

January 14, 2015

Sunset Plaza HOA Board Meeting

Quorum: Herb Stout, Pam Skelton, Jim Jones, Evelyn Cruz, Jody Matthews

Present: Denise Rasmussen

Absent: Jean Homan

6:30 Home owner forum

Sewer discussion

Why did the lavender get torn out? Manhole access

Landscaping solution to be determined

Janet Logan I302 will be willing to help with landscape gardening, saving plants Mary C201 also would like to join

Madeline-check for her HOA dues given to Denise. For the record, checks need to be mailed to the office, it is not appropriate for checks to be handed to our Association manager.

Introduction of Denise Rasmussen who is taking over our account at TMT and Nicole Bixler as the Community Association Manager in training.

Call to order 6:38

Approval of minutes: Jim motioned, Herb seconded all in favor, motion passed

### **Treasurer's report**

Denise talked about the reason for the \$5 late charge on the Verizon bill; the situation has been rectified. We will continue to monitor.

CD's will be analyzed and handled before Evelyn leaves in March. She says that she will work behind the scenes to help with the hand over and the accounting.

Paying bills out of reserves-Striping-Stanley Patrick, Guardian

Are the consulting fees paid out of which account the consulting fees for Empricon these professional fees moved 5190 to from reserves into the operating

Jody Moved Jim seconded all in favor passed

Bank Signature Cards - we have not moved forward with these. To make things easier we will move the accounts under one umbrella to a C dars Program CAB Bank.

Evelyn moved to terminate active CD's that are currently held at several different institutions, Capital one, Money Market At Mutual of Omaha, B of A, BofInternet, Ascencia PBI, Raymond James Bank

Resesrv, RJ Beal BK and roll into C dars program. Evelyn will take the ones that make sense to pull and roll them into the CAB account. Leave capital ones and put the terminated into a savings second money market account. Will save on problems with signature cards. Jim seconded all in favor.

### **Manager's report**

Re: AquaRec invoices in November APs -Was not double paid two different invoices

Re: late fee on monthly insurance bill - Applying to the balance

Guardian strongly recommends repair for the gate the loop that regulates the entrance gate.

Jim Motion to effect the repairs of the looping on the front gate as it is a safety issue not to exceed \$2200. Evelyn seconded all in favor motion passed

Compliance letter was sent to Thaden D 301. Timothy Thaden has done unauthorized changes in his unit. See pg 19 of 51 agenda. There have been alterations that have not been approved and affect the structural integrity of the unit and the building. We request that he put his changes into the proper documentation and resubmit for review and approval or denial by the HOA board.

Monthly meeting question: the schedule for next year did not include May. This was an oversight. They will be present in May

### **Old Business**

Building E- in response to a question from a community member-we covered the whole costs of the sewer repairs

Landscape bids Jim Motion to relieve Greenleaf of the contract and solicit Pacific Landscape Management Herb seconded all in favor motion passed

Gate kiosk replacement. Numbers will be all updated into the system. The stone will be put on the face as soon as it is delivered

### **New Business**

Painting walk through-Sherwin Williams to help us to identify the needs for the RFP. This walk through will be scheduled by Denise and she will let us know what dates are likely for it.

The info in the packet reflected the previous Reserve Study. We need the level one from Cedcore ASAP

Downspouts all have been cleaned N building still needs to be done

Gutters and moss removal discussion tabled until next meeting

Thundering oak come to the property and do a walk through with board members and onsite

### **Adjournment**

Herb motioned to adjourn, Jim seconded all in favor motion carried

## Board Minutes

February 18, 2015

All Board members present: Herb Stout, Pam Skelton-Vice President, Jim Jones, Evelyn Cruz-Treasurer, Jody Matthews-Secretary, Jean Homan-President

TMT Representatives: Denise Rasmussen, Nichole Bixler

### Homeowner forum:

Hardwood flooring samples to the board. Two homeowners have presented materials and samples to the Board, asking the Board to consider a variance in the rule requiring wall-to-wall carpeting in the living room and bedrooms. The Board explained the reasoning behind the rule (no insulation; noise amplification and complaints). The Board advised that it would look at the materials, but there was no promise that a variance would be granted.

How is TMT and the Board implementing and reinforcing rules. Discussed the protocol. Complaint to TMT. TMT generates any paperwork. Mark comes into the loop when needed. Decided to cc: on homeowner's complaints to Jim

Call to order 6:45

Quorum is met-all of the Board members in attendance

Approval of minutes:

Amend minutes to reflect that the November financials were accepted by the board

Approved with modification Herb motion, Pam seconded, all in favor motion passed

Nichole Bixler introduced again.

Nicole answered questions for December 2014 Financials pg 12

- \$22600 variance in utilities were not coded correctly. 30-31 reflects exact number of reclasses to correct prior coding errors, so no more discrepancies

- 35k 25k short fall- funds from matured CDs were transferred into reserve accounts

Water and electricity variance caused by reclasses to correct prior coding errors. Year end totals lined up with 2014 budget

- Pg 92 billed for stain which we will not use. Brought up that we might take it back for a refund.

If we end the year in the black, money gets rolled into operating

- \$11500 needs to go into the reserve funds even though 2015 budget incorrectly identified the monthly reserve amount as \$11,050. We will pick up the difference through overages.

Third Wednesday of March next meeting. Annual Meeting. Will send out reminder to the homeowners.

### **Treasurer's report:**

Motion to accept December financials – Jim moved; Herb seconded; all in favor. Motion passed

Bank signature card-take off the agenda.

TMT Registry Programs:

Letters ready to go out BofA, Bank of Internet, Capital one, PBI (Ascensia) 6 CDs to liquefy to put in one account. CDR programs to have one signature card recommended that we use Cab Bank-Mutual of Omaha.

Pg 42 Nearing maturity-Who is it with? Capital One. Pg 44 if interested in moving our money to CAB this is the form. These forms were to give us examples of what we can do with maturing CD's.

Evelyn Cruz, Treasurer, will review the CAB program options and will make a recommendation to the Board by the end of the month. The money from the CDs cannot stay in the single account too long because of the \$500,000 limit on FDIC insurance.

Manager's Report: pg 31

Action Item Report

- Cracks in the asphalt will be repaired at no cost by SPS. Their work did not get approved as it was shoddy.
- Irrigation for front flower beds needs to be fixed when Guardian comes to fix the gate and digs up the asphalt to replace the gate sensor. The Board approved the expenditure to fix the irrigation pipe during the June 2014 Board meeting. TMT will coordinate this process
- Walk with Sherwin Williams to be schedule-painting will impact reserve study, so will discuss whether phased painting of the various sides of the buildings, based on exposure and wear, is appropriate.
- Doorking has completed (names are keyed in properly)
- Terminated Greenleaf Feb 28<sup>th</sup>
- February 17<sup>th</sup> walk with new landscaper, Pacific. Pacific will start landscaping services on Fridays in March. Per the contract, during the spring, landscaping will be every other Friday -Thundering Oaks' walk is in the process of being scheduled March 5<sup>th</sup> looks like the tentative date.
- Getting access to portal at TMT. Letters were sent out.
- Maintenance Schedules: How is Mark is doing his schedule? TMT is working with him on this.

#### **Old business:**

- Executive summary of Reserve Study in the packet, full copy of draft Reserve Study emailed to Board. Biggest ticket items in Reserve are Painting Roofs Asphalt. Roof Evaluation needs to be done so that a phased replacement schedule can be developed, so that replacement costs can be spread over a number of years. Building painting needs to be evaluated for same reason. Need to develop a serious maintenance plan. Report that we have is a draft. Will we have insect control in the study or in the reserves? We should get an insect inspection, Jean requested that we get a bid. Before the end of the month, board needs to go over reserve study.
- Gutter cleaning and moss removal-getting bids.
- Annual irrigation maintenance rider to the landscaping contract-Jim moved to approve, Herb seconded, all in favor- approved.
- Landscape walk around-lots was discussed and bids will be obtained for items that were discussed. Building N needs irrigation, let's do a stop gap for this summer. Mark will be responsible for placing hose and sprinkler as necessary during the summer.

#### **New Business:**

-Our declaration and our responsibility for Association/homeowner responsibility for cost of repairs of damages is vague. Should we revise the declaration? Recommend a workshop with the attorney, Jo Flannery, to look at the declaration to come up with a workable, consistent document and policy.

Workshop to occur after the annual meeting, when new Board is in place.

-Addressed Carolyn's complaint with gutter leak and Herb brought up a leak on N building that needs to be addressed.

-Sugar ant problem. How do we want to address? TMT is looking into options. In the past, the Association's policy was for the Association to be responsible for treatment of outside of buildings and homeowners responsible for treatment of inside the building.

-Landscape drainage issue behind B, C, D Buildings. Table discussion until next meeting.

Home owners forum:

Pitbulls exceed the weight limit. Home owners or renters need to comply. Mark will contact them and let them know or find out the unit number and get a letter sent.

Adjourn meeting: Motion Herb Stout, Second Pamela, all in favor. Meeting adjourned. 8:15pm

## **Sunset Plaza Board Minutes April 08, 2015**

**Board members present:** Herb Stout, Jim Jones, Jody Matthews-Vice President, Jean Homan-President, Skip Beaudion

**TMT Representatives:** Denise R, Teri

### **Homeowner forum:**

Rosetta Harrilal expressed her concern and dissatisfaction with the policy of having carpets in the living room. Board clarified the rules of carpeting, and the time of January 2016 as the deadline for having carpet installed.

Owner expressed need to remind all people in the association of the need to comply with the carpet rules by January 2016. It was noted to add a reminder to the news letter regarding the carpet deadline.

Owner expressed question on why she owes \$50 to the association. She said she had talked with a Lloyd Hammer with TMT in Kirkland. She was told by the board to contact the local office to ask them what the \$50 charge was for. Denise said she would follow up on this. Owner also talked about issue with outgoing mailbox drop.

Owner expressed issue with Bldg N and the woodpeckers. Brought a piece of insulation that the woodpeckers, the holes they make, the nests they make, and the other woodpecker issues. Board agreed the woodpecker issue needs to be researched and find a way to keep the woodpeckers off of our buildings.

Call to order 6:57

Quorum is 5 Board members in attendance

Approval of February 2015 minutes: Jim motions, Jody seconds, all approved

### **Treasurer report:**

Reviewed community funds

Line item codes in budget still needs some corrections, other than that no significant variances in the budget.

Questions on financials: Why does rental income show \$0? The reserve funding does not show correctly? Needs to be fixed. Why are repair costs 3 Times over budget?

Denise informed us two week window to correct financial discrepancies. Cannot correct January financials now due to that TMT policy.

Accept January financials with the corrections expressed in February: Motion Jody, Second Jim; motion passed.

Accept February financials pending corrections to 4150 rental income item. Motion Jim, Second Jody; motion passed.

7025 budget item, landscape and rockery needs to be separate items - \$12,000 for soil management and \$3000 for rockery repair.

**Manager's report:**

Denise reported bids have come in for bark, lawn behind E Bldg, tree removal, guttering cleaning and moss removal, pool prep and maintenance for pool season.

Pushed back on Improcon regarding excessive dirt and insufficient grading behind E bldg. Improcon will push back on Olsen for possibly removing more dirt.

Approve Aqua Rec to take care of pool. Motion Jody, Second Jim; motion passed.

Thundering Oak bid for tree maintenance. Denise mentioned this can be taken from the reserves.

Sherwin Williams will send out bids for painting, so will TMT. Wants to make sure scope of work is correct. Painting the doors is usually the home owners responsibility, want to find out what the price per door is. Might be a good idea to have the pro's paint the doors too so they all look the same.

Homeowner versus HOA responsibility during painting. Exterior walls on decks are HOA, railing is HOA. Fences on ground level are home owners responsibility. Is painting the rails included in the scope of work? Some of the rails are loose, is repairing this included in the scope of work? Suggested not painting trim colors in the alcoves, stairwells and balconies.

Discussed what to do with CDs. Discussed using CDARS program. Jim expressed his concern that the cd information is not up to date on the CDs.

Had a discussion on gutter cleaning/moss removal bids. Hire Northwest Ultra Clear for \$6200 plus tax for roof/gutter/downspout cleaning, and approve installation of the anchors for additional charge of \$6750 plus tax. Motion Jim, Second Jody. Motion approved by all. Roof anchor installation to come from reserve funds.

Skip brought up the idea of buying a lift for \$15,000. Could be cost effective versus building scaffolding. Will discuss the lift at a later date.

Wetlands study: City building inspection walked the grounds with mark, skip, and herb.

Overall the buildings look good. Spots where siding is starting to buckle. Recommended get that inspected. Recommended 4 inch clearance from bark/dirt to building.

Dry rot issues on all buildings needs to be addressed before painting. Stucco areas needs to be replaced as well.

Gulch behind M and N buildings may be wetlands. Skip will contact a wetland biologist to do a delineation of the gully. Motion Jean, Second Jody. All approved.

Insurance. Was financed in the past as there was not enough money in the operating account. Can we pay this in full to avoid the financing cost? Take the money from the reserve account to pay the insurance, then increase the monthly amount into the reserves to replenish the amount used by the end of the year. Motion Jim, Second Herb, Motion passed.

N Building beds, owner has issue to with dirt splashing up against siding during rain. Also someone is letting their dog poop there. Suggested installing river rock underneath that window. Mark to install a width of river rock next to the building to keep the mulch away from the building; mulch will be installed in the rest of the bed.

Denise brought up allowing Mark's hours to be flexible to prevent overtime. Board is good with this.

Did Comcast install an internet hotspot in February? Jean will check with Comcast representative.

Meeting adjourned. 8:02



## **Board Minutes May 13, 2015**

**Board members present:** Herb Stout, Jody Matthews, Jean Homan, Pam Skelton, James Jones  
Have Quorum of 5 board members

**TMT Representatives:** Denise Rasmussen, Terri Harle, and Colleen Poole

**Maintenance Manager:** Not present

**Call to order** 6:30

### **Homeowner forum:**

Issue: Penny in B202, brought up the question if the board would reconsider the rule of carpeted spaces in the 2<sup>nd</sup> and 3<sup>rd</sup> floor condos. Penny brought up possible effects on resale values and new sound dampening materials for flooring. Also mentioned that carpeted areas are bad for certain health issues.

Discussion: Board responded, some people have already been turned down for hard surface flooring. Also some community members are against hard surface flooring. Any decision to change this policy would need the support of a strong majority of the community members.

**Approval of minutes:** Pam moved to approve, James second. All approved.

**Treasurer report:** Reserve study payment shows in March. Denise sent email to Board explaining how the Reserve Funds used to make the insurance payment will be replaced. For March and April 2015, \$12,400 will be put into reserves to account for the difference between the \$11,500 budgeted for the monthly reserves and the \$11,050 actually put in the budget (typo). The reserve payment in May 2015 will be skipped to cover the cost of the insurance premium as approved by the Board at the March meeting. Accounting will provide a new reserve amount for the remainder of the year to compensate for the insurance premium. At the end of the year, Reserve contributions of \$11,500 per month (for a total of \$138,000) will have been made.

**Approval of March financials:** Pam moved, Jim second, all approved

Landscaping Monthly contract is high and needs to be explained why it is so high.

Water and Sewer budget entries need to continue to be monitored to ensure that collectively, the budgeted amounts are sufficient.

Phones line items on the APs have been fixed to continue clarity.

TMT relayed that the cd companies do not give out information. CD companies are requesting bank balances as of 2014. Jim will follow up on this and request the statements from the banks issuing the CDs. Jean will email Jim the list of CDs prepared by the Alliance representative when she came to speak to the board.

Issue: Where to put the reserve funds?

Discussion: James relayed his research regarding the companies he contacted – Alliance and Mutual of Omaha concerning their CDARS programs. James recommends going with Alliance.

Decision: Jean moved to used Alliance CDARS program, Jimseconds, all approved.

\$150,000 approved to be moved in the Alliance CD program immediately.

Denise requested an email from our treasurer, James, requesting the \$150,000 be moved.

**Management Company report:** See Action Report in Board packet.

**Issues discussed:**

Issue: Coordination of loops underneath gates and replacement of landscaping of front gate needs to wait for good weather.

Discussion:

Decision: n/a

Issue: Gutter and moss cleaning

Discussion: Has all been done

Decision: n/a

Issue: Installation of roof tie offs not installed properly

Discussion: Roofers that walked property said were insufficient. Payment has been withheld from company that installed the tie offs until this issue is resolved.

Decision: Jean will email Fields Roofing, asking for clarification of problems with ties.

Issue: N201 ceiling repair with brown patch.

Discussion: Denise said the repair is done and the owner is happy with the repair. Denise will follow up with Mark about what type of material was used, since it was brown.

Decision: n/a

Issue: Sherwin Williams painting bid scope of work questions

Discussion: What is the life span of the paint? Want it in writing.

Decision: n/a

Issue: Painting bids

Discussion: Board reviewed/discussed bids. Lower 48, Patriots Choice. Patriots Choice had a good breakdown of what buildings are in the greatest need. Patriots also said they have the ability to do the wood replacement. Discussed possibly replacing the vinyl with hard plank or faux rock. Also what time frame is appropriate for repainting with regarding to protecting our buildings and not over taxing our budget. Did the Patriots choice bid include a prime on everything?

Ruff - Sunset Plaza wants a primer and two coats of paint. Replacement of dry rot on a time and material basis. Need to prioritize the buildings by condition. Need a 3 year plan instead of 5 year painting plan.

Decision: Lower 48, Patriots Choice, and Ruff are the front runners on the bids. What would the Ruff bid look like if it was a 3 years time frame for all painting and did a full prime? TMT to clarify questions on bids.

Issue: Thundering Oak recommendations

Discussion: Safety related issues need to be addressed first. Rhododendrons, select certain plants for Thundering Oaks to trim? Have the landscapers been consulted on this? Is this a reserve fund issue?

Decision: Authorized Thundering Oaks to do A and B items in the their bid. Also authorized 10 rhododendrons at \$40/per plants to trim them. Money to come from reserve fund. Herb Motion, Pam second, all approved.

Issue: Mulch Bids

Discussion: Reviewed/Compared bids. What does some of the terms mean on the scope of work? Native areas? Want 2" medium bark mulch.

Decision: Jim motion, Pam second motion to hire Pacific landscaping to put down 150 cu yards 2" deep.

Issue: Building E landscaping bids

Discussion: Reviewed/compared bldg

Decision: James moved, Jody second bid for Prograss for landscaping behind E Bldg.

Issue: Brown grass behind L building

Discussion: needs research. Mark was asked to talk with the landscapers about the issue and Denise is waiting on him to report back.

Decision: n/a

Issue: Marks maintenance schedule

Discussion: The maintenance schedule that was provided was insufficient. Board wants a report of what Mark accomplishes daily/weekly/monthly and when. Board wants a complete yearly/monthly maintenance schedule. What needs to happen each year and when?

Decision: Denise requested that we email to her the yearly/monthly maintenance items that we know of.

Issue: Who is responsible for rules enforcement walk around?

Discussion: Mark is not responsible for rules walk around. He does report what he sees.

If home owners want to report a rules violation then have Mark give them a form.

Decision: n/a

Issue: Roofing inspection Bids Should get at least one other bid. Jim will find out who recently did the roofs for his other Association and we will request another bid.

Decision:

Issue: Rust fencing around tennis court. Do we have sufficient pool furniture? What happened to the umbrellas for the pool area?

Discussion: Should we replace the horizontal poles and paint the fence

Decision: Denise will inventory pool furniture and work on getting umbrellas. The Board agreed that the rusted top pole could probably be replaced, but that Mark should find how how to remove and treat the rust on the door frame. MARK TO REMOVE TENNIS COURT DOOR TO PAINT AND IS TO TAKE ALL STEPS NECESSARY TO AVOID GETTING ANY PAINT OR OTHER STAINS ON THE NEW TENNIS COURT SURFACE.

Meeting Adjourned: 0820

#### **Follow up Required items:**

TMT to clarify questions on painting bids.

Has the irrigation pipes been damaged by the repair on E bldg sewer?

Why is the grass turning brown behind L building?

Progress bid approved to landscape dirt area behind E Bldg.

Pacific Landscaping approved for mulching project.

Establish Yearly/Monthly maintenance schedule. Board members to send input to Denise.

Establish how Mark reports what he works on and completes.

Alliance CDARS program was approved for the reserve fund.

Thundering Oaks approved to do A and B items in the bid. Also pick 10 rhododendrons for \$40/plant to trim appropriately. Pick 10 plants in the same area.

Rust on tennis court door frame to be addressed.

Furniture and umbrellas (preferably tilting) for the pool area.

Need at least one more roofing bid. Jean will solicit and ask that bid be sent to TMT.

## **Board Minutes June 10, 2015**

**Board members present:** Herb Stout, Jean Homan, Pam Skelton, Skip Beoudin, Jody Matthews, James Jones

Have Quorum of 6 board members

**TMT Representatives:** Terri Harle and Colleen Poole

**Maintenance Manager:** not present

**Call to order** 6:30

**Homeowner forum:** none

Issue: Madeline raised the issue of what will be done about the tree drippings near her car. Also what will be done regarding the tree drippings falling on her car. Can the dripping be blocked.

Discussion: The system aphid killer is too late to affect this year. The trees will be dripping for this year. We are working towards getting the systemic aphid treatment added to the maintenance schedule. Skip looked it up on the Internet and it appears that we can still apply the systemic pesticide.

Decision: Direct the landscapers to apply a systemic aphid killer to the stand of trees by the fence line by the K building. Also talk with the owner of L303 to see if they can switch parking spots temporarily

Issue: Ben in A102 has an issue with a water pipe in his unit causing his floor to not be level. Ben also wants to replace his floors with hard surfaces.

Discussion: repair will require water turn off. The pipe issue may be an association issue or home owners issue. This needs to be researched. Was the pipe in the floor installed wrong by the association or did a previous Since no one lives below Ben's unit then he is ok with hard floor surfaces in his home.

Decision: Jim made a motion for the association reimburse the owner for the cost of rerouting the main water pipe. Pam Second. Everyone approved. The plumbing work will need to be done by a licensed/bonded plumber. Ben will have to co-ordinate with TMT for finding the contractors and for an appropriate time for the water shut off.

Issue: Chris wants to do the vacuuming again.

Discussion: Mark seems to be having a hard time getting to the stair wells.

Decision: Tabled until next meeting

Issue: How well is Mark doing?

Discussion: Somethings aren't getting done. Still no maintenance schedule. In the future would it be better to have a fix it guy we hire and as general contractor for to supervise large projects. Mark may have time management issues? Mark does carry the cell phone and gets calls. Is Mark a property manager or a maintenance guy? Does Mark spend the bulk of his time on maintenance or managing? Is Mark doing some things that TMT needs to be doing?

Decision: n/a

**Minutes Approval:** May 13<sup>th</sup> minutes, Jim motioned, Pam second, all approved.

**Treasurer report:**

Have some CD's that are either reaching maturity or need to be cashed out. Jim will contact Evelyn to get contact information for all of our former accounts/CDs.

Additional money will go into reserves starting in May to make up for paying the insurance

Pam motion to accept financials, Jody second, all approved.

**Management Company report:**

Issue: Tim Thaden given notice to come into compliance on this carpet within 30 days.

Discussion: The Board recalls that the decision was to give Mr. Thaden until January 2016 to come into compliance.

Decision: Mr Thaden has until 01Jan2016 to come into compliance with the flooring rules.

Issue: brown/dry grass behind N bldg..

Discussion: get bids for installing irrigation systems, Mark can water in the meantime.

Decision: get bids for installing irrigation systems.

Issue: Gate sensor loops and irrigation repairs

Discussion: Irrigation repairs completed. We are 4<sup>th</sup> on the list for loops repairs. The loops should be repaired next week.

Decision: n/a

Issue: Waiting on warranty confirmation from Sherwin Williams.

Discussion: Is painting the chimney stacks included in the bid/scope of work from lower 48?

Decision: n/a (Note: During the walk through with Lower 48, they confirmed that the chimney stacks are within the scope of the bid)

Issue: Still getting bids for roof evaluations/repair

Discussion: Some roofers consider the evaluation of the roofs and the repair of the roofs to be different items. Will the roofers waive the evaluation cost if we use them for the roofing repairs. Can we use the roof evaluation from top rung and get other bids for the roofing costs?

Decision: Since we have an evaluation of the roofs from Fields (Top Rung), will table getting additional evaluations. Jean to forward information about roofing company that Jim's other association used and Colleen to get additional bids for replacement (not additional evaluations).

Issue: D rings on the roofs.

Discussion: Jean has email from roofers that she needs to forward Skip. Skip is confident that the D rings were not installed incorrectly. Attached to fascia boards. Not good.

Decision: Do not pay the company that installed the roof anchors until this is resolved. Skip will contact Denise to address this issue

Issue: Round tables and umbrellas for pool area

Discussion: tables for pool area are glass. We don't want glass in the pool area.

Decision: Use glass tables and non-tilting umbrellas somewhere besides the pool. Chairs and tilting umbrellas can be used in the pool area.

### **Issues discussed:**

Issue: CD information needed by auditor

Discussion: Jim indicated that he needed to contact Evelyn for contact information about these accounts.

Decision: Jim to contact Evelyn. TMT to gather whatever information they have and provide to Jim.

Issue: There is a bid from Pacific Landscaping in the board packet. What is the pacific landscape bid for?

Discussion: Really what was that for?

Decision: TMT needs to research what this is for. No action by board until reason for bid explained.

Issue: Word for hard wood floor rulings?

Discussion: Need clarification indicating that units with no one living below them are exempt from needing carpeting. Also do we need to define what a hallway is?



Decision: rule 203.13.

Have a following language inserted at the beginning of the rule.

“For all units that have a living space beneath the unit, wall to wall carpet is required in the living room and bedrooms. This requirement shall not apply to ground floor units or units with garages directly underneath them.”

Amend item 4 to read as follows.

4. Hallways, as defined by parallel walls.

Jody motioned, Pam second, all approved.

Issue: More Pool chairs needed

Discussion: More people are using the pool. There is a reserve line item for \$5000 for this.

Order 16-20 pool chairs.

Decision: Motion NTE \$8000 for pool chairs. Pam motion, Jim Second, Jean approved, Jody approved, Skip and Herb voted no. Motion passed.

Issue: Sign for Upfront

Discussion: have a mock up for a sign. Estimated about \$4500.

Decision: Discussion tabled for later.

Issue: Jim not getting notified of rules violations

Discussion: Does the violations reporting system allow for a follow up with the person reporting the violations to know the action taken on the complaint? Can it be noted how the response to the violation was handled?

Decision: TMT needs to email at least Jim with rules violations and resolutions.

Issue: Have the renters moved due to forfeiture of rental status in F103?

Discussion: How has the violations of rental rules been handled in the past? Per the declarations certain things have to be submitted to Sunset Plaza's management company before the owner and enter into an agreement with the rental. Have the rules been enforced consistently? Jean explained, based on her conversation with Denise, that the renters in F103 will not have to move out. The Association has not been consistently enforcing the requirements of the 2004 Declaration Amendment, which requires that the paperwork be provided to the Association and approved before the unit is rented to new tenants. Because this has not been consistently enforced, a letter needs to be sent to every owner on the rental

list, advising them of the requirement and the fact that it will be strictly enforced going forward. Previously, the Board had adopted a zero tolerance fine of \$200 for failing to provide the paperwork and getting approval in advance of the rental.

Decision: A letter needs to be drafted clarifying the rental rules.

Meeting Adjourned: 0840

**Follow up Required items:**

**Talk with landscapers about systemic root treatment for the aphid problem on the trees along the fence line by K building.**

**Contact the owner of L303 to find out if Madeline could switch parking spots until the aphid tree dripping issue is resolve.**

**Use glass tables and non-tilting umbrellas somewhere besides the pool. Chair and umbrellas can be used in the pool area.**

**Clarify what the bid by Pacific landscape for?**

**What is the Juniper removal about?**

**Amend rule 203.13 language to match to board's ruling above.**

**What happened to Jean's reimbursement check for the cost of the website and domain renewal?**

**Jim Jones needs notification of rules violations?**

## **Board Minutes July 08, 2015**

**Board members present:** Herb Stout, Jean Homan, Pam Skelton, Skip Beoudin, Jody Matthews,  
Have Quorum of 5 board members

**TMT Representatives:** Denise and Colleen Poole

**Maintenance Manager:** Mark

**Call to order** 6:30

**Previous Minutes Approval:** 10JUN2015 Jody motioned to passed minutes with revision. Pam  
Seconded. Motion passed.

### **Homeowner forum:**

Issue: Madeline recommended that the community wait until the appropriate time to treat  
the trees for aphids.

Discussion: consulting with companies

Decision:

Issue: People have inappropriate items in the pools. People outside of the area coming into  
pool

Discussion: Post new signs appropriate, charge immediate fines for violations.

Decision:

Issue: Dan pool A105. Brought up pool visitation by renters, changes in declarations and where  
rules can be found

Discussion: new website has rules and declarations.

Decision:

Issue: Ken Hoffert brought up issue of who is enforcing rules?

Discussion: Is Mark responsible for Rules enforcement? Mark is to forward rules violations to  
Denise. We do not Mark into the nose to nose confrontation with residents. Mark is not to  
address the rules violations himself, but has been directed to advise TMT of violations that  
come to his attention.

Decision:

### **Maintenance report:**

Mark reported the tennis court fence is mostly galvanized but need some more paint.

Most Speed bumps are painted but needs more paint.

Mark has been getting calls and requests ... Mark needs to redirect certain issues to the TMT and appropriately manage his time to ensure that he is spending it on the maintenance issues that are his responsibility.

Mark advised that he needs a leaf blower. Told to purchase one.

Also discussed that pool chemicals should be treated on the weekends and that on Monday, it takes some time to shock the pool with the chemicals. TMT directed to make arrangements for someone to treat the pool one weekend day. Mark directed to make sure he closes the pool, as necessary, on Monday morning until the chemicals stabilize.

Red slab by N bldg is broken up but needs to be hauled away. Mark directed to work with TMT to get whatever assistance is needed to remove concrete.

**Treasurer report:** none

**Financials:**

Why was water bill almost double? 2 bills were paid last month for water.

Jean motions to pay financials as presented. Jody seconds, motion passed.

**Management Company report:**

Issue: Heat pump running too much

Discussion: cover not being used. Jean reported that the company that installed the heater has advised that the heater will run when necessary to bring the pool up to the temperature that has been programmed and that will not "burn" the heater out. Pool temperature is set at 87 degrees.

Decision: Set pool temp to 80 degrees. Also if the pool needs to be closed while it is treated then do so.

Issue: Paint samples on N bldg do not match our buildings.

Discussion: Want a good color match.

Decision: Get an exact color match for the paint. Contact Sherwin Williams to have them match the existing color

Issue: Need bids for keeping woodpeckers off buildings.

Discussion:

Decision: Get bids.

Issue: moss on various surfaces

Discussion: need to find time to clean them. Pressure washing the property to clean the moss and dirt is the responsibility of the maintenance manager.

Decision:

Issue: Schedule dryer vent cleaning with chimney cleaning.

Discussion:

Decision: Obtain bids for both

Issue: Bark was not evenly distributed

Discussion: Decision: Have the company rake it out evenly and install more, if necessary, to bring it up to 2 inches.

Issue: TMT can no longer manage rental unit

Discussion: Need insurance. TMT can no longer take the check directly.

Decision: Approved Jean to get insurance for the rental until.

Issue: Loop project

Discussion: Asphalt needs to be fixed before loops by gate can be fixed.

Decision:

Issue: The safety ties/loops on the roofs

Discussion: Skip verified with the vendor that they were installed incorrectly. Vendor said they would install more ties.

Decision: need to get status of newly installed tie offs.

Issue: Wood in expansion joints between cement

Discussion: Want it replaced with concrete impregnated wood.

Decision: need to get bids.

Issue: need to get onto the calendar for Lower 48

Discussion: Work the paint sample issue.

Decision:

Issue: Thundering Oak

Discussion: Categories A and B items are

Decision: Herb motioned NTE \$1000 for Thundering Oaks remaining items. Pam Second, all approved.

Issue: Aphid treatment.

Discussion: All seasons inject into soil, another injects into the side of the tree

Decision: Jody motions moved to approve All Seasons treatment for next spring. Jean seconded.

Issue: Need cushion for the metal frame couch on the patio. Need a cover for the couch in winter.

Discussion: Can get a custom pad. Need to make sure it does not walk off

Decision: Pam made a motion NTE \$500 for custom couch pad than can be secured in place, Jody second, motion passed.

Issue: Can we find a better location for bicycle storage

Discussion: No rules against using pole in car port.

Decision: n/a

Issue: Irrigation for N bldg.

Discussion:

Decision: get bids.

Issue: vines growing up trees in gully and m and n building.

Discussion:

Decision: get bids for vine removal

Issue: Repair to Skip's unit.

Discussion:

Decision: Hire Sharkey Construction for the repair to Skip's unit.

Meeting Adjourned:

**Follow up Required items:**

Set pool temp to 80 degrees.

Also if the pool needs to be closed while it is treated then do so.

Want a complete tool inventory by next month.

Need a leaf blower.

Turn around boards on fence by alley. This should prevent them from being kicked in

In the future do Mark's report right after home owner's forum. Before financials.

Bids for keeping woodpeckers off of buildings.

Schedule dryer vent cleaning with chimney cleaning.

Get bids for replacing regular untreated wood in the cement joints with cement impregnated wood.

Approved All Seasons for the aphid treatment next spring.

Need prices for covers for the new pool chairs.

Hire Sharkey Construction for the repair to Skip's unit.

Meeting Adjourned: 0820pm

## **Board Minutes August 12, 2015**

**Board members present:** Pam Skelton, Skip Beaudoin, Jody Matthews, Jim Jones, and Herb Stout

Have Quorum of 5 board members

**TMT Representatives:** Colleen Poole

**Maintenance Manager:** Mark

**Call to order** 6:30

**Previous Minutes Approval:** Herb Motioned, Pam Seconded, all approved

### **Maintenance Manager Report:**

Vacuumed A-J

Pool checked everyday

Spa is down due to leak

Pam requested screws sticking out of doggy gate be clipped for safety

Painters had issue of not priming everything. Foreman has been replaced.

Mark reset pools heat pump

### **Homeowner forum:**

Issue: Owners need to have a key in a trusted place for emergency purposes.

Discussion: Emergency due to illness, owner found unconscious on bed.

Lower 48 directed her friend to a board member who entered the home.

Discussion: HOA website was praised as a good source of information for the community

Issue: It was mentioned that the sprinklers come on about 730 at night. Seemed to early

Discussion: The times are set that way to prevent the grass from browning due to the extra hot summer

Issue: Madeline asked about the sprinkler runs for 1 hr every night.

Discussion: The area with the sprinkler that runs for an hr had some fertilizer and needs the 1 hr of watering. Everywhere else on site has 30 minutes.

Issue: Brick that has fallen off the exit gate. When will it be repaired

Discussion: Vendor will be out on Friday



Issue: difficult for emergency services and contractor to find buildings due to building letters not being visible.

Discussion: where to place the letters

Decision: place the letters next to the building numbers

Issue: Dog pound rule how is it enforced.

Discussion: HOA requests that owner must supply letter from vet verifying weight. Owner is fined until owner provides the letter.

**Treasurer report:** Pam motioned to approve report as given, Skip Seconded, all approved.

3 CD with Capital one in the amount of \$81,000. Need to be cancelled and brought into the Cedars program.

James mentioned several items were over budget significantly. If an item is 20% or more over budget the board needs to know what caused the item to be over budget so that the board can know what happened and how to fund the community budget.

Some items over budget are:

Building lockup, payroll/benefits, legal expenses, other professional fees, misc. expenses, Landscape other, Bldg maintenance, Pool/Jacuzzi.

Is landscape other the right place for the \$2950 progress charge?

May need to consider upping 7010-0000 landscaping other/irrigation amount and the 7050-0000 Bldg Maint and repair line items in the budget as we are already over for the year.

**Management Company report:**

Discussion: Spa down due to leak

Issue: Was recommended to replace the fence by the alley with chain link

Discussion: Plenty of good wood left in the fence, lack of privacy with a chain link fence is it possible instead of flipping the boards can we brace the board from the inside to prevent them from getting kicked in?

Issue: Gate Sign

Discussion: Make a sign that looks good but will not be scavenged for metal.

Issue: Painting issues.

Discussion: Lower 48 workers were seen applying paint without applying primer first. Work was stopped, Lower 48 contacted, foreman was replaced.

Issue: How do we paint the undersides of the stairwells?

Discussion: Pam motioned, Skip second. All approved. 1<sup>st</sup> and 2<sup>nd</sup> floors are white, 3<sup>rd</sup> floor are brown.

Discussion: Thundering Oaks Completed C and D items were completed.

Issue: Pool issues

Discussion: Chlorinator has a problem. Joints around pool area needs to be fixed. Joints can be fixed by using grout or cemented impregnated wood.

Decision: Board decided to use grout to fix joints in pool area.

Issue: several rules violations in the pool area.

Discussion: TMT is looking into a pool monitor for next year.

Issue: Storage of pool furniture

Discussion: Saw examples of covers in board packet. Decided not to purchase couch cover at this time.

Decision: Jim Motion NTE \$250 for pool chair covers. Pam seconds, all approved

Issue: Bids for chimney/dryer vent cleaning

Discussion: How do the companies do their inspections? Are they going to use a scope or just visually inspect?

Decision: Need to get a detailed scope of work from the vendors. How exactly are the inspections done? Are the stove pipes in needs of repair? Is there rot in the chimneys?

Issue: Pacific Landscape bids

Discussion: Reviewed bids from pacific landscape for gulley clean up and building N entrance way. Landscape/other budget is already \$1500 overbudget. Can we make a work party for the gulley cleanup?

Decision: Tabled gulley discussion until next fiscal year. Jody motioned to make a work party for gulley cleanup. Jim second. All approved.

Jody motioned to approved bid for N Building entrance cobble stone installation. Pam second, all approved.

Tabled wood pecker discussion until later.  
4 spots open on the rental list.

Meeting Adjourned: 0811

**Follow up Required items:**

**Bid for retaining wall by rose garden by M building.**

**Fix know irrigation issues.**

**Verify Gate tiles are repaired by vendor.**

**Verify where thundering Oaks tried the rhododendrons and let the board know so we can review it.**

**Court yard area between I, H, and G is too wet and soggy. Why is that?**

**What is the extra wet grass problem around the French drain by B, C, D building?**

**Use grout to fix joints in pool area.**

**Arrange to buy and install community sign.**

## **Board Minutes September 09, 2015**

**Board members present:** Herb Stout, Jean Homan, Skip Beaudoin, Jody Matthews, and Jim Jones

Have Quorum of 5 board members

**TMT Representatives:** Colleen Poole

**Maintenance Manager:** Mark

**Call to order** 6:30

**Previous Minutes Approval:** Jim motioned to accepted minutes as amended. Jody seconded. All approved.

### **Maintenance Manager's Report:**

Reminder to fill out work order requests and put them in the box in the office.

Monitoring L bldg. painting.

Pool inspector has requested the dog run fence by the pool fence is too close to the pool fence.

Chairs need two feet clearance between pool chairs and pool.

Need depth markings on pool deck. They are on order.

Aqua req has not monitored the pool for a week. Pool water is green and nasty.

Vacuumed stairwells this month.

Mark to submit a desired tools list to Colleen.

Spa status. Spa is still down. Colleen has contacted the repair company and is waiting for return call.

No Date for Aqua quip to do leak detection.

New announcement box has been constructed and will be put up soon.

### **Homeowner forum:** none

Issue: Complaints about the painters. Paint on parsley. Concerns about caulking.

Discussion: Board has talked with the painting company and the painting company has admitted their initial crew did not have a good start. Anything on balcony needs to be moved or covered before painting occurs. The initial crew did not caulk correctly. New crew is doing proper caulking. A punch list must be checked before the painters will be paid for each building. A foreman is onsite daily with the crew. Project is taking longer than expected. Originally the whole 5 buildings was to take around 17 weeks, the first building has taken about 6 weeks. Some doors were painted shut. This has been addressed.

**Treasurer report:**

\$6000 over on building maintenance for the year.

\$1500 over on Jacuzzi a pool supplies.

\$4000 over on landscaping and irrigation. E building landscaping repair (following sanitary project) was coded to landscaping and irrigation. Does it really belong there? Is it a reserve expense?

Beauty bark was also miscoded to landscaping and irrigation. The board created a specific one-time line item for this expense. This will be recoded.

Keep coding consistently for items wherever they belong.

Need to approve bank of internet \$30 charge to get statements for 2014 for closed cds.

Treasurer needs to sign signature card.

Jim moved to approve July financials as presented. Herb seconded. All approved.

**Management Company report:**

Issue: Have the sprinklers been modified for the water shortage.

Discussion: Amount of time was cut. One marshy area watering was stopped entirely.

Decision:

Issue: 5 open spots on rental list.

Discussion: Community has been notified.

Issue: Provide a wish list for special projects for next year to TMT.

Discussion: Have the wish list ready by the end of September. Will help to put those items onto the draft budget. City of Tacoma increases should be in the 2015 budget assumptions/back up.

Decision:

Pool temperature was raised. Residents like the change.

Break on front gate fixed.

Issue: Have gutter bids to address gutters overflowing.

Discussion: Can we retain Lincoln gutters as regular gutter cleaning service. Allow TMT to use them as needed up to a NTE amount

Decision: Jim motions to approve Lincoln gutters bid to clean gutters for \$2735.31. Jody seconded. All approved. Motion passed.

Jody motioned to allow TMT to use Lincoln Gutters as our regular gutter cleaning service as needed NTE \$7000 per year. Herb seconded, all approved. Motion passed.

Issue: Front gate sensor loop repair.

Discussion: 2 bids are in for asphalt repair in order to get to sensor. Will be forwarded to board. Asphalt needs to be repaired before sensor can be repaired. The irrigation for the front beds needs to be repaired at the same time. This was previously approved by the Board in June 2014.

Decision: Jim motioned to approved amount NTE \$2000 for asphalt repair for area by front gate. Jody seconded, all approved. Motion carried.

Issue: Need bids for crack sealing. Board asked that TMT obtain bids from asphalt company identified by Jean in prior email. The Board does not want to use the company that did the crack sealing last year. Colleen asked to check on who did the crack sealing last year so that we don't solicit a bid from them again.

Issue: Pool sign needs to have updated rules. Health department has required rules. Sunset Plaza has separate rules.

Discussion: Two signs, one for Health department rules, One for Sunset Plaza rules.

Decision:

Issue: Chimney and dryer vent cleaning.

Discussion: reviewed bids and scope of work. How do we want this scheduled? One main date. One makeup date. If the home owners don't make it then the owners are fined.

Decision: Jody moved to approved Mad Hatters bid for Chimney cleaning and Dryer vent cleaning as stated in their bid. Jim seconded, all approved. Motion passed.

Issue: Home owners need to be made aware that the association no longer has keys to the units.

Issue: Tool inventory status

Discussion: Mark has completed it. Need to have board members go through shed with

Decision:

Issue: suburban propane charges association \$275/year to rent propane tank.

Discussion: Propane tank must be unearthed before suburban propane will pick it up. Need to have utilities marked before digging.

Decision: Get bids to dig up tank.

Issue: Wood pecker issues. Bird busters bid.

Discussion: What deterrents are useful. Not in favor of using balloons.

Decision: No to bird busters.

Issue: Bldg E line jetting.

Discussion: Must be done annually

Decision: Jody motioned to approved Everson's Econo Vac bid NTE \$600. Jim Seconded, all approved.

Decision: Close pool End of September.

Issue: Rock wall

Discussion: Bids not in. Rockery and bark.

Decision: fix rock wall on the south side of parking lot by NTE \$6000

Jim motioned, Jean seconded, all approved. Motion Passed.

Meeting Adjourned: 0800

## **Board Minutes October 14, 2015**

**Board members present:** Herb Stout, Jean Homan, Skip Beaudoin, Jody Matthews, and Jim Jones

Have Quorum of 5 board members

**TMT Representatives:** Colleen

Poole **Maintenance Manager:** none

**Call to order** 6:30

**Previous Minutes Approval:** Jody motioned approval of previous minutes with two corrections, James second. All approved. Motion passed.

### **Homeowner forum:**

Mark Kimbrough, our maintenance manager, quit on Monday, October 5, 2015; he did not give notice. TMT has hired temporary help to take care of the garbage and to clean the Rec Center (vacuuming, cleaning bathrooms, etc). Until a final decision is made on replacement of the maintenance manager, community members need to contact TMT for maintenance issues. The Board ask for the community's patience, since non-essential projects will be shelved until a final solution is reached. TMT confirmed that Mark's use of his vacation just prior to quitting was within policy, as the vacation time was accrued prior to use. Also, TMT confirmed that Mark did not work on October 5, 2015, and he was not paid for that day.

Board member, Pam Skelton has resigned from the board due to family commitments. The Board thanks her for her service and hopes that if circumstances change, Pam will consider rejoining the board, as her input was much appreciated.

Issue: Member of the community have gather roughly 30 signatures requesting the rule for flooring in the living room be removed. Questions were raised as to how to proceed from here. This will be added to the agenda for the December meeting. November has the budget meeting.

Issue: Status update on the woodpeckers.

Discussion: multi prong approach. Have to wait until birds are out of nests, then cover and seal holes. Painting should help with this. Also want to place bird houses and feeders away from buildings to draw the wood peckers away from the buildings.



**Treasurer report:**

5010-1000 is where the labor ready people's wages are getting coded to.

Water is over budget for this month by about \$6,000 TMT rep will investigate and report back to the board.

\$22,000 over budget so far for the year.

Jody moved to accept the August 2015 financials, with the caveat that TMT to investigate water variance. James second. All in favor. Motion passed.

**Management Company report:**

Issue: Painting, will the buildings get finished before the painting season is over

Discussion: Lower 48 said they should be able to finish the buildings started. A and N need to be started. They can do the most weather and exterior area first. The L building should be finished soon. The board will be invited to walk around and check the punch list. Issue with painting door. This needs to be address with lower 48 and a plan to address the doors needs to be developed by Lower 48 and presented to the board.

James motioned to approve the bid from lower 48 to replace the siding on A Building in the amount of \$19,840. Jody seconded. All Approved. Motion passed.

Issue: Pool maintenance

Discussion: Chemical used for pool this year not very good quality. Going to use chemical recommended by pool company next year. Also, question raised about whether we need a more permanent, winter cover for the pool.

Decision: TMT will talk with the pool maintenance company about their recommendations and if a winter cover is recommended, TMT will obtain bids.

Issue: Shed needs to be cleaned out.

: Decision: Hire workers and have board members supervise. Board members will pick a date in the near future for this project.

Issue: Lincoln gutter was out and performed semi-annual cleaning.

Discussion: above e-103 water shooting straight out of gutters. A building is missing a downspout. Some of this maybe due to the recent wind storm.

Decision: Might need a light cleaning in the gutters to blow out needles. This would fall within the scope of services previously approved by the Board, wherein TMT is authorized to hire the gutter company, on an as needed basis, not to exceed an annual amount of \$7,000.

Issue: Chimney and dryer vent cleaning did not get some units that were home.

Discussion: Colleen contacted Mad Hatter to have him set up times with the owners to clean the units that were missed.

Decision: TMT needs to follow up after the next round of cleaning to ensure the missed units get their chimney and gutters cleaned.

Issue: Rock wall repair.

Discussion: The board had previously approved repair of a rock wall that was failing due to erosion. The erosion is being caused by the lack of a gutter.

Decision: The Board directed TMT to have the necessary gutter and/or downspout installed to ensure that the erosion problem does not reoccur.

Issue: Want to do crack sealing this year on asphalt.

Discussion: Bids should include phased maintenance. Every year should include crack sealing and immediate needed repairs. Do not want to do a seal coat right now, which is a more more extensive/expensive process.

Decision: Every year, no later than June, TMT needs to get bids for crack sealing and needed asphalt repairs. TMT to get corrected bids from asphalt vendors previously contacted to obtain bids for crack sealing. If there is still time in the season, the crack sealing needs to be done this year.

Issue: Since there is no waiting list for rentals units, do we need to delete the waiting list.

Discussion: People have 6 months to rent their units once they have approval to rent. If they are offered the opportunity to rent and do not do so within 6 months, they will be removed from the list. All current persons on the list have been offered the opportunity to rent; a few units are pending approval, but there are some additional spots on the list still available.

Issue: Need to issue fines to people still not in compliance with rental paperwork. Decision: TMT directed to issue fines, as necessary.

Issue: Need to schedule 1 hr meeting for budget meeting.

Tuesday 20OCT at 630 pm. NTE 0800pm. The rest can be addressed at November board meeting.

Issue: Need a long term solution for the Jacuzzi. Also why can we not get the jacuzzi working. Discussion: Colleen said there was not good response from vendor.

Decision: Jean wants the information on specifically what is wrong with the Jacuzzi, what efforts have been made to correct these problems and what responses were received from the vendors.

Issue: irrigation and asphalt repair at from gate done. Now loops can be repaired.

Issue: Gutter filters.

Discussion: Information about gutter filter options included in the board packet. Board to review to determine whether there are particular solutions that the Board would like to explore more fully.

Issue: Sunset Plaza Pool rules sign.

Discussion: Format of sign approved. Jody will finalize. Also need to get sign for health department rules. TMT to provide the necessary health department rules to Jody and Jody will facilitate getting the second sign for the pool area. No rush now that the pool is closed for the season. Signs to be completed prior to pool opening next summer.

Issue: Sign for front entrance.

Discussion: Jody obtained a bid from Paul Michaels of Michael's Carving Company for a new sign for the front gate. The sign will be made of a PVC material with acrylic paint; the paint can be touched up as needed. The board opted for this type of sign, as opposed to aluminum (which is more likely to be stolen).

Decision: Jim made motion to approve sign for front entrance for \$1800 plus tax.

Herb seconded. All approved. Motion passed.

Issue: Bldg E side sewer cleaned out.

Discussion: TMT reported that the annual maintenance on the Building E side sewer has been completed and everything is functioning well.

Decision: None necessary.

Issue: Propane tank

Discussion: Not dug out enough initially. Has been dug out more now. The vendor should be coming out to get it. Association should not be charged for tank rental. Will be getting fill dirt for the hole.

Issue: Sidewalk maintenance Discussion: There are several locations on the property where tree roots are lifting the sidewalk slabs. The most significant area is near the gazebo on Skyview Place.

Decision: TMT to have the sidewalks evaluated and get bids for appropriate repairs (patching? Grinding? Replacement?)

Issue: Someone hit the fence line in the alley with her car.

Discussion: Jean has provided info to TMT. TMT will contact owner of car.

Issue: Pacific Landscape Management Service Contract maintenance.

Discussion: Issue with watering at odd times. Irrigation lines are being winterized.

Decision: Jody motioned to renew Pacific Landscaping contact. Jim seconded, all approved. Motion passed.

Issue: F bldg. dry rot.

Discussion: Bid for \$3370 plus tax from Sharkey

Decision: Herb motioned to approve bid, Jim seconded, all approved. Motion passed.

Issue: Will we hire a new maintenance manager?

Discussion: Previous onsite maintenance people not up to par. Jim identified a handyman-type person who was used by Jim's other property on a work order basis for discrete projects. Jim provided the contact information for this person to Colleen. The Board discussed whether to continue with M-F maintenance manager who would be an employee of TMT or convert back to an on-site manager who would be an employee of TMT. The tenant in K102 is on a month-to-month lease, so the Association does have the ability to go back to an onsite manager.

Decision: Decision on how to structure the maintenance manager position (on site manager versus maintenance manager) deferred to next meeting. TMT to contact handyman identified by Jim and determine whether he is available and how much his services cost.

Issue: exterior frame on A bldg. garage has dry rot. Unit A-208

Discussion: Should be repaired before painting.

Decision: TMT to contact Sharkey Construction for an evaluation of the problem and for a bid for repair. Sharkey Construction repaired a similar issue on another A building garage.

Citizen Comments:

Mary Markstone, who has created the beautiful rose gardens, may not be able to continue to do so due to health reasons. A suggestion was made for a garden club, which the Board thinks

is a great idea. A resident, however, would have to be willing to head up the garden club and act as liason with the Board. Judy will talk with Mary to see if she would be willing/able to act as head of the garden club and will report back to the board.

Meeting Adjourned: 0810

**Follow up Required items:**

- Water is over budget for this month by about \$6,000 TMT rep will investigate.
- Discuss with lower 48 issue of getting all of the doors painted. Proposal on how to deal with doors to be presented to the Board.
- Need to find vendors and bids for projects Mark was going to do. TMT to provide list of projects to Board.
- TMT needs to follow up with owners after the next round of cleaning to ensure the missed units get their chimney and gutters cleaned.
- Need to get gutter installed on car port by rock wall to prevent erosion.
- Need to issue fines to people still not in compliance with rental paperwork.
- TMT to obtain bids for crack sealing and immediately necessary asphalt repairs.
- TMT will talk with the pool maintenance company about their recommendations concerning winter pool cover, and if recommended, TMT will obtain bids.
- TMT to evaluate whether gutters need another cleaning. This would fall within the scope of services previously approved by the Board, wherein TMT is authorized to hire the gutter company, on an as needed basis, not to exceed an annual amount of \$7,000.
- TMT to have the sidewalks evaluated and get bids for appropriate repairs (patching? Grinding? Replacement?)