

SUNSET PLAZA BOARD MEETING
Meeting Minutes of 01/10/18

Present: Jean Homan, Jody Matthews, Teresa L’Amarca, Teresa Topping, Peter Schrempf. Mitch Mayon – Quorum was present

TMT Representative: Colleen Poole

Homeowners: 7

1. **Call To Order:** 6:30 pm
2. **Homeowner Forum:**
 - A. Architectural Change Request from L104 to have small piece of concrete patio installed. **A motion to approve the Architectural Change Request was made by Peter and seconded by Teresa L. All were in favor and the motion passed.**
 - B. Architectural Change Request from L104 to have a path put in back of Bldg. L by the fence to the parking lot will be forthcoming. Possibly have Sharkey do work.
 - C. High truck hit corner near one of the garages in back of Bldg. A. Corner 1 x 4 was rotted down the spout but was not discovered until the damage
 - D. Need lighting along path leading up to and away from the bridge near Rose Garden. Have low voltage outlet there. Tim to find and install some form of lighting.
 - E. Lighting needed near Bldg. N. Solar probably best in this area. Tim to look into purchasing and installing.
 - F. Dues based on square footage of each unit but different for the 3 levels. Dues based on Declaration.
 - G. Dues seem to go up every year. Dues are based on approved budget for year as well as % ownership of each unit. Current budget increases with Reserve Study funding, big maintenance (roofs) and increase in utilities. Last few years have been in 5% increase range.
 - H. Minutes need to be posted on website as drafts until they are officially approved
 - I. Is there any information on TMT’s Corporate Financials? No financial information is public as TMT is not a publically traded company.
 - J. One owner noted that the last meeting for the ratification of budge was not adequately publicized.
 - K. Annual meeting is coming up and a 25% show of owners is required. Packets for meeting to be mailed 2 weeks prior to meeting as well as an email blast to include proxy form. May help to knock on doors.
3. **Approval of November Minutes – Motion to approve November minutes made by Jody and seconded by Peter. All were in favor and motion passed.**
4. **Approval of December Minutes – Motion to approve December minutes made by Jody and seconded by Teresa L. All were in favor and motion passed.**
5. **Treasury Report**
 - A. Income - ended year as projected with the exception of rental income falling short due to K-102 being offline awaiting renovation
 - B. Expenses
 - Saw relatively major savings in categories of Insurance, Part-Time Payroll and Security System/Locks (latter category awaiting renovations to Cabana as a whole)
 - Overages incurred in categories of Rockery Project (planned), Pool Repairs and Maintenance, Building Repair
 - Ended year slightly under budget overall with funds of approximately \$22,000 being retained in operating account for future needs.
 - C. Reserve Account balance is at about \$200K with target goal of \$400K to provide adequate funding for large projects. By adhering to recommendation of current Reserve Study to fully fund reserve account, we should continue to make progress toward goal.
 - D. Two more years of large expenditures for roofing.
 - E. Reassess storm system in next couple of years
 - F. No variances for November financials
 - G. **Motion to approve November Financials was made by Teresa T and seconded by Jody. All were in favor and motion was passed.**
6. **Rental Unit**
 - A. Rental almost ready to be rented out.
 - B. Jean looking for company to manage unit. Once information is gathered, board will discuss who to go with

- C. Another person interested in renting unit
- D. Management Company will do a market assessment to determine what the unit can be rented for. They will do background check, screening, collect rent and arrange vendors for repairs. Do we want to use their vendors or ours (Sharkey)?
- E. Fee is typically 10% of rent collected
- F. Concern about number of people that might move in. By law unit can have 2 per bedroom plus one
- G. Can dictate what credit rating needs to be
- H. Can say no pets or add pet deposit / pet rent – must allow service pet
- I. Security deposit will be determined by market study by Management Company. Must be careful about pricing out of market

7. Manager's Report

- A. No update on projects from Colleen due to holidays and vacations
- B. Grounds to be looked at on Friday by the Department of Wildlife to see what we have done so far and what our next steps should be
- C. Colleen to send claim form and photos for pillar to Jean so she can fill out and get back to Colleen. Colleen to send claim into City of Tacoma
- D. Resident in C building has had 30 days to move things around to allow entry into condo so that water spigot can finally be fixed. TMT to arrange locksmith to come in after notifying resident.
- E. Fire alarm issues are now with Infinity
- F. TMT to book with ISP now regarding cracks in tennis court
- G. Tim to give bid for replacing fencing around recycle near public garden
- H. Was there ever a committee to review and approved Architectural Change Requests? We could have a committee but usually hard to find volunteers for committees.
- I. Architectural Change forms on web are different then forms in hall. Forms need to be updated. What information do we need to make informed decision?
- J. Carpet in rec room was done using Rug Doctor. Lisa to clean carpet in exercise room.
- K. Can't wash cars on property because we do not have separate drains for the water to run down. To have carwash station we would need to dig down approx. 30 feet. Fire station has sanitary station that will separate out oil from water.
- L. Teresa T to start updating rules. Colleen to send soft copy in word format. If only have in PDF, will need to use converter program.
- M. Emmy had asked if it was possible to have volunteers sit in the office to assist owners and residents. It was decided that this was not possible due to the sensitive information located in the office. Teresa L will set up time to spend in the office to help. Need to come up with scope of duties such as help residents with requests, complaints, contacting TMT with issues, and submitting Architectural Change Requests. Put out flyers with dates and times she will be in office.
- N. Could we have Emmy work on getting volunteers for a Welcoming Committee that Teresa L could oversee?
- O. Files in the office need to be cleaned up.
- P. Need to put files on computer – minutes, newsletters board packets – check on auto backup and Norton.
- Q. Mitch needs key.

Meeting was adjourned at 7:55 pm. There was no Executive Session

Teresa Topping
Secretary of the Board

Date

SUNSET PLAZA BOARD MEETING
Meeting Minutes of 02/14/18

Present: Jean Homan, Jody Matthews, Teresa L’Amarca, Teresa Topping, Peter Schrepf – Quorum was present

TMT Representative: Denise Rasmussen

Homeowners: 6

1. Call To Order: 6:40 pm

2. Homeowner Forum:

- A. Unit N101 noticed bad smell in bathroom over past 6 months. Took down dry wall and found black mold. Appears to have a nail parallel to floor into waste water pipe. Unit above had leak issue. Need to find if leak still exists and clean up mold. Insurance will only cover if sudden or accidental so insurance may not cover this. Have plumber take a look, report back and go from there.
- B. Someone in Bldg. N. leaving cigarette butts and stick matches in beauty bark. Has been an ongoing problem for about 5 months. Teresa L. knows who might be doing this. She will contact neighbor to see if she will stop and report to TMT.
- C. Colleen out for at least a month dealing with family emergency. Denise Rasmussen to cover while she is gone.
- D. N bldg. - Someone using guest parking and leaving theirs open so boyfriend can park close. Others can’t find guest parking in area due to limited spaces. Nothing in rules that state reserved space needs to be used. All units get one reserve and one guest parking spot. If need more than one guest spot, need to register vehicle and get permission from TMT.
- E. Bldg. A: Someone splitting spots. Driver afraid of hitting pole in assigned spot. Might be able to swap spot with somebody.
- F. Jody coming to the cabana early (5:00 – 5:30 am) and finding someone sleeping on couch. If know who it is, need to be told to leave. If caught again, will be trespassing on property. If they live on property, will get notice from TMT and will be fined. Cabana closes at 11 pm and opens at 9 am.. Put Rec Center rules in newsletter.
- G. G204 to replace leaking window. Will need to fill out Architectural Change Request form on website. Fill out and fax to TMT. Very easy if same color and same footprint.
- H. Peter to contact Ande to see if still interested in being on the Board. Herb Stout interested in joining again if position comes open.
- I. Annual meeting coming up in March. Which positions are up for election? In 2016 there was no quorum at Annual Meeting – Jody and Jean’s terms were held over and re-elected in 2017. Mitch was secretary at the time and his wife, Marybeth was the scribe. Need to contact them to see if they have the minutes of the 2017 Annual Meeting. No limits on terms or positions held. Election years should be staggered so entire board not up at same time. TMT to e-mail term expirations to board. Ande may be up for election this year as she was appointment and not elected.
- J. TMT to do e-mail Annual Meeting blast 21 days out and 7 days out both to include proxy. Newsletter to include copy of proxy as well. Maybe consider board members knocking on doors weekend prior to meeting. Put up notices on property 2 weeks prior.

3. Approval of January Minutes – Motion to approve January minutes made by Jody and seconded by Teresa L. All were in favor and motion passed.

4. Treasury Report

- A. No treasury report as Peter had already done an analysis through end of 2017 last month. Peter recommended accepting financials as presented.
- B. Only concern was Reserve Account lower then desired due to starting roof project a year earlier than expected.
- C. **Motion to approve November Financials was made by Jody and seconded by Teresa T. All were in favor and motion was passed.**

5. Manager’s Report

- A. TMT to contact Fields to identify buildings that will have roofs replaced in 2018, what the time frame is and to provide board with cost per building. Will also need to identify units with skylights to let owners know that they will need to pay for the work around the skylights.
- B. Alliance Signature cards. Hold off on filling these out until after Annual Meeting. All sign one form.

- C. Discussion on Feb. 10th about volunteer hours in the office. Liaison must be a board member due to sensitive information being in office. Can help with complaint forms, Architectural Change forms and understanding rules. Will have programmed remotes and gate cards available for purchase with checks.
- D. Landscaping – Bids from Bright View (\$2,994 per month) under current cost from Pacific. Buds and Blades was higher than Pacific (\$7,349 per month). Bright View: organized, responsive and will have foremen that come out with crews. On pg. 4 Bright View proposal list of things excluded in bid such as blowing hard surfaces, community garden beds and roses. Questions from Bright View include: Are they responsible for grass around community garden beds? Yes (maybe with weed eater). Is dog run included? Will not pick up but will mow. Are rose garden included? No. Common beds are included but no beds in back by patios. Frequency may be reduced but with similar results. Will include weekly landscaping debris removal. Does this include parking lot? Hedging of plants sheared three times a year included. Does agreement include rhododendrons.
- E. Need bid on beauty bark. Replace every 2 years and it was not done last year.
- F. Pillar Claim – Jean needs information from TMT before she can fill out form. Need invoice from repair.
- G. TMT to follow up on Fire Alarms
- H. TMT to follow up on nozzle on bldg. C
- I. Reserve study not included in budge packet. Need final version to be approved to make sure adjustments have been completed. Need to start Reserve Study for 2018.
- J. TMT to follow up on the cracks on tennis court and with ISP (Don) to make sure sprinklers are not spraying on tennis court.
- K. Need to check with Tim on bid for fencing for recycle near garden. Phyllis may have or we can consider letting Sharkey do it.
- L. Maybe have Sharkey do a 3 sided bicycle shed as well. Would have hanging racks as well as the rack currently on the back patio of the cabana.
- M. Cabana shower stall needs to be replaced. Fix now instead of waiting until remodel.
- N. We need to get the report from the Fish and Wildlife to see what the next steps are with regards to the woodpeckers.
- O. DVR training too expensive – Teresa T. to try to figure it out
- P. Community Compliance Report included in board packet
- Q. Tim struggling to itemize work to be paid for. If invoice is not itemized, do not pay invoice. Must be treated the same as other vendors.
- R. Signs – Need to pick back up where it was left off. Peter to take a look at what the next step should be.
- S. Can we move cardboard recycle dumpster or paint it?
- T. Cabana remodel tabled for 1-2 years due to roofing project starting a year early.
- U. Goats tabled until spring. Sheep out grazing now.
- V. When will work order for N201 for repair of the drywall in the bathroom be done? Boot and shingles on roof replaced but may not have been fixed correctly. Ceiling in N301 brown spot in ceiling. Oder and dank in N201.
- W. Lighting near bridge and N building has not been completed. Tim was to buy and install.
- X. Light near front door at the cabana not turning on.
- Y. ACC approved for L104 at January Board Meeting. Owner has not received approval letter. Second ACC to install concrete path was turned into Colleen at last meeting but board has not seen it yet.
- Z. ACC for front door replacement for Peter. Sharkey will be doing the work. **Motion to accept the Architectural Change as presented was made by Jody and seconded by Teresa L. All were in favor and the motion passed.**

Meeting was adjourned at 7:55 pm. There was no Executive Session

Teresa Topping
Secretary of the Board

Date

SUNSET PLAZA BOARD MEETING
Meeting Minutes of 04/11/2018

Present: Jean Homan, Jody Matthews, Teresa Topping, Peter Schrempf, Ande Dunn, Ron Miller – Quorum present

TMT Representative: Denise Rasmussen

Homeowners: 5

1. **Call To Order:** 6:35 pm

2. **Homeowners**

- A. Denise reported that Olympic Services, mgt. company for the rental unit, has indicated that the only way they will transfer funds to us is by electronic means. TMT will not give Olympic Services our account information as they feel it is unsafe. Jean suggested setting up a special account that can be used for these fund transfers. Jean will contact Kim Mulligan to discuss the matter.
- B. Resident in F102 sent e-mail and check to TMT to reserve Rec. Room a while back but has not received confirmation. TMT to check to see if they received check and that room is booked.
- C. Need calendar for reservation of Rec. Room on site. Denise suggested website be used to send in request and manage calendar there. Jean to add page to website. TMT could send copy to Tim weekly to post on door. Maybe have Teresa update calendar on site once she has office hours. Have request forms next to on-site calendar. Need sign to put on door on date room is reserved to let people know not to enter room.
- D. Three of 4 lights at front gate are not working. All Wire was out. Stated they talked to Lisa who told them they (her and Tim) take care of those lights. TMT called out again and all Wire suspects issue may be cut in line under asphalt. Will take about 4 hours to cut through asphalt to check. Will give TMT bid for work. Light outside Cabana not working. TMT to ask All Wire to look at. Might check to see if a switch in Cabana controls light.
- E. Denise talked with both Lisa and Tim to emphasize that they are not to interact with other vendors unless specifically directed to.
- F. Rec Center will not be remodeled in 2018 because we did not want Reserve account to go below \$400,000. Had to start roofing project a year early. Decision on whether to complete in 2019 will be made after October Budget Meeting.
- G. Chairs in Rec. Room will not scoot. Ande to look into getting gliders for chairs. One chair broken and should not be used.

3. **February Meeting Minutes** – Change date on regular February minutes from 2020 to 2018. **A motion was made by Ande to approve the February Meeting Minutes. The motion was seconded by Jody. All approved. The motion was passed.**

4. **Annual Meeting Minutes** – Will be approved at the next Annual Meeting

5. **Treasurers Quarterly Report (January – March)**

- A. With rental of Association's unit (K-102), income will be added to cash flow beginning this month.
- B. Working with TMT to accurately reflect Maintenance Services expenses as discussed during budget process.
- C. Landscape Contract currently running over budget by about 8%. Board reviewing proposals from landscapers in hope of bringing into line.
- D. November 2017 gutter cleaning fell into 2018 fiscal year due to timing issue. Will result in overage for category this year.
- E. Trash removal expenses consistently running in excess of Budget. Exceeds budget by 25.6% through March. Will need to be researched. Have 8 accounts with City of Tacoma. Look at solid waste account. Check weight at time of pick up. Compacter has 10 ton capacity. Tim may be calling for pick up based on passage of time instead on PSI.
- F. Overall budget shows modest surplus currently. This is typical for this time of year as many maintenance and utility expenses increase later in year but budgeted equally by month
- G. Reserve at \$210,000 at end of February. Roofing only expenditure. May do signage out of Reserve fund depending on how Operating budget looks.
- H. **A motion was made by Jody to approve Financials. The motion was seconded by Teresa T.. All approved and the motion passed.**

6. **Manager's Report**

- A. Fields Roofing – called to get on schedule. Company indicated that phase 2 has not been completed and that revised pricing will be sent due to increase in cost of materials caused by tariffs and oil price pressure. Will be to TMT by 4/9 but they have not received. TMT has contract that was signed. Could not find schedule of phases. Want to compare original bid to what TMT has.

- B. Reserve Study done
- C. Gate has been fixed. Had reports of cards not working. Was reprogrammed that day. If card is not working, contact TMT. Don't know yet if our mother board was fixable. TMT to check.
- D. Landscaping – Two bids presented. Did not have a bid from Pacific. Cost was calculated by % increase. Paying \$3,710 per month now. Budget \$3,266. Bright View Revised bid with several other tasks included \$3,375 per month for 42 visits (was \$2,294 per month) or \$3,729 for 52 visits. Need Pacific contract to compare. Once we have contact, can hold quick special meeting to vote.
- E. On rental list, can take #15 off list. No longer a rental.
- F. Taxes and insurance done
- G. Fire Alarm – no progress. Had annual inspections but reports were not getting to TMT. Some portions in some buildings not connected and some buildings system might need to be replaced completely. Infinity sent bid but was not broken out by line item for each building. TMT was to find someone else – Evergreen. Last inspection before August 2017, maybe last summer. Jean forwarded e-mails to Denise so she could follow up.
- H. Fence around recycle bins near community garden. Tim's bid was \$2,401.00. How many hours will it take? What is rate per hour? How was bid calculated? Picture would be nice.
- I. Sharkey has patched 38 holes. Department of Fish and Wildlife has taken some woodpeckers.
- J. ACC for unit D302: **A motion was made by Jody to approve the ACC from Unit of D302. Ande seconded the motion. The ACC was approved as presented.**
- K. Teresa L. to get hours published when she has recovered.

Meeting was adjourned at 7:30 pm. Executive Session was held after meeting was adjourned.

Teresa Topping
Secretary of the Board

Date

SUNSET PLAZA BOARD MEETING
Meeting Minutes of 05/09/2018

Present: Jean Homan, Jody Matthews, Peter Schrepf, Ron Miller, Ande Dunn – Quorum present

TMT Representative: Colleen Poole

Homeowners: ?

1. **Call To Order:** 6:33 pm

2. **Homeowners**

- A. We were on schedule to treat for aphids in February but company will determine correct time to apply.
- B. Fields Roofing sent letter to Board wanting to cancel current contract due to certain language but agreed to work under FRS agreement. Colleen to send Jean all documentation regarding the original agreement (cc board – by next week) and contact Gary to see what terms he disagrees with in original contract. TMT has Tract Contract that was signed in addition to the agreement signed by Jean. Looking for some condition under which parties can terminate. If no provision exists, contract can't be cancelled by one party.
- C. Association has attorney in Tacoma for little issues and larger firm in Seattle for bigger issues.
- D. Woodpeckers still an issue. Fish and Wild Life have been out shooting birds. What about replacing first 6 to 7 feet of cedar with aluminum over 10 years? Would be too expensive right now as reserves are lower than should be. Go through another spring to see results of Fish and Wild Life. If still an issue we can look into replacing siding. What about special fee for residents? Some folks on fixed incomes would not be able to afford increase. When residents see birds, TMT to notify Jerry so he can come out and do his thing with his air soft gun. Once done, we notify Sharkey to patch holes. Colleen to follow up with Sharkey about painting patches brown. Start eradicating birds in nests (woodpecker or starling) to insure next generation will not return to holes.

3. **No minutes to approve this month** – April minutes to be approved next month along with May minutes

4. **Treasurers Report**

- A. April Financials not available at time of production as meeting was early this month

5. **Maintenance**

- A. Tim must remain licensed, insured and bonded for 1 million in liability
- B. If Tim sees project that needs to be done on property, he can scope it out, create a bid and then present to Board for approval
- C. Tim's hourly rate has not changed in 3 years. Board needs to address.
- D. Bike Shed – Alternative to building shed is to move bike rack to different location
- E. Bid for fencing around recycle near community garden was not itemized. Need to know how much for materials, approximate number of hours job will take and hourly rate
- F. Stairs on gazebo – Last year Tim applied Thompson clear seal. This year will paint with oil based cedar toned paint
- G. No date on placing bark yet

6. **Manager's Report**

- A. Denise compiling list of tasks / projects. When completed, Colleen to send to Board. Board members to see if anything is missing from the list. Once list is completed, Board to prioritize items
- B. TMT handling woodpecker complaints as they come in
- C. Tacoma Water was out and noted that fire hydrant between M and N buildings may not be accessible for repair or for hook up by fire department due to ivy and roots of cherry trees. Colleen to schedule assessment and inspection by fire department.
- D. Working to get more bids on fire panels.
- E. Colleen to schedule time for ISP clean tennis court and fix cracks. Far right corner has issue with standing water as surrounding lawn is higher than court. Tim to grade land away from courts or come up with another solution
- F. Colleen finding companies to do oil spill clean-up for spot in front of N building. While here, company should assess rest of property to see if other places need to be cleaned. Must be able to clean up spill without water or oil going down drain.
- G. Front gate lights – All Wire stated that Guardian will need to remove motor box in order to get to junction that needs to be fixed. An alternative was to have the electrical panel near the compactor updated and then lines ran from there to lights. Second option much cheaper. Colleen was not sure of bid but thought it to be in \$3,000 range. **A motion was made by Ande and seconded by Peter to have Colleen seek a bid to upgrade**

electrical panel and run wires to the lights in the gate area not to exceed \$3,500. All were in favor and motion passed.

- H. Landscaping – Three bids: Buds and Blades at \$7,000 a month, Bright View at \$3,729 a month (includes irrigation) and Too Full at \$4,200 a month. Current bid from Pacific is \$3,700 a month but does not include irrigation. Pacific has offered small services free of charge such as Christmas tree removal.
- I. Bark – Bright View would charge \$15,000 to lay down requested 2 inch layer of bark. Applied Organics (previous vendor) offers their services at \$50 per square yard.
- J. Crack Fill – Vendors that submitted bids previously included other tasks / products that we did not want. Stanley Patrick Striping only company that presented bid for crack fill only. Need company to fill all current cracks and assess when seal coat would be needed. Most that surveyed the property said seal coat would be needed in 2019. Need to build this cost into budget instead of taking out of Reserve if at all possible. Do not want to have to overlay (asphalt is ground down and then new layer of asphalt applied). **A motion was made by Peter and seconded by Ande to move forward with Stanley Patrick Striping. Scope of work to include filling all cracks, determining if other maintenance will be required this and subsequent years including assessing when seal coat would be needed and why it would be needed. All were in favor and motion passed. Work not to exceed \$1,600 + tax.**

Meeting was adjourned at 7:30 pm. Executive Session was held after meeting was adjourned.

Teresa Topping
Secretary of the Board

Date

SUNSET PLAZA BOARD MEETING
Meeting Minutes of 06/13/2018

Present: Jean Homan, Jody Matthews, Peter Schrepf, Teresa L'Amarca, – Quorum present

TMT Representative: Colleen Poole

Homeowners: 8

1. **Call To Order:** 6:33 pm
2. **Special Presentation** – Jocelyn Bouchard, Chief Program Officer Tacoma and Pierce County Humane Society (see attachment)
3. **Homeowners**
 - A. Screen is missing from the sliding door in rec. room in cabana.
 - B. Someone put foot through wall in exercise room.
 - C. Pictures of car that hit kiosk were sent to TMT. Car information not necessarily on file. Tim may know who car belongs to but would not say. One of Tim's original tasks was tagging cars. Conflict of interest with someone in his position being a resident. Tough to enforce rules.
 - D. Jean spoke to tenant regarding rules regarding cats outside. Was informed by tenant that there were 4 or 5 other cats in building being let out. Jean told resident that all would be subject to same consequences if cats not kept inside. Colleen will need to send letter about \$100 fine for violation of the "no waste rule".
 - E. Jean and Jody to address issue with resident putting food out for cats before letter sent out.
 - F. Coyotes have been seen near N building.
4. **April and May Minutes – Jody moved that the minutes for the April Board Meeting, the April Executive Session Meeting and the May Board Meeting be approved as presented. Peter seconded motion. All were in favor and motion passed**
5. **Treasurers Report**
 - A. April and May financials may need few adjustments.
 - B. Trash removal account still higher than expected. Colleen reported possible increase in volume. Jody reported seeing articles that should not be in garbage such as wood, construction materials, parts of furniture, cardboard boxes and even potted plants. What is capacity of compactor and is it being filled to capacity before being hauled away. When light on compactor lights up, Tim calls TMT. Need to see invoices from City of Tacoma for last 6 months to confirm if more capacity. Colleen to send to Board. Twenty-five percent increase not due to price increase.
 - C. Need to see AP and financials every month.
 - D. Reserve Fund CD matures July 15. Can cash out, auto roll over or take part in cash and roll over part into another CD. \$85,000 currently in Reserve fund with roofing payments still to come. CD is \$152,000. Can split into 2 CDs. Board to decide when new rates come out
 - E. **Jody moved to accept April Financials as presented. Teresa L. seconded motion. All were favor and motion passed.**
6. **Manager's Report**
 - A. Staining of retaining wall: Owner of Superior Rock Wall retired as of January 1st and is no longer in business. Indicated that staining retaining wall was not part of contract. Colleen to find another vendor that might be able to do staining
 - B. Sharkey not accepting any more work until fall. Is still working on patching holes
 - C. Six overdue accounts are above threshold with 3 at the attorney, 1 working with board and 2 others with no actions taken so far. Other 18 accounts total \$3,387.08. One unit power turned off with no contact from owner. May be abandoned.
 - D. Olympic Rental: Current known balance \$2,908.81. Unknown if funds have been transferred to Association account but electronic transfer issues has not been resolved. Colleen contacted Controller (Elizabeth) to see if association could open second account to accept electronic transfer of funds as we would incur a fee if we receive funds via written check. Need answer from Controller by next week
 - E. Fields Roofing: Colleen talked with Steve who was unsure as to what issue was. He was to talk to Gary. Board would like to be notified in writing what issues are or get permission to talk to their attorney. TMT to compare original contract and new proposed contract. If proposed is acceptable, then sign it. Cost went up from \$89,000 to \$95,000 possibly due to cost of oil.
 - F. Thaden Home Services – Good to go with Statement of Insurance and L&I.

- G. Approved for FHA again.
- H. Cabana Usage: Used to have 2 locks. On site manager was responsible for locking / unlocking at appropriate times. Once on-site manager left, paid residents to do it but was very inconsistent. Took deadbolt off door. After hours key fee was returned to residents. Still a question if Greg is actually residing on property. Options include electronic locks or linking cameras to cell phones. Code / card system can program by person, have greater control keeping track of who is there, who is creating problems and better enforcement of rules but is very expensive.
- I. Teresa L'Amarca's new Liaison hours Tuesday 2-4 pm and Thursday 4-6 pm. Can view camera footage while in office.
- J. Board needs to revisit rules for Cabana. Currently written as if second lock exists. Need to be clear on expectations, what is allowed and what is not allowed. Must be communicated clearly. Can put rules in frame "looking out for you". Can roll out in chunks (cats, pool, cabana). Can use newsletter to get word out. Must define consequences (fines) and have way to enforce rules.
- K. Need to further discuss after hours for pool table and common room. Maybe have exercise room open 5 am – 10 pm and pool / common room open 9 am – 10 pm.
- L. Board looking at better management of property and looking at repeated complaints (not enforcing rules, use of rec center, abuse of pool).
- M. Teresa L. can now transmit complaints electronically instead of by paper.
- N. Can have folks sign rules before they are given pool key.
- O. Cigarette butts are back in the beauty bark and in gully near N building. Colleen to send letter.
- P. Parking getting tight on "other" side of property. Each owner has one covered parking spot and can use one uncovered parking spot. If resident has more than 2 vehicles need to register with TMT. Line of trucks belongs to R.J.? Jean sent text to Janet regarding trucks. White truck in front of J building has been there 3 years. Tags expired. Send information to TMT. Cars in covered spots must be operable with current tags. No rule they have to be moved.
- Q. Cost of sending out notification regarding crack sealing questioned. Needed to send to make sure everyone knew about what was happening..

Meeting was adjourned. Executive Session was held after meeting was adjourned.

Teresa Topping
Secretary of the Board

Date

Sunset Plaza Board Meeting
Meeting Minutes of 7/11/18

Present: Jean Homan, Jody Matthews, Peter Schrempf, Teresa L'Amarca, Ande Dunn -
Quorum Present

TMT Representative: Colleen Poole

Homeowners:

1. Call to Order: 6:35pm
2. Special Presentation: none
3. Homeowners:
 - a. Suggestion to make the pool into a spray park because it would be easier
 - b. Tenant that tends to the roses would prefer 8 bags of MiracleGro soil instead of a big truckload of TAGRO that she got a few years ago. Colleen will order and Tim agreed pick up.
 - c. Tenant noted that shrubs on the hill above the rose garden near West side of F building need to be trimmed as it is hard to get to the water spigot. Also mentioned that the people that live in F don't have airflow into their units.
 - d. Tenant asked why the item that was recalled in the pool didn't shut us down until now? Jean discussed her understanding that the Health Department hires interns that focus on certain items each year and this year was drain covers and herself questioned why the Health Department never told us sooner. No one caught it, Aqua Rec, Health Dept etc.
 - e. Tim mentioned that the spa was shut down because of the alarm not making noise and that it was a toggle switch that was flipped the incorrect way. He was also here when the vendor from Aqua Rec was here and the drain cover should be fixed and we should be just waiting on the form to get filled out by Aqua Rec and sent to the Health Department. Tim also cleaned out the filter on the pool heater and found quite a bit of debris that hadn't been cleaned out in quite a long time. Temperature of the pool was also discussed and Tim's vacuuming of the coils and cleaning of the filter has already helped the temperature.
 - f. Tenant asked about getting a No Soliciting sign at the entry gate. Peter mentioned that it would be included in the signage package he has been working on for the bigger signage project.
 - g. Tenant asked if the back side corner of building A would be fixed as it was hit by a car or truck quite a while ago. Tim was asked if it was within his scope of work and agreed that if Colleen orders the supplies he needs, he can get it done within 2 weeks. Sharkey isn't taking on additional work at the moment.
 - h. The carport that was hit by the Pacific vendor truck still needs to be fixed. Tim agreed to fix it and bill separately so the board can bill that work and cost of supplies to Pacific.

- i. Tenant asked about beauty bark and Colleen mentioned that they were supposed to be out the previous week. They hadn't been to the property yet so Colleen was to call and check in with them the following day.
 - j. Tim mentioned the paving spill has still not been cleaned up and photos have been sent to TMT. Jean mentioned that there were still massive cracks in her parking stall and many more than that with photos. Colleen was to follow up with them to see when they plan to be back out to finish.
 - k. Tenant mentioned the balloons and that they are everywhere, some up, some down, some deflated etc. There was discussion about how they should come down that resulted in having Sharkey remove them while he is up on the ladder repairing and painting repaired flicker holes. It was also noted that if residents hear active woodpeckers, call Colleen so she can get into contact with our Fish and Wildlife contact.
 - l. Peter asked what the address of the Sunset Plaza Clubhouse is in regards to the emergency phones located there. Because they are hardwired Colleen mentioned that the address of the property will come up so in the signage project we can put signs to the clubhouse and the address of the cabana will be 7309 Skyview Ln. If you call 911 from there, that address will come up.
 - m. Tim noted that a few of the major lights around the property are out including the light pole at the garbage compactor and the light near the garbage area near F building.
 - n. Tenant brought up concerns about wasps and other tenants chimed in about similar concerns. Jean mentioned that if they see where the wasps are coming in from the outside, report it to Colleen so we can get a pest control vendor out to take care of that space. The buildings mentioned were C and G.
 - o. Board member changes have occurred. We have lost Ron Miller and Teresa Topping. Ande Dunn has moved into the Secretary Position and has also agreed to take on the newsletter. We have two open board member positions available so please reach out to the board to submit your willingness and we can appoint the member. The members that will be joining will not have specific positions and be 'members at large.' Community liaison will be in the office Tuesdays and Thursdays. Times will be posted around the property.
4. June Minutes - Jody moved that the minutes for the June Board Meeting and the June Executive Minutes be approved as presented. Peter seconded motion. All were in favor and motion passed.
5. Treasurer's Report
 - a. Rental income hasn't hit the books yet. Colleen explained there is a \$15 monthly fee per Appendix A. As of yet the property manager hasn't come back with their fee yet. Communication happened just before Colleen was out.
 - b. On the June Statement, category 52670 has some misclassified monies that should be classified under Tim's work. Payroll project expense was accidentally selected. Colleen will review and fix it.

- c. Reserve Fund CD matures July 15th and with an unknown cost roofing project coming up, we should probably cash out until we know what that project will cost.
 - d. Jean noted that too much is being spent in the garbage account and we need to get it squared away with the waste management company to learn the correct settings of the current compactor. Colleen had a contact that is no longer in that position and is playing phone tag with a new person. We need to have it dialed in and call for pickup less frequently. We can call when it is closer to 10 tons, we have been calling at closer to 4 tons. We are looking for someone from the City of Tacoma to come out with Blankenship so we can get it dialed in and pay less.
6. May & June Financials - Jody moved that the minutes for the June Board Meeting and the June Executive Minutes be approved as presented. Peter seconded motion. All were in favor and motion passed.
7. Manager's Report
- a. Rental agreements are getting updated with Leases etc. 3 or 4 available rental spots
 - b. pool/spa - just waiting for reinspection
 - c. Infinity Fire referred the job out as the fire system is beyond their scope of work. BNH Fire (who we were referred to) has been on site and we are waiting for proposal. We were supposed to have proposal back next day.
 - d. Roofing companies - 2 companies are in the bidding process. One said for sure can be done this year, all know we need it done this year. A 3rd company said we can get jammed in even though their schedule is full to get it done this year before winter. Jean explained that Fields Roofing unilaterally broke the contract. Their attorney wrote up a new contract and we can potentially sue for breach of the agreement but we will not have them work on our property. Once other bids come in, Jean will write a letter to Fields Roofing that we may be seeking consequential and differential damages. CD will be cashed out as it matures to cover cost.
 - e. Enclosure for the recycling bins, Tim will start it Monday, there was confusion between who was ordering parts or getting reimbursed. Faster for Tim to pick up materials and Colleen to reimburse.
 - f. Delinquencies - will talk about in the Executive Meeting.
 - g. Jody brought up trees that she will get a call back from WSDOT about some that are blocking views or coming over the fence. There is also discussion that we may have space beyond the fence that is ours. Jody will walk the property with them to check out the spaces when they get back to her.
 - h. Peter walked with Lynette from the sign company today and they discussed the map, no back in signage, signage for emergency response etc. and to clean up areas like the front gate and pool areas to look nicer and more uniform.
 - i. There is no back in parking if you are next to a building in a visitor or assigned spot. People will start getting dinged if the rules aren't followed. It pumps exhaust into the buildings and is't healthy. It was noted that company vehicles need to follow the rules also so tell them to move a spot.

- j. Cars that are inoperable or unlicensed vehicles have been sent notices. If situations aren't taken care of, residents will be fined.
 - k. Cats have been seen out and there are photos so the owners can be fined. They have been warned. Colleen has touched base with the Humane Society that will put traps out and fix any cats that aren't fixed. If they are a chipped cat, they will provide the board/Management Company the information so we can handle it on our end. Before the traps are put out, another email letter warning blast will be sent out to warn people to keep their cats inside.
 - l. Beauty Bark - Ardvaark was supposed to be out, so Colleen will follow up. She will put scheduled dates on her calendar so we can check that items are getting done. One resident was going to mark off area for no beauty bark.
 - m. Stanley (crack filler) needs to get back to us after researching it.
 - n. Gutters on the I building, we are waiting for proposals.
 - o. Oil Spill car saga continues and we need to see a copy of the letter sent to the owner
 - p. Copy of outstanding items from Denise on pg 43 of the packet. Big picture items are missing and we need to figure out how to have things not fall through the cracks.
 - q. Motorcycles aren't registering the out gate to open so we need to call Guardian to change the sensitivity of the loop.
 - r. Pillar repair, we need the photos and description to send it to the City of Tacoma. 2 lights are currently out and Tim can fix that.
 - s. Car that hit our kiosk isn't a resident but seems to be the significant other of a resident. We could call and file a report to the police and are we going to have it fixed. Guardian should need to expect it to ensure it is all working if we are to file.
 - t. Personal code can be given by Colleen to tell Shuttle or transportation people in and out of the gate if needed.
8. Meeting Adjourned at 7:30pm.

Sunset Plaza HOA Meeting Minutes - Meeting held 10.10.18

Attendance:

HOA - Jean, Jody, Peter, Ande, Teresa, Louise

TMT - Kirsten

6:32pm Open Forum

Herb mentioned a gardner's meeting will be held Saturday 10/13 at 6:30pm in the Community Center. One topic of discussion would be whether or not to put shredded paper into the compost bin or not.

Tree removal around building E and D. Complaints came from E201 and D204

Gutter and downspout issues around I building. There must be a leak in the drain or can we look into trenchless drains. In heavy rain the step off from the I building floods. We should have Tim clean the drains out and cover in landscape fabric so they are less likely to clog.

The storm drains should be inspected every 3 or 4 years and we are probably coming up on that. Look into having that done.

Sanitary sewer line in E building needs to be jetted every year.

If there is an emergency, we should be sure to call the TMT after hours line.

To improve communication, Georgina has volunteered to take on the newsletter. We also need our Sunset Plaza website updated with the minutes and newsletter as well as other documentation.

As far as decisions go, they are made by elected board members per our by laws and not by a majority rules of all 161 households.

Recommendations were made that if people want to know more of what is happening, they should come to the meetings, held monthly. The board will do a better job of reminding everyone when they are.

Call to order 7:06pm

Approval of the July 2018 minutes was motioned by Jody and Peter seconded that motion. All were in favor, motion passed.

Treasurer's Report-

The categories that our spending is currently over budget are: trash collection, pool, roof project (reserves). Our current reserve balance is \$294,000. The issue of the CD will be handled at the annual budget meeting on October 24th, 2018. Jody moved to approve the financials as they were presented, Teresa seconded. All were in favor and the motion passed.

Manager's Report-

Proposed 2019 budget with assumptions will be available at the time of the budget meeting. Jean will get City of Tacoma rate increases so we can account for them. Kristen will also provide the AP report of the last 12 months. She is about ½ done with the draft budget and it is only available in PDF form.

Roofing project is still in negotiations between Star roofing and the TMT Trac person. They are disagreeing over the amount of the insurance premium. At this time the start date is still the 3rd week of October in which they will take approx 3 weeks to complete E, F, I, J buildings.

Kristen will be working on a date for a site inspection with a member/members of the board as to go through rule enforcement.

Snow and ice control with Sharkey has been board approved and contract to be signed by a member of the board.

We need to find a new/different company to work on our fire system but Infinity Fire will be helpful to that company when we find one that is willing to work on our situation.

In order to have a successful on-site manager position, we need a document that has measurements in which to rate the performance by and the job description more detailed

Pool drain cover can supposedly still be easily taken off. We also need to winterize the pool. Kristen has left messages but was encouraged to reach out to Chris.

Sidewalk trip hazards will be looked at on October 15th/16th and Jody will go with them for the walk-about.

Stanley Patrick needs to finish the crack seal and marking as not everything that was incomplete is marked. They also need to clean their spill from last time they were on the property.

The rekeying of the community center is in progress as we have 1 proposal with some questions. At this time we will obtain another proposal.

Cats should be put into the TNR program offered by the Humane Society.

New Business-

Proposal of a industrial picnic table for the off leash area was mentioned by Louise. That one would cost \$900. Best plan of action is for Louise to poll the residents possibly via the newsletter.

Open Forum:

Fence down near A building near the church and people have been seen coming through.

Georgina wondered about changing the format of this meeting and per our by-laws, this is the way it is run.

There are some lightbulbs out that we will ask Tim to replace. He will let us know if it requires more than a lightbulb change as Allwire has had some prior fixes of issues.

Meeting closed at 8:03pm

November 8, 2018

Supplemental Board Meeting

Quorum met: Louise Richardson, Peter Schrempf, Jean Homan, Jody Matthews

Not Attending: Andrea Dunn, Teresa L'Amarca

Concrete leveling project to move forward Peter moved, Jody seconded. All in favor to move forward with the contract with the vendor to level the concrete throughout the complex.

Budget discussed per suggested edits from the last budget meeting. Updated some line items had some further questions regarding some line items to be put forward to TMT.

Renters have a bad window in the unit. They have sent the information to TMT without result. Peter will take charge and have the appropriate parties get quotes and make sure the work is done.

Landscaping in the gully and other landscaping projects were discussed. Louise got some information and will bring proposals to the board for review and approval.

Sunset Plaza Condominiums Board Meeting

Date: 12/12/2018

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: Jody, Peter, Louise, Teresa

TMT Representative in Attendance: Denise Rasmussen

Minutes: Nancy Schrempf

Community Members in Attendance: 15

BUDGET RATIFICATION MEETING, NO AGENDA

1. PRESIDENT ABSENT - Since the President was absent, the meeting was led by the Vice President, Jody. The meeting came to order at approx. 6:40pm.
2. BUDGET RATIFIED - to vote down budget, 51% of homeowners would need to attend and vote against it. 51% of homeowners were not present at the meeting to vote it down, so the budget is considered ratified. The meeting was opened for residents to ask Board members and the TMT representative questions about the budget or other concerns.
3. QUESTION AND DISCUSSION:
 - a. *What is the status of the new Property Manager position/hire?* The job description is complete and TMT has posted it. Phone interviews have begun. The Board will have input on the person chosen. The Property Manager will be a TMT employee with benefits (medical, dental, vision, 401K options etc.). The Board will share the job description with the community.
 - b. *Why are we hiring an outsider and paying so much?* The complex used to have a resident manager, but there were a number of problematic issues that arose, so the community decided to hire an outside vendor (independent contractor) instead. This arrangement also has had drawbacks, especially in area of rules enforcement, so it has been decided to hire a full-time Property Manager who does not live in the complex. The position will include the duties currently being performed by Tim and Lisa, but will also have additional administrative and rules enforcement duties. The new Property Manager will also be our liaison with contractors doing projects and repairs in the complex.
 - c. *What is covered under “Capital improvements” in the budget?* The amount of \$25K is to cover unexpected building projects and repairs that come up during the year.

d. *What is being done to improve trash and recycling?* The Board is looking into getting more recycling bins and deciding where they would best be utilized. here is a problem with residents putting items in the wrong bins. Better signage on bins would help. If you see someone recycling incorrectly, report them. This is also an area where having a Property Manager would help.

e. *Why is there a distinct lack of communication between TMT and the community? For example, the community was not kept up to date on the progress of the front gate repairs.* Information is most often disseminated via email, so it is important that all new residents complete the Resident Information Form they receive when they move in and keep it up-to-date as needed. This form includes your email address which TMT uses for sending out information and important notices. An attempt is also made to post important notices on kiosks and/or condo doors. The Board admits that communication has been a challenge, but they are working on it.

f. *Why was the community not able to vote on the budget, or speak up about it?* The Board met earlier this fall and created a 2019 budget incorporating information on rate increases from TMT. There was then a budget meeting on October 24th for residents for which notices were sent out and posted. After the new budget was completed it was sent to owners in advance of the budget ratification meeting tonight. If the budget were to be rejected then the 2018 budget would remain in place until a subsequent budget is created and ratified. (Of course, this is a moot point now—the budget is ratified according to the rules.)

g. *Why are the HOA dues increased every year? When will it end?* (Individuals voiced concerns about HOA dues increase of 3.28%.) The Board explained that it understands that many individuals are on fixed incomes. It works very hard to keep dues increases down, but also needs to try to sufficiently fund the reserve account to avoid special assessments. Two important items that contributed to the 2019 HOA dues increase were utilities and landscaping (employee wages and benefits) cost increases. Bids were requested from other landscaping companies to see if we could get a better price than what Pacific Landscaping will now be charging, but all were higher.

h. *What is the Landscaping Contingency (GL 59320) in the budget for?* The figure in the budget is needed because much of the landscaping is now old and overgrown and needs additional work.

i. *What is Contingency (GL 55100) for?* The buildings are also aging and need more work. There is interest in renovating the Community Center (this could be done in stages). There are units with electrical problems. If problems are from the walls-in, the homeowner is responsible for the repairs. From the walls-out, the association is responsible.

4. NEW BUSINESS:

REKEYING OF COMMUNITY CENTER PROJECT: Rekeying of Community Center, pool gate, and front gate is scheduled for Wednesday, December 19th. It is needed because of unauthorized use and abuse of the building. New keys will be available next Tuesday, Thursday, and the

following Sunday at the Community Center office per the memo posted on all unit doors on the 11th. Please update the Resident Information Form attached to the notice and also provide the requested information concerning pets and cars. If you are unable to come the office on one of the dates above, contact TMT to obtain your key. The Board may also try to arrange another date on site.

5. OTHER TOPICS OF CONCERN:

a. PETS (too many or over 30 lbs.) Some of these are legitimately service or emotional support animals, but people can also fairly easily get support letters from doctors and psychiatrists even when this is not the case. Enforcement can be a problem and litigation is expensive. Enforcement can also be difficult because realtors do not always inform prospective owners/renters of the association rules. New residents receive copies of the rules and of forms that must be signed, but they sometimes ignore them or don't bother to read what they are signing. Again, if you see violations of these rules send information to TMT so that they can pursue. This is also another area where having a Property Manager should help.

Meeting Adjourned at 7:36