

October 28, 2019 Board Meeting

Budget Ratification Meeting – 6:30 pm:

Prior to the regular business meeting, the budget ratification meeting was held. The 2020 budget was approved by the Board of Directors and notice of the 2020 budget was provided to Association members by mailing on October 11, 2019. The purpose of the ratification meeting is to give Association members an opportunity to oppose the proposed budget. The 2020 proposed budget has an 8% dues increase; the Board avoided a higher dues increase by carrying over a portion of the deficit to the 2021 budget.

Because the Board has approved the budget, the budget can only be set aside by more than 50% of the Association ownership appearing at this meeting and voting against the proposed budget. Because more than 50% of the Association membership did not appear at this meeting to challenge the proposed budget, the 2020 budget is approved.

Board Meeting – 7:00 pm:

Board Members present: Teresa Topping, President; Jody Matthews, Vice President; Peter Schrempf, Treasurer; Jean Homan, Secretary; Sue Brown, Member at Large
Board Members not in attendance: Bryson Browning, Member at Large
From TMT: Ekaterina Henyan, Association Manager
Homeowners/Residents present: 20

Prior Meeting Minutes:

Motion: Jody moved to approve the minutes from the September 23, 2019 meeting; Sue seconded. All in favor. **Motion passed.**

Teresa Topping has addressed 365 emails since the last board meeting on Association meetings. Some of bigger issues addressed by email were:

- Gully remediation project
- Budget process and approval by the Board
- Flicker hole repairs (Sharkey not available to address)
- Eddie's hours and duties
- Complaints (noise, flooring and lights)

Approved by email: Soundview invoices (gully remediation) approved in the amount of \$1,817.25 (additional work beyond the scope of original contract) and \$2,280.71 (second half of original contract; first half paid in advance)

Financial Report:

Peter reviewed the financials through September:

Variance in the office expenses – this is due, in part, to the need for a new printer.

The Board is trying to control costs by having Bryson and Teresa update the website instead of paying TMT. Will need to replace the computer in the on-site office, which will cause an increase.

Pool repairs and maintenance – variance of \$4500 over budget (due to aging facilities and infrastructure). Having Eddie be trained to take over basic maintenance to reduce cost of Aqua Rec.

We also are seeing a variance in pest control costs, due to increasing needs and costs.

Landscaping contingency – impacted in a large way by the gully remediation.

Creating separate line item in 2020 budget to track remediation costs. There will be a carryover in 2021 and the Board is hoping there will be no carryover beyond that.

There is a \$28,000 due to Reserves from the Operating Account. Peter believes that TMT is managing our cash flow and withholding reserve deposits to ensure adequate cash flow to cover operating expenses.

Motion: Sue moved to approve the financials as presented; Jody seconded. All in favor. **Motion passed.**

Manager's Report:

Ekaterina did a walk through of the property and made note of issues that may need addressed. Eddie is working on many of these.

Teresa requested that TMT provide a copy of the Maintenance Technician's Completed Task list on the on-site bulletin board, as it is very useful for homeowners to see all of the things that Eddie is addressing.

Ekaterina is working on getting Eddie certified to handle the daily pool/spa maintenance.

Compliance: Have resolved a pending flooring issue; carpet installed. Bike removed from under the stairwell. Also, a unit was fined \$100 for excessive noise during quiet hours. Finally, a complaint concerning the colorful curtains has been resolved (rules require that back of curtains be solid white).

Asphalt: Ekaterina has been calling Rainier Asphalt with no response. She is trying to arrange for a walk through to determine whether crack sealing is essential this year or whether it can wait for the seal coat next year. Ekaterina is going to move on to other asphalt vendors.

Spa fan: A recommendation was made to correct the fan. Ekaterina is suggesting that we find a company to recommend a new fan to purchase and install.

Attic vents: Ekaterina received a report that an interior fan was venting into the attic space, but that there was no exterior vent, which is alleging stuff to grow. She is still researching and will let us know what she finds.

Unfinished Business:

Update on gully process: Peter provided a brief description of the history that led us to this point. The Association has met with the City. City advised that we needed a geotechnical report. We are expecting the final geotechnical report in a few days from GeoResources. City also advised us that we needed a habitat and re-vegetation plan from Soundview and that is expected by the end of this week or early next week.

We had hoped that the Association could pursue the rehabilitation of the gully with just staff review by the City, as opposed to pursuing a full permitting process. The City recently advised us that this will require a full permitting process. Because of this, we are unlikely to be able to pursue re-vegetation this year.

We have found a rehabilitation landscaping company, SS Landscaping, who has the capacity to handle all aspects of the rehabilitation process. We cannot get an estimate from SS Landscaping until they see the full habilitation report and geotechnical report.

Permitting fees with the City of Tacoma could run between \$1,000 and \$9,000 (estimated).

Flicker Holes: Bird Busters has given us a bid to cover 22 woodpecker holes with a ¼" galvanized hardware cloth after filling the holes with expanding foam. Proposed cost was \$750.00 plus tax. The Board requested that TMT get a quote from Bird Busters that includes covering the galvanized hardware cloth with a new shingle (painted), since the hardware cloth is not a permanent solution. Also asked that Bird Busters quote include the painting of the black metal coverings that Sharkey Construction placed previously over the flicker holes.

Storm Line Repair: Bids were provided for both repairing the failed portion of the storm water system. Line Scape's bid included jetting the line and cleaning out the catch basins, which accounts for the difference in the in their bid. The other bids do not include jetting the lines. Green Field Services includes replacing the line with ductile iron pipe, as opposed to pvc pipe. Peter volunteered to create a score sheet that would assist us in selecting a contractor.

Carport lights: Still working on getting these installed. Eddie handling.

Community Center Security: We did receive a bid from Pierce County Security to lock up the Community Center in the evenings and opening on Saturday morning at 7 am. Total bid was \$425 a month. Peter suggested that we consider locks that can be programmed to retract at a set time for purposes of opening. Due to past problems, programmable locks would likely not be effective for locking/clearing the facilities. Ekaterina will see if she can get a quote for programable locks for the necessary deadbolts.

Adept invoice: Contractor revised the invoice and reduced it to \$1,440.43. **Motion:** Jody moved to pay as presented; Peter seconded. All in favor. **Motion passed.**

Compactor Maintenance: Received a bid from Blankenship for \$500 per visit for maintenance of the contractor. We are looking for a second bid to see if Blankenship's bid is competitive. We did receive training on how to determine how full the compactor is so that we don't have it emptied more often

than necessary. We need the specifications on this compactor to determine its capacity (6.5-7 tons versus 10 tons). If the compactor's specifications allow for a 10 ton capacity, and our compactor is topping out at 6.5-7 tons, then the PSI gauge may be off.

Dry rot on building wings: Eddie is still evaluating the dry rot on the first floor unit wings. Ekaterina questioned whether the Board wants to address just the dry rot or the fences as well. Still a question as to who is responsible for the cost of fence replacement. Board asked that TMT contact Jo Flannery with Ryan Swanson & Cleveland PLLC (attorney who previously provided a legal opinion on our declaration)

New Business:

Reserve Study Bids: Cedcore, Reserve Consultants. If we go to another company, will likely need to start with a Level I study, which is more expensive, which is why the Board is leaning toward Cedcore. The Board has been happy with them. **Motion:** Jody moved to renew the contract with Cedcore for a 3 year period (budget billing) in the amount of \$3,283.11, to be billed yearly at \$1,094.37; Teresa seconded. All in favor. **Motion passed.**

Eddie's hours: **Motion:** Jody moved to change Eddie's hours to 7 am to 3:30 pm; Teresa seconded. All in favor. **Motion passed.**

Landscape Services: SS Landscaping offering full scope of services that we have been receiving (based on Pacific Landscaping's scope of services) for a cost of \$10,000 less per year. They are also a full service landscaper, which will allow for us to have them address tree trimming. The total cost for SS Landscaping is \$37,557.59, annually (the Board approved \$40,000 in 2020 for the landscaping contract). Ekaterina recommended a contract modification that would allow us to cancel their services if not performing. **Motion:** Peter moved to go with SS Landscaping contract, as written, amended with the modification recommended by Ekaterina; Jody seconded. All in favor. **Motion passed.**

Meeting adjourned at 8:55 pm.