

Minutes
Regular Board of Directors / Annual Meeting
Parkside at Woodbridge
Wednesday, January 28, 2015, 6:00 p.m.
Panera Bread, Redmond WA

Directors Present – President Howard Hillinger, Secretary Wenchang Liu and Treasurer Lawrence Bernath.

By Invite – Monte Speyer and Mark Caton of Prograss Landscaping; Michael Gordon of Kappes Miller Management

Call to Order – There being a quorum present, President Hillinger called the meeting to order at 6:00 pm.

Minutes of Previous Meeting – By consensus of the Board, the minutes of the October 29, 2014 Board of Directors Meeting was approved as drafted.

Landscaping

1. General landscape services – Monte Speyer and Mark Caton provided a general overview on the contractual landscape services performed by Prograss and also described recurring non-contractual, discretionary services offered, to include the following:
2. Tree pruning – Mark Caton presented a proposal to perform pruning of a total of 21 trees (17 plums and 4 maples) at a cost of \$1,971.00. After discussion, the Board determined that before accepting this proposal, a walkthrough to observe the condition and location of the trees proposed for pruning would be required. The walkthrough, to be attended by Board members Howard Hillinger, Lawrence Bernath along with Mark Caton and the property manager, was scheduled for Friday February 13th at 3 pm.
3. Other proposed non-contractual landscape services
 - A. Removal of heather / photinia – that are either dead and/or are causing adverse affects, such as obstructing irrigation heads – cost \$525
 - B. Install sod on bald spot of lawn located at 18936 NE 67th Way – cost \$90
 - C. Annual crane fly treatment – cost \$205
 - D. Barking / mulching – cost \$2850. Prograss will submit a revised bid
4. 5 year landscape retrofit plan – Monte Speyer and Mark Caton explained that due to the maturing state of the landscaping, in order to maintain an aesthetically pleasing and manageable scheme, certain retrofitting and/or replacements would be necessary in the future. On that thought, the Board requested the Prograss' Landscape Architect

to submit a proposal for the preparation of a 5 year landscape retrofit plan.

Financial Report – The property manager reviewed the December 2014 financial statement, which was accepted, subject to audit.

Next Meeting – The next Board meeting is scheduled for February 25, 2015.

Adjournment – There being no further business, President Hillinger adjourned the meeting at 7:30 pm.

Submitted

Michael Gordon,
Kappes Miller Management

Minutes
Regular Board of Directors / Annual Meeting
Parkside at Woodbridge
Wednesday, October 29, 2014, 6:00 p.m.
Panera Bread, Redmond WA

Directors Present – President Howard Hillinger, Secretary Wenchang Liu and Treasurer Lawrence Bernath.

By Invite – Michael Gordon of Kappes Miller Management

Call to Order – There being a quorum present, President Hillinger called the meeting to order at 6:00 pm.

Minutes of Previous Meeting – By consensus of the Board, the minutes of the October 8, 2014 Board of Directors Meeting was approved as drafted.

Financial Report – The property manager reviewed the September 2014 financial statement, which was accepted, subject to audit.

Old Business

1. 2015 Budget – The property manager reviewed the draft 2015 Budget, revised in accordance with comments noted at the previous meeting. The revised budget calls for an increase to the Homeowner's Dues for 2015 by an amount of 1%. After review, the 2015 Budget, consisting a 1% increase in Homeowner's Dues, was approved by a consensus of the Board.

Next Meeting – The next meeting will be the Annual Budget Ratification Meeting, scheduled for December 11, 2014.

Adjournment – There being no further business, President Hillinger adjourned the meeting at 6:55 pm.

Submitted

Michael Gordon,
Kappes Miller Management

Minutes
Regular Board of Directors / Annual Meeting
Parkside at Woodbridge
Wednesday, August 27, 2014, 6:00 p.m.
Panera Bread, Redmond WA

Directors Present – President Howard Hillinger, Secretary Wenchang Liu and Treasurer Lawrence Bernath.

By Invite – Michael Gordon of Kappes Miller Management

Call to Order – There being a quorum present, President Hillinger called the meeting to order at 6:00 pm.

Minutes of Previous Meeting – By consensus of the Board, the minutes of the June 4, 2014 Board of Directors Meeting was approved as drafted.

Financial Report – The property manager reviewed the May, June and July 2014 financial statements, which were accepted, subject to audit.

Old Business

1. Landscaping

A. Irrigation upgrades – The property manager reported that Prograss has completed the scope of the irrigation upgrades, pending final inspection by Cascade Water Alliance.

2. 2014 Maintenance

A. Mulching – By consensus of the Board, it was decided to defer the mulching of the grounds until spring of the coming year.

3. Association Google Groups – The property manager will email the former administrator of the Google Groups (and BOD President) in attempt to transfer the administrator function to himself.

Adjournment – There being no further business, President Hillinger adjourned the meeting at 6:50 pm.

Submitted

Michael Gordon,
Kappes Miller Management

Minutes
Regular Board of Directors / Annual Meeting
Parkside at Woodbridge
Wednesday, June 4, 2014, 6:00 p.m.
Panera Bread, Redmond WA

Directors Present – President Brent Best, Secretary Lawrence Bernath and Treasurer Howard Hillinger.

Homeowners in Attendance – Mr. Wenchang Liu

By Invite – Michael Gordon of Kappes Miller Management

Call to Order – There being a quorum present, President Best called the meeting to order at 6:00 pm.

Resignation / Appointment of Director

Due to the pending sale of his unit, President Best announced his resignation from the Board. The Board thanked President Best for his contribution to the Association over the years and accepted his resignation.

By consensus of the Board, it was decided to appoint Homeowner Wenchang Liu to the Board, in the vacant seat resulting from the resignation.

Board Reorganization

By consensus, the following Board offices were assigned:

President - Howard Hillinger
Secretary – Wenchang Liu
Treasurer Lawrence Bernath

Minutes of Previous Meeting – By consensus of the Board, the minutes of the April 30, 2014 Board of Directors Meeting was approved as drafted.

Financial Report – The property manager reviewed the April 2014 financial statement, which was accepted, subject to audit.

Old Business

1. Landscaping

- A. Irrigation upgrades – The property manager reported that Monte Speyer of Prograss informed him that the final approval form the Cascade Water Alliance is pending. Once approved, the irrigation modifications will be scheduled and a notice will be distributed to all residents to notify them of the scheduling.

2. 2014 Maintenance

- A. Mulching – will commence after the irrigation upgrades.
- B. Window Cleaning – of all 2nd story exterior windows and skylights will be scheduled in July. Once scheduled, a notice will be distributed to all residents to notify them of the scheduling.

Adjournment – There being no further business, President Hillinger adjourned the meeting at 6:30 pm.

Submitted

Michael Gordon,
Kappes Miller Management

Minutes
Regular Board of Directors / Annual Meeting
Parkside at Woodbridge
Wednesday, April 30, 2014, 6:00 p.m.
Panera Bread, Redmond WA

Directors Present – President Brent Best, Secretary Lawrence Bernath and Treasurer Howard Hillinger.

Homeowners in Attendance – None

By Invite – Michael Gordon of Kappes Miller Management

Call to Order – There being a quorum present, President Best called the meeting to order at 6:00 pm.

Minutes of Previous Meeting – By a consensus of the Board, the minutes of the April 30, 2014 Annual / Board of Directors Meeting was approved as drafted.

Financial Report – The property manager reviewed the March 2014 financial statements, which were accepted, subject to audit.

Old Business

1. Landscaping

A. Irrigation upgrades – The property manager presented the following information provided by Monte Speyer of Prograss:

Sprinkler Heads / Nozzles

Replace 145 sprinkler heads / nozzles at approximately \$33 each = \$4800

Rebate - \$10 per head and \$5 per nozzle = \$2175

Net cost - \$2625

Rainbird Controllers

Replace 3 irrigation clocks with Rainbird Controllers at \$600 each = \$1800

Rebate - \$250 per controller = \$750

Net cost - \$1050

Gross cost - \$6600, plus tax

Monte's cost - \$385

Total gross cost - \$6985 plus tax

Total Rebate – \$2925

Total net cost (tax not included) - \$4060

Based on the above estimated calculations, the proposed modifications would save approximately – 363,000 gallons annually, resulting in an annual savings of approximately \$1500,

which would recover the costs of the modifications in approximately 3 years.

The property manager reported that Monte Speyer is scheduled to inspect the existing irrigation system components with Mike Best of Cascade Water Alliance, after which the rebates reflected above will be confirmed.

2. 2014 Maintenance

- A. Mulching – will be performed by July. Per the Board's request, the property manager will obtain information about the date when this service was performed and cost.
- B. Window Cleaning – will also be completed by July. The property reported that this service was last completed in July 2012 and was omitted in 2013, due to the painting project that was in progress at that time.

Adjournment – There being no further business, President Best adjourned the meeting at 6:41 pm.

Submitted

Michael Gordon,
Kappes Miller Management

Minutes
Regular Board of Directors / Annual Meeting
Parkside at Woodbridge
Thursday, March 13, 2014, 6:00 p.m.
Panera Bread, Redmond WA

Directors Present – President Brent Best, Secretary Lawrence Bernath and Treasurer Howard Hillinger.

Homeowners in Attendance – Mr. Wenchang Liu.

By Invite – Monte Speyer of Prograss Landscaping and Michael Gordon of Kappes Miller Management

Establishment of Quorum – The property manager reported that there were 25.74% of the homeowners in attendance at this meeting, in person or by proxy, thus establishing a quorum for this annual meeting

Call to Order – There being a quorum present, the meeting was called to order at 6:00 pm.

Minutes of Previous Meeting – By a consensus of the Board, the minutes of the January 30, 2014 Board of Directors Meeting was approved as drafted.

Financial Report – The property manager reviewed the January and February 2014 financial statements, which were accepted, subject to audit.

Election of One (1) Director

The property manager announced that at this annual meeting, the term of one seat on the Board, currently held by Secretary Bernath, will be expiring and that an election to fill the expiring seat will be held.

Secretary Bernath was nominated to be re-elected and continue serving on the Board as Secretary. There being no further nominations, Secretary Bernath was re-elected to the Board and in the office of Secretary, by acclamation

Old Business

1. Landscaping

- A. Irrigation upgrades – Monte Speyer of Prograss Landscaping reviewed the previously proposed irrigation modifications at a total cost \$5,640; but a net cost to the Association of \$2,955, after rebates totaling \$2,685. For the Board's discussion at the next meeting, Mr. Speyer will verify the amount of the projected rebates with Jenna Smith of Savings Water Partnership and also submit a report as to the amount of anticipated water savings gained by the proposed irrigation modifications and how long it would take to pay back the net capital expense.

Adjournment – There being no further business, President Best adjourned the meeting at 7:00 pm.

Submitted

Michael Gordon,
Kappes Miller Management

Minutes
Regular Board of Directors / Annual Meeting
Parkside at Woodbridge
Thursday, January 30, 2014, 6:00 p.m.
18874 NE 67th Way, #103

Directors Present – Brent Best

Homeowners in Attendance – Mr. Howard Hillinger and Mr. Lawrence Bernath.

By Invite - Michael Gordon of Kappes Miller Management

Appointment of Directors – By consensus, Mr. Howard Hillinger and Mr. Lawrence Bernath were appointed to fill the 2 existing vacant seats on the Board.

Call to Order – There being a quorum present, the meeting was called to order at 6:10 pm.

Election of Officers

The following offices were appointed by a unanimous vote of the Board:

1. President – Brent Best
2. Secretary – Lawrence Bernath
3. Treasurer – Howard Hillinger

Minutes of Previous Meeting – By a consensus of the Board, the minutes of the October 22, 2013 Board of Directors Meeting was approved as drafted.

Financial Report – The property manager reviewed the November and December 2013 financial statement, which were accepted, subject to audit.

Old Business

1. Landscaping
 - A. Mulching – To be done in spring of 2014
 - B. Irrigation upgrades – The property manager will invite Mr. Monte Speyer of Prograss Landscaping to attend the Annual Meeting, scheduled for March 13, 2014, to present detailed information, pertaining to the proposed irrigation modifications and the cost rebate program offered through Saving Water Partnership.

Adjournment – There being no further business, President Best adjourned the meeting at 7:04 pm.

Submitted
Michael Gordon, Kappes Miller Management

Minutes
Regular Board of Directors / Annual Meeting
Parkside at Woodbridge
Tuesday, October 22, 2013, 6:00 p.m.
18874 NE 67th Way, #103

Call to Order – There being a quorum present, the meeting was called to order at 6:00 pm.

Directors Present – Carolyn Kitchens and Brent Best

By Invite – Fergus Stewart and Michael Gordon of Kappes Miller Management

Financial Report – The property manager reviewed the September 2013 financial statement, which was accepted, subject to audit.

Old Business

1. Landscaping

- A. Tree pruning – The annual tree pruning will be performed by Progress in November 2013. Anticipated cost for this service is \$1,860, plus WSST.
- B. Unit 6101 Drainage Problem - Brent presented a proposal that he solicited from Progress for improvements to his unit side yard. Of the total cost of this proposed improvement, \$1,675.00 is dedicated to correct drainage issues. Since the mitigation of drainage problems of any part of the grounds is the responsibility of the Association, the Board authorized a reimbursement to Brent for the proposed amount of \$1,675.00 to correct this long standing drainage dilemma.
- C. Mulching – To be done in spring of 2014
- D. Irrigation upgrades – Will be initiated promptly in April 2014

New Business

- 1. 2014 Budget – The 2014 Budget, which consists of no increase to the HOA dues for 2014, was adopted by a unanimous vote of the Board. A copy of the Board approved 2014 Budget will be circulated to all homeowners, along with a notice for the ratification of this budget, scheduled for November 25, 2013,

Adjournment – There being no further business, the meeting was adjourned at 6:47 pm.

Parkside at Woodbridge HOA

Minutes of the July 2013 HOA Meeting

August 27, 2013, at Carolyn's home

Minutes taken by Carolyn Kitchens

Present

- Mike Gordon – Kappes Miller Management mgordon@kappesmilller.com
- Carolyn Kitchens – HOA Treasurer
- Brent Best – (accepted Board position at the meeting)

Mike opened the meeting at 6:00pm.

Carolyn has received blueprints from Fergus, and has them in at her unit.

July financial statement

We contributed to the reserve, and remain up to date on contributions. Total operating expenses through July is \$318 in our favor

Landscaping

work on Barry's lawn was completed 8/20

-Mike to ask Monte for estimate on Brent's yard for paving options vs. replanting to replace lawn, so we can consider long-term financial benefits

- irrigation upgrades: will come back to this in January; rebate program funding to renew in 2014

Building painting

50% complete; looking great. Mike reports that he has gotten no complaints. Painting scheduled to be completed by the first week of September

Window cleaning

This will happen after painting is complete. Upstairs windows and skylights only, we will not clean the downstairs windows. Mike will provide us with a notice for unit owners, so that they are not surprised to see someone at their window.

Board Elections

Board of directors appointed

Carolyn Kitchens- president

Michael Brent Best- secretary/treasurer

Next meeting

The next meeting will be on Tuesday, September 24, at 6:00pm.

Parkside at Woodbridge HOA

Minutes of the July 2013 HOA Meeting

July 30, 2013, at Carolyn's home

Minutes taken by Carolyn Kitchens

Present

- Mike Gordon – Kappes Miller Management mkgordon@kappesmillier.com
- Carolyn Kitchens – HOA Treasurer
- Brent Best – (accepted Board position at the meeting)
- Win Chang Liu (welcome, new owner of 18878 NE 67th Way #104)
- Barry Serrano
- Fergus Stewart (former HOA President)

Mike opened the meeting at 6:00pm.

Fergus has sold his townhome, so has resigned his Board position;
Carolyn will ask Fergus for building blueprints

Brent Best accepted one of the two open Board positions; critical for our association to continue business as usual, as we must have at least two owners on the Board

May/June financial statement

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

We had \$82.40 in receivables.

Carolyn signed a check for \$8,892.77 for painting down payment to Cooper. We are currently favorable relative to the budget, and have \$116K in the reserve.

Landscaping

Barry's grass: Barry requested that Prograss look at his yard and recommend a fix for his thinning grass: Monte's suggestion is to thin the trees to allow more sunlight and re-seed as first intervention

The irrigation upgrades proposal came in from Prograss; Mike will verify rebates before proceeding

Reserve Study

complete. Mike gave Carolyn a hard copy. He will also sent electronic copy

Building painting

Started this week with pressure washing. Painting scheduled to be completed by the first week of September

Painters would like to install a port-a-potty while the work is being completed; however, it was determined that there are no suitable locations on the premises to accommodate the placement of a port-a-potty. Mike will suggest bringing one in on the bed of a truck or trailer that is to be removed from the premises at the end of every work day.

Window cleaning

This will happen after painting is complete. Upstairs windows and skylights only, we will not clean the downstairs windows. Mike will provide us with a notice for unit owners, so that they are not surprised to see someone at their window.

Next meeting

The next meeting will be on Tuesday, August 27, at 6:00pm.