

**Minutes**  
**Regular Board of Directors**  
**Parkside at Woodbridge**  
**Thursday, January 25, 2016, 6:00 p.m.**  
**Woodbridge, Redmond WA**

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

Homeowners in Attendance – Anna Martchenko and Pavel Chikulaev

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 22, 2015 Board of Directors Meeting was approved as drafted.

Landscaping

1. Landscape Retrofit Design Proposal – In follow up to the decision rendered at the prior meeting, the property manager obtained a revised proposal from Landscape Architect John Salisbury to perform an inspection of the property grounds and recommend a scope to remedy existing landscape problems, primarily related to plant material replacement and to correct reported conditions of unit yards that has generated complaints from its owners, at a cost not to exceed \$1,000.00.

After reviewing the proposal, it was decided to defer action on this matter pending investigation of alternate options and discussion with homeowners.

2. Irrigation – Homeowner Anna Martchenko offered to investigate measures to reduce irrigation water consumption. The Board thanked Ms. Martchenko and accepted her offer.

Financial Report – The property manager reviewed the November and December 2015 financial statement, which was accepted, subject to audit.

11/14/15 Water Loss – The property manager reported the details of the emergency call he received and responded to on November 14, 2015, pertaining to a water loss, resulting from a roof leak. The property manager further reported that the total cost for the attending contractor's emergency response, roof repairs and the water loss mitigation, to include mold remediation, exceeded \$8,000.00. The property manager will tender a claim with the Association's insurance carrier.

Management Contract – Discussion on this matter was deferred to the next meeting.

Adjournment – There being no further business, President Hillinger adjourned the meeting at 7:45 pm.

Submitted  
Michael Gordon

**Minutes**  
**Regular Board of Directors**  
**Parkside at Woodbridge**  
**Thursday, October 22, 2015, 6:00 p.m.**  
**Woodbridge, Redmond WA**

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

By Invite – John Salisbury, Landscape Architect, 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 August 26, 2015 Board of Directors Meeting was approved as drafted.

Landscaping

1. Landscape Retrofit Design Proposal – John Salisbury presented his proposal to create an architectural landscape design for the complete retrofit of the property landscaping, to include common element grounds and individual unit yards, at a cost of \$6,250.00. After Mr. Salisbury completed his presentation and addressed questions, the Board thanked him and excused him from the meeting.

After further discussion, it was decided by the Board to request Mr. Salisbury to re-present a proposal, to perform an inspection of the property grounds and recommend a scope to remedy existing landscape problems, primarily related to plant material replacement and to correct reported conditions of unit yards that has generated complaints from its owners, at a cost not to exceed \$1,000.00.

2. Tree Removal – The decision rendered at the previous meeting to perform the removal of 2 trees at 6509-188<sup>th</sup> Place NE, #112, was rescinded, pending the soliciting of additional bids by Treasurer Bernath.
3. Tree Pruning – Action on this matter has been deferred, pending the soliciting of additional bids by Treasurer Bernath.

Financial Report – The property manager reviewed the September 2015 financial statement, which was accepted, subject to audit.

2016 Budget – After review and discussion on the draft 2016 budget, presented by Mike Gordon of Kappes Miller Management, the Board, by unanimous vote, approved the presented 2016 budget, consisting of an increase to homeowner's dues by an amount of 3.1%.

Adjournment – There being no further business, President Hillinger adjourned the meeting at 7:20 pm.

Submitted  
Michael Gordon

**Minutes**  
**Regular Board of Directors**  
**Parkside at Woodbridge**  
**Wednesday, August 26, 2015, 6:00 p.m.**  
**Woodbridge, 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 3, 2015 Board of Directors Meeting was approved as drafted.

Costco – President Hillinger reported on the efforts being taken by him and interested parties regarding the development of the Costco in the neighborhood, to include filing a public disclosure request to verify the validity of their permit extension. President Hillinger will continue to collaborate with interested parties to include members of the Master Woodbridge HOA and Woodbridge Townhomes (Phase I) Condominium Association.

Landscaping

1. Barking – Will commence on August 29, 2015
2. Landscape retrofit design – The Board reviewed the revised landscape design proposal submitted by John Salisbury, Landscape Architect for Prograss Landscaping, which includes individual unit yards, at a cost of \$6,250.00. Per the Board's request, the property manager will invite Mr. Salisbury to attend the next Board meeting, scheduled for September 30, 2015, to address questions.
3. Unit / homeowner landscaping issues – After reviewing the bid submitted by Prograss for the proposed work at 6509-188<sup>th</sup> Place NE, #112, the Board approved the following scope of work:
  - A. Remove the large plum tree located inside the fenced yard
  - B. Remove the large maple located just outside of the fenced yard
  - C. Grind the tree stump of the removed maple

The property manager will notify Prograss of the Board's approval.

Financial Report – The property manager reviewed the July 2015 financial statement, which was accepted, subject to audit.

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

Submitted  
Michael Gordon

**Minutes**  
**Regular Board of Directors**  
**Parkside at Woodbridge**  
**Wednesday, July 28, 2015, 5:00 p.m.**  
**Woodbridge, 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 5:00 pm.

Minutes of Previous Meeting – By consensus of the Board, the minutes of the June 3, 2015 Board of Directors Meeting was approved as drafted.

Landscaping

1. Barking – After reviewing the revised proposal submitted by Prograss Landscaping, it was decided by a consensus of the Board to accept the proposal submitted by Pacific Topsoils, Inc. to bark the landscaped beds of the entire property grounds at a cost of \$2,027.67. Secretary Bernath will coordinate the scheduling of the service.
2. Landscape retrofit design – The Board reviewed the observations and discussion that took place during the walkthrough conducted just prior to this meeting with John Salisbury, Landscape Architect for Prograss Landscaping, who will submit a revised proposal for landscape retrofit along with a questionnaire to gauge the Board's preference of landscape design, to include various types of plantings.
3. Proposal for remaining irrigation modification – The property manager will research and compare historical to current usage patterns for irrigation water consumption in order to measure the savings resulting from the partial irrigation modification completed last year.
4. Unit / homeowner landscaping issues – Prior to this meeting, the condition of the yard of 6509-188<sup>th</sup> Place NE, #112 was inspected. Monte Speyer of Prograss Landscaping indicated that the observed lack of growth and excessive moss problem is due to a lack of sunlight, which is contributed by 2 large overgrown trees. Prograss Landscaping will submit a proposal to remove the 2 trees, grind the stumps and to install barking on the bed of the yard.

Financial Report – The property manager reviewed the May and June 2015 financial statement, which were accepted, subject to audit.

New Business

1. Insurance Replacement – Because of reports by various homeowners, notifying the Board of their experience with lenders unable to provide financing and/or refinancing of mortgage loans, due to the current Master Condominium Insurance being a "pooled" insurance program, it was decided by a consensus of the Board to replace all existing insurance policies in a non-pooled insurance

program, with a new carrier, Allied Insurance, at a total annual premium cost of \$17,887.79.

2. Fence repairs / painting – By consensus of the Board, it was decided to investigate replacing all white / wooden picket fencing with a vinyl or similar material. The property manager will begin soliciting bids

Adjournment – There being no further business, President Hillinger adjourned the meeting at 6:00 pm.

Submitted  
Michael Gordon

**Minutes**  
**Regular Board of Directors**  
**Parkside at Woodbridge**  
**Wednesday, June 3, 2015, 6:00 p.m.**  
**Panera Bread, Redmond WA**

Directors Present – President Howard Hillinger and Treasurer Lawrence Bernath.

Not Present – Secretary Wenchang Liu

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 March 4, 2015 Board of Directors Meeting was approved as drafted.

Landscaping

1. Barking – After reviewing 3 bids for applying bark on the beds of the property grounds, it was decided by a consensus of the Board to ask the Association's landscape maintenance contractor, Prograss, to offer a reduction in their quote.
2. Landscape retrofit design – The property manger presented a proposal submitted by John Salisbury RLA, to design a landscape retrofit plan for the entire property landscaping, at a cost of \$4950 pus tax. After reviewing the proposal, it was decided by a consensus of the Board to schedule a walkthrough with John Salisbury to obtain a better understanding of the scope being proposed. The property manager will schedule this walkthrough for a date in the near future.
3. Proposal for remaining irrigation modification – Discussion on this matter was deferred pending investigation of costs paid and rebates received from the previous irrigation modifications completed in 2014.

Financial Report – The property manager reviewed the March and April 2015 financial statement, which were accepted, subject to audit.

New Business

1. Fence repairs / painting – The property manager presented a proposal submitted by Cooper's Painting Co to perform repairs and painting of all white picket fencing on the property, at a cost of \$6800. The property manager will solicit competitive bids from other reputable sources.

Adjournment – There being no further business, President Hillinger adjourned the meeting at 7:35 pm.

Submitted  
Michael Gordon

**Minutes**  
**Regular Board of Directors**  
**Parkside at Woodbridge**  
**Wednesday, March 4, 2015, 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 January 28, 2015 Board of Directors Meeting was approved as drafted.

Landscaping

1. Tree pruning – By consensus of the Board, it was decided to defer the tree pruning service to the fall of 2015.
2. Other proposed non-contractual landscape services
  - A. Removal of heather / photinia – By consensus of the Board, it was decided to defer the removal of plant material, until the Board has the opportunity to review the landscape retrofit plan that will encompass modifications to the landscaping, to include the removal and replacement of plant material.
  - B. Install sod on bald spot of lawn located at 18936 NE 67<sup>th</sup> Way – By consensus of the Board, it was decided to pass on this proposal.
  - C. Crane fly Treatment - By a unanimous vote of the Board, the proposal to perform annual crane fly treatment, at a cost \$205, was accepted.
  - D. Barking / Mulching - By consensus of the Board, it was decided to defer further discussion on barking / mulching, until the summer of 2015, at which time bids will be re-solicited and reviewed for consideration.

Financial Report – The property manager reviewed the January 2015 financial statement, which was accepted, subject to audit.

Next Meeting – The next meeting will be the Annual Homeowner's Meeting, scheduled for March 25, 2015.

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

Submitted  
Michael Gordon

**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 13<sup>th</sup> 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 67<sup>th</sup> 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