

# Sunset Plaza Condominiums Board Meeting Date: 1/9/2019

## 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: Jean, Jody, Peter, Louise, Teresa

TMT Representative in Attendance: Denise Rasmussen

Minutes: Nancy Schrempf

Community Members in Attendance: 10

## OPEN FORUM FOR RESIDENTS:

1. A resident stated that a new Skyview Place street sign is needed. The Board explained that street signs are included in the sign replacement project which is currently underway.
2. Another resident noted that there have been a number of street lights out for at least five months. It was explained that Madsen Electric has been contacted but the electrician we have been working with has been difficult to coordinate a visit with. Their supervisor has been contacted; hopefully we can get a different electrician to come out and investigate the problem. If this does not work, maybe we need to research getting a different company.

## MEETING CALLED TO ORDER AT 6:37

### 1. Approval of November 2018 Meeting Minutes:

- a. There were no amendments or corrections. Motioned, seconded and approved. There was a reminder that a signed (by Secretary) copy of the minutes needs to be put in the binder after every meeting.
- b. Minutes were taken at the December budget ratification meeting even though they are not required. Denise suggested that, since that Board wanted to keep a record, they should be approved. Motioned, seconded and approved.

### 2. Treasurer’s Report:

- a. November financials were generally in line with expectations. TMT needs to move the charge against the Reserve Account for the recent “concrete cutting” (to reduce irregularities at the sidewalk joints) to the Operating Account as it was general maintenance. TMT has also been asked to identify the entries that show on the Balance Sheet as due to or from the Reserve Account involving the Operating Account.
- b. Rental income from the Association-owned K-102 unit still has not been credited to our Operating Account. This appears to be the case for both the finalized November financial information and the preliminary December information. Denise has contacted TMT A/R, but they are currently dealing with year-end closing. She will need a couple more days to get an answer.
- c. The new signs for our residence buildings will be delivered in late January. We will then work with Sharky to have them installed as weather permits. The work to develop other signs for the complex will continue with an emphasis on wayfinding for emergency responders and visitors. The second

phase will include street signs, an entry map and community center signage. After this, pool and tennis court rules and other possible signs will be investigated.

- d. The Board asked Denise a question about the website maintenance and eBlasts annual charges. These are per agreement between TMT and the Board. It is \$75/hr, tracked throughout year and charged annually. There was a discussion concerning the fact that website information is not up-to-date (Peter's email is not correct and Ande is still listed as a Board member). Per Denise, Board member information is our responsibility. TMT only does certain items (posts minutes, budgets and other official documents). The Board discussed possibly hiring someone to keep our portion up-to-date. There is also a problem with the portal where invoices are approved (trouble logging in and confusion about how the approvals happen). The Board asked Denise to look into the issue with IT.

### **3. Manager's Report:**

- a. The 2019 budget has been ratified and the coupon books were sent, but some units have still not received theirs. If the owner pays their dues via automatic withdrawal, the new amount will automatically show up.
- b. The bill for the roofing for buildings I,F and J has been received from Star Roofing. Building E is currently being worked on. There have been complaints about sloppy disposal (in grass, trees and in parking lots) of materials, so Denise let the company know that this is not acceptable; they will be more careful in the future. The Board asked Denise to contact the roofer to make sure owners are being billed separately for their share of the cost where skylights are involved. Work on the final contract (for the last seven buildings) will start soon. It is important that owners with skylights are aware of their payment responsibility.
- c. Jerry from USDA F&WL can't continue with flicker removal until the government shutdown is over. Sharky will be putting in a bid to continue doing repairs of starling holes.
- d. The 2018 audit contract needs to be signed so taxes can be done. There is a \$1,975 fee. Motioned, seconded and approved.
- e. Sharky's bid to install building signs is \$2,325 plus tax. Motioned, seconded and approved.
- f. About half of the residents have already gotten their new exit gate/Community Center keys. Some have been calling and showing up at TMT to get theirs (keys are available at both the Community Center during Teresa's hours [Tues 4-6, Thurs 1-3] and at TMT). The Board can set up additional hours outside of Teresa's office hours if requested. Jody will share her spreadsheet with Denise so TMT can keep it updated for keys they distribute. The clings for vehicle windows should be distributed at the same time. The key number is written on the cling so it is possible to link the car to the unit associated with it. There is a problem with clings not sticking very well so Jody will reorder.
- g. There was recently a tent and a number of people in the gully. The police were contacted but the individuals left before the police arrived. The people and the tent are no longer there, but this is an ongoing problem and residents need to watch for future signs of homeless activity.
- h. The Board suggested that we go ahead and request the bid for the final (third) phase of the roofing project. Denise will request that Star Roofing get this to her next week. The Board reminded her that this bid will most likely be higher because Fields Roofing forgot to include building N in their bid.
- i. An individual contacted TMT that they had been renting parking spot #169 from the Association for \$25/mo and no longer needs it. The Board was not aware of this, nor that there was an agreement from the late 1980's concerning this. The Association currently does not rent parking spaces and the Board believes that all numbered spots should be associated with a unit, and that each unit is

associated with a parking spot. Denise will send the Board a copy of the lease, a parking map and any other information she has about this issue.

- j. A small leak has been reported in D-103. Perez Plumbing is coming out tomorrow to look at it.
- k. A second opinion has been requested by the Association's insurance company for the damage in G-201 due to the roof vent failure. The cabinets in G-101 that were removed by Servpro were put outside and were ruined due to their negligence. Fortunately, Sharky had inventoried and Servpro took pictures. Sharky has a check but has not given a start date yet for the repair work. The Board can file a claim, but Denise warned that the Association already has an open claim (broken arm), so this may affect the future cost of our insurance. The Board would like clarification, in writing, of what the master policy covers and about the effect on our insurance cost so that they can make an informed decision. Denise will gather this information and send it.
- l. A resident called TMT with a complaint of termites due to a leak in plumbing in a vanity. This is the owner's responsibility, so they should call a pest company to get it repaired. If they replace the vanity, fix the leak and take care of any residual moisture, the problem should go away since the floor is slab. As a precaution, the Board would like All Seasons to inspect the portion of the walls in the area that are the HOA's responsibility to make sure there is no moisture there. Denise will put them in contact with the owner so they can gain access to inspect.
- m. Denise did a walk-through of the property last month and saw nothing of concern to note on the Property Inspection Form.
- n. Teresa and Louise have done a walk-through with Pacific Landscaping to get an estimate for trees on our property that need work. A second company has been contacted for an additional walk-through and estimate. There was a reminder to take notes on what needs to be done.

**4. Unfinished business:**

- a. Obtaining a picnic table for the dog run area can be dealt with in the spring after the rainy season is done.
- b. There has been difficulty getting LED lights for upgrading exterior lighting. Tim has already converted some fixtures. The Board requested that he supply them with an inventory of all exterior lighting fixtures (including model and price of ones already completed) in the next two weeks so that future work can be planned.

**FLOOR OPEN TO FURTHER QUESTIONS FROM RESIDENTS:**

- 1. A resident requested that the Association go back to posting notices for the monthly Board meetings. (Nancy and Tim discussed this after the meeting; Nancy will post notices the weekend before each meeting.) The Board stressed that there are open Board positions and there will likely be more in March. Residents were urged to let friends and neighbors know.
- 2. A question was asked concerning what to do if you see new woodpecker holes. Denise explained that residents should call TMT and they will pass the information along to Sharky.

**MEETING ADJOURNED AT 7:50**