

## **Parkside at Woodbridge HOA**

### **Minutes of the May 2011 HOA Annual General Meeting**

**May 23<sup>rd</sup> 2011, 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
- Christie Streit – HOA Secretary

Mike opened the meeting at 6pm.

#### **April financial statement**

The repair cost of \$3,241.38 that we were not responsible for has been recovered.

There will be a credit for \$30.79 on the June financial statement for the mailing charge for the AGM meeting notices.

We received a refund of \$175 from Kappes Miller for the collection policy wording that we did not use.

We are now paying for Pest Control at the new lower rate of \$159.

We spent \$1,233 to repair the floor in one unit on 188<sup>th</sup> Place.

We had not been billed for the telephone lines for more than one month, so we should expect a big bill next month, to catch up.

We did not fund the reserve, but with the costs that we have recovered, we could have done so. KM has been conservative in ensuring that we don't have a cash flow problem. We expect to catch up on reserve contributions in the next month.

#### **FHA Certification**

We will not do the FHA certification - we decided that \$500 every two years is too high an ongoing cost.

#### **Repainting the cedar shingles on 18936 NE 67<sup>th</sup> Way**

This work will be done when the weather is better.

#### **Sealing Cracks in the Entryway to One of the 188<sup>th</sup> PI NE Buildings**

This work will be done when the weather is better.

#### **Window Cleaning**

We'll do this in mid-June. Only the upstairs windows and the skylights will be cleaned, in order to keep costs down. Mike will let us know when and we will provide notice to residents.

## **Tree management**

Davey Tree submitted a bid by email on the day of this meeting. The board will review it at the next meeting.

Rich landscaping has trimmed the trees. They will also submit a bid for ongoing management.

## **Solatube**

Fergus is going to get this installed. Kappes Miller will send Fergus a letter informing him that he is responsible for any leaks or other problems that the Solatube installation might create. This responsibility will be transferred to the new owner should Fergus sell his unit.

## **Next Meeting**

The next board meeting will be on June 27 at 6pm, at Carolyn's home, 18874 NE 67<sup>th</sup> Way, Unit 103.

There will be no meeting in July.

The date for the August meeting will be set at the June meeting.