

Parkside at Woodbridge HOA

Minutes of the February 2011 HOA Board Meeting

February 15th 2010, 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.

January financial statement

We spent \$3,500 on a roof repair. On Dec 12th, one of the units had water coming in through the extractor fan in the upstairs master bathroom. Condo Construction Services were called, and they determined that the waterproofing material under the shingles was not sufficient. They repaired the framing and the roof. Water remediation work had to be performed and the unit was dehumidified and the carpets restretched.

The costs were:

- Condo Construction Services \$927.41
- Charter Construction \$2,699.28

These will be paid from operating funds, per Mike's advice. Our insurance deductible is greater than the bill amount, so it wouldn't make sense to make an insurance claim. Mike will investigate whether it could be paid by Conner homes, under warranty; Carolyn provided Mike with Conner's warranty information.

We did not fund the reserve this month, because of the large cost incurred to repair the leaking roof.

We didn't pay for telephone lines in January; that was paid in December, in advance. We discussed whether we could put the telephone lines, which are for the alarm systems, in Carolyn's name, and thereby pay at the personal line rate, which would be lower than the business line rate that we currently pay through Kappes Miller. Mike will investigate that.

We continue to carry a \$3,200 debt from the repair of water damage from a washer problem in one unit. Mike will send the unit owner another letter, asking them to pay.

ACS collection policy charge

This charge of \$175 will be reversed, since we do not see the need to change our policy at this time.

The change would implement stronger debt collection language than our existing governing documents. We would adopt this as a board, and we could do that at any time in the future, if we need to, to augment the governing docs.

Pest control

Our current vendor, Sprague, provides four stations per building. Previous bids from other vendors had not matched that, and when they did, their bids were not competitive. Mike will anyway ask Sprague to reduce their price, in order to keep our business.

Reserve study

In previous years, we have paid the following amounts:

2008: \$800

2009: \$640

2010: \$0

Into the future, our expected spend is:

2011: \$600

2012: \$2,200 This is a "full" study, required every three years.

Repainting the cedar shingles

We should do this on the 18936 NE 67th way building. The handyman who painted the fences, for a very good price, has quoted \$4,134, which seems very high.

Mike will get a quote from Condo Construction Services.

FHA Certification

We'll do the FHA certification, once Mike provides the cost, which is expected to be \$300 to \$500. This will open our units to a new category of buyers, thereby making them more saleable and raising values. We believe it is a one-time qualification fee.

Annual General Meeting

The AGM will be held on March 28th. That will be the next board meeting. We'll post details on the Google group, and request that residents respond to tell us that they accept that as their notification of the meeting. For any that don't, we'll mail invitations and proxy forms by March 13th.

Mike Gordon will be on vacation Feb 24th through March 8th.