

## **Parkside at Woodbridge HOA**

### **Minutes of the October 2010 HOA Board Meeting**

**October 25<sup>th</sup> 2010, at Carolyn's home**

**Minutes taken by Fergus Stewart**

#### **Present**

- Mike Gordon – Kappes Miller Management [mgordon@kappesmiller.com](mailto:mgordon@kappesmiller.com)
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer

Mike opened the meeting at 6pm.

#### **September financial statement**

The August electric bill (which appears in the September financial statement) was double our normal monthly bill. That's because we had not paid for April, and so April's charge was included with August's. We had the same situation with the phone bill, catching up from a payment that wasn't taken earlier this year.

We did not fund the reserve, but we could have. We have \$2,200 cash in hand, but Kappes Miller was being careful not to avoid an overdraft situation.

There was a building maintenance charge of \$3,241. This was for emergency repairs after a flood in one of the units in November 2009. The cause of the flood was later found to be the washer in the unit, so this invoice will be passed on to the unit owner for them to pay. It will not be paid from HOA funds.

We had delinquent dues of \$429.26.

#### **Landscaping**

Our landscaping contract does not have an end date. We have termination notice date, so we will continue with the contract at our regular monthly rate.

#### **Verizon Fios marketing agreement**

The phase 1 townhomes are willing to join with us to explore a marketing agreement with Verizon. However, Verizon has sold their businesses to Frontier. Fergus will look at whether there are possibilities with Frontier or Comcast.

#### **Gutter cleaning and roof moss removal**

This will happen on Nov. 22 and 23. We will put up signs on the mailboxes and send an email to the Google group, to inform everyone, so that they're not surprised when they see someone appear outside their window.

#### **Vacant board seat**

Christie Kutcher has offered to join the board to fill the seat vacated by Eva. Christie was appointed to the position through the next elections, which will be in February.

### **Pest control**

We are currently paying Sprague \$192/month for pest control. Mike has obtained the following bids from two other companies:

Eayle: 185/month, inc tax + one-time \$1,000 setup

Willards: 135/month + tax + one-time \$405 setup

Mike will use the Phase 1 townhomes as a negotiating lever, asking Willards for a lower price based on increased volume. Then we will switch to Willards.

### **Building maintenance**

There have been some problems with the kitchen floor in one of the units in 188<sup>th</sup> Place. Kappes Miller is investigating.

### **Fire alarm test**

Mike will schedule a fire alarm test and advise us of the date.

### **2011 Budget**

Mike has worked up a draft budget for next year based on information received from utilities and vendors about expected price increases, if any. Fergus will analyze the budget and then we will agree upon it so that we can notify unit owners by in advance of the budget meeting in December.

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