

Parkside at Woodbridge HOA

Minutes of the January 2010 HOA Board Meeting

January 25th 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 6pm.

Follow-up from previous meeting's minutes

The city of Redmond has told Mike that we cannot get online access to the water bills.

There were photocopying charges of \$90 in November and \$105 in December. Mike has investigated these and as a result we will receive two credits of \$50 each in February. Kappes Miller will put a new procedure in place to ensure that we don't get erroneous charges in the future.

December financial statement

We made a \$5,000 insurance premium payment, which was a 20% down payment and three months of premiums. This is a big one-time payment, but it means that we won't make payments in January, or in August through November.

We paid \$1,380 for the removal of the large fir trees, and their replacement with smaller trees.

We spent \$96,066 in 2009, against a budget of \$95,256. So we were 0.85% over budget.

Because of the large one-time expense for insurance, we didn't fund the reserve in December, but we expect to catch that up early in 2010.

Woodbridge HOA Dues

The board signed the check to pay the 2010 dues for the Woodbridge HOA. This will be the last time that we make this HOA-to-HOA payment, in future the Woodbridge HOA will collect their dues directly from each townhome unit.

Verizon Fios Marketing Agreement

Verizon has provided us with the contract. Fergus and Carolyn will sign the contract and return it to Verizon. Verizon has agreed that there is no need for us to provide them a tax form. Mike informed us that the CPA's view is that any tax on the payment that we receive from Verizon will be minimal.

Action on Fergus to get the contract signing done.

Request for approval to install Solatube

We have a request for approval to install a Solatube system in one of the units, to provide natural daylight in the windowless bathroom. The installation of this device requires that a hole is cut in the roof, and so it warrants special attention.

Mike pointed out that the unit owner would be responsible for any roof problems this might create, and that responsibility would need to be passed on to future unit owners, it cannot be assumed by the HOA. In order to ensure that, Kappes Miller would put a record of this in the unit's file, so that any future purchaser is made aware of the responsibility, and the HOA doesn't inherit any future costs.

The board was concerned that there was insufficient information available about the installing company and their track record. We will ask the unitowner to provide more information about the contractor that will perform the install.

2010 Annual Meeting

The annual meeting will be held on March 22nd. At that meeting, Fergus's position on the board will be up for renewal. Fergus intends to stand for the position.

The next board meeting will be on February 22nd at 6pm, at Carolyn's home, 18874 NE 67th Way, Unit 103.