

Richmond Manor Condominium Owners Association
Minutes of January 12, 2009 Board Meeting

I. 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), David Becker, Jeanne Bouten, Cheri Schuricht, Jerry Taylor and Molly Mills (ex-officio) and owners: John and Linda Weschler, Doris Beck, Al Gunns and Judy Terry.

By motion duly made, seconded and passed, the board approved the minutes from the October 13 and November 11, 2008 meetings.

II. Presidents Report

a) Elevator Status

Bob reported that the elevator had been repaired as of mid afternoon Jan 12, 2009. Repairs included replacement of the main power breaker, an electronics "board" controlling the door operation, and a belt on the door operator. Additionally the software for the door operation was upgraded, adjustments were made to restore proper communications between that "board" and the main controller as well as mechanical adjustments to the doors. Bob and Molly will visit with the Thyssen Krupp Service Manager to discuss concerns about service and to review billing for the repair.

Dave suggested that a sign be created and placed in the elevator to remind users to NOT hold the elevator door in an open position for a prolonged period (no more than the normal time the door is open). Experience is that holding the door open for long periods leads to failures in electronic components that require expensive repairs. Molly will work with Jerry to prepare this sign.

b) Commendation for John Weschler for Service to the board and to RMC

By motion duly made, seconded and passed, the board approved the following resolution:

The Board of Directors commends John Weschler for his valuable service to and leadership of the Board and to our entire community. John and Linda, through their many selfless acts, contribute so much to building community and making RMC a wonderful place to live. We look forward to future service opportunities and continued warm friendship.

c) 2008 Accomplishments

The Board reviewed the attached list of accomplishments for 2008. John suggested that this list be sent to Paul Lee for his consideration as to possible use in marketing his Unit. Jeanne pointed out that the Finance Committee had met 11 times during the year and this fact should be added to the list.

III. Committee Reports

a. Financial

The December and Year-to-Date financials and Dec 31, 2008 Balance Sheet were reviewed. Year 2008 Operating Expenditures (which exclude expenditures from the Reserve Accounts) total about 92% of the Annual Budget. Molly also provided a copy of the 2009 Budget in Quick Books format for Board review.

b. Security

Jerry reported that John would soon be collecting money from those owners who selected to upgrade the lock on their storage rooms. Following receipt of the funds John will schedule and oversee the installation of those upgrades.

c. Landscape & Garden Committee

John Weschler, (chair of the L&G Committee), provided a written report which is attached.

d. Bob noted that the Charters for each committee require that they be reviewed annually and that any suggested changes be approved by the Board. The expectation is that the Charters will be reviewed at the April Board Meeting.

IV. Unfinished Business

a. Food/Cooking Odor Transfer Issue

Bob indicated that Ventron (the company that installed our ventilation systems) suggested replacing the raincap/screen assembly with a wind turbine at the point where the ductings from the 2nd & 3rd floor vent-a-hoods meet above the roof. The theory is that the vacuum generated by the wind turbine would tend to draw food/cooking odors to the outside and not allow such odors to “cross-over” to ducting of the other residential unit. Bob will develop pricing for this possible solution and present it to the Board.

b. Move-In, Move-Out Fee

By motion duly made, seconded and passed, the board approved the attached resolution thereby amending the Rules and Regulations.

V. New Business

a. Election of Officers

The Board elected the following as officers for the 2009 term:

President - Bob Terry

Vice President -Jerry Taylor

Secretary/Treasury – Jeanne Bouten, Protem

b. Skylight Issues

As one resident reported excessive noise surrounding a skylight during recent high winds the question was posed to meeting participants as to whether others may have noted excessive noise around

skylights during the wind storm. None had. Jong Lee (the contractor that recently reconfigured the skylights to conform to the specified slope) will be contacted and requested to inspect and repair the skylight as indicated.

c. Snow Removal

By motion duly made, seconded and passed, the board approved the following resolution:

RMCOA will contract with David's Gardens, or other appropriate service providers, for snow removal at the determination of the Manager.

d. Hiring of Contractors to Wash/Wax/Detail Vehicles on Premises

The Board has no objection to residents hiring a contractor to wash/wax/detail their vehicles on RMC premises provided that such work is outside the garage area, the resident provides appropriate oversight to the service provider in matters such as clean-up and assures the use of materials that are environmentally friendly and consistent with all laws and regulations.

e. 2009 Needs and Improvement Opportunities

The Board began, but did not complete, a review of the attached list of 2009 Needs and Improvement Opportunities.

The next Board Meeting will be April 13, 2009 in the 3rd floor activity room at 7:00pm.

The meeting adjourned at 9:05pm.

Respectfully submitted,

Judy Terry

Acting Secretary

Richmond Manor Condominium Owners Association
Minutes of April 13, 2009 Board Meeting

I. Call to Order

The meeting was called to order at 7:00pm in the 3rd floor Common Room. The following Board members/owners were in attendance: Bob Terry (President), David Becker, Cheri Schuricht, Jerry Taylor (Vice President) and Molly Mills (ex-officio) and owners: Linda and John Weschler, Doris Beck, Al Gunns, Linda and Dawson Harvey, Shirleen Becker, Myrna Burkey, Arnie Bickford, Bev Klein, Astrid and Warren Akiona, Laurie and Karre Otnes, Selma Emery, Barbara Gillman and Judy Terry. Judy Terry was asked to record minutes in Jeanne Bouten's absence.

By motion duly made, seconded and unanimously passed, the Board approved the minutes from the January 12, 2009 meeting.

II. Committee Reports

a) Financial

Molly Mills reviewed the March Balance Sheet as well as the March and YTD P&L Statements. The Board approved this Financial Report for issue to the members. Molly informed the members that two (2) new CD's in the amount of \$5,000 each had been opened using funds from the Reserve and Checking Accounts. These new CD's as well as two (2) existing CD's have staggered maturity dates to provide additional liquidity if needed.

Bob Terry reviewed a Projected 2009 End of Year Expense Statement and a Projected 2009 Monthly Balance Sheet. These projections include some unbudgeted, but now anticipated expenditures for security enhancements and indicate that End of Year expenditures should be reasonably in line with the Approved 2009 Budget despite a \$1,635 elevator repair earlier this year. Another indication from this analysis is that as the year progresses we should build sufficient cash in the Reserve Account to enable us to open additional small CD's. CD's earn interest at approximately 10-12 times the earning of funds in our money market Reserve Account. We transfer \$2,183.33/mo to the Reserve Account. Planned 2009 Projects (per the Reserve Study) that are to be paid from the Reserve Account include sealing & striping the asphalt parking areas and replacement of the vehicle gate operators (if needed).

By motion duly made, seconded and unanimously passed, the Board amended the Finance Committee Charter to reflect "periodic" instead of "annual" reviews/updates and "Three Year" instead of "Five Year" Budget. The amended Charter will be posted on the RMC Web Site.

b) Security

Jerry Taylor provided a report from the Security Committee which is attached and posted on the RMC Web Site. The report details the unsuccessful February break-in attempt, the security assessments by the Committee, certain recommendations to further enhance security by the installation of five (5) motion activated lights, additional lights in the garage as well as improvements to certain doors. Jerry acknowledged the contribution of Karre Otnes in assessing our security situation. Jerry also gave recognition to John Weschler for his management of the installation of dead bolt locks on storage room doors for owners.

By motion duly made, seconded and unanimously passed, the Board approved the Committee's recommendations to further enhance security at an estimated cost of \$2,247.38.

The Board also approved the Committee's recommendation to amend the Security Committee Charter to reflect "periodic" instead of "annual" reviews/updates of the Charter and deletion of the requirement that at least one Committee member also be on the Board. The amended Charter will be posted on the RMC Web Site.

c) Landscape & Gardening

John Weschler reported that the initial indications of David's Gardens (our new landscape/gardening contractor) work are positive. David is knowledgeable, a good communicator and seems to care about doing good work for us. And John added that David encourages our involvement in maintaining and developing our landscape.

John provided a written formal draft of a Three Year Master Plan for the Maintenance and Development of our Landscape and Garden. He acknowledged the contributions of fellow members Doris Beck, Dixie Buol, Al Gunns, and Judy Terry. The draft Three Year Master Plan is posted on the RMC Web Site for your information. John invited members to review the draft Plan, and to ask Committee members for clarification, and to offer comments and suggestions. Some elements of the Plan have yet to be fully developed including the cost estimates for implementation. The Plan will be reviewed by the Board.

The Board commended John and the Committee for their hard work in developing the draft Plan and looks forward to working with the Committee to finalize and implement the Plan.

The Board approved the Committee's recommendation to amend the Landscape and Gardening Committee Charter to reflect "periodic" instead of "annual" reviews/updates of the Charter and deletion of the requirement that at least one Committee member also be on the Board. The amended Charter will be posted on the RMC Web Site.

John also mentioned a matter of growing concern: a wet area north of the Building. This area which has long been known to be continuously wet is now viewed to be the result of a spring that seeps through the rockery wall. The small surface drain in this area is ineffective in gathering the excess water and routing it to the storm sewer. John and Bob will investigate the suitability and cost of installing a French drain to address the concerns of excess water that if left uncaptured, might cause structural damage to the building and/or other improvements.

III. Unfinished Business

a. Food /Cooking Transfer Issue

Bob reported that a four week trial of a rotary ventilator installed on the rooftop outlet of two Unit's Vent-a-Hoods has been successful in eliminating food/cooking odors from transferring from one Unit to another. Twelve additional rotary ventilators will be needed to similarly equip all Units.

By motion duly made, seconded and unanimously passed, the Board approved the installation of twelve rotary ventilators at an estimated cost of \$600.00.

IV. New Business

a. Loan of Framed Print "The Hunter" by the Weschler's

Bob read a letter from John and Linda Weschler which stated their offer to conditionally loan to the RMCOA a framed print titled "The Hunter" for display in the 3rd floor Common Room.

By motion duly made, seconded and unanimously passed, the Board accepted the generous offer of John and Linda Weschler regarding their loan of a beautiful and special framed print titled "The Hunter" for display in the 3rd floor Common Room.

Note: If you have not yet seen this beautiful print please go by the 3rd floor Common Room and see it; and make a point to thank John and Linda.

b. Conversion of Common Room to Library

Jerry discussed the proposal to convert one of the two Common Rooms for use as a small library. If the proposal is approved the existing book cases (or library if you will) in the 2nd floor corridor would be relocated to one of the Common Rooms. Jerry shared some background on the matter including that use of the existing library was growing, as evidenced by the increasing number of books and book cases and comments by people who enjoy it, and that one of the common rooms was unfurnished and used only rarely by residents for bridge or other table games. No RMCOA funds would be expended on furnishings (chairs, book cases, tables, etc) as such would be obtained through contributions either as money or furnishings proper. Further the proposed Decor Committee (to be considered later in the meeting) would, if all related proposals are approved, be tasked with the responsibility to assure procurement and coordination of high quality furnishings so as to enhance the appearance of the building.

There has been widespread discussion about the merits as well as the concerns/objections for the concept of a library. The concerns/objections to converting a Common Room to this purpose are described in the attached letter from Arnie and Terri Bickford (which is also posted on the RMC Web Site). Bob read a letter from Midori Johnson also objecting to the idea. Concerns were voiced by the Akionas as to the need for and added cost to the Association if such idea was implemented. And it should be pointed out that prior to the meeting Paul Lee verbally indicated similar concerns.

Several members stated their support for such a conversion. Some of these sentiments are described in the attached note from Jerry Taylor (that was written in response to the aforementioned letter from the Bickfords). This note is also posted on the RMC Web Site. Other people countered the objections/concerns of excessive noise and other potential violations of established rules with assurances that members would be respectful of neighbors while in a library setting, and that the Board would deal with any violation of rules that may arise, including, if necessary, the discontinuance of the library.

After considerable discussion the Board decided to first determine whether or not it was in the best interest of the Association to establish a library in one of the common rooms, and if that answer was "yes" then a second question would be addressed as to which of the two common rooms would be used for that purpose.

By motion duly made, seconded and unanimously passed, the Board approved the use of one of the two common rooms as a library, and the establishment of a means to accept and manage contributions for furnishings thereof.

The Board deferred consideration of the selection of the specific room for the library.

c. Establish a Décor Committee

Bob described the purpose of a Décor Committee to be an assist to the Board in recommending policies related to common and limited common area furnishings and decorations, and in matters related to interior paint, carpet, furnishings and decorations (including flowers in the lobby area), etc. He distributed a draft Charter outlining the Committee's responsibilities. The draft Charter was revised in several areas, most importantly involving the management of contributed funds through a separate RMCOA checking account. Bob nominated the following Committee Members: Laurie Otnes, Shirleen Becker, Linda Weschler, and Doris Beck (Chair). Other meeting participants were invited to indicate interest in serving – there was no response.

By motion duly made, seconded and unanimously passed, the Board approved the establishment of the Décor Committee, and the Charter as amended, and appointed Laurie Otnes, Shirleen Becker, Linda Weschler and Doris Beck (as Chair) as members of that Committee.

The approved Charter for the Décor Committee will be posted on the RMC Web Site.

The meeting adjourned at 9:06pm.

The next Board Meeting will be July 13, 2009 at 7:00pm.

Respectfully submitted,

Judy Terry
Acting Secretary

Richmond Manor Condominium Owners Association
Minutes of May 27, 2009 Board Meeting

I. Call to Order

The meeting was called to order at 7:00pm in the 3rd floor Common Room. Three (3) Board members were present thus constituting a quorum: Bob Terry (President), Cheri Schuricht, and Jerry Taylor (Vice President). Owners in attendance included: John Weschler, Doris Beck and Judy Terry. Bob served as Acting Secretary.

This meeting was called by the President on May 24, 2009 to receive and consider the Landscape & Gardening Committee's Proposed Three year Master Plan. Subsequent to calling the meeting Bob received a letter from attorney William N. Snell that merited Board attention and accordingly this matter is discussed in agenda item IV New Business.

II. Committee Reports

a) Landscape & Gardening

John Weschler provided a report (see attached) describing proposed plans to develop the north slope (identified as Zone 14 in the Master Plan). In summary that proposal included retaining the ice plants on the western most section of the slope , planting sword ferns and hostas on the eastern most section under the shade of neighboring trees and installing five (5) cluster areas of plants in the middle section of the approximately 230 foot long north slope. The middle and eastern sections would be mulched to inhibit weed growth, maximize water retention and enhance appearance.

Concerns about the proposed plan are as follows:

- The long implementation schedule, driven by the dependence on volunteer labor, would necessarily mean that the new plantings have less time to grow and become established before cold weather and dormancy set in.
- The proposed 1" mulch layer is considered by professionals to be less than what is needed to minimize weed growth and maximize moisture retention. A 3" layer is considered ideal.
- The ice plantings do not fare well in Seattle area winter weather.

The cost of the proposed plan fit within the L&G annual budget considering the anticipated costs for lawn and garden care for the remainder of the year. However, addressing the above mentioned concerns would necessarily increase the cost to the point that the Budgeted L&G line item would be exceeded.

The Board requested the Committee to revise the plan and cost estimate to reflect an implementation schedule to complete the development of the north slope (excluding possible replacement of the ice plantings) by end of June 2009. Other requested revisions include: increase the amount of mulch from 1" to 3", consider use of contract labor to replace or supplement RMC volunteer efforts and to investigate potential replacements for ice plantings including lithadora. The Committee is to submit the revised plan as soon as practical keeping in the mind the goal on completing the work in Zone 14 by end of June.

John also discussed the Committee's Plan for Zone 12 of the Master plan (an undeveloped area near the

NE corner of the Building). This zone is proposed to be a "Green Thumb Ownership" adopted by John and Linda Weschler. The Board endorsed the proposal for this zone.

There was discussion about the general concept of "Green Thumb Ownership" with concerns expressed as to the degree of interest/participation by residents as well as the potential lack of visual continuity between zones and adherence to approved standards of appearance and care.

The Board expressed appreciation to John and the other members of the L&G Committee (Doris Beck, Dixie Buol, Al Gunns and Judy Terry) for their work preparing the plan. They worked hard to balance various goals for this zone:

- Enhance appearance through all seasons
- Provide some visual screening, at least in summer
- Select native, long life, disease resistance plantings that tolerate crummy soil
- Select low maintenance plantings (pruning, fertilization)
- Minimize soil erosion
- Minimize weeding requirements
- Minimize water use
- Low cost installation

In particular the Board expressed thanks to John for his many days of work to weed and remove rock from the entire north slope and to prepare that area for planting. His volunteer work has saved RMCOA significant funds. John's and the Committee's efforts enhance the appearance and value of RMC.

III. Old Business

a. Wet area north of the Building.

This area which has long been known to be continuously wet is now viewed to be the result of a spring that seeps through the rockery wall. The small surface drain in this area is ineffective in gathering the excess water and routing it to the storm sewer. Bob reported that he had the name of a Civil Engineer and would discuss the matter with that person. The likelihood is that a French drain will be needed to address the concerns that excess water, if not captured and directed to a sewer, might cause structural damage to the building, the walkway and/or the rockery. If we receive advice that a French drain type solution needs to be implemented a cost estimate will be developed for Board consideration.

IV. New Business

b. Letter from William N. Snell

For information purposes Bob provided a copy of a letter from William N. Snell an attorney representing Arnie and Terri Bickford requesting access to examine financial and other records.

Bob indicated that a formal response would be prepared and mailed indicating the Board's pleasure to authorize access to examine the RMCOA records and that such arrangement should be coordinated through the Manager Molly Mills.

The meeting adjourned at 8:39pm.

The next Board Meeting will be July 13, 2009 at 7:00pm.

Respectfully submitted,

Bob Terry

Acting Secretary

Att: L&G Committee Report May 27, 2009

Richmond Manor Condominium Owners Association
Minutes of July 2, 2009 Board Meeting

I. Call to Order

The meeting was called to order at 7:00pm in the 3rd floor Common Room. Three (3) Board members were present thus constituting a quorum: Bob Terry (President), Cheri Schuricht, and Jerry Taylor (Vice President). Owners in attendance included: John Weschler, Doris Beck, Judy Terry and Dixie Buol. Bob served as Acting Secretary.

This meeting was called by the President on July 1, 2009 to receive and consider the Landscape & Gardening Committee's proposal regarding zone 14 (known as the north slope).

II. Committee Reports

a) Landscape & Gardening

John Weschler reviewed two (2) proposals he had received in response to a Request for Proposal prepared by the L&G Committee as authorized by the Board in the May 27, 2009 Meeting. The proposals were for \$3,560.94 (Don's Gardening & Landscaping) and \$2,758.09 (David's Gardens). John also reviewed a 3rd proposal (that he favored) wherein RMC members on a voluntary basis would install plants purchased by RMC directly and contract separately with Pacific Top Soils to blow in bark mulch.

Regarding the 3rd proposal the Board expressed appreciation to John for his willingness to continue to voluntarily labor on RMC's behalf and for his concern and efforts to hold costs to a minimum. But the Board remains concerned in regards to a prolonged implementation schedule wherein the new plantings would have insufficient time to grow and become established before cold weather and dormancy set in.

After discussion a motion was duly made, seconded and passed unanimously authorizing the expenditure of up to \$2,758.09 with the express intent to reduce the actual expenditure by further negotiations with service providers. Specifically the Board authorized the Committee to procure plantings directly from vendors and to contract with a service provider to blow bark mulch in place. Regarding installation of plants the Board authorized John to negotiate with Don's Gardens for this service as the labor component of Don's proposal was considerably less than was David's labor.

Development Subsequent to Meeting:

Friday July 3 John reported success in discussions with Don's Gardening and Landscaping regarding labor to install the plants. These efforts result in saving \$711.75 compared to the authorized amount. After follow-up discussion with other bark mulch service providers, John is also encouraged that some additional savings for this material may be obtained compared to the authorized amount.

John also discussed the matter of the six Japanese Flowering Crabapple trees five of which show signs of distress. Five of these trees are parallel to and near the property boundary with the dentist office. Some weeks ago Doris took samples to two nurseries each indicating an unspecified form of virus, prompting concern the trees may die. David Gibson (our gardener) indicated the trees may suffer from blight

(possibly originating from a diseased tree at the dentist office) as well as a fungus. David did not know whether or not these conditions are treatable. To obtain a more authoritative diagnosis John recently took samples to a master gardener working as part of the Washington State University Extension Service. Unfortunately, John was just informed that the samples were either lost or delayed in the mail such that they could not be analyzed. So additional samples will be gathered, and analyzed in an attempt to obtain an accurate diagnosis and recommendations.

The Board expressed appreciation to John and the other members of the L&G Committee for their work in these regards.

The Board commended John and Linda for their work in zone 12 to install a colorful flower garden (at their own expense) and encourages residences to take a few minutes - and a few steps to walk to the NW corner of the Building - and enjoy this beautiful color spot.

The meeting adjourned at 8:15pm.

The next Board Meeting will be July 13, 2009 at 7:00pm.

Respectfully submitted,

Bob Terry
Acting Secretary

Richmond Manor Condominiums
Owners Association
Association Meeting
July 6, 2009

- I. Welcome- The meeting was called to order by President Bob Terry at 7:02 p.m. in the 3rd floor meeting room. The purpose of the meeting was to elect a new board member to replace Jeanne Bouten, who resigned due to her move to Richland, WA.
- II. Roll Call/Determination of Quorum- 70.5% of the owners were represented at the meeting either by attendance or by proxy, thus constituting a quorum.
- III. Proof of Notice of Special Meeting- Notice of this meeting was distributed by mail or by hand 20 days prior to the vote.
- IV. Nominations for Director- One nomination was received for the open position: Laurie Otnes. Bob asked if there were any more nominations from the floor. There were none. John Weschler moved that the nominations be closed. Jerry Taylor seconded the motion. The vote to close the nominations was unanimous.
- V. Election-Laurie Otnes was elected by unanimous vote.
- VI. Adjournment-The meeting was adjourned at 7:08 p.m.

Respectfully submitted,
Cheri Schuricht

Richmond Manor Condominiums Owners Association
Minutes of July 13, 2009 Board Meeting

I. Call to Order:

Bob Terry called the meeting to order at 7:00 p.m. in the third floor meeting room. A roll call confirmed that a quorum was present.

In attendance- Board members: Bob Terry, Jerry Taylor, Cheri Schuricht, Laurie Otnes. Owners: Manager Molly Mills, Doris Beck, Carol Lutovsky, Judy Terry, Barbara Gilman, Bev Klein, and Arnie Bickford.

Bob welcomed Laurie Otnes to the Board and thanked her for agreeing to take the interim position.

II. Review /Approve Previous Minutes:

Bob asked if there were additions or corrections to the minutes of the April 13, May 27, July 2 and July 6 meetings. There were none and Jerry Taylor moved that the minutes be approved as presented. Laurie Otnes seconded the motion. The motion passed unanimously.

III. Committee Reports

a. Finance Committee:

Molly Mills presented the June 2009 & YTD Financial Reports. She reported that the regularly scheduled inspection done by AAA Fire and Safety was costlier than expected (\$936.77) possibly due in part to required replacement of four pressure gauges. She will enquire further as to why the bill was so high. Bob and Molly explained other aspects of the budget, such as the water bill. We are still under budget so far this year for water usage. Jerry Taylor moved to accept the financial report for January through June 2009. Cheri Schuricht seconded the motion. The motion passed unanimously.

Bob mentioned that the Finance Committee will discuss the possibility of putting more of RMCOA money from savings into a CD when members meet in August.

Process/Timeline for Development of 2010–2012 Budget:

Bob said that state law requires submitting a proposed budget to the owners for their ratification. He suggested having an owners meeting the first part of November to present and ratify the proposed budget. The timeline for budget preparation and adoption is as follows:

- Molly provides a forecast for non-committee line items. (9/1/09)
- Committees send budget recommendations to the Board. (9/1/09)
- Finance Committee reviews budget recommendations and updates Reserve Study (9/14/09)
- Board adopts Proposed Budget. (10/ 12/09 Board Meeting)
- Special RMCOA meeting to ratify new budget. (11/2/09)

Bob presented a “projected” financial balance sheet that indicates RMCOA’s estimated financial status at the end of this year. The projection shows that our reserves continue to grow, which will help us cover costs for maintenance in the future. In summary, we should expect to be about \$2,500 over our budgeted expenditures from our reserve account, due to elevator maintenance and resealing the parking lots. We also now expect to end the year about \$2,500 over in our general operating budget,

due to increased cost of fire inspections, additional security items (mentioned below), and north slope gardening.

b. Security Committee:

Jerry Taylor reported that there have been no security problems recently. He reported on recent security enhancements to the building. RMCOA installed 5 motion sensor lights on the perimeter of the building. In addition, two lights were added inside the garage area in areas that were previously relatively dark. The light switch for the refuse room was relocated to the garage side of the door so that the light could be turned on before entering a darkened refuse room. We added a hood to the lock and a latch guard on the door to the electrical room where there was an attempted forced entry earlier this year. Door handles were replaced with latch guards on the two outside "exit only" stairwell doors. All exit doors have been upgraded in the past two years.

The existing security surveillance system which monitors/records activities in the common areas has rather limited recording/memory capability but continues to function. Jerry checks this system regularly to assure that it operates properly. A newer/larger capacity computer has been donated to us and will be an upgrade to our security system once installed.

c. Landscaping & Gardening Committee:

Judy Terry read John Wechsler's report, which by reference is incorporated into these minutes and will be posted on the richmondmanor.org web site.

d. Décor Committee:

Doris Beck read the committee report which is also incorporated by reference into these minutes and is also posted on the richmondmanor.org web site. The committee requested that money be allocated from the RMCOA budget to purchase a bench for the outer lobby. Bev Klein mentioned that the existing items in the entry are too large for someone to steal, but a bench or chair is smaller and could be taken. Jerry Taylor moved that we appropriate up to \$200 for purchasing a bench or chair for the lobby. Laurie Otnes seconded the motion. It passed unanimously.

IV. Unfinished Business

a. Revise Committee Charters and Appoint Members:

Bob reported that our Bylaws require that a board member be on all committees. Jerry Taylor moved that the Committee Charters be revised to reflect this requirement. Cheri Schuricht seconded the motion. The motion passed unanimously. Bob appointed Cheri Schuricht to be the Board's representative on the L&G Committee.

b. Wet area on North Side of Building:

Bob reported that he had met with a civil engineer who looked at the area north of the building that has been exceptionally wet and examined architectural drawings of the building. The engineer reported that our building is protected by a large French drain around the perimeter of the building which protects and drains water away from the foundation. Therefore, the building should not be vulnerable to water intrusion from this wet area. The engineer also said that the soil in the north slope is not

indicative of the type normally associated with springs so it is unlikely that the water seepage through that bank is from a spring. The recommendation is to either extend an existing French drain into this wet area or construct a “dry well” (a trench filled with rock). We intend to use the latter approach and do the work ourselves.

c. Resealing asphalt:

Our parking lot and driveways will be resealed as part of our planned maintenance. The work has not yet been scheduled. Bob explained that the resealing will hopefully be done on a Friday so work will not interfere with garbage trucks, and because we can use the dentist office parking lot on a Friday and weekends.

V. New Business

a. Agenda for September 21 Annual Association Meeting:

Bob explained that the agenda for the Sept. 21, 2009 Meeting of the Association, will contain the following three topics: Election of Two Directors, Decision to Waive or Not Waive 2009 Financial Audit and a “For The Good Of the Order” Session wherein owners can make suggestions and comments. If anyone wishes to add an agenda item for the Sept. 21 meeting, please inform Bob Terry.

b. Al Gunns request:

Al would like to place a bench in the garage near his storage unit to store plants from his deck during the winter when he leaves town. The issue was taken under advisement and referred to the gardening committee, who will find out more information about wintering plants.

c. Bev Klein expressed appreciation for the improved quiet operation of the elevator.

VI. The meeting was adjourned at 8:50 p.m.

VII. The meeting was reopened at 8:55 p.m.

The meeting was reopened for the following business item: Barbara Gillman requested permission to install hard wood flooring in her second floor unit. Jerry Taylor moved that the Board approve this installation. Laurie Otnes seconded the motion. It was approved unanimously.

Respectfully submitted,
Cheri Schuricht

Richmond Manor Condominium Owners Association
Minutes of August 10, 2009 Board Meeting

I. Call to Order

The meeting was called to order at 8:00pm in the Book Nook following the August Finance Committee Meeting by the President. Three (3) Board members were present thus constituting a quorum: Bob Terry (President), Cheri Schuricht, and Laurie Otnes. Manager Molly Mills was also present. Bob served as Acting Secretary.

This meeting was called by the President to consider opening a new CD and the matter of an existing CD that will soon mature.

II. Committee Reports

a) Finance Committee

In the Finance Committee meeting that immediately preceded the Board Meeting Molly reviewed the July Financial Report including Reserves as shown below:

- CD maturing 8/24/09 \$10,061.58
- CD maturing 9/10/09 \$ 5,031.83
- CD maturing 12/10/09 \$ 5,033.06
- CD maturing 11/24/09 \$31,116.43
- Reserve Account \$18,513.41
- Sum \$69,756.31

Expenditures from Reserves for the remainder of 2009 are expected to be limited to the Sealing and Restripping of the Driveways & Parking Areas for a cost of \$2,500 + WSST = \$2750.00.

Contributions to the Reserve Account = \$2,183.33/Month.

Projected balance in the Reserve Account at EOY09 (excluding any unforeseen expenditure, interest earned or transfer to purchase a CD) = \$26,680.06.

Comparative Current CD Rates:

Considering a Flex or Opt Up Rate wherein the Owner has a one-time option to increase the interest rate for the balance of the 18 month term if rates do increase.

- Seattle Bank 2.22% APY w/\$1,000 min
- BOA 1.65% APY w/ \$10,000 min

Resolution:

Withdraw \$10,000.00 from the Reserve Account at Chase to establish a new Flex Rate CD at Seattle Bank in the amount of \$10,000.00. Implement as soon as practical with Bob and Jerry Taylor as signatory authority and with Molly present.

Motion by Cheri; Second by Laurie; Vote For - Unanimous. Approved.

Resolution:

Renew the CD maturing 8/24/2009 (current balance + interest earned) at Seattle Bank for a six (6) month period at the then highest rate available. Motion by Cheri; Second by Laurie; Vote For - Unanimous. Approved. Implement with Bob and Jerry as signatory authority and with Molly present.

Resolution (by e-mail August 11, 2009):

Withdraw up to \$2,750.00 from the Reserve Account to pay for the Sealing/Restriping of the Driveways & Parking Areas as per proposal from Washington Asphalt Sealers, Inc. dated May 6, 2009. Authorize the Manager, Molly Mills, to pay invoice upon satisfactory completion of project. Motion by David Becker; Second by Jerry Taylor; Vote For – Unanimous. Approved.

The meeting adjourned at 8:15pm.

Respectfully submitted,

Bob Terry
Acting Secretary

Richmond Manor Condominium Owners Association
Minutes of September 21, 2009
Annual Meeting of the Association

I. Call to Order

The meeting was called to order at 7:00pm in the 3rd Floor Meeting Room by the President. Twenty three (23) owners were present including: Puneet Bhargova & Preeti Singh, Arnie & Terri Bickford, Myrna Burkey, Jan & Barbara Gillman, Dawson & Linda Harvey, Bev Klein, Carol Lutovsky, Doris Beck, Ann Morgan, Don Olson, Kaare Otnes, Bob Overell, Judy Terry, Joy Tsui, and Board Members Bob Terry (President), Jerry Taylor (Vice President) Cheri Schuricht, and Laurie Otnes. Manager Molly Mills was also present. For voting purposes Shirleen Becker named Bob Terry as proxy and Linda Weschler named Cheri Schuricht as proxy. Voting interest represented totaled 68.2% which exceeded quorum requirements of 51%. Proof of Notice of the Meeting was demonstrated. Bob served as Acting Secretary.

II. Officers Report

a) Explanation of Financial Statements & Review of the August YTD Financial Report

Molly reviewed the August Financial Report describing the types of expenses within each line item of the Report.

Bob Overell requested that a Cash Flow Statement be provided to owners annually at the Meeting of the Association.

Arnie Bickford said that the Décor Fund should not be included in the records of the Association as the Fund represents monies donated voluntarily by residents for the purpose of obtaining furniture and other decoration items including flowers for display in the lobby. He emphasized that the Fund does not represent the Association at large. Jerry Taylor and Bob Terry indicated that the Board had concluded that the Décor Fund provides a way for accurate tracking and reporting of the account receipts, expenses and balance. The Décor Fund is set up and managed separately and in no way comingled with RMCOA funds sourced from owner assessments or interest earned.

b) 2010 – 2012 Budget Development Process

Bob described the process used to prepare the Proposed 2010-2012 Budget that will be submitted to the Owners for ratification on Nov. 2. The process involves:

- updating the Reserve Study (which is an ongoing effort) to know what reserve items require replacement and the cost of same,
- evaluating recommendations from the Landscape and Garden, Security and Décor Committees,
- projecting all other expenses (utilities, cleaning, administration, insurance, etc.) for each of the three years in the Budget period (2010 – 2012).
- evaluating the monthly owner assessments as compared to projected expenses
- issuing a Proposed 2010 – 2012 Budget to owners
- discussing the Proposed Budget with Owners on Nov 2, 2009 and requesting ratification.

III. Safety & Emergency Evacuation Procedures

Bob reviewed several safety and emergency procedures that are on the web site (richmondmanor.org) including:

- Contacting emergency services
- Emergency evacuation
- The Buddy System
- Activating a Fire Alarm, and
- Use of a Fire Extinguisher

IV. Election of Board Members

Two (2) owners were nominated via written correspondence to the Board prior to the Meeting of the Association including Laurie Otnes and Bob Terry. There were no nominations from the floor.

Laurie and Bob were elected by unanimous vote of those present for a two (2) year term.

V. Report by the Bickford's re: Examination of RMC Records and Actions by the Board

Arnie and Terri Bickford discussed the findings of their attorney (William N. Snell) in a review of RMCOA financial and other records in the June – July period. Specifically, they mentioned two errors by Chase bank regarding the Décor Fund: Listing RMCOA as an S-Corp instead of a Non-Profit and indicating that Molly Mills was Secretary/Treasurer instead of Manager. Bob indicated that the Chase representative had acknowledged and apologized for the errors and that the errors had been corrected as reported in his memorandum to owners dated August 17, 2009. Bob also said that the Board concurred in the Snell finding/recommendation of requiring two (2) signatures on withdrawals of CD's - as opposed to one (1) signature that had been the practice - and that instructions to that effect had already been issued to the Bank.

The Bickford's also emphasized their view that the Manager and entire Board be bonded. Bob said that the Board was considering this matter and would report its decision to owners.

Jerry emphasized that all owners have a right to review the records of RMCOA and that it is not necessary - or recommended - to engage legal assistance in pursuit of this information. The procedure owners should use to review RMCOA records is to ask Molly (as Manager) or any Board member.

The Bickford's asked about the legal fees RMCOA incurred. Bob stated that \$500 was the fee for the RMCOA attorney to review the background material and prepare a response to their attorney's (Mr. Snell) letters regarding the review of records. Bob reported that an additional \$200 was expended in legal fees to review the Board's proposed plan to respond and resolve concerns involving a noise issue between neighbors.

Several members stated that the legal fees incurred in these matters seemed unnecessary and a waste of money. The Board strongly concurs in this view and is hopeful that all such matters can be addressed through respectful communication with each other and with the Board.

VI. Owners Vote on Board Recommendation to Waive Annual Financial Audit

By motion duly made, seconded and unanimously passed the Owners voted to waive the Annual Financial Audit for year 2008.

VII. For The Good Of The Order

a) Concerns about excessive speed in the Garage

Bob mentioned that there have been several complaints about drivers driving excessively fast in the garage. He noted that residents include those with mobility and hearing issues and small children (some in strollers). And he encouraged all drivers to be mindful of others (pedestrians and vehicles) while driving especially in the confined area of our garage where lines of sight is limited as is visibility.

b) Quiet Time

While the official Quiet Time hours are 10:00PM to 7:00AM the informal Good Neighbor Practice hours are 9:00PM to 9:00AM. During these quiet times neighbors should refrain from operating equipment such as dish washers, washing machines and driers, garbage disposals, compactors, and vacuum cleaners. Residents should always be particularly mindful of and respectful to their neighbors – above, below and next door - regarding the volume of TVs, radios, stereos, their voices and the closing of doors.

c) Servicing of Heating System

Cheri Schuricht, Dawson Harvey and Jerry Taylor commented on the importance of having Unit heating systems serviced properly specifically including the need to flush the system periodically and inspect the mixing valve and the expansion tank. Jerry reminded owners that information was posted on richmondmanor.org about the mixing valve issue which results in a loss of ability to heat water and thereby to heat a Unit. Dawson said that upon their return from an extended vacation that significant sediment/other solids was flushed from their system. He also reminded owners that our potable water and heating water system are interconnected by design. This is not a code violation and a significant expenditure is needed to separate the systems.

d) Deck Care

Bob informed residents two contractors had recently inspected 12 decks to provide information to update our Reserve Study. Observations/suggestions for residents include:

- inspect the feet of deck furniture to insure they are in good condition and will not puncture or scratch the waterproof coating on the deck surface,
- clean the decks twice per year with a mild detergent such as Simple Green,
- elevate flower pots at least $\frac{3}{4}$ " to enable air flow around and under the pots. This is to prevent the formation of mildew/algae and moss.

e) Window Washing

Some residents were not satisfied with the quality of the window washing this past summer. Please inform Molly if you have suggestions for other service providers.

f) Carpet Cleaning

Residents seemed pleased with the quality of work performed by DA Burns this past spring.

g) Janitorial Service

Residents in general were satisfied with the work of the janitor service.

h) Other:

- Residents asked for an updated Resident Directory and that it also be posted on richmondmanor.org.
- Cheri mentioned that a Bridal Shower would be held for Molly to celebrate her upcoming wedding to Dean. Details to be announced.
- The Bickford's are concerned that:
 - o lawn and garden expenses are excessive,
 - o the noise from lawn & garden activities is excessive
 - o the blue tarp at the base of the north slope is unsightly and should be removed. Bob said that it would be moved.
 - o lawn and garden tools and materials stored in the common area of the garage near the NE corner is in violation of the CCR's and should be relocated. This concern will be investigated.
 - o residents/owners are exposed to lawsuits and financial loss should other residents/owners become injured performing lawn and garden work on RMC property. Others expressed the view that the risks of such were small.

- Communications process to address residents concerns/suggestions with each other and the Board. Bob indicated that the "official" means to communicate complaints is in writing to the Board as provided in Rules and Regulations Article 13. However the preferred means is informally to any Board member and the Manager and the sooner -the-better. Suggestions for improvement are always welcome whatever the means of delivery.

The meeting adjourned at 8:40pm.

Respectfully submitted,

Bob Terry

Acting Secretary

Richmond Manor Condominium Owners Association

Minutes of September 21, 2009 Board Meeting

I. Call to Order

The meeting was called to order at 8:45 pm in the Book Nook following the Meeting of the Association by the President. Four (4) Board members were present thus constituting a quorum: Bob Terry, Cheri Schuricht, Jerry Taylor and Laurie Otnes. Manager Molly Mills was also present. Bob served as President and Acting Secretary.

II. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the minutes of the July 13, 2009 and the August 10, 2009 Board Meetings were approved.

III. Election of Officers

By motion duly made, seconded and unanimously approved Jerry Taylor, Cheri Schuricht and Bob Terry were elected President, Vice President and Secretary/Treasurer respectively for the coming term to expire in September 2010.

IV. Schedule of Meetings

Board Meetings:

- October 17, 2009, 2:00PM
- January 11, 2010, 7:00PM
- April 12, 2010, 7:00PM
- July 12, 2010, 7:00PM
- October 18, 2010, 7:00PM

Meeting of the Association: September 20, 2010, 7:00PM

V. Resolution re: Financial Authorities

By motion duly made, seconded and approved the attached resolution was adopted specifying financial authorities for Board Officers and the RMCOA Manager.

The meeting adjourned at 9:15pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of October 17, 2009 Board Meeting

I. Call to Order

The meeting was called to order at 2:00 pm in the 3rd Floor Common Area Room by the President, Jerry Taylor. Four (4) Board members were present thus constituting a quorum: Jerry Taylor, Cheri Schuricht, Laurie Otnes and Bob Terry. Manager Molly Mills was also present as were the following owners: Al Gunns, Doris Beck and Judy Terry.

II. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the minutes of the September 21 Meeting of the Association and Board Meeting of the same date were approved.

III. Committee Reports

a) Finance

- Molly presented a draft of the Sept 2009 and YTD 2009 Financial Reports. She will investigate an apparent discrepancy in the sewer bill and recovery of a fee the bank charged having to do with that sewer bill. Once these items are resolved Molly will issue the Sept & YTD Financial Reports to owners.
- Bob reviewed the updates to the Reserve Study that have been made this year including changes to cost estimates and life expectancies of several components. Another change is the addition of garage gate barrels/springs which are expensive to replace and have a life expectancy of 100,000 operations (a use rate now exceeded by the south gate). Another change is the inclusion in the Reserve Funding Plan of a \$3,567/yr contribution to Reserves beginning in 2018. This is the amount that we pay annually for 15 years (through 2017) to Ronald Wastewater District as a Sewer Capacity Charge. The idea is that after our obligation for the Capacity Charge is satisfied we make a contribution to Reserves of an equivalent amount of money. This should directionally serve to offset future increases in owner assessments. The Reserve Study and Funding Plan will be posted on the RMC Web Site.

By motion duly made, seconded and unanimously passed the 2009 Reserve Study was approved.

- Bob reviewed the draft Operating and Reserves Budget for 2010-2010 that was developed with input from the L&G, Security and Décor Committees. There was discussion as to the “tightness” of the Budget (it has no contingency funds) and the need to manage it carefully. The Budget as drafted provides for a Financial Review every 3rd year and accordingly includes \$2000 in 2011 for a review of fiscal year 2010. Ultimately the owners will decide each year whether a Financial Review is required. No additional security upgrades are currently planned - and accordingly no funds budgeted - aside from replacing the surveillance computer with a newer and larger capacity computer that Jerry received as a donation.

Jerry mentioned that the various CD's in the Reserve Accounts are purposefully staggered as far as maturity dates so that they can be accessed if needed without our suffering a large loss of interest or early withdrawal penalty. He also mentioned that the Reserve funds can be accessed - if needed - in an emergency situation on the basis that an equivalent amount is “paid back” to Reserve within 24 months.

No changes are planned in owner assessments for 2010 or 2011. A \$20.00 increase in assessment (on average) is planned for 2012. This is in keeping with Board intentions when the current Budget was adopted last year.

By motion duly made, seconded and unanimously passed the Operating and Reserve Budget for 2010-2012 was adopted for submittal to the owners for ratification at a Special Meeting on Nov. 2, 2009.

A notice of the Special Meeting will be mailed or hand delivered to all owners and will transmit a copy of the Proposed Operating & Reserves Budget 2010- 2012.

b) Security

Jerry presented the Security Committee Report dated October 15, 2009.

By motion duly made, seconded and unanimously passed the Security Committee Report dated October 15, 2009 was approved.

The report is posted on richmondmanor.org under Committees.

c) Landscape & Garden

The L&G Report dated Oct. 17, 2009 was reviewed.

By motion duly made, seconded and unanimously passed the L&G Committee Report dated October 17, 2009 was approved.

The report is posted on richmondmanor.org under Committees.

d) Decor

Doris presented the Décor Committee Report dated August 31, 2009.

By motion duly made, seconded and unanimously passed the Decor Committee Report dated August 31, 2009 was approved.

The report is posted on richmondmanor.org under Committees.

IV. Unfinished Business:

a. Use of Common Area of Garage to Store Plants

After discussion there was no motion and Al Gunns withdrew the request. No further action.

b. Garden Tools/Supplies Storage

Concerns have been voiced about garden tools and supplies being stored in the area around the ventilation fan in the NE corner of the garage. One owner's concern was that boxes and supplies used during the work on the "north slope" were not properly organized and presented an unsightly appearance not in keeping with our high standards. The matter will be investigated.

V. New Business

There was no new business.

VI. Adjourn

The meeting adjourned at 4:00 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

Richmond Manor Condominium Owners Association
Minutes of November 2, 2009 Special Meeting of the Association

I. Call to Order

The meeting was called to order at 7:00pm in the 3rd Floor Meeting Room by the President Jerry Taylor. Seventeen (17) owners were present including: Warren Akiona, Doris Beck, Shirleen Becker, Arnie Bickford, Dixie Buol, Jan Gillman, Dawson & Linda Harvey, Bev Klein, Carol Lutovsky, Ann Morgan, Don Olsen, Kaare Otnes, and Board Members Jerry Taylor, Cheri Schuricht (Vice President), Bob Terry (Secretary/Treasurer), Laurie Otnes and David Becker. For voting purposes Linda Weschler named Cheri Schuricht as proxy. Voting interest represented totaled 59.2%. However, per the ByLaws a quorum is not required for this Special Meeting. Proof of Notice of the Meeting was demonstrated.

II. Presentation/Discussion of Proposed Operating and Reserves Budget 2010-2012

Jerry Taylor discussed several key points of the Proposed Operating and Reserves Budget 2010-2012 including:

- a) Assessments are not planned to increase in 2010 or 2011.
- b) Assessments are forecast to increase in 2012 with such increases designated to build Reserves ahead of major maintenance expenditures forecast for 2013.
- c) Landscape & Garden expenditures will be a bit higher in 2010 & 2011 and return to a more normal level in 2012. These one-time expenditures are for improvements in the landscaping at the base of the north slope and for removal of the children's play area.
- d) The Budget is "tight" - there are no slack (or contingency) funds built into the budget
- e) The Board will closely monitor expenditures and prudently manage the Budget

III. Recommendation to Ratify Proposed Budget

Linda Harvey made a motion to ratify the Proposed Budget as presented. Shirleen Becker seconded the motion. There were no questions/discussion at this point.

IV. Ratification Vote

The voice vote of the owners was unanimous in favor of the motion. The Proposed Budget is ratified.

The meeting adjourned at 7:15 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer