

## **December 30, 2019 Board Meeting**

### Board Meeting – 6:30:

Board Members present: Teresa Topping, President; Peter Schrempf, Treasurer; Jean Homan, Secretary; Sue Brown, Member at Large; Bryson Browning, Member at Large (attended until 7:45 pm)  
From TMT: Ekaterina Henyan  
Homeowners/Residents present: 7

### Prior Meeting Minutes:

Peter noted that page 2, 4<sup>th</sup> line down from top of page, “red” should be “black.” With that correction, Sue moved to approve the minutes from the November 25, 2019, meeting; Teresa seconded. All in favor. **Motion passed.**

Since prior meeting, board has addressed the following issues via email: Gully remediation permits; audit meeting with accountant; Board seeking legal advice from counsel concerning water leaks that have been occurring; storm line repair at the catch basin outside the Community Center; coverage for Eddie’s vacation; and helping to prioritize projects for Ekaterina.

### Financial Report:

Peter working with TMT on four categories of expenses that are either misclassified or mis-timed to get them corrected. 52700 Payroll & Taxes – all the expense hit here; the pay portion of this needs to be reclassified to 62650. Internet charges in the amount of \$4710.47 should have been charged to cable, not Internet, and needs reclassified. Also, Peter believes that this bill is early and should be paid in January. Ekaterina is still working with accounting on the processing of the income and dues for the Association’s rental unit. Finally, the “unknown debit card expenses” for May (\$260), July (\$173) and August (\$141) are for charges on the debit card for which receipts were not provided. Ekaterina has some receipts for charges that were incurred prior to her taking over the account; she is still attempting to reconcile this. She recommends that any outstanding balance for unreconciled charges, that they be classified as such and that the amount be repaid to the debit card so that it can continue to be used.

Peter has looked at projection to for the end of the year. Basically, we are the position that we expected ourselves to be in, except that there will be some expenses that will accrue in 2020 that had originally been anticipated in 2019. Additionally, there were some overages in the insurance category for claims in the amount of \$5000. So, Peter anticipates that end of 2019, the deficit will come in a little below what we had anticipated, but that is due primarily to the fact that the gully restoration project did not begin in 2019 due to permitting requirements. Thus, the deficit that we did not incur this year will move into 2020.

*Gully restoration project:* The City informed us on 12/17/19 that the Association will need to file a SEPA checklist/application (14 page checklist). Soundview will complete the SEPA checklist, hopefully by Friday, January 3, 2020. Right now, the City is reviewing our permit application for completeness, and we are not in the official review/approval process. We do not yet know the City’s charges for the permit process. Once the permit is deemed complete, that will start the clock on the 8 week anticipated processing period for the permit.

SS Landscaping has been working with Soundview to identify which logs can be left as “habitat logs,” which are required to be 12 inches in diameter and 22 feet in length. The portion of each log that is less than 12 inches in diameter will be cut, bucked up and made available to homeowners (will be subject to pretty significant controls – Board working on parameters of that process now).

The consultants are all working together to ensure that we can leave habitat logs while still meeting our requirements of replanting and removal of the invasive species.

**Motion:** Jean moved to accept the November financials as presented; Sue seconded. All in favor.  
**Motion passed.**

Manager’s Report:

Legal opinion: Ekaterina contacted Jo Flannery, provided details about the leaks issue. Due to workload issues, Jo anticipates that the legal opinion would be completed by mid-January. In addition to opinions on the specific leak issues, Ekaterina also asked Jo to address the limited common areas and apportionment of the insurance deductible for such.

Re: Building E sewer backup, the homeowners have not involved their H06 carriers. There is also a question as to who should file the claim with the City of Tacoma. Filing a claim with the City does not ensure that the claim will be paid and the Association should not assume responsibility for payment of mitigation expenses (ServPro) that may ultimately be the responsibility of the homeowners. Ekaterina will send a letter to the homeowners, advising them of the cost of mitigation and encouraging them strongly to reach out to their H06 carriers and get them involved in this process at the outset.

Re: D103 and D104. D103 has retained counsel and says that her attorney says that this is the Association’s responsibility (there is nothing in writing). TMT has indicated that any appeal of the determination letter by the homeowners should be submitted to the Association by 1/17/20. D104 has already repaired their unit.

Re: N301 – The insurer (Philadephia) still has not made a decision on whether to allow the additional damage claimed. Still waiting for a determination. Ekaterina contacted both contractors who issued bids to determine their qualifications and whether this involves a structural issue. One contractor responded that this is gypcrete is not structural, and if damaged, must be repaired before flooring can be installed.

Storm line repair has been completed by Drain Pro. The contract was approved at the last meeting and the invoice can be paid.

Blankenship work on the compactor has been completed – Blankenship has serviced and maintained the compactor. Invoice of \$585.97 can be paid by TMT.

Irrigation backflow testing has been completed. TMT is holding payment pending receipt of the report.

Gutter cleaning/repairs/flushing – bids being sought from three contractors. We probably need to have a separate company flush that portion of the downspouts that are below grade – need jetted. Additionally, there are two drains in the mulch area in front of I and J Building. These get clogged with

mulch and need to be cleaned. We also need to know how to avoid getting those clogged again. Peter also requests that the gutter company advise us on the appropriate size gutters for these buildings.

Spa fan repair – motor cannot be repaired. Unit needs replaced. Ekaterina is getting a bid; expected to get bid by January.

Asphalt repair/crack sealing – this is still on Ekaterina’s radar. There were just other things that took priority.

SS Landscaping will take over the landscaping of the property as of January 2, 2020.

Ekaterina recommends preparing a resale statement concerning the gully project. Jean recommended something to the effect of “Gully remediation project in permitting phase. Completion expected in 2020 with a five year monitoring period. Cost to be determined.”

Soundview invoices in the amount of \$270 and \$435.46 being submitted for payment.

City of Tacoma water metering project – still ongoing. TMT is monitoring.

Ekaterina would like to review the Association’s collection policy in the first quarter of 2020 to ensure that everyone is clear on the process and that we are doing things consistently.

Exterior lights: F and G buildings are on 24/7. There are two large light poles on Skyview Place that are out completely. Also, the light at the flagpole was replaced and then blew. Ekaterina working with electricians to address.

Re: Eddie’s vacation coverage – TMT looked internally for coverage for his vacation. Tim Thaden proposed coverage, but the Board decided to go with temporary staffing company. Temporary staffing company indicated that they did not think they could get someone for the limited time needed. Eddie ended up working Monday, Friday and Monday during his vacation. The Board has discussed that we need to take appropriate steps to compensate him for going above and beyond. **Motion:** Teresa moved to purchase a \$300 Visa gift card (using the Association’s debit card) and a thank you card for Eddie; Peter seconded. All in favor. **Motion passed.**

Re: Pool & Spa – Still working on getting Eddie trained for pool and spa maintenance.

Priorities for January: Flicker holes, pool and spa repair & training for Eddie; gutter cleaning/repair; and the leak issues in the D, E and N Buildings.

Re: Recycling guidelines have changed. Ekaterina will contact Solid Waste to get new stickers and flyers to remind folks of what is allowed and what is not.

Old Business:

2018 Draft Audit – Draft audit is in the packet for 2018. Peter moved to accept the 2018 audit as written; Sue seconded. All in favor. **Motion passed.**

New Business:

TMT included two estimates for new persons to doing the Association’s audit. The Board asked that at least one Tacoma area CPA to consider at the January meeting. Once all of the bids are in, the Board will interview new possible auditors. The Board would like the new auditor contract to include direct interaction with the Board.

Soundview Consultants – Scope Amendment 2. Their contract is structured as time and effort against the approved contract amount. This amendment covers the monitoring of the actual restoration (\$2,055), construct the “as built” report (\$3,800), mitigation monitoring and reporting for a 4 year period (\$14,385), and final mitigation close out report in year 5. The total cost of the amendment is \$25,120. The amounts will be billed upon work completion. **Motion:** Jean moved to approve Soundview Scope Amendment 2 for a budgeted amount of \$25,120; Teresa seconded. All in favor. **Motion passed.**

Soundview time/effort billing is about \$2,000 under budget.