

## Parkside at Woodbridge HOA

### Minutes of the January 2011 HOA Board Meeting

January 24<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.

#### December financial statement

The telephone bill of \$594 was double our normal monthly bill. Mike will investigate that.

We funded the reserve this month, but we ended the year \$5,001.00 behind on reserve funding.

There was a building maintenance charge of \$2,515. That was for emergency electrical work in the alarm system of one building (\$609.96) plus roof moss and gutter cleaning (\$1,905.30).

We are still carrying a debt from 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 has been passed on to the unit owner for them to pay. It will not be paid from HOA funds.

We had a \$175 charge from Association Collection Services. This was unexpected and unexplained, so the board asked Mike to place this charge in dispute.

We had delinquent dues of \$93.42.

At year end, we had the following significant budget variances:

<b>Negative (unfavorable)</b>	\$
Building maintenance and repair	4,432
Landscape - other	2,961
Insurance	1,775
<b>Positive</b>	\$
King County Sewer	1,063
Fire alarm maintenance	2,040

### Reserve Study

We must do a study every year. For 2011, we will have the update study, at a cost of \$600. Mike is investigating how much we paid in previous years. We will have a full study in 2012, full studies must be made every three years.

### Pest control

Negotiations continue with Willard, Mike will bring their final proposal to the next meeting.

### Building maintenance

There was a roof leak in one of the buildings. Mike did not have details, but will report on that at the next meeting.

### Fire alarm test

The test has been rescheduled for Saturday Feb 5<sup>th</sup>. We will post signs on the mailboxes one week in advance, and Fergus will post a notice to the Google Group.

### Washer hoses

In every unit, the laundry room is on the 2<sup>nd</sup> floor. The results of a leak can be catastrophic, and the damage incurred from a burst washer hose, or any washer defect, is the unit owner's responsibility, it is not covered by the condo buildings insurance.

The board recommends that unit owners install high quality washer hoses, and that they check those hoses on a regular basis. One source of high quality hoses is <http://www.floodchek.com/buy-floodchek-hoses-now.html>. The board learned of this company through a mailing, the board does not endorse or recommend this particular company, and neither the board nor the HOA receives compensation from this company. There are probably other sources of high quality washer hoses.

### External painting

Some of the buildings have significant mold on the façade shingles, and there is a need to also do some touch up painting in places. We will get quotes to do this work over the summer, when it should be dry. It will be paid for from the reserve fund.

The next board meeting will be on **Tuesday** Feb 15<sup>th</sup> at 6pm, at Carolyn's home, 18874 NE 67<sup>th</sup> Way, Unit 103.