid the cost of printing the coupon books. This will have to be complete by late October. Fergus will post Kappes Miller's automatic payment form on the Google group; residents can use this, or alternatively push the money from their bank.

Action on Carolyn to convert the five coupon-users.

Mike has figured out that the city owes us a refund of about \$95 for the water that leaked from their meter. He will request reimbursement of this from the city.

Action on Mike to get this processed through the city.

June financial statement

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

The alarm monitoring charge of \$768 (for April, May and June) was miscoded as Pest Control.

We haven't yet seen the benefit of switching off long distance service on the phone lines that are used for alarm monitoring. We expect to see that in the August financial statement. However, the monthly phone bill for June was \$418, compared to \$341 in June 2008.

Action on Fergus to investigate why this has risen by 22% in the last year.

July financial statement

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

We received a credit for an erroneous payment to Highridge Landscaping, but in return made two payments to Brickman Landscaping, so no gain or loss there.

We have dues delinquencies of around \$1200.

The alarm monitoring charge of \$768 (for April, May and June) was miscoded as Pest Control.

We haven't yet seen the benefit of switching off long distance service on the phone lines that are used for alarm monitoring. We expect to see that in the August financial statement. However, the monthly phone bill for June was \$418, compared to \$341 in June 2008.

Action on Fergus to investigate why this has risen by 22% in the last year.

Landscaping contract

Carolyn has spoken with an arborist about the large trees that are close to a number of the buildings. These trees will have to be removed because their roots will start to damage the buildings foundations. They also consume a huge volume of water. Carolyn is evaluating the options for replacement and will get prices from a nursery to compare with Brickman's quote.

Sprinkler efficiency audit

Cascade Water have produced a very thorough report. The board will examine the report and evaluate the suggestions at the next meeting.

Repainting

The shingles and shutters on 18874 and 18878 NE 67th Way have been repainted.

The next meeting will be on September 14th at 6pm, at Carolyn's home.

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.

Parkside at Woodbridge HOA

Minutes of the May 2009 HOA Board Meeting

June 1st 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.

Follow-up from previous meeting's minutes

Photocopying charges: Each month we pay Kappes Miller for 50 copies at 17 cents a copy, even if no copies are made. If one copy is made, we pay for 51 copies. So we pay a charge of \$8.50, which is really an additional management fee. Mike is investigating the number of copies that were made for us, including 208 copies in Kappes Miller's Bellevue office in February. Apparently it's normal for the HOA to be billed for the copying to produce a resale certificate for prospective purchasers when a unit is sold, but Mike has negotiated a special exception for us on that one, so that we do not have to pay for it.

Alarm phone lines: Mike will switch all the lines to local-only service, which should halve the bills. We will re-examine the Innovative proposal for radios once the phone lines are local-only and we see how the bills are.

Bank charges: Kappes Miller is currently looking for lower cost banking alternatives for all their HOAs. Mike will keep us informed on this.

April financial statement

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

We paid two month's landscaping contract, which was expected because Brickman did not bill us until well after they took over the work from Brandywine.

We paid two months of pest control, again because of billing timing.

The water bills are hard to explain. Mike and Fergus will both investigate these, to understand why the numbers appear to be odd. Mike will continue to follow up with the city, to make sure that we are not billed for irrigation water that was used because of a leaking meter.

Action on Fergus and Mike to investigate water bills.

Pressure washing building entrances

This will happen on June 17th. Residents will need to remove stuff from the entrances on that day. We'll post notices on the mailboxes, and we'll post on the Google group. Notices will not be mailed to each unit.

Landscaping contract

The status on the outstanding items from the walkthrough is as follows, including updates since last month's meeting:

Item	Status	Next Steps	Cost
Large fir trees	<p>There are 10 trees that are very large and growing quickly. They are close to buildings, and so are starting to cause problems.</p> <p>We have four options:</p> <ol style="list-style-type: none"> 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. 	<p>We have a list of the tree locations. We'll review each tree individually, and talk with the unitowners next to each one, to hear what they want to do.</p>	<p>See left column.</p>
Waterlogging at 18878 NE 67th Way	<p>No problem with drainage</p>	<p>Adjust sprinklers</p>	<p>None, maybe a saving, from using less water!</p>
Waterlogging at 18932 NE 67th Way	<p>Problem with drainage. Remove turf under gate. Add sand and soil to help drain.</p>	<p>We authorized Brickman to go ahead with this.</p>	<p>\$300</p>
Waterlogging at 6503 188th PINE	<p>Problem with drainage. Remove turf under gate. Improve grade to help water flow towards drain.</p>	<p>We authorized Brickman to go ahead with this.</p>	<p>\$350</p>
Waterlogging at 6507 188th PINE	<p>Problem with drainage. Remove turf under gate. Add some sand to soil.</p>	<p>We authorized Brickman to go ahead with this.</p>	<p>\$300</p>
Optional	<p>Aerate above 3 areas</p>	<p>We authorized Brickman to go ahead with this.</p>	<p>\$100</p>

Optional	Top dress above 3 areas with sand	We authorized Brickman to go ahead with this	\$450
Plants growing against buildings	Being cleared by regular maintenance	Continue to monitor	
Electric cables	Landscaper, Verizon and Comcast have all denied ownership	Coil them up with cable ties	

Painting shingles on 18874 NE 67th Way

We had the following quotes:

- Condo Construction Services (a division of Kappes Miller) \$1900 + tax
- Townhouse Painting \$2300 + tax
- Local handyman \$1800 + tax

Painting shutters on 18878 NE 67th Way

We have been quoted \$200 + materials for Condo Construction Services to do this work.

The board decided to use Condo Construction services for the work. Mike will get us a schedule for it to be done.

Action on Mike to get the painting scheduled.

Window washing

This is scheduled for July 1st. We'll produce a notice and inform unitowners in mid-June.

Sprinkler efficiency audit

The process for the water use audit has started. We expect Mike and Brickman, and the board to be involved this month..

Verizon Fios

Verizon will be onsite to produce a plan for the installation..

The next meeting will be on July 13th, at Carolyn's home.

Parkside at Woodbridge HOA

Minutes of the ~~April 2009~~ HOA Board Meeting

May 4th 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
- 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
Large fir trees	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.
Waterlogging at 18878 NE 67 th Way	No problem with drainage	Adjust sprinklers	None, maybe a saving, from using less water!
Waterlogging at 18932 NE 67 th Way	Problem with drainage	Remove turf under gate. Add sand and soil to help drain.	\$300
Waterlogging at 6503 188 th PINE	Problem with drainage	Remove turf under gate. Improve grade to help water flow towards drain.	\$350
Waterlogging at 6507 188 th PINE	Problem with drainage	Remove turf under gate. Add some sand to soil.	\$300
Optional		Aerate above 3 areas	\$100
Optional		Top dress above 3 areas with sand	\$450
Plants growing against buildings	Being cleared by regular maintenance	Continue to monitor	
Electric cables	Landscaper, Verizon and Comcast have all denied ownership.	Coll 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 1st, at Carolyn's home.

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.

Parkside at Woodbridge HOA

Minutes of the February 2009 HOA AGM

February 23rd, 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
- 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.

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.

Parkside at Woodbridge HOA

Minutes of the December 2008 HOA Budget Ratification Meeting

December 8th, 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
- Brent Best – Resident
- Marek Jedrzejewicz – Resident
- Martin Neupauer – Resident

Howard Hillinger had advised us in advance that he probably wouldn't be able to make the meeting. Howard plans to stand down from the board, so his post will be up for election in February.

Mike opened the meeting at 7pm.

2009 Budget

The 2009 budget was ratified.

Landscaping

We have been having a lot of problems with Brandywine. Mike has not paid their duplicate bills, nor has he paid the bill they submitted for mold control. The phase 1 townhomes will switch to another landscaping company, and we will do that too, using the same company, to get better quotes. Mike is getting quotes from other companies, and Fergus will ask the larger HOA, if we can get a quote from their landscaper, NorthWest.

There will be a cost to change landscapers: an upfront charge to bring the property up to a maintainable level. We can expect each of the bidding companies to quote this as a separate number. Then there will be an ongoing maintenance cost. Changing will also involve some work on our part. We will make a walk-through with each company that we evaluate. During that walk-through we'll come up with a work schedule that we can use to evaluate their performance against. When we make the walk-through with each of the companies, for residents that are interested in doing so, we'll ask how much money we could save if they removed the foliage from their yards and replaced it with grass.

We have a 30-day notice period with Brandywine.

Martin requested approval to remove the large tree that adjoins his unit, and replace it with a similar dwarf tree. This was approved by the board.

Martin wanted to understand the ratio between maintained grounds inside and outside his yard. Fergus

will bring the landscaping plans to the January meeting, so that Martin can look at them, to understand this.

November financial statement

This isn't available yet. Mike expects to send it to the board in the next few days. Fergus will post it to the Google group, and we'll review it at the January board meeting.

Water Meter Readings

Fergus read all the water meters, and posted the readings on the Google group. Comparing the current readings with those taken in July, more than 50% of water usage is for irrigation, even though this period includes winter months when the sprinklers don't run.. We will upgrade the sprinkler system as soon as the City of Redmond offers rebates for doing so.

Maintenance

Fergus spoke with the owners of one of the single family homes that has faded shingles. They had no idea of the cause of the fading, but were well aware of it. The next step may be to post to the larger Woodbridge HOA discussion group, to see if anyone there has a suggested fix for the problem.

Alarm monitoring

Mike has quotes from another company that he works with, Innovative Systems. The quotes are significantly lower than what we are paying today.

Supplier	Inspection cost (annual)	Monitoring cost (annual)
Absco (current cost)	5440	4800
Innovative	1360	768

This would lock us into a one year contract. Mike will ask Innovative whether there will be any costs in changing over, for example to reprogram the monitoring circuits, so that they dial out to their phone number in the event of an alarm.

Mike has also asked Absco and Procomm to submit bids.

Alarm phone bills

Mike told us that the 2 month's phone charges in September were valid. We have been carrying an unpaid balance since October 2007, and it was settled in September of this year.

The meeting closed at around 8:30pm. The next regular board meeting will be held on January 19th, at 7pm, at Carolyn's home.

Parkside at Woodbridge HOA

Minutes of the October 2008 HOA Board Meeting

October 20th, 2008, at Carolyn's home

Minutes taken by Fergus Stewart.

Present

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

Howard Hillinger had advised us in advance that he probably wouldn't be able to make the meeting.

Mike opened the meeting at 7pm.

There was no board meeting in September, so we reviewed two months of business in this meeting.

Follow-up from the previous meeting

The window washing was completed. The contractor showed up late on the assigned day, so did not complete the work that day. Then they showed up the following day, to complete the work. Even then they missed at least one storey of one unit. Fergus contacted Mike's standin who organized for them to show up at a later date and finish off the job. Mike reports that this is pretty much the normal service level when dealing with such contractors.

We will not do power washing of the entryways this year. Now that we are in the rainy season, a lot of the benefit of doing so would be lost. Fergus learned from this year's experience:

- Schedule the power washing as soon as the rain stops, around April/May.
- Schedule the window washing after the power washing, so that the windows are not dirtied by the power washing.

Action on the board to do it like this next spring.

August financial statement

We're now one month behind on reserve contributions.

Variances from budget:

- We paid 2 months landscaping (contract). This was because we did not pay in July

- Landscape (other) was \$123 over. This was for replacement of flax plants in the entryways.
- Water cost was \$740 above monthly budget, but that's normal for August.

September financial statement

We're two months behind on reserve contributions.

Variances from budget:

- Brandywine landscaping charged us twice for the same amount:\$654. Mike has questioned this, asking for a full explanation of the charge.

Action Mike to get us a really good explanation, or deny the charge.

- We were also charged \$733 for irrigation system repairs. This has not been paid yet. Fergus is concerned about the charges for repairs to the system, which seem to be excessive. He will add up all the charges for this in 2008, to see how much we have been billed.

Action on Fergus to sum the charges.

- We paid two months telephone charges. This looks like an error.

Action on Mike to investigate.

Reserve Study

The annual update to the independent reserve study has been completed, and the report for 2009 was provided. It has been uploaded to the Google group. This was an update to the full study that was completed last year. It cost us \$800. Redmond City regulations require that we have a full study completed every three years, and an update every year. Apparently we cannot avoid this.

Budget

Mike presented his first draft of the 2009 budget, which shows a projected increase of 11.6%. A copy has been posted on the Google group. This precipitated quite a lot of discussion. Fergus will review the proposed budget and it will be discussed at the next board meeting on November 10th. The budget needs to be ratified by November 20th, so that invitations can be sent out for the budget meeting that must happen in early December.

Fire alarm inspection

On November 8th Absco Alarms will test the alarms in the 14 units that were not tested earlier this year. They will need to enter those units in order to make the tests, so we need to inform unitowners, asking them to have someone at home on that day. If not enough units are tested on November 8th (Mike believes we need to test 80% of units in total), then we may have to pay for a third inspection date, in order to meet the threshold and comply with City of Redmond regulations.

Action on Fergus and Carolyn to inform unitowners.

The current practice is to attempt to inspect half of the units in the spring, and the other half in fall. Fergus will ask Mike if we can change that to inspect all units in one day in the spring, and then use the second

inspection only for the units to which the alarm company could not gain access. This could reduce the possibility of a third inspection, and the associated charge.

Mike is negotiating with the fire alarm companies right now. Today we have three different companies providing maintenance and monitoring for Phase 1 and Phase 2. If all this work is offered to as a package to the incumbent alarm companies, and to all the other companies approved by the City of Redmond, Fergus expects to lower the costs. The annual cost of running the fire alarms (testing, repairs, monitoring and telephone lines) is around \$14,000, or 16% of the total HOA budget.

The meeting closed at around 8:30pm. The next board meeting will be held on November 10th at 7pm, at Carolyn's home.

Parkside at Woodbridge HOA

Minutes of the August 2008 HOA Board Meeting

August 18th, 2008, at Carolyn's home

Minutes taken by Fergus Stewart.

Present

- Michael Gordon – Kappes Miller Management mgordon@kappesmiller.com
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer
- Howard Hillinger – HOA Secretary

Mike opened the meeting at 7pm.

The minutes of the last board meeting on July 14th were approved.

Follow-up from the previous meeting

Howard has made a walk-around of some of the homes, to look for any construction problems that may need to be addressed. None were found.

Fergus has contacted Verizon and Comcast about the unterminated telecom cables laying on the ground at the utility entrance to 18878 NE 67th Way. Both denied ownership of the cables. Fergus will look into whether they may be related to the fire alarm monitoring system.

Action on Fergus to do this

The landscaping work should be in-progress, to change the large flax at the front of the NE 67th Way units, put mulch down around the 188th PI units, and lay flagstones to minimize soil erosion at 18874 NE 67th Way.

Fergus and Carolyn haven't done the walk through to look at moss on rooftops that may need to be treated.

Action on Fergus and Carolyn to do this

July financial statement

We again put two month's worth of payments into the reserve fund. This goes towards catching us up, so that we are now only one month behind on payments into the reserve. Previous minutes provide details on the months when we were unable to make payments into the reserve fund.

Mike informed us that Washington law now mandates that we must have an update to the reserve study done every year, at a cost of around \$800, and a complete reserve study done every three years, at a cost of \$2250.

There are no unusual items in the finances.

Verizon Fios

Fergus has been in discussions with Verizon, and they have produced a contract for the Fios installation to go ahead. Fergus and Carolyn signed the contract at the meeting, and Fergus has returned the signed document to Verizon. The next step will be for Verizon to contact the board with a plan for how they will make the installation.

Landscaping

Mike provided some information on the water saving devices that are rebate-qualified in surrounding cities, but not in Redmond. These include an ET weather station, all new sprinkler heads, an MP3 rotator and check valve irrigation head.

There was a discussion about damage to sprinkler heads by the landscapers' lawnmowers. Mike confirmed that if the landscaper damages the sprinkler heads, they must pay for the replacement.

Mike is concerned that the quality of the landscaping work has been deteriorating, and he will write to the landscaper to request improvement. Fergus is reluctant to rush to change landscapers, given the experience that the larger HOA had when they changed landscapers.

Annual maintenance

We will go with Interlake for window washing. Mike will schedule and inform Carolyn of the selected date, so that she can advise all residents.

Action on Mike to do this

We will go with Coopers maintenance for the power washing of front entryways. Mike will get a quote from them for washing the decks as well, and if reasonable, we'll go ahead.

Action on Mike to do this

Howard Hillinger advised us that he may find it more difficult to make future meetings because he expects to travel a lot for work. We will monitor how things work out, and be prepared to look for a new secretary if necessary.

The meeting closed at around 9:00pm. The next board meeting will be held on September 15th at 7pm, at Carolyn's home.

Parkside at Woodbridge HOA

Minutes of the July 2008 HOA Board Meeting

July 14th, 2008, at Carolyn's home

Minutes taken by Fergus Stewart.

Present

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

Howard Hillinger had advised us in advance that he wouldn't be able to make the meeting.

Mike opened the meeting at 7pm.

The minutes of the last board meeting on June 16th were approved.

Follow-up from the previous meeting

Mike informed us that 9 out of the 24 townhome owners pay their HOA dues using Kappes Miller's ACH payment program. A number of others push the payment from their bank to the HOA's account. We won't print and mail coupon books for these townhome owners in December, in order to reduce unnecessary printing costs.

Since Howard wasn't able to be with us, Fergus will ask him via email about the progress of his walk-around of the homes, to look for any construction problems that may need to be addressed.

Action on Fergus to contact Howard about this

June financial statement

We put two month's worth of payments into the reserve fund. This goes towards catching us up, so that we are now two months behind on payments into the reserve. Previous minutes provide details on the months when we were unable to make payments into the reserve fund.

We had a bill for \$382.86 for repairs to pest control screens and flashing in 188th Place.

There were some adjustments to the water bills, to correctly apportion the five water charges that we pay.

There was a discussion about the payment of monthly dues. Four residents are overdue, but for three of these the sums are small (\$2.00, \$0.80 and \$ 0.04). We will forgive these, in order to take them off the report.

Mike has now provided complete financial details in spreadsheets for all expenses, by month, for Phase 1 and Phase 2, going back to January 2007. Fergus will now analyze this data. Mike will update the spreadsheets with the latest data each month, so that we can easily keep track of expense variations and see patterns.

Verizon Fios

Fergus has been in discussions with Verizon. Verizon are going to present an amended contract for the board's signature.

There are three unterminated telecom cables laying on the ground at the utility entrance to 18878 NE 67th Way. We'll ask Verizon about that when they ask us to sign the Fios contract.

Landscaping

Mike has obtained quotes from the landscaper for the recommended work.

- Replace large flax with dwarf version at building entryways (NE 67th Way only) - \$300.00
- Flagstones, to minimize soil erosion (18874 NE 67th Way) - \$600.00
- Mulching, to minimize soil erosion (188th Place NE only) - \$1,800.00

We'll have the work completed. The tree replacement has already been completed and paid for.

The upgraded flow sensors, check heads and weather stations that would make our sprinkler system more efficient, and so result in lower water bills, are not covered by the City of Redmond's new rebate program. Mike will provide Carolyn with detailed information on the hardware upgrades that would save us water, and Carolyn will visit city hall to petition for these to be included in the rebate program. Woodinville and other nearby cities do include this equipment in their rebate programs.

Annual maintenance

Mike has received the following bids:

	Gutter cleaning	Window cleaning	Power washing	Moss removal
Interlake	2,290	959	978	2811.25
NW Ultraclear	920	1,200	No bid	1,320
TC Quality	1,500	1,800	No bid	600
PC maintenance	No bid	No bid	957 if just Phase 2 816 if Phase 1 and 2	No bid
Coopers	No bid	No bid	893 if just Phase 2	No bid

			816 if Phase 1 and 2	
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We decided not to do gutter cleaning. There are no large trees in the area, so the gutters do not fill up with leaves from overhanging branches. We'll ask all residents to keep an eye on all the gutters: if you see a gutter that's overflowing when it rains, please contact Mike Gordon at Kappes Miller.

There is moss only on small areas of some rooms. Fergus and Carolyn will make an inspection, and record what needs doing, so that we can look at whether it makes sense to call out a moss removal service.

Action on Fergus and Carolyn to make a walk through to look at the moss.

We looked at the prices that the larger Woodbridge HOA is being quoted for this work, and they are higher than the lowest quotes we have. Mike's recommendation, based on his experience, is that we use Interlake. The Interlake prices assume that they will get the work only for our Phase 2 townhomes. Mike will ask Interlake what their quotes would be if we selected them for both window cleaning and power washing, and for both Phase 2 and Phase 1 townhomes. If that brings the quotes down, the board will agree by email and the work will go ahead.

Action on Mike to get the revised quotes. First ask for a better deal if we give them both the window cleaning and the power washing business. Then ask them for a still better deal for giving them the work for all 66 townhomes in both phases.

We discussed fence painting and decided that it's not necessary at this time.

Pest control

Sprague were called to remove some hornets nests from roof overhangs, but one nest is still visible on 18878 NE 67th Way. Sprague perform their service on a regular basis. Mike will ask them to make sure that all hornets nests are dealt with on their next visit to the property.

The meeting closed at around 9:00pm. The next board meeting will be held on August 18th at 7pm, at Carolyn's home.