

November 25, 2019 Board Meeting

Community Meeting – 5:30 pm:

Ken Johnson of Alliance Insurance presented insurance information to the Association members about both the individual homeowners' insurance requirements and the Association's Master policy. See attached information sheet, made available to the Association members in attendance.

Board Meeting – 6:30:

Board Members present: Teresa Topping, President; Peter Schrempp, Treasurer; Jean Homan, Secretary; Sue Brown, Member at Large; Bryson Browning, Member at Large

From TMT: Ekaterina Henyan

Homeowners/Residents present: 11

Prior Meeting Minutes:

Meeting Minutes for the October 28, 2019, meeting, and executive session were reviewed. No corrections. **Motion:** Sue moved to accept the minutes as presented; Peter seconded. All in favor.

Motion passed.

Board business since last meeting – Issues addressed via email: Formation of Welcoming Committee; Gully remediation; and Leaks in N and D Buildings.

Board unanimously voted by email on the determination letter crafted by TMT that sets forth the process and determination concerning scope of responsibility for the leak in the D Building.

Board also unanimously voted to approve the company testing the backflow valves.

Board also unanimously voted to approve remainder of the insurance to payment to N301.

Financial Report:

Continuing to look towards the end of the year. There are only a couple of minor changes in our budget categories. TMT is still researching the unknown debit category. The pool repairs & maintenance – we anticipate a variance of \$5000 by year end. TMT continues to work on getting Eddie trained to take over the daily pool/spa maintenance next year, which will be a positive influence on our budget next year.

Gully project – due to the nature of the work with the City and the seasons, it is likely that none of the remediation work will occur until 2020. Because the work is not going to be done until 2020, the financial impact will also be pushed out to 2020. The significant processes for this project are:

- Permit process with COT
- Clean up/stabilization and replanting
- Monitoring phase

Teresa T. raised the issue of why the Balance Sheet shows a deficit of \$2600. Ekaterina explained the accrual accounting structure. Also, the balance sheet reflects that there is \$25,771 due to the Reserve from the operating account. This means that the Reserve payments have not been made so that the operating account stays in the black. The 2020 budget anticipates this deficit and the budget anticipates that we will be repaying this amount owing to the Reserve fund bit-by-bit each month. The current budget plan is based on the idea that, if all assumptions hold true, the budget will be balanced and all Reserve funding will be current and there will be no money owed from the operating account as of December 31, 2021. Also, if all assumptions hold true, at the end of 2021, the operating cash flow will be replenished.

Motion: Teresa T. moved to approve the October financials as presented; Sue seconded. All in favor.
Motion passed.

Committee Reports:

Gully Remediation: Soundview's final report has been submitted to the City of Tacoma. Waiting for COT to approve Soundview's report and issue a preapplication number. The permit process could take 6-8 weeks, which means that work will occur in 2020. Also, the permitting fee could be \$1000 to \$9000, and we are at the upper range. We have asked the City whether it is possible to reduce the permitting fees at all; awaiting a response.

With regard to the actual remediation process, Peter found one firm that was not able to do the entire job and was unwilling to undertake the replanting until the gully is stabilized and they were not able to undertake that process. Peter has found another firm that can do the entirety of the project. Still waiting to see if the City accepts the scope of the job as proposed by Soundview, which will permit us to determine the final scope of work and determine costs.

Welcoming Committee: Welcoming Committee has been formed. Sue Brown is chairing the Welcoming Committee. The committee developed a brochure with information about TMT, the Board, the Welcoming Committee's contact and general information about the rules. Currently, there are three members in the Committee (Sue, Teresa T. and Lisia), and additional members are welcome. Hoping for a total of 5 to 6 members, with Teresa T. primarily being in the background.

Security Systems Committee: The Board is hoping to put together a committee whose primary purpose is to research security camera systems and then explore funding options/opportunities to pay for this system (as there is nothing in the budget right now). One homeowner recommended that if the Association had any type of document, we could solicit sponsors from nearby businesses. Need committee members who are interested in either doing the research into possible systems or participate in the fund raising.

Communications Committee: The Board is hoping to put together a committee who can produce handle communications. Looking for 3 to 5 committee members who can work cooperatively to put out a newsletter (quarterly?) and handle community communications via email blasts and updating the News page of the website. Board will prepare and post a notice on the mail kiosks about the committees being formed.

Manager's Report:

TMT has credited the Association \$356 charged for Cindy to attend the special meeting called by the Association membership to remove the prior board.

Still working on finalizing the insurance claim for N301. Partial funds have been disbursed, but the final payment has not been made. The Board requests that upon final settlement of this claim, a full and final release be obtained from the claimant, and that such release to be drafted by legal counsel.

TMT is working on getting an opinion letter from Jo Flannery of Ryan Swanson concerning the requirements of our declaration and the delineation of responsibility for repairs. Once an opinion letter is obtained, it will be made available to all members of the Association.

Additional other small items reviewed (pest control spraying, issuance of 2020 coupon books, payment of Fish & Wildlife's invoice for flicker control, etc.).

Still looking for someone to handle repair of the flicker holes.

Eddie has concern with how the compactor is operating, so a call has been made to Blankenship to have the compactor checked. Question re: warranty – some of the warranty is still in place. Need to see if any necessary repairs are within warranty.

Sewer backup in E Building – still under investigation. Ekaterina was speaking with Larry Dunn from City of Tacoma. Jean disclosed that Larry is her fiancé and that someone else from Source Control will be assigned to handle this matter. Jean reviewed the history for the side sewer servicing E building (built in 2014 or early 2015; the line's slope is insufficient, which is why it requires jetting annually). There is a question of whether the backflow valves functioned and if not, why not. Jean will be removing herself from any claims processes with the City of Tacoma.

Gutters/down spouts – working on getting the gutters and downspouts cleaned. Ekaterina is working on getting bids and hopes to have them by next board meeting.

Unfinished Business:

Storm Line Repairs – Only two companies (Drain Pro and The Plumbing & Drain Company) responded to the questions. Drain Pro's bid was more comprehensive and includes the permanent asphalt repair.

Motion: Jean moved to approve Drain Pro's bid in the amount of \$4789.11; Sue seconded. All in favor.
Motion passed.

Re: locate marks in the parking lot by N Building. That is related to the City of Tacoma water meter replacement. Ekaterina will check on timing for the project and will confirm that the City will be doing permanent asphalt repairs for any asphalt cuts made in our asphalt.

New Business:

Trees: M304 – a tree limb from a tree in the gully literally leans over into her patio when it has leaves and is too heavy. The Board proposes that we get SS Landscaping on board and have them evaluate all possible trimming on the property (in addition to this tree impacting M304)

Eddie's vacation request/coverage – Tim Thaden bid \$480 for 18 hours to cover Eddie's vacation (12/24 to 1/1). Ekaterina will also look at the temp agency that the Association has used in the past.

2018 Draft Audit – draft audit included for Board's review. Will be put on the agenda for the December meeting.

December board meeting will be December 30th (due to the intervening holidays).