

Parkside at Woodbridge HOA

Minutes of the October 2012 HOA Meeting

October 29th 2012, at Carolyn's home

Minutes taken by Fergus Stewart

Present

- Mike Gordon – Kappes Miller Management mgordon@kappesmillier.com
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer

Mike opened the meeting at 6pm.

September financial statement

We contributed to the reserve, and remain up to date on contributions.

We are \$300 above budget at end Sept, with \$82.40 in dues owed.

We spent \$537 on restoring one of the yards. This was originally paid by Phase 1 townhomes, in error, and has now been billed to us.

We paid for \$720 for the window cleaning

\$394.39 was paid out to a former resident, Andrew Ishii, who has sold his unit. This was returning his overpaid automatic dues payment.

We have noticed that the owner has moved out of one of the units in 18874 NE 67th Way, and someone else has moved in. Mike will find out who is paying the HOA dues for that unit, and let us know. We will attempt to contact the owner, because we need contact information for the tenant, in case maintenance workers need to enter the building.

Landscaping

Tree pruning will happen in late November.

There are three large trees that are causing problems in NE67th Way, because they are so close to the front of the buildings. If these were aggressively pruned, they would likely die. We decided to remove them now, and plan to possibly replace them in the Spring growing season. Any replacement tree should be one that will never grow taller than the living room window, and certainly no taller than 12 feet, which is most landscapers' pruning limit.

ProGrass initially bid \$900 to replace one of the trees and \$150 to just remove it.

We have received a set of proposed irrigation changes, from Monte at ProGrass. The total cost would be \$15,000, less \$2,500 rebates --> \$12,500 capital cost.

Mike will ask Monty to guide us on whether these would pay back, and over what time period.

The proposal also detailed removing heathers that are blocking the irrigation sprinklers. We now know that this would cost an additional \$3,500. This would be a decision for implementation in the Spring. We will do a walk-through with Monte, around April-time, to understand the need for it.

Wireless fire alarms, to replace telephone lines

Innovative accepts our proposed contract. Fergus will print and sign it then email it to Mike, Innovative will then sign and they'll implement it. Mike will organize the cancellation of the phone lines.

Martin's lawn

We will keep this item on the agenda, and actively monitor the health of the lawn.

2013 Budget

We will factor in the alarm system monitoring savings, achieved from by converting from phone lines to cellular radios.

The reserve contribution will be reduced to \$15,000.

We decided not to clean the gutters, or remove moss from the roofs in 2013, thereby saving \$1,300 and \$700 respectively.

We will make a reserve study next year, because we have not done one for the last two years. We will maintain this position, going forward, making the study once every three years. The annual (years one and two) studies were costing us \$2,000 each, and not delivering any value.

The [2008 Washington Condominium Act RCW 64.38.065](#) Reserve account and study states that we must have an annual reserve study, "Unless doing so would impose an unreasonable hardship...". The board determined that \$4,000 is a significant sum that causes hardship because it impacts our ability to fund the reserve.

Mike will ensure that we run a competitive bidding process for the 2013 reserve study.

Our insurance costs have been reduced for 2013, because we haven't made claims. We discussed the cost and benefit of earthquake insurance, and decided to renew it.

Next Meeting

The next board meeting will be on Monday November 26th, at Carolyn's home. It will serve as the budget ratification meeting.

There won't be a December board meeting.