

Richmond Manor Condominiums Owners Association

Board of Directors Meeting

7:00PM - April 14, 2008

In attendance: Board Members-Bob Terry, Jeanne Bouten, John Weschler, Cheri Schuricht, and David Becker. Ex-officio board member: Molly Mills, Owners: Jerry Taylor and Doris Beck.

I. Manager's Report- Molly Mills

A. Review/Approve 1Q08 Financial Report –

- It is the Board's intent to make financial statements available on a monthly basis beginning this month. They will be distributed via email, with paper copies to those without email.
- The Financial Report can also show budget year-to-date, and previous time period year-to-day for comparison of expenditures.
- The balance sheet for the Association is in line with expectations because we have not expended money from the reserve fund, and have been living within our budget.
- John Weschler moved to approve Molly's budget report which was discussed at the 4/14/08 Finance Committee meeting and as presented to the Board. Jeanne Bouten seconded the motion. Discussion: Jeanne asked if we could have comparative financial records available prior to the meeting in order to make decisions. The Finance Committee will have these records. The motion passed unanimously.

B. Report on new banking relationship –

- Molly reported on the move of the RMCOA accounts from Wells Fargo to Washington Mutual for our savings and checking accounts. Our CD remains with Wells Fargo. This change was made for several reasons, but mostly for protection for our manager, Molly Mills, whose name needed to be on the business account with her social security number. The change to WAMU enabled us to set up a separate business account.

C. Status of conversion to Quick Books Pro –

- Molly reported that she is becoming more familiar with the Quick Books Pro program, especially after working with Alan K. Williamson, our accountant for the audit review.

D. Status of Financial Review –

- We are in the process of audit review, which is almost complete. Our conversion to Quick Books Pro should enable easier financial audits in the future.

II. President's Report- Bob Terry

A. Status of Reserve Study -

- The reserve study report will be presented at the next board meeting from David Bach and Co. The Finance Committee will review the report prior to the Board of Director's meeting.

B. Proposed adoption of standing committee charters & committee membership –

- It was suggested at the last meeting to adopt a common understanding of the responsibilities of committees. Therefore, the following charters are proposed:

(See attached proposed Charters)

- Finance Committee- Bob Terry presented the suggested charter for the Finance Committee. It will be a standing committee that will report to the Board of Directors with the purpose of oversight of all financial matters for RMCOA. The committee would review the charter annually. The Finance Committee would meet at least quarterly and consist of at least 3 members, 2 of those members from the Board of Directors. Jerry Taylor suggested that the wording for the purpose of the committee show that the committee is an advisory group that makes recommendations to the Board of Directors, which would then approve all decisions. Jeanne Bouten suggested that the charters be reapproved each year, perhaps at the annual owner's meeting. John Weschler suggested that the President and Vice president be designated to sign the manager's paycheck. David Becker suggested we define the signature authority in the charter.
- Security Committee- The purpose of this committee is to provide recommendations to the Board of Directors on issues of security and management of security issues. Security Committee reports will be made at the quarterly Board of Directors meetings. David Becker suggested part of the job of this committee is to inform all owners as to security issues in our building, and share the importance of all of us being responsible for our security. Molly Mills suggested we have a "Welcoming Meeting" for new owners to inform them of important information about RMC.

- Landscaping & Gardening- This committee would make recommendations to the Board of Directors and act as liaison to the manager regarding landscaping issues. The committee would review the master plan for landscaping. Any revision would come to the Board of Directors for approval. The manager provides information and direction to the gardener (maintenance), but larger landscaping decisions would be made by the Board of Directors (master planning). The Landscaping Committee would develop plans and then makes recommendations to the Board of Directors. The committee would do performance evaluations of the gardener.
- Jeanne Bouten moved that the Board of Directors establish a Finance Committee, Security Committee and a Gardening Committee using suggested charters created by Bob Terry, which include revisions made at tonight's meeting by the Board. David Becker seconded the motion. The motion passed unanimously.

III. Security Committee Report - Jerry Taylor

- A. Upgrade to Surveillance System- The present security system can review only 5 or 6 days worth of video, the software is no longer supported or available, and the manufacturer is a Korean company with no known US representatives. Some events are not being recorded. We need a larger hard drive and different software to upgrade the system. AAA Locksmiths proposed a new system using a DVR at cost of \$8600. Panasonic said this is not an unreasonable quote for a security system. We are looking at new placement for cameras and a wider view of the area. Video Insight also offers an alternative system. We would install this system ourselves. We could keep the cameras we have and add more cameras as justified. Costco sells a package by Laurants. It has cameras that would replace our cameras. Jerry continues to investigate possibilities for an upgraded system.
- B. Upgrade security of lobby doors- Jerry Taylor and Bob Terry met with AAA locksmiths. They were investigating the possibilities of using only one door of the interior double doors for daily entry, but need to assure that such an arrangement meets fire code requirements.
- C. Bob Terry recommended that Jerry Taylor and Kaare Otnes be members of the committee. A board member needs to be assigned to this committee for it to be active.

- D. Upgrade of locks for storage rooms – John Weschler reported that AAA Locksmiths said the Medeco locks are \$10 higher in cost than for our original bid; labor is the same price as we were originally quoted. The Schlage locks are about \$50 each. He will provide description of the two locks to choose from in a letter to the owners with payment at owner’s expense. He will collect information and coordinate with the company to install the locks.
- E. Non-residents loitering N & E sides of building-Bob Terry reported that people have been loitering during the night on the gravel pathway on the north and east side of our property. Jeanne Bouten and Bob Terry received an estimate to fence off the 16 feet on the northwest and south entrances to the back of our building.
- F. Keys to individual units are now in the safe in RMCOA office. Three people have keys to the safe- Bob Terry, Molly Mills, and John Weschler.

IV. Development of RMCOA web site –

- Jerry Taylor shared the website he developed for our building. It will contain information for owners, bylaws, information sharing, and meeting agendas. Jerry owns the website names “Richmond Manor”, and “RMC. com”. David Becker moved that Jerry create and maintain the RMC website. John seconded the motion. The motion was passed unanimously.

V. Landscaping & Gardening Committee Report –

- John Weschler reported that a dead rhododendron needs to be replaced. He recommended we plant something in memory of Primrose Wu, Tom Hanley, and plant something in recognition of Paul and Theresa Lee. We need plants to fill in behind the trimmed laurel on the back fence. We need to consider the original plan for gardening in our new plans for landscaping. We also need to consider using draught tolerant and native plants.

VI. Status of painting projects –

- Bob Terry reported that we will have bids in on April 25th for both painting jobs- exterior wood trim and separate bids for several optional interior items (lower corridor, mail & lobby rooms, stairwells & elevator lobbies of the 2nd & 3rd floors).

Bob also reported that we have 18 gabled roof sections above our torch-down roof and the overhangs of these provide excellent conditions for growing moss and mildew due to the design. Moss Boss, an Edmonds company, will do some tests to determine how best to proceed with moss and mildew removal prior to painting. Bob Terry moved and David Becker seconded the motion to proceed with spending \$200 to allow Moss Boss to test the best approach, and to provide a proposal to remove moss from the roof. The motion passed unanimously.

VII. Proposal to purchase table(s) for entrance(s) from garage –

- John Weschler moved that we authorize the purchase of three tables @ \$100 or less to go outside of each doorway to the stairwells and lobby. David Becker seconded the motion. After some discussion, the motion did not pass.

VIII. Other items:

- Notice of the sale of unit 305.
- There is no structural problem in the unit owned by Myrna Burkey.
- Bob and Judy Terry are purchasing unit 305. They would like to replace the carpet in the entryway with tile or wood. Board members said the owner has the right to do whatever they wish to the interior of their condominium.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Cheri Schuricht, secretary

Addendum: 4/25/08

The Board, at the April 14 meeting, approved creating Committees for the Finance, Security and Landscaping and Gardening activities. The Board also approved the use of certain Charters for each of those Committees subject to revisions and clarifications as discussed. Those changes have been made and are appropriately reflected in the attachment.

With regard to the clarification: a comment was made about assuring consistency with the Bylaws regarding signature authority. The Bylaws finds only one mention even remotely related to this issue - and that mention is not specifically on point. Bylaws Article VII, Paragraph 1. Accounts say in part "The Secretary/Treasurer shall administer the Association's accounts in such a way that the funds are secure and that signature cards at the various institutions containing the funds are current." As we have discussed our Secretary/Treasurer's role is unique and the Board having the authority to prescribe duties to others has designated the Finance Committee with some of those responsibilities. Accordingly, the Finance Committee has the authority to designate signature authority and the Charter as now written contains that provision.

On that basis, the Board agrees with proceeding with the use of these Charters. Bob Terry nominated and John Weschler seconded the nomination of the following committee members:

Finance:

All current Board members + Molly; with the President as Chair.

Security:

Chair - Jerry Taylor

Members: John Weschler (representing the Board)

Kaare Otnes

Landscaping and Gardening:

Chair - John Weschler

Members: Doris Beck

Dixie Buol

Al Gunns

Judy Terry

The Board voted to approve the nominations.

Respectfully added,

Bob Terry, President RMCOA

Cheri Schuricht. Secretary RMCOA

Richmond Manor Condominiums Owners' Association
Board Meeting
July 14, 2008

I. Call to Order- President Bob Terry called the meeting to order at 7:00 pm.

Board Members Present: Bob Terry, John Weschler, Dave Becker, Jeanne Bouten, Cheri Schuricht.
Manager Present: Molly Mills. Owners Present: Jerry Taylor, Doris Beck, Dixie Buol, Arlan Bickford, Barbara Gilman, Al Gunns, Kaare and Laurie Otnes, Warren and Astrid Akiona, Linda Weschler, Robert Overell, Judy Terry.

II. Minutes- The minutes of the April 2008 Board meeting were read and corrected in the following manner: The Richmond Manor Condominium Association website is www.richmondmanor.org.

III. President's Report-(Please see Officer's complete report attached with these minutes.)

- Bob Terry reviewed the status of adapting to Quick Books Pro with CPA Alan Williamson, explained problems with shower pans in some units, described the painting of exterior trim, and announced the dates for the association potluck dinner (8/23), annual association meeting (9/23), and the next Board meeting (10/13).

IV. Committee Reports

- Finance Committee
- Financial Report- Molly reviewed the financial report for June 2008, including an increase in cost for the fire and safety inspection, which is done more thoroughly every 6 years by AAA Fire and Safety. The January through June Profit and Loss Statement and the Final Balance Sheet were also reviewed.
- A CD holding some of our reserve funds will mature on July 28, 2008. The Board is looking for the highest security and best interest rate before choosing a bank for depositing these funds. David Becker quoted today's CD rates at Bank of America. Warren Akiona asked why rates were not included from Wells Fargo. Cheri Schuricht will investigate CD rates from area banks and report to the finance committee. (The highest CD rate for 8 months was 3.8% at Frontier Bank.)
- It was suggested that 2 signatures be used to pay all bills. This suggestion will be referred to the Finance committee.
- A question was asked by Warren Akiona as to whether or not the board can spend \$5,000 without approval of owners. He thinks it should be only \$1500. The board will review the by-laws to determine the spending limit. (Please see Declaration and CCR's Section 8.02 "Limitations on Board of Directors' Authority").

- Reserve Study
- The reserve study completed by David Bach and Associates showed that the RMCOA reserve fund is underfunded.
- The reserve study will be reviewed by the Finance Committee who will obtain independent cost estimates to compare to the Reserve Study, consider various funding scenarios, and determine how much additional monthly assessment will be needed.
- Finance Review/Audit- CPA Alan Williamson needs to see the new RMCOA reserve study and our funding plan prior to completing the Financial Review for 2006/2007.
- Security Committee (Please see complete report attachment.)
- Jerry reported that the security committee will gather names of people wanting deadbolts on their garage storage doors in August of this year. The intent will be to offer residents several options for upgrading locks including the option to retain their present lock. Owners will individually pay the cost of their upgrade.
- The astragal on the entry door has been oiled, but it occasionally does not operate properly. Jerry indicated that an alarm could be placed on the door to inform entrants that the door is ajar. Another option is to place a "Please Use Other Door" sign on the right (on exit) door. All owners should check that doors shut properly when exiting and entering.
- Video surveillance and recording system- The system we have now works but can no longer be supported; it has an old, insufficient hard drive, software that cannot be located, and the company that developed the system no longer exists. We have received bids for a new system. AAA had a bid of \$8000 for replacement of the system. A Costco system was also researched but would not meet our needs. Video Insight provides a system with support for \$2500. If a decision were made now to upgrade the surveillance system, the security committee would recommend the Video Insight system. However, a new system is not recommended at this time. Jerry and the security committee will continue to investigate ways to improve the current system, and routinely check the security system to make sure it is working appropriately.
- Landscaping & Gardening (Please see complete committee report attachment.)
- John Weschler shared the results of the July 11 meeting of the garden committee, which included original landscaping plan for our building.
- The committee is interested in securing the services of a new landscaper.

V. Unfinished Business

- Development of RMCOA website – Jerry Taylor reported that richmondmanor.org now has a one-page website. He plans secured access to the site to post association news and information that will be helpful for residents of Richmond Manor.

VI. New Business

- Use of Common Area Rooms – Bob reviewed the proposed Common Area Rooms Rules. It was asked if there will be tables and chairs in the common room on the second floor. Astrid Akiona suggested adding a “no alcohol and no smoking” rule. Cheri Schuricht said there is already a no smoking rule for all common areas. Cheri Schuricht moved to table the discussion until a committee revises the wording, and then brings the revised rules back for a vote. Jeanne Bouten seconded the motion. The motion passed.
- Manager’s Job Description - Molly described the compilation of manager’s descriptions from 3 sources. Cheri Schuricht moved that a study session be scheduled to create a job description for the Manager of the Condominiums. Jeanne Bouten seconded the motion. The motion was passed.
- Calendar for 2009- Bob Terry proposed a schedule for meetings to be held for 2009. The Board approved the following schedule:
 - Jan 12 - 7:00 pm Board meeting
 - April 13 - 7:00 pm Board meeting
 - July 13 - 7:00 pm Board meeting
 - August 21 -7:00 pm Board meeting
 - October 12 -7:00 pm Board meeting
- Broken Windows- Two skylights have broken seals. They were broken prior to the work done by the moss removal. David Becker reported that a rock or BB hit and put a hole into one of his windows. Bids will be secured to have the windows replaced.

VII. Adjourn- The meeting was adjourned at 8:55 pm.

Respectfully submitted,

Cheri Schuricht, Secretary

**Richmond Manor Condominium
Owners' Association**

**Minutes of the Annual Owners Meeting
September 23, 2008**

- I. **Call to Order:** The meeting was called to order at 7:00 pm in the 3rd floor meeting room. The following board members/owners were in attendance: Bob Terry, Cheri Schuricht, Jeanne Bouten, and ex-officio member, Molly Mills. The following owners were in attendance: Don and Donna Olsen, Myrna Burkey, Carol Lutovsky, Cheryl Munoz, Warren and Astrid Akiona, Bob Overell, Judy Terry, Dixie Buol, Arlan and Theresa Bickford, and Kaare and Laurie Otnes.

- II. **Officers' Report**
 - a. **Explanation of Financial Review:** Bob Terry introduced Alan Williamson, CPA, who prepared the Richmond Manor Condominium Association Financial Review, which all owners received. Alan reported that our conversion of the accounting system to Quick Books Pro was a good step and that now our accounting conforms to generally accepted accounting practices. He recommended that a financial review be done each year, but a formal audit, which is much more expensive, is not necessary. Mr. Williamson said that next year's review should be easier, less time consuming, and less costly to complete because the association has converted its financial records to Quick Books Pro, and we now have a relationship with him which will help expedite the review process in the future.
 - b. **Update on Shower and Skylight repairs:** The skylight rebuild is complete. Skylights were changed from a flat to a sloped installation. The remodel was paid for by builder/owner Paul Lee. Skylights have a lifetime warranty to the original owner (who is considered to be RMCOA because the skylights are a common element). As of Sept. 23rd, ten showers have passed the required water retention test conducted by the City of Shoreline building inspector. Work will require at least seven days per unit with several units worked on at the same time. All expenses required to repair the showers is paid for by builder/owner Paul Lee. Mr. Lee has already reimbursed RMCOA for the cost of the Building Permit/Inspections and legal cost.
 - c. **Manager's Responsibilities:** The board is preparing a manager's job description that will be given to all owners.
 - d. **Explanation of Reserve Study:** Bob Terry reviewed with owners the recently completed Reserve Study prepared by David Bach and Associates. This study is required by Washington State law to be performed every year and every three years by a Professional Reserve Specialist. Bob then shared an Excel spreadsheet demonstrating how the cost of future scheduled building maintenance will affect our reserves. The spreadsheet showed expenses for the next 30 years covering 41 items that will need maintenance. A 3.5% inflation rate was factored into the calculations. This information constitutes a maintenance plan, which will be reviewed/updated every year. As part of that update process, RMCOA will need an expert to inspect various components of the building and to advise the board about necessary maintenance.

- III. **Operating & Reserve Budget: 2009-2011 and Assessments:** Bob Terry reviewed how the Operating & Reserves Budget for the period 2009-2011 was formulated and how that led to an increase in monthly Assessments. The Budget and information about the monthly Assessments has been previously provided to all owners. The Assessment increase will be effective January 1, 2009.

- IV. **Election of Officers:** Three owners were nominated to serve on the Board of Directors for the next two years. They are David Becker, Jerry Taylor, and Cheri Schuricht. Jeanne Bouten moved to accept these nominations. The motion was seconded and the owners voted unanimously to approve the three nominated members whose terms begin January 1, 2009.
- V. **For the Good of the Order:**
- a. **Cooking Smells:** Warren Akiona asked why there continues to be cooking smells in common hallways and between second and third floor units. Molly Mills and Bob Terry said they would look into the on-going problem. Meanwhile, residents should continue to use their over-the-stove fan when cooking.
 - b. **Window Cleaning:** It was asked if window cleaning could be done at the beginning of summer rather than the end of summer. Molly said that would be done next year.
 - c. **Fee for Moving In and Out of RMC:** The Board agreed to discuss the possibility of charging a deposit for moving in or out of Richmond Manor. The fee would cover damage caused to the common elements by movers.
 - d. **Spills/Stains on the Carpet and in the Elevator and Lobbies:**
Several people commented on the frequency of spills/stains in the elevator, lobbies and corridor carpets. These are unsightly, devalue our property, are difficult and costly to remove and may lead to premature replacement of carpet. The Board and members thank Carol Lutovsky for cleaning several large carpet stains on the 2nd floor. The Board requests all residents to double bag all wet trash and to refrain from carrying open food and drink containers in the interior common areas. NOTE: Rules & Regulations Sect 2.2.8 prohibits open food and beverage containers in all common interior areas.
 - e. **White Board for 3rd Floor Meeting Room:** The Board and members thank John and Linda Weschler for their contribution of a White Board to the Association. The White Board has already proven useful.
 - f. **Seattle City Lighting and Water Conservation Program:** Bob Terry mentioned that Seattle City Light had approved our application for high efficiency shower heads and CFL lamps for residents who would commit to install the devices. A sign-up list was circulated and the devices will be distributed to those owners following receipt.
 - g. **Resident Directory:** Cheri Schuricht distributed an updated Resident Directory.
- VI. **Adjourn:** The meeting was adjourned at 8:30 pm.

Respectfully submitted,

Cheri Schuricht, Secretary

Richmond Manor Condominium Owners Association
Minutes of October 13, 2008 Board Meeting

1. **Call to Order** The meeting was called to order at 7:00pm in the 3rd floor meeting room. The following board members/owners were in attendance: Bob Terry (President), John Weschler (Vice President), David Becker, Jeanne Bouten and Molly Mills (ex-officio).

By motion duly made, seconded and passed, the board approved the minutes from the September 23, 2008 meeting.

2. **Financial Review** The September and year to date financials were reviewed. The Association is on budget for the year. Also noted was that the Finance Committee comprised of all board members and Molly Mills have been meeting monthly to review financials and identify possible cost-saving measures.

3. **Reports**

- It was agreed that the windows would be washed in June next year rather than the end of the summer as was the case in 2008.
- Bob Terry provided an update on the shower pan replacement project. To date, twenty of the twenty-eight shower pans have been replaced and the Association has been reimbursed fully and promptly by Mr. Paul Lee, the developer. It was noted that 4 of the 28 shower pans were installed correctly.
- John Weschler, (chair of the Landscape and Gardening Committee), provided an update on the process and selection of a new landscape vendor/company for our grounds. A written scope of work was prepared by this committee and companies were asked to provide bids accordingly. Three companies were interviewed and submitted proposals. Dave's Gardens was selected. A 12 month contract was signed, which reflected a lesser annual cost yet an increased number of work days/visits per year.
- John Weschler presented a proposal to address the north side landscaping issue, which totaled \$1,664. Subsequent discussion included questions as to whether this amount was in the budget; which owners are responsible for paying for additional landscaping on the north side; would this landscaping increase the maintenance costs. It was the consensus that this plan would not be pursued now due to cost, the fact that this amount was not in the current budget and the need to resolve answers to the foregoing questions.
- It was noted that an update of the manager's job description had been drafted and will be discussed at a later date.
- Jerry Taylor provided an update on the website that has been launched for the Association. He expressed that the intention is that this website is an information resource, a community building tool and a method of communication to, and between the board and owners. It was

suggested that the financials be listed in a secure area on the website. Jerry agreed to a possible evening training session for owners to become more familiar with the use of the website. Gratitude was expressed to Jerry for all of his efforts in this endeavor.

- Regarding the food/odor issue that some residents experience (and that has been discussed in prior meetings), Bob Terry has determined that the ducts that convey air/odor from the vent-hoods of Units directly above/below each other terminate in a “common” box above the roof. As such this configuration allows for vented air/odors to travel up, across the “common” box and down to another Unit. Ideally the ducts would be terminated outside the “common” box. Complicating the issue is that the ducts terminate below a mesh screen in the “common” box and eleven of the 14 screens had some degree of blockage. The blockage – which has now been removed - is caused by cooking oils and dust accumulating on the screens so it will recur. Bob contacted 2 contractors for possible solutions, of which one was the original installation contractor. Bob will continue discussions with these contractors and attempt to develop a cost effective means to eliminate the transfer of these odors.
- A move in/out fee and possible ways to administer this process was discussed. It was agreed that this item would be re-addressed and decided upon at the next meeting.
- **By motion duly made, seconded and passed, the board approved the draft of ‘Rules for Use’ of the Common Area rooms on the second and third floors.**

The next board meeting is January 12, 2009 in the 3rd floor activity room at 7:00pm.
The meeting adjourned at 8:45pm.

Respectfully submitted,

Jeanne Bouten
Acting Secretary