

## **Parkside at Woodbridge HOA**

### **Minutes of the November 2011 HOA Meeting**

**November 21<sup>st</sup> 2011, at Carolyn's home**

**Minutes taken by Fergus Stewart**

#### **Present**

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

Mike opened the meeting at 6pm.

#### **October financial statement**

We made the annual insurance payment of \$5,021.65 which reduced our available cash, so we were unable to fund the reserve this month.

We have \$143.40 receivables.

Pest control was more expensive than usual, because there was a \$147.63 callout for stinging insects and we paid July's pest control in this month, as a delayed payment.

We paid the August bill for irrigation water of \$1,064.11. That should be a lot lower from now on.

Mike confirmed that we should expect a refund for the copying costs of \$15.14.

Following up from last month, Fergus had looked at the prior three months water bills and found nothing unusual.

#### **Landscaping contract**

The leaning tree outside 18878 NE 67<sup>th</sup> Way was replaced by the master HOA.

#### **Martin's lawn**

One of the plum trees is actually in Martin's neighbor's yard, so it was aggressively pruned, rather than removed. The other tree was removed

The ProGrass specialist has told Mike that the real problem with Martin's yard is the shade of the building. He believes that if new sod is laid, it might not survive, and he recommended against laying new sod.

Our main contact at ProGrass, Monty, is out of town. When he comes back, Mike will talk with the two of them and advise us.

If necessary, we'll ask Martin back to attend the monthly board meeting, to discuss alternatives to laying new sod.

In any case, we wouldn't lay new sod until the spring. Mike will also ask that the sprinklers are turned down, to reduce waterlogging.

We will keep this on the agenda until it's done.

### **Gutter cleaning**

This will happen on the 15th and 16th of December.

### **Fergus's garage door**

Fergus has a problem with his door opener. He had to disconnect the door opener, to be able to close the door.

We will investigate options for replacing the opener with a different model. It had been repaired as recently as May 2009.

### **Requests by mortgage lenders for insurance details**

There have been a number of requests recently for details of the policy. These have come mostly from Bank of America customers. Mike told us that Kappes Miller proactively sends details of the policy to all our mortgage lenders, every year when the policy is renewed. It's apparently common for mortgage lenders to also request it.

### **2012 Budget Planning**

We decided to amend the budget, to keep everyone's dues under \$400.

We do not see a need to spend \$250 on legal fees.

We will reduce the reserve investment slightly, to \$19,000. We have shown that we can manage reserve spending effectively, at a lower level than what the reserve study recommends.

Landscaping (other) will be set at \$2,250, which we believe should be sufficient to cover additional expenses including Martin's lawn.

Mike confirmed that Kappes Miller's cost will be tied to the Consumer Price Index for Seattle, which is expected to be 1.8% for 2012. We will anyway use the current rate for first two months of 2012, because Kappes Miller changes their rates in March.

The budget will be ratified at the Dec 19th meeting.

### **Next Meeting**

The annual budget ratification meeting will be December 19<sup>th</sup>, at 6pm, at Carolyn's home, 18874 NE 67<sup>th</sup> Way, Unit 103.

The next board meeting will be on January 23rd, also at Carolyn's home.