

Sunset Plaza Condominiums Board Meeting Date: 2/13/2019

Board Members:

Jean Homan – President
Jody Matthews – Vice President
Peter Schrempf – Treasurer
Louise Richardson - Secretary
Teresa L’Amarca - Member at Large

Board Members in Attendance: Jean, Jody, Peter, Louise

Board Members Absent: Teresa

TMT Representative in Attendance: Greg Beals

Community Members in Attendance: 14

Minutes: Nancy Schrempf

OPEN FORUM FOR RESIDENTS:

The order of meeting is being changed due to Board Member having to leave early for flight. The Open Forum will be at the end of the meeting.

MEETING CALLED TO ORDER AT 6:04

1. Approval of January 2019 Meeting Minutes:

- a. There were no amendments or corrections. Motioned, seconded and approved.

2. Treasurer’s Report:

- a. The Net Revenue Balance through the end of December 2018 looked low by about \$10-12K, but we are still waiting for TMT to credit the \$10K rental income (SPCA unit K102) to our account. Also, the \$25K carried over from last year for discrete projects is reflected as a separate line item in this year’s budget. 2018 expenditures ended up where we expected them to be. We should be right on target for this year.

3. Manager’s Report:

- a. Greg Beals announced that Denise Rasmussen left two weeks ago, leaving eight properties without a representative. Fortunately, Phyllis has helped with keeping things moving forward. Cindy Sinanian (cindy.sinanian@managementtrust.com), who has been a Community Association Manager at TMT for four months and works out of the Tacoma office, will be taking over our account. She has come up-to-speed quickly. Cindy has a background as a Project Manager for Boeing (35 years) and has held multiple Board positions. She is a homeowner and investor who owns a number of properties. Greg will send an email tomorrow to the Board introducing her. To start with, when contacting her via email, please also copy Greg and Phyllis. Cindy will be responsible for eight properties (per Greg, their “sweet spot” is eight to twelve) that require different levels of oversight. SPCA is a complicated property and the Board feels we require more hands-on than some other properties. Greg agreed that SPCA is complex, but others Cindy will be working with are much simpler, sometimes requiring only quarterly meetings or accounting only assistance. A Board Member noted an example of the lack of assistance SPCA has sometimes gotten from our TMT Community Association Manager. Jody was concerned with some items Phyllis has contacted her about (she called Jody today about a possible water leak and asked how the Board wanted them to proceed; should she contact the plumber or the roofer. Jody felt that TMT should be proactive and have a process in place for how to handle situations and shouldn’t be contacting us about these issues.).

- b. TMT is having trouble attracting applicants for the property manager position. Greg thought that this might be due to low unemployment and people apparently being paid well enough where they currently are employed. Board members suggested recruiting veterans or retirees on a pension who have time on their hands and would like work. The position will be a TMT full-time employee.
- c. Greg noted that he had received the update of outstanding issues that Peter sent to him. He reported on issues raised in this listing and in TMT's Action Items table:
 - 1. Concerning the leak in Building N (unit 202), both the plumber and the roofer have been contacted. The Board felt that the plumber TMT originally called in to inspect the damage should have had a plan instead of picking random spots to poke through sheet rock in N302; the unit resident got the impression that the plumber was unsure how to proceed. Care should be taken to minimize stress on unit residents in these situations. The Board requested that TMT oversee the plumber (or any other vendors) to make sure they have a definite process to follow.
 - 2. Termite treatment (in and around building) for Building L was done on Jan 31st.
 - 3. Two other items of significant concern to the Board are water damage repair work on G101 and streetlights by the front entrance/compactor area. Remediation in G101 is in process and Sharkey is awaiting delivery of new cabinets. The Board had previously authorized expenditure up to \$1500 to have lighting issues investigated. Phyllis contacted Tim today to have him schedule a visit with All Wire. The Board feels there has been a lack of communication and follow-through from TMT, and requested that TMT close the loop on this. Tim reported that there is now a new issue. The stairwell and carport lights in buildings F, G and H are all out since the snowstorm (Ande noticed last night when she returned from a trip). The Board reminded residents to report any concerns/emergencies to TMT immediately.
 - 4. Phyllis has located the original report and pictures from the front gate damage that was done by one of the fire department's trucks last year. Jean needs this information, bids (NEC did the actual repair) and other documentation/information TMT has in order to file a claim.
 - 5. Concerning the upcoming third phase of the roofing project, Star roofing said there were no skylights that needed to be billed separately to unit owners. TMT is awaiting their bid for the last seven buildings.
 - 6. The Board also requested that TMT look into the reimbursement from Pacific Landscaping for carport damage they caused and that was subsequently repaired by Tim last year.

4. **Unfinished business:**

- a. Sign Project – Peter has received the residence building signs. Sharkey is waiting to get 50% check to start work once weather permits. Peter is working with Sir Speedy on the next phase of the project (entry area near gate and Community Center).
- b. Invoice Approval - Approval of invoices requires two Board Members to sign off. Board Members are still intermittently having difficulty accessing the site. Greg realizes that there are some issues; TMT is working on a resolution.
- c. Water Leak In D101 and/or units above - Perez has been out to investigate. The Board requested that TMT send an update on what was found.
- d. Upgrading Exterior Lighting to LED - Tim prepared an inventory of post-mounted and wall-mounted fixtures. He thinks four pole lights and about ten surface mounts have been converted. The Board asked that TMT pull information concerning what has been ordered in the past so they can see specifications and costs going forward. Any special deals/programs with TPU or the city should be researched.

5. **New Business:**

- a. Pacific Landscaping has submitted a bid to remove arborvitae by Building N, but it also included the cost for putting in new plants (which was not requested). This area has no irrigation. (There had been a bid a while ago to put in irrigation in areas adjacent to Building N. It was about \$8-10K, which was thought to be too expensive.) There was a suggestion to investigate different types of plants that

would do better in that habitat. The Board requested that TMT get a new bid from Pacific for just the removal of dead plants.

- b. The information that Louise got concerning tables and chairs for the dog park and possibly other locations will be discussed at the annual meeting.
- c. The annual meeting is in March and getting a quorum is very difficult. The quorum was dropped to 25% a couple of years ago and reaching even that is still very difficult. It is very important that information go out to owners from TMT (via mail and email) in a timely fashion. The Board should have five to seven members. There are currently only five and there may be a need to fill between two and four positions.
- d. There is a new city regulation that requires SPCA to have a license to rent the unit that the association owns (K102). The Board received the application from Olympic Rentals that needs to be completed. It has been forwarded to TMT. This license will also be required for any owners who rent units to others.

FLOOR OPEN TO FURTHER QUESTIONS FROM RESIDENTS (OPEN FORUM):

1. A couple of residents stated that Tim and Lisa do a great job and noted that, because there have been some problems with prior on-site property managers, some residents would be perfectly happy to just have them continue. They are very conscientious and do a great job. The Board pointed out that Tim and Lisa are independent vendors and cannot do rules enforcement. The reason SPCA is advertising for a Property Manager who is an employee of TMT and does not live on the property is that many community members are very concerned about the lack of rules enforcement.
2. It was asked, if we pay TMT, why is Jean preparing the claim for the fire truck damage. Jean is very experienced in this area and has volunteered to do the preparation; TMT will oversee the claim submission and is ultimately responsible.
3. Another question concerned how many rental spots are open. Out of 37 rentals allowed there are currently 22 rented. There is a unit occupied that was foreclosed on and is supposed to be empty. The resident who is aware of this situation needs to send information to TMT (Greg and Phyllis) so that they can let the bank know they have a squatter. Power has been cut to unit but apparently the individual is running a power cord to an outside electrical outlet. Tim has unplugged the cord at least once.
4. Another resident thanked the Board for keeping the HOA dues low this year and watching the budget so closely.
5. A couple of residents were very appreciative that the parking lot was well-maintained during snowstorm.
6. Another resident voiced concern that building entryways are too dark and suggested that, when the buildings are next painted, maybe the stairwells could be painted cream instead of brown.
7. An individual noted that there are trees on the southside of building C that were damaged by the storm. One tree is tipped over; maybe Pacific can prop it back up. Greg will talk to Kevin at Pacific about this and other storm damage since it is part of their contract. Louise is currently working with an arborist who is putting together a proposal for property-wide work that needs to be done.
8. Tim stated again (see Manager's Report item c.3.) that all stairwell and carport lights are out in buildings F, G and H. He is not sure where the breakers for them are. This is an emergency situation; Greg will contact an electrician to come out ASAP.
9. It was asked that, if an owner has multiple parking spots (three bedroom units are assigned two parking spots) and wants to rent one out, does the Board need to approve? There is no approval needed; this is strictly between individual owners.
10. An individual found a bunch of keys. Jody has a list of resident names, unit numbers, license plates and gate/Community Center key numbers due to the recent rekeying project, so she will be able to look up who the keys belong to. This list does not include parking place numbers because official parking place numbers are noted in your unit deed. Jody also reminded residents that the window decals are being reprinted because those printed originally didn't stick.
11. Since the rekeying project (which was needed due to late-night partying and vandalism), a couple of Board Members have been doing the Community Center 10pm lock-up and 9am building opening. There have generally been fewer issues since, but there have been a couple of incidents with some difficult

individuals refusing to leave. There is interest in investigating hiring a security company to come in for a couple of hours at night to do the lock-up and a sweep of the property. The Board and TMT will look at the current budget and expected costs to implement this level of security. Employment law does not allow us to have an on-site manager do this. It is too dangerous for an on-site manager or a Board Member to do lock-up or rules enforcement. The Board realizes the importance of controlling operational costs and minimizing dues increases, especially on behalf of residents with fixed incomes, but having security is also important since it protects owner's property values and will make new residents feel better about buying/renting at SPCA.

12. A resident asked why the front gates have been left open. It was explained that they were left open on purpose during the snowstorm to prevent them freezing in position. Tim will be closing them tomorrow.

MEETING ADJOURNED AT 7:24