

Richmond Manor Condominium Owners Association

Minutes of January 11, 2010 Board Meeting

I. Call to Order

The meeting was called to order at 7:00 pm in the 3rd Floor Common Area Room by the President, Jerry Taylor. All five (5) Board members were present thus constituting a quorum: Jerry Taylor, Cheri Schuricht, Laurie Otnes, David Becker and Bob Terry. Manager Molly Mills was also present as were the following owners: Doris Beck, Dixie Buol, Bev Klein, Dawson & Linda Harvey, and John Weschler.

II. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the minutes of the October 17, 2009 Meeting of the Board of Directors were approved.

III. Committee Reports

a) Decor

Doris indicated that the Committee had no official report.

Jerry alerted the Committee that they may be asked to investigate replacement carpet options for the Book Nook as that carpet had been stained during the Great Flood of 2009. Insurance will pay for replacing the carpet within that room, but as the Book Nook's carpet is not considered contiguous with carpet in the corridors any replacement would be limited to the Book Nook only unless other flood damaged carpet is discovered. One possible alternative would be to work out with Insurance an "appearance allowance" (payment for damaged - but usable - carpet) and accept that the carpet is stained. Jerry will provide guidance to the Committee if action is required.

b) Security

Jerry said that Kaare Otnes would serve as the Chair of the Security Committee. In Karre's absence Jerry reported that we had had two "tagging" incidents on the east side of the building in recent weeks. We will paint these areas, but do not know how to prevent such acts of vandalism. Jerry also reported that the computer monitor donated to RMCOA as a replacement for the current monitor (with damaged screen) was discovered to be inoperable.

It was noted that the handle/lock set on two doors (lobby/garage & garage/exterior by NW vehicle gate) are loose. Also the lock on the door to the electrical room is difficult to operate. These locks will be monitored and repaired as needed. Thanks for pointing out these issues.

c) Landscape & Garden

John presented the L&G Report dated January 11, 2010. It is posted on the website richmondmanor.org under Committees.

An issue was raised about the wisteria vines interfering with vehicle traffic at the exits/entrances to the garage. This will be addressed by the L&G Committee.

d) Finance

Molly and Bob reviewed the December and Yr. 2009 P&L Financial statements as well as the List of Assets and commented on noteworthy differences as compared to the Budget.

Details are provided in the Finance Committee Report to the Board, January 11, 2010 which is also posted on our web site.

IV. Unfinished Business:

a. Community Area Care

The Board joined several individuals in commending John Weschler for his work to clean the garage. John worked many hours in uncomfortable conditions with his own equipment to vacuum the entire garage floor. He removed years of leaf, cobweb, dirt and debris accumulation. Thanks so much John!

Jerry indicated concerns that oil stains on the garage floor, and boxes and other items in the garage are not in keeping with the Rules & Regulations (7.4) or the high appearance standards we wish to portray to ourselves and visitors. He encouraged all residents to keep their areas clean and neat. Fuller's Earth is one material that can absorb oil from minor oil drips but should be removed/discarded frequently as it can become saturated and lose its effectiveness. Solvent may be required to remove ingrained/long standing oil stains. John Weschler indicated he would volunteer to help those residents who might have difficulty tending to this matter. Thank you, John for your efforts to keep our home clean and presentable. Some residents with more persistent oil leaks may need to have their vehicle's oil leaks repaired.

Jerry also pointed out that many contractors/visitors comment positively about the appearance and high quality of the RMC building and grounds. We all benefit in various ways as a result of efforts to properly maintain our facility and can take pride in living here.

b. Garden Tools/Supplies Storage

Concerns have been voiced about garden tools and supplies being stored in alcoves and specifically in the area around the ventilation fan in the NE corner of the garage.

The following actions will be taken to address these concerns:

- the Condo Storage Room will be reorganized and unneeded items discarded to make space for garden tools and supplies,

- the area around the ventilation fan is designated as a place to store tools and supplies and increased effort will be made to keep this area properly organized and clean,
- other alcoves or out-of-the-way areas of the garage may be used on a short term basis (one or two days) to store small quantities of tools and supplies used for RMOCA purposes. Such short term use will be permitted on the basis that normal egress is maintained, no obstructions or safety issues are created and that the area is neatly organized and properly cleaned following use.

V. New Business

a. Owner Responsibility

- **Provide copy of Declaration page of your Homeowners Insurance Policy to Molly.**
Owners are required by the CCR's to provide a copy of the Declaration Page of their homeowner's policy to the Association. Jerry reminded owners of this in his December memo on The Great Flood of 2009. Molly reported that only five (5) owners had provided the required Policy Declaration Page. If you have not done so please send this confirmation to Molly ASAP.

Jerry also advised that owners should review their individual coverage and make certain they have Assessment coverage in their policies. He further stated that he increased his Assessment coverage from \$1,000 to \$25,000 for a premium increase of only \$20/yr.

- **Maintain heat in your Unit.**
The "master" insurance policy for the Building requires that heat be maintained. Similarly, all homeowner policies require that heat be maintained. If these conditions are not met and losses occur it is possible that insurance coverage for such losses might be disallowed. Further it just makes good sense to maintain a reasonable heat level even while away for extended periods – the potential consequences are too great and affect too many people to not do so. A 60F minimum temperature is requested.

b. Review of Water Damage, Claim Status, Projected Repair Schedule & Projected Direct Cost

Jerry and Bob provided a status update indicating that all known damaged areas had been inspected and determined to be moisture free and ready for reconstruction. Farmers Insurance has been cooperative and indicated they will pay for all demolition, drying and reconstruction costs less our deductible (\$5,000). We are now reviewing a proposal for reconstruction from Alliance Restoration (who worked in the demolition phase and is recommended as a quality general contractor). If contract details can be worked out with Alliance Restoration we would anticipate executing a contract in the next few days. Accordingly,

By motion duly made, seconded and unanimously passed the Board authorizes the President, Jerry Taylor, to execute a contract with Alliance Restoration - for a value not to

exceed \$100,000 - to provide labor and material to reconstruct Units 311, 212, 211 and RMCOA Common Elements.

c. Other Water Damage Issues

Bob indicated that water had leaked onto and stained the ceiling of Unit 302. RoofCorp (installer of roof) discovered that the roof had been damaged probably during original construction. Over time, with exposure to sun and weather extremes the damaged area failed and allowed water to penetrate. RoofCorp will repair the roof under warranty at no cost to RMCOA. The ceiling of Unit 302 will require repainting at RMCOA's cost estimated at \$500.

VI. Adjourn

The meeting adjourned at 8:40 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association
Minutes of April 12, 2010 Board Meeting

I. Call to Order

The meeting was called to order at 7:00 pm in the 3rd Floor Common Area Room by the President, Jerry Taylor. All five (5) Board members were present thus constituting a quorum: David Becker, Laurie Otnes, Cheri Schuricht, Jerry Taylor and Bob Terry. Manager Molly Sabol was also present as were the following owners: Doris Beck, Bev Klein, Dawson & Linda Harvey, Carol Lutovsky, Kaare Otnes, Preeti Singh and Judy Terry.

II. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the minutes of the January 11, 2010 Meeting of the Board of Directors were approved.

III. Committee Reports

a) Decor

Doris indicated that the Committee had no official report.

Jerry reminded the members that the Decor Fund (funded entirely by voluntary contributions) is used primarily to purchase flowers to enhance the lobby entrance and are enjoyed by members and visitors alike. The current balance in the Fund is \$79.96. Members may make contributions to the Fund through Molly.

b) Landscape and Garden:

Doris read a report provided by John Weschler (Chair of the L&G Committee). The report (see Attachment I) is also posted on the RMCOA website: richmondmanor.org under Committees.

c) Security

Kaare Otnes indicated that three lamps in the exterior motion sensor lights were burned out – these have been replaced. Kaare also said that some of the emergency lights in the corridors also had inoperable lamps. Jerry asked Molly to investigate which (if any) contractor is responsible for monitoring these emergency lights and to arrange for the inoperable lamps to be replaced.

Note to all members: Inoperable lights - in any function/location - should be reported to Molly.

While not stated at the meeting it should also be noted that Kaare has replaced the computer and monitor that controls the video surveillance system. This was done with equipment donated to RMCOA that is newer/higher capacity than our original equipment.

Kaare also installed new/upgraded software (provided by Jerry) used in the video surveillance system. This was also done at no cost to RMCOA. Thanks Kaare & Jerry!

d) Finance

Bob reviewed the 1Q2010 financial hi-lites which are shown as Attachment II and are also posted on the RMCOA website. Molly presented the March 2010 Financial statement to the Board which was approved for distribution to the members.

IV. Unfinished Business:

a. Update of Water Loss

Jerry indicated that repairs to the RMCOA common areas and three Units are nearly complete. Only a few items remain in Unit 311 and the stairwell. Cheri pointed out that the carpet in the 2nd floor corridor appears to have detached from the floor – a matter that Jerry will bring to the attention of the Insurance Adjustor. Cleaning of all carpets will be done following completion of all repair work and resolution of the 2nd floor carpet issue mentioned above.

b. Proof of Homeowners Insurance

All owners are required by CCR's to provide proof that their Unit is covered by homeowners insurance. Specifically, owners are required to provide a copy of the Declaration Page of their homeowner's policy to the Association. Molly reported that about 50% of owners have provided the required Policy Declaration Page. If you have not yet done so, please send this confirmation to Molly ASAP. Molly will contact all non-complying owners about this matter in the near future.

Jerry also advised that owners should review their individual coverage with regard to whether or not, and how much, Assessment coverage is provided in their policies. Assessment coverage provides a benefit to owner's if/when the Association authorizes a special assessment against owners such as might be the case following a fire or earthquake loss. Jerry noted that assessment coverage is relatively inexpensive and he and Doris recently increased their Assessment coverage from \$1,000 to \$25,000 for a premium increase of only \$20/yr.

V. New Business

a. Unit 206

Unit 206 is in arrears regarding payment of HOA's and other fees. A lien has been filed with King County. The owners indicated they are marketing the Unit for a "Short Sale". They requested permission to install a "For Sale" sign but the Board has not granted approval pending owner's payment of amount owed to RMCOA.

b. Revision of CCR's Under Consideration

Jerry indicated that the Board is considering certain revisions to the CCR's including reducing the allowable number of rental/lease units. This is in consideration of concerns that the current number of allowable rental/lease units (5) may be excessive and has the potential to reduce property values. Consideration will be given to some exceptions to this reduced limitation including family rental/lease and hardship situations.

Jerry asked for input from the members present as well as from those not present.

c. Other Water Damage Issues:

The question "What will this cost us?" was posed. Jerry explained that the preliminary answer is that it will cost the amount of our insurance deductible or \$5,000. He also explained that he had had conversation with Joy Tsui (owner of Unit 311) considering that the fire suppression system supporting Unit 311 broke in several places as a result of the December freeze. Joy indicated that if RMCOA made a

special assessment against Unit 311 she would in turn file a claim with her homeowners insurance in the amount of such assessment and using the proceeds pay the assessment.

Accordingly, by motion duly made, seconded and unanimously passed the attached Resolution of the RMCOA Board of Directors April 12, 2010 was approved (see Attachment III).

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

Attachment I - Landscape & Garden Committee Report

Attachment II – Finance Committee Report

Attachment III - Resolution

ATTACHMENT I

LAWN AND GARDEN COMMITTEE REPORT TO THE BOARD

APRIL 12, 2010

Our outdoor Lawn and Garden season is off to a good start. We have renewed our contract with David's Gardens to provide lawn care for this year. They have fertilized and applied moss control and done some pruning around the building. A spraying service has been requested to come and spray the flowering plum trees that were diseased last summer. Bob Terry's installation of sound devices to drive the moles away seems to have been effective. We responded to a few small eruptions of molehills near 195th street and that critter appears to have moved on or stopped moving. Last summer's plantings on the North Slope have survived and are coming alive again after a winter hibernation.

2010 IMPROVEMENT PROJECTS

1. Solar powered path lights have been purchased and will soon be installed to provide night time illumination of the sidewalk between our building and the dentist's office.
2. Playpen Transformation Project is underway, thanks to Bob Terry. Bob has begun to move the wood chips from this area to nearby landscape beds providing a beautiful mulch under and between the bushes and beds. No decision has been reached yet on the disposition of the fencing. When this area is cleared, we will prepare the ground and install grass sod to create a semi-shaded extension of our lawn. Landscaping planted outside the present fence will be retained.
3. The Mulch Restoration Project will get underway in May or early June when a sunny, dry weekend has been predicted. Bob Terry and I have found a supplier that will deliver a fine dark mulch at an acceptable price. A contractor friend has loaned us two wheelbarrows that will help us with this project. We'll organize two or three volunteer teams from building residents to make spreading the mulch fun and neighborly.
4. The River Rock and Decorative Grass Project at the rear of the building will be the last major job that we can finish by the end of summer. We have purchased landscape cloth for less than budgeted. We have identified a supplier of river/drain rock that will be delivered for less than we budgeted. Preparation of the area between the North Slope rock wall and the gravel path will include removing weeds, stockpiling and washing rock that we have collected from our soil, leveling the dirt before we install the weed barrier landscape cloth and rocks. We also plan to dig a drain shaft and fill it with drain rock to prevent the accumulation of water that seeps down the hill onto our property.
5. Spring Planting and Blooming is underway! Last week we planted Lithadora and pansies in that little triangular area outside the chain link fence near the 20th Ave. bus stop. And behold all the tulips and daffodils that continue to open around our building. Thanks to all in the work party that planted the bulbs.

I want to thank the Board for the opportunity you gave Linda and me to plant our Green Thumb area. Last week I moved some "one-man rocks" to enhance the rock wall above this area. A few "two-man rocks" will be placed when the help gets back from Hawaii. Meanwhile, several of last year's perennials are making a comeback. I planted several new ones for this year. Six upright fuchsia bushes are growing in the 301 Hothouse and will be transplanted into the flower bed when the weather warms up.

Respectfully submitted,

John C. Weschler
Landscape and Garden Committee

ATTACHMENT II

Finance Committee Report

to RMCOA Board of Directors - April 12, 2010

Hi-lights for 1Q 2010:

- Expenses are ~ \$450 (2%) lower than Budget YTD.
- Income is lower than Budget YTD by \$678 as owners of Unit 206 have not paid HOA for Feb & March (\$339/mo).
- Incurred Legal expenses due to filing lien re: Unit 206; hopefully these expenses as well as the foregone income will be recovered following sale of Unit 206.
- Incurred ~\$850 in expenses to revise Quick Book Accounting system. Questions remain, and some additional expenditure may be necessary.
- Temporarily suspended Jan & Feb monthly transfers/contributions to Reserves to provide liquidity to assist in dealing with water loss. Amounts to \$4,366.66.
- Opened a CD in Feb. in the amount of \$20,209.19 from the proceeds of a CD that matured (\$10,209.19) and \$10,000.00 that was transferred from the Reserve Money Market account. The new CD earns 2.24% and provides the opportunity for a one time rate increase over the 18 month maturity.

Going forward:

- We will likely spend ~\$500 (or more) to repair/repaint the ceiling of Unit 302 following a roof leak (that was repaired under warranty).
- Due to unexpected increases in electric rates we will likely overspend Electricity by \$300;
- Expenses for Sewer will also be greater than Budget by \$300 for the year.
- We are looking for ways to reduce expenses particularly in light of reduced income from and uncertainty re: Unit 206.
- We are holding an invoice from Alliance Restoration in amount of \$34,741.26 pending:
 - o confirmation that this is the final invoice,
 - o reimbursement of amount owing from Farmers Insurance.
- We are tracking amount Unit 206 owes RMCOA.

- The only Reserve expenditures planned for 2010 are related to the garage gate operators and will not be spent unless forced by mechanical breakdown.
- We are considering establishing an “Emergency Operating Fund” in the amount of \$5,000 to be used solely in dealing with losses/emergencies. In the event of an emergency having such funds set aside would minimize disruption to the operating funds and reserve funds and would lessen the likelihood of a special assessment. The \$5,000 amount equates to the fire/hazard insurance deductible. Have not yet decided if, when or how these funds would be collected.

ATTACHMENT III

Resolution of the RMCOA Board of Directors April 12, 2010

Resolved:

A special assessment in the amount of \$5,000 be made against Unit 311 to recover damages RMCOA incurred as a result of freeze related breaks in the fire suppression system supporting Unit 311 on December 12, 2009.

Considerations:

Declaration and CCR's:

- 8.01.11 The maintenance and repair of any Unit, if (1) such maintenance or repair is necessary, in the discretion of the Board of Directors, to protect or preserve the appearance and value of the Common Elements or any other portion of the property, and (2) the owners of said Unit has failed or refused to perform the maintenance or repair within a reasonable time after written notice of the necessity of the maintenance or repair is delivered to the owner by the Board of Directors. The Board of Directors shall levy a special assessment against such Unit and the owner thereof for the cost of the maintenance or repair and the same shall be immediately due and payable to the Association.
- 11.05.1 Each Unit Owner shall, at his sole expense, keep the interior of his Unit, all parts of its related Limited Common Elements and the equipment, appliances, appurtenances relating thereto, in a good and sanitary condition, free of rodents and pests, and in good order, condition, repair and appearance and shall do all decorating and painting at any time necessary to maintain the good appearance and condition of the Unit. Each Unit Owner shall be responsible for the maintenance, repair, or replacement of any plumbing fixtures, water heaters, fans, heating, cooling, or other equipments, fireplace flues, electrical fixtures or appliances which may be in, or part of, his Unit and shall replace any glass in the windows and in the exterior doors of the Unit that become cracked or broken.

RMCOA Rules & Regulations:

- 2.2.7 Any damage, including undue soiling, caused to Common Elements by the homeowner or agents, tenants, or invites or the Owner shall be the responsibility of the Owner.
- 5.1 Activity by Owners/Lessees or Owner's/Lessee's guests which might cause damage to other Units, buildings, landscaping, or any Common Elements are strictly forbidden and any such damage shall be the financial responsibility of the Owner.

Richmond Manor Condominium Owners Association
Minutes of July 12, 2010 Board Meeting

I. Call to Order

The meeting was called to order at 7:08 pm in the 3rd Floor Common Area Room by Vice President, Cheri Schuricht. Four (4) Board members were present thus constituting a quorum: David Becker, Laurie Otnes, Cheri Schuricht and Bob Terry. Manager Molly Sabol was also present as were the following owners: Bev Klein, Linda & Dawson Harvey, Carol Lutovsky, Donna and Don Olson, Kaare Otnes, Preeti Singh and Linda and John Weschler.

II. Review/Approve Minutes of Previous Meetings

The minutes of the April 12, 2010 Meeting of the Board of Directors were approved as issued.

III. Committee Reports

a) Decor

Linda Weschler indicated that the Committee had no new projects. She indicated that the Book Nook is increasingly used/enjoyed by residents. Funds in the Décor Account = \$79.96.

b) Security

Kaare Otnes indicated that there was nothing to report.

c) Landscape and Garden:

John provided the attached report (see Attachment I) which is also posted on the RMCOA website: richmondmanor.org under Committees.

d) Finance

Molly reviewed the preliminary June Financial Report and explained that a security related expense to rekey the common locks in the building would be reimbursed by the janitorial service. Rekeying of all common locks was necessitated when the janitorial service lost a key to our building. There was also a question about the expense for water being significantly over budget. It was explained that our water use has been tracking very near normal usage and the apparent overage compared to budget is thought to be a monthly budget allocation issue which should balance out over the course of the year. The Report was approved for distribution to members.

Bob reviewed the YTD 2010 financial hi-lites which are shown as Attachment II and are also posted on the RMCOA website.

IV. Unfinished Business:

a. Update of Water Loss

Bob reported that reconstruction is complete and that all expenses have been reimbursed including \$5,000 by the owners of Unit 311 to cover the insurance deductible.

b. Proof of Homeowners Insurance

Molly reported that most - but not all - owners have provided the Board with proof of homeowners insurance. All owners are required by CCR's (Section 12.02: Owners Additional Insurance (page 25)) to provide proof that their Unit is covered by homeowners insurance. Owners can satisfy this requirement by providing a copy of the Declaration Page of the homeowner's policy to the Association. If you have not yet done so, please provide this confirmation to Molly.

Bob emphasized a point made by Jerry Taylor at the last Board meeting advising owners to review their homeowners policy with regard to whether or not, and how much, Assessment coverage is provided in their policies. Assessment coverage provides a benefit to owners if/when the Association authorizes a special assessment against owners such as might be the case following a fire or earthquake loss. Bob indicated that the recommended coverage be at least \$5,000 which is the amount of the RMCOA fire/hazard insurance deductible. He said that the incremental cost of a \$5,000 coverage compared to the standard \$1,000 coverage for his policy is \$5.00/yr and the cost of \$20,000 coverage is \$11.00/yr.

Bob also suggested that owners review the level of property and liability coverage in their policy. Considering property coverage Bob mentioned that owners were responsible for all appliances, fixtures, cabinets, carpeting, hardwood/tile flooring, counters, window coverings and paint in addition to furnishings and personal items. Regarding liability coverage owners should consider the potential damage to other units and common areas if (for instance) a leak develops from the water heater, heating system, washer, dish washer, hose connections to faucets, etc.

Cheri mentioned that she would soon coordinate with the Janes Company regarding inspection of the water heaters and heating systems of those who would like this work performed. Please contact Cheri if you are interested in having your heating and hot water systems inspected and cleaned. There might be some "group discount" in the price of these inspections/cleanings if sufficient numbers of owners choose to join in.

c. Unit 206

Unit 206 continues in arrears regarding payment of HOA's and other fees. The Secretary/Treasurer is tracking the balance owed and reports to the Board on this matter monthly.

V. New Business

a. Nominations & Elections

Bob stated that three (3) Board members would be elected at the September 20, 2010 Meeting of the Association. Board members whose terms are expiring in Sept include: David Becker, Cheri Schuricht and Jerry Taylor. Nominations can be made in writing to any Board member or in person at the Meeting.

b. Revision of CCR's Under Consideration

Bob reported that the Board is considering certain revisions to the CCR's including reducing the

allowable number of units that can be leased. This is in consideration of concerns that the current number of allowable lease units (5) may be excessive and has the potential to reduce property values. Consideration will be given to some exceptions to this reduced limitation including family lease and hardship situations.

c. Discussion of Possible Special Assessment and Special Meeting of the Board

Cheri referred to Jerry's letter to owners dated June 23, 2010 and discussed the reasons a special assessment is being considered:

- to "catch up" on contributions to Reserves (\$6,550)
- to establish a Contingency Operating Fund (\$5,000)

Cheri cited two options under review for funding both needs:

- A one-time special assessment possibly averaging \$428.00/Unit.
- An earlier (by one year) and larger than planned increase in the monthly assessments possibly averaging \$30/month.

Cheri asked members for their comments, questions and suggestions.

There were no questions as to the need to get back on track in building Reserves (e.g. making a contribution to Reserves of \$6,550 {the amount that was not contributed to Reserves as planned and used instead to pay for unexpected repairs}).

Questions were raised about the intended Contingency Operating Fund:

1. What is the purpose of the Fund?

Preliminary Response: To pay for unplanned expenditures such as insurance deductible in event of an insurable loss. It is NOT the intent to use this Fund to pay for normal operating costs- even those that might be unexpected. Similarly it is not the intent to use this Fund for items that should be paid from the Reserve Fund.

2. How can Members be assured this will not be used as a "slush" fund?

Preliminary Response: The Board will establish written policies addressing items such as types of expenditures that could, and could not, be paid from the Fund. These policies will specify the Fund balance, where interest earnings would be credited, that the Fund would be maintained in a separate FDIC covered account. Transparency would be ensured as any expenditure would reflect on the P&L pages of the monthly Financial Reports and the Fund balance would be reported as an identified line item on the Balance Sheet.

3. Will the Fund be "replenished" if monies are expended? If so, how?

Preliminary Response: Yes, the Fund would be replenished if circumstances necessitate expenditures from the Fund. The then current Board will establish the means, amount needed and timing by which the Fund would be replenished.

4. Why should the Fund not be "funded" from increased monthly assessments as opposed to a Special Assessment?

Preliminary Response: The Board has not yet decided how to raise the monies to establish the Fund. As previously stated two (2) options are under consideration: a one-time Special Assessment (averaging \$185.19/Unit for a \$5,000.00 balance) or an increase in the monthly assessment. There are advantages and disadvantages to each option and the Board requests member input as it considers this matter.

One person's comment:

"I distrust the idea of establishing special operating funds outside the normal operating budget. It's not that I distrust the honesty and integrity of the members of the board. What I distrust is the structure. A large special fund for "once in a blue moon" expenditures is a sitting duck for the future. Fallow funds beg to be spent. Institutional memories tend to be short. It may be pretty clear what the fund is for now; five years from now memories will have frayed a bit and there will be a tendency to "reinterpret" the rules. It might be better in the long run to deal with occasional large unbudgeted expenditures as simple special assessments."

Another suggestion was to raise the monthly assessments by an average of \$40.00 (or so) to achieve the needed balance faster yet not through a one-time Special Assessment.

This matter will be discussed more fully at a Special Board Meeting to be called in August.

d. Other Items/Comments from the members

There were none.

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

Attachment I - Landscape & Garden Committee Report

Attachment II – Finance Committee Report

Attachment I

Richmond Manor Condominiums Owners Association Board Meeting July 12,2010 Landscape & Garden Committee Report

We have a very positive progress report for you tonight. I want to thank the committee members for some very helpful committee meetings. I also want to thank all who have been volunteer co-laborers in this year's landscape projects.

The board authorized us to complete three major projects this year: 1. Apply mulch in all landscape beds; 2. Transformation of the Play Pen area; 3. River Rock Project at rear of the building. We made budget projections for each of these projects last fall and I am pleased to report that we are spending significantly less than we expected as we have worked on these projects. Here are some specifics for each project.

MULCH We estimated that we would need 26 cubic yards of mulch to provide a two-inch covering of mulch. We actually used 15 yards to completely cover our beds. Budget cost \$1,164 less Actual cost \$529 = \$635. under budget.

PLAYPEN PROJECT Bob Terry got this project underway by removing about 8 inches of woodchips and distributing the chips over our landscaped beds. Shoreline had a recycling event earlier this summer that gave us an opportunity to recycle much of the wood from the fence. We salvaged and stockpiled the treated long boards that framed the fence. The man who delivered our mulch (13 cu. Yards) said he could use the fence posts once we cut them off (they were set in concrete). Then a good friend, Gordon Trepus, offered to bring his chainsaw and cut the posts off. I used Jerry Taylor's pick-up to carry the posts to the mulch yard when I went out to pick up more mulch. We needed a total of 15 cubic yards of mulch to completely cover our beds. The playpen has been recycled!

Good friend Trepus and wife offered two sizeable rhododendrons from their home and also volunteered to rototill the soil in the pen when the rhodies were transported. We used the bags of leaves we've been composting to rototill in some organic matter. We also purchased and planted three Mexican Orange bushes, which will mature into a hedge to provide privacy for this area. We purchased and applied mulch around the new bushes. Costs: 3 Mexican Orange bushes, \$ 82.36, and a yard of mulch, \$31.21. Bob Terry expanded our irrigation system into the area and installed sprinkler heads to water the grass sod to be installed. Meanwhile, as we have begun work on the project in back of the building, we have transported soil from there to the pen area to provide a top soil dressing for the area where we will plant grass sod. All is now ready for the sod and we expect to finish this area in the next few days. Thanks to Don Olsen, Linda W., Linda H., Judy & Doris who have come alongside Bob Terry and me as we worked on this project.

RIVER ROCK PROJECT The development plan for the bed at the bottom of the rock wall behind the building is to install four inches of river rock around existing bushes and to plant landscape grasses where there are no bushes. We are excavating the rocky soil to a depth of four inches the length of the entire bed. We are cleaning and stockpiling the rocks from the soil as we go and plan to recycle them into the project. After the beds are readied, we will apply Casoron weed-killer and then place landscape fabric in the beds. We will plant the grasses at intervals as we go. Next we use our recycled clean rocks over the fabric. Finally, we will purchase and have delivered enough clean drain rock to complete the four-inch rock cover in the bed.

One part of this project remains problematical. We (Bob Terry and I and various others) have concluded that we need to install a French drain to absorb water that drains downhill through our rock wall and stands in the bed. We did not budget for this assuming we could do it ourselves. However, various findings, e.g., hardpan beneath the topsoil, pose obstacles we did not anticipate. We may end up delaying finishing this section until we come up with an action plan to solve and resolve the drainage issue.

We will continue to work on the beds in the back and I estimate that we will have most of the project (except the wetlands section) done by the end of September.

OTHER ISSUES Bob and Doris successfully pruned the lilac tree on the eastside. Doris and Judy pruned the wisteria vines planted outside the garage entryways. One more emerald arborvitae tree on the North Slope has died and will need to be replaced. A rhododendron we planted on the west side has died. Moles have returned and we'll continue the battle against them. The L & G Committee is meeting every two weeks for a walk-around and discussion of grounds care issues.

. Weschler, Chairman Committee
Respectfully submitted,

Attachment II
Finance Committee Report
to RMCOA Board of Directors – July 12, 2010

Hi-lights for YTD 2010:

- Expenses are \$5,434 (14%) higher than Budget YTD. This includes \$6,159 in extraordinary expense for repair of Units 301, 302 and 313. Excluding those extraordinary repairs total expenses would be at 98% of Budget YTD.
- Income is lower than Budget YTD by \$1,695 as owners of Unit 206 have not paid HOA for five (5) months.
- Expenses from the Water Loss were 100% reimbursed. Farmers Insurance paid all claims promptly including cleaning of the carpet following completion of reconstruction. We received a check (\$5,000) from the owners of Unit 311 that paid a Special Assessment imposed by the Board in the amount of our Fire/Hazard Insurance deductible. The owners homeowners insurance policy has sufficient “loss assessment coverage” to pay the entire Special Assessment.
- Temporarily suspended three (3) monthly transfers/contributions (\$6,550) to Reserves to provide liquidity to liquidity to pay for the extraordinary repairs. Accordingly, we are \$6,550 behind our projections for Reserve Fund balance.

Going forward:

- The only Reserve expenditures planned for 2010 relate to the garage gate operators and will not be spent unless forced by mechanical breakdown.
- We are considering establishing a Contingency Operating Fund in the amount of \$5,000 to be used solely in dealing with losses/emergencies. In the event of an emergency having such funds set aside would minimize disruption to the operating funds and reserve funds and would lessen the likelihood of a special assessment. The \$5,000 amount equates to the fire/hazard insurance deductible. Have not yet decided if, when or how these funds would be collected.

Richmond Manor Condominium Owners Association
Minutes of Special August 30, 2010 Board Meeting

I. Call to Order

This Special Meeting of the Board was called to order at 7:00 pm in the 3rd Floor Common Area Room by President, Jerry Taylor. Four (4) Board members were present thus constituting a quorum: Laurie Otnes, Cheri Schuricht, Jerry Taylor and Bob Terry. The following owners were also present: Doris Beck, Arnie Bickford, Myrna Burkey, Dixie Buol, Bev Klein, Carol Lutovsky, Donna and Don Olson, Preeti Singh, Puneet Bhargava and Mahima, and Linda and John Weschler.

Jerry Taylor stated that the only agenda item for this Special meeting was to consider recommendations by the Finance Committee on the matter of a Special Assessment, and establishing and funding a Contingency Operating Fund.

II. Finance Committee Recommendation

Bob Terry reviewed and made a motion to adopt three (3) recommendations by the Finance Committee (see attachments).

The motion was seconded and following discussion by the Board and comments, questions and answers with the owners the motion passed unanimously.

The meeting adjourned at 7:20 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

Attachments – Recommendations from Finance Committee to the RMCOA Board, RMCOA Policy: Contingency Operating Fund, and 2010 Special Assessment by Unit.

Attachment I

Recommendations from Finance Committee to RMCOA Board

August 30, 2010

1. Contribute \$6,550.00 to Reserves (bringing balance to planned level per Reserve Study and Funding Plan) in 4Q 2010.
2. Establish and fund a Contingency Operating Fund in the amount of \$5,000.00 in 4Q 2010. Adopt the attached RMCOA Policy: Contingency Operating Fund.
3. Approve a Special Assessment in the amount of \$11,550.00 to be effective October 1, 2010 with proceeds to be used as per recommendations 1 & 2 above. Provide Owners two alternatives for payment of the Special Assessment:
 - a. One-time
 - b. Three equal installments payable Oct. 1, 2010, Nov. 1, 2010 and Dec. 1, 2010.See attachment for Unit breakdown and payment alternative details.

Attachment II

RMCOA Policy: Contingency Operating Fund

Purpose: The Contingency Operating Fund (COF) is to provide a source of funds to meet extraordinary unexpected operating requirements so as to preclude disruptions to Operating and Reserve Budgets and the need for Special Assessments.

Expenditures:

- Expenditures will be limited to extraordinary and unexpected operating requirements such as (but not limited to) paying the deductible amount of insured losses.
- Expenditures against the COF will not be permitted to pay for new projects (that should be approved through the budgeting process) or for routine maintenance and repair expenses that are higher than normal. Expenditures for Reserve items are also not permitted to be funded through the COF as such are provided for through the Reserve Fund.
- Withdrawal/expenditures against the COF will be directed by the Board and limited to Board Officers and the Manager.

Balance and Restoration of Balance:

- The COF will be funded initially via a \$5,000.00 Special Assessment. Any expenditure against the COF will trigger consideration by the Board as to the best means to restore the COF balance to \$5,000 (including a Special Assessment).
- Interest earned will be deposited to the Reserve Account.

Accounts:

- The COF will be established and maintained in an FDIC insured interest bearing account.

Reporting:

- The COF balance and any expenditure will be reported monthly to members via Balance Sheet and P&L Statement. Any expenditure will also be communicated to members by the President.

RMCOA Special Assessment Unit Details and Payment Alternatives

2010 Special Assessment

One-Time or 3 Equal Monthly Payments in \$

Unit	% Interest	1-Oct-10	1-Oct-10	1-Nov-10	1-Dec-10
201	4.2	485	162	162	162
202	4.1	474	158	158	158
203	3.3	381	127	127	127
204	3.3	381	127	127	127
205	2.3	266	89	89	89
206	3.9	450	150	150	150
207	2.3	266	89	89	89
208	4	462	154	154	154
209	4.3	497	166	166	166
210	2.3	266	89	89	89
211	4.4	508	169	169	169
212	3.3	381	127	127	127
213	4.1	474	158	158	158
214	4.2	485	162	162	162
301	4.2	485	162	162	162
302	4.1	474	158	158	158
303	3.3	381	127	127	127
304	3.3	381	127	127	127
305	4.6	531	177	177	177
306	3.9	450	150	150	150
307	4.0	462	154	454	154
308	4.3	497	166	166	166
309	2.3	266	89	89	89
310	4.4	508	169	169	169
311	4.3	381	127	127	127
312	4.1	474	158	158	158
313	4.2	485	162	162	162
Total	100.0	11,550			

Richmond Manor Condominium Owners Association
Minutes of September 20, 2010 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 two (22) owners were present including: Warren Akiona, Doris Beck, Shirleen Becker, Puneet Bhargava & Preeti Singh, Myrna Burkey, Jan & Barbara Gillman, Dawson & Linda Harvey, Bev Klein, Carol Lutovsky, Don Olson, Kaare Otnes, Dean Sabol, Judy Terry, John Weschler and Board Members Jerry Taylor (President), Cheri Schuricht (Vice President), Bob Terry (Secretary/Treasurer) and Laurie Otnes. Manager Molly Sabol was also present. For voting purposes Ann Morgan named Judy Terry as proxy, and John Weschler held proxies for Linda Weschler and Bob Overell. Voting interest represented at the Meeting totaled 68.8% which exceeded quorum requirements of 51%.

II. Officers Report

a) Presidents Report

Jerry reviewed highlights of the past year including the "Great Flood" of December, the matter of Unit 206 being delinquent, unexpected repairs to three Units, and a Special Assessment. Jerry commended the numerous volunteer efforts that are helpful to the successful functioning of the Association and to the upgrade of the value/appearance of RMC.

b) Financial Report

Bob presented the current projection of the 2010 End of Year Financial situation as well as a preliminary look at the 2011 Budget which will be finalized by the Board and presented to the owners for ratification later this year. In regards to 2011 it was noted that our insurance broker advised that we should expect an increase in the premium of our fire/hazard insurance policy of about \$3,000 as a result of the loss experienced in the "Great Flood". Jerry added that many expense items (e.g. sewer, sewer capacity charge, trash/recycling, elevator service, electricity and equipment inspections/testing) are - to a large degree - beyond our control. The Board's desire is to maintain current monthly assessments for the 2011 period as previously stated. The ability to do so will depend on the degree to which actual expenses exceed income.

Bob also presented a graph depicting the historical and forecast balance of our Reserves. The current balance is about \$90,000. This balance is expected to increase to about \$160,000 in 2013 in anticipation of several maintenance projects requiring significant expenditures per our Reserve Study. RMCOA will contract with a professional reserve specialist in 2011 (as required by WA State regulations) to conduct a formal Reserve Study. That Study will be analyzed/compared to our current Study and used to update maintenance plans and refine funding requirements.

III. Election of Board Members

Three (3) owners were nominated via written correspondence to the Board prior to the Meeting of the Association including Cheri Schuricht, Preeti Singh and Jerry Taylor. Due to health concerns David Becker (current Board Member whose term expires September 2010) declined re-nomination. There were no nominations from the floor.

By motion duly made, seconded and unanimously passed Cheri, Preeti and Jerry were elected to Board service for two (2) year terms beginning immediately.

IV. 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 2009.

V. For The Good Of The Order

- Warren emphasized the importance of controlling/minimizing expenses. Jerry concurred in this and as an example of efforts to minimize expenditures it was noted that Amy Schoonover (acting as our insurance broker) solicits competitive bids for our earthquake and fire/hazard insurance requirements.
- Cheri and Molly discussed recycling efforts. Molly indicated she would arrange for a representative of CleanScapes to present information to owners regarding collection/recycling including for food waste/compost.
- Owners commended the L&G Committee for the recently completed upgrades (replacing the fenced "kiddie" play area with attractive landscaping, installing a rock garden and plants at the foot of the north slope rockery and improving area drainage).
- Several owners commented that they value the helpful, neighborly attitude of RMC residents, and the volunteer efforts of many, including the Board.

The meeting adjourned at 7:45pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of November 8, 2010 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. Twenty (20) owners were present including: Doris Beck, Myrna Burkey, Barbara & Jan Gillman, Dawson & Linda Harvey, Bev Klein, Carol Lutovsky, C. J. & Luis Munoz, Kaare Otnes, Molly Sabol, Judy Terry, Linda & John Weschler and Board members Laurie Otnes, Cheri Schuricht (Vice President), Preeti Singh, Jerry Taylor and Bob Terry (Secretary/Treasurer). For voting purposes Ann Morgan named Carol Lutovsky as proxy. Voting interest represented totaled 51.3%. 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 2011-2013

Bob Terry & Jerry Taylor discussed several key points and answered questions regarding the Proposed Operating and Reserves Budget 2011-2013 including:

- a) Assessments are not planned to increase in 2011.
- b) Assessments are forecast to increase in 2012 by an average of \$20/month with all such funds designated to build Reserves ahead of major maintenance expenditures forecast for 2013. Assessments may be increased further in 2012 as operating costs rise.
- c) The Budget is "tight" - there are no slack (or contingency) funds built into the budget
- d) Significant cost increases are forecast in Insurance and sewer
- e) The Board will prudently manage the Budget, however several Budget line items (i.e. sewer, alarm monitoring) are, to a large extent, beyond the Board's control.
- f) A Reserve Study will be conducted in 2011 by a professional reserve specialist.

III. Recommendation to Ratify Proposed Budget

Linda Harvey made a motion to ratify the Proposed Budget as presented. Linda Weschler seconded the motion.

IV. Ratification Vote

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

V. Other Discussion

- a) Cheri mentioned that she would be leading a sub-committee to review and develop recommendations regarding changes to the Covenants, Conditions and Restrictions (CC&R's), the By-Laws and the Rules and Regulations. Cheri said that Preeti would also serve on the sub-committee and invited others to participate. Bev and Linda Weschler

indicated they would also serve. The sub-committee will begin the review in January. One area to be explored is the matter of rental units (maximum number of rentals, terms and associated restrictions).

Please contact Cheri if you have suggestions for the sub-committee to consider.

- b) Several people commented that garbage is frequently placed in the recycle bins as well as other non-recyclable items (including appliances and electronic components). Recyclable items are too often placed in the garbage bins. Residents are asked to read the labels on the recycle and garbage bins to inform themselves as to which items are recyclable and which are not. And cardboard boxes are often not collapsed/flattened as they should be. Please be more conscious and responsible in properly using garbage and recycling facilities.

Cheri made available to residents flyers that describe items that are recyclable and those items that are compostable (including food scraps and food soiled paper). The Board is continuing to consider the matter of collecting/storing compostable waste.

The meeting adjourned at 7:30pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association
Minutes of September 20, 2010 Board Meeting

I. Call to Order

This Meeting of the Board was called to order at 8:00 pm in the Book Nook by President, Jerry Taylor. Five (5) Board members were present thus constituting a quorum: Laurie Otnes, Cheri Schuricht, Preeti Singh, Jerry Taylor and Bob Terry. Manager Molly Sabol was also present.

Jerry Taylor stated that the agenda for this Meeting included review/approval of Minutes of the July and August Board Meetings, election of Board Officers, setting the meeting schedule for the coming year and consideration of recent correspondence regarding Unit 206.

II. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve Minutes of the July 12, 2010 Board Meeting and the August 30, 2010 Special Meeting of the Board.

III. Election of Officers

A motion was duly made, seconded and unanimously passed to elect Jerry Taylor as President, Cheri Schuricht as Vice President and Bob Terry as Secretary/Treasurer.

IV. Meeting Schedule

Meetings are scheduled as follows:

Oct. 11, 2010	Board
Nov. 8, 2010	Special Meeting of the Association (to ratify the Budget)
Dec. 13, 2010	Finance Committee
Jan. 10, 2011	Board
Feb. 7, 2011	Finance Committee
Mar. 7, 2011	Finance Committee
Apr. 11, 2011	Board
May 9, 2011	Finance Committee
June 13, 2011	Finance Committee
July 11, 2011	Board
Aug. 8, 2011	Finance Committee
Sept. 12, 2011	Finance Committee
Sept. 19, 2011	Annual Meeting of the Association

Board Meetings and Meetings of the Association will be in the 3rd Floor Common Area Room and Finance Committee Meetings will be in the Book Nook.

V. Consideration of New Information Re: Unit 206

Jerry indicated that the owners of Units 206 requested a waiver of the 12 month requirement for lease of Unit 206. The Board agreed to consider such action on the basis that the owner provides specific

assurances to re-establish a standing in good order with RMCOA. The Board requested Molly to communicate with the owners on this matter.

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

Richmond Manor Condominium Owners Association
Minutes of October 11, 2010 Board Meeting

I. Call to Order

The meeting was called to order at 7:00 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: Doris Beck, Dixie Buol, Bev Klein, Carol Lutovsky, Kaare Otnes, and John Weschler. Candy Castellanos, a representative for CleanScapes, attended as a guest presenter.

II. Special Presentation – CleanScapes

Candy Castellanos, the Waste Diversion Project Manager for CleanScapes, presented alternatives to our current contractual arrangement of four (4) ninety six (96) gallon recycle bins and two (2) one and a half (1 ½) cubic yard garbage bins. The idea of any change would be to collect/store compostable waste – such as food scrapes, paper towels and napkins, pizza and other food boxes and yard debris – in separate containers. CleanScapes handles compostable waste in a manner considered to be an environmental best practice. Diverting compostable waste from our garbage bins to separate containers would potentially enable a reduction in the size of our garbage bins and the total cost of garbage/recycle/compost collections would save us about \$300 - \$400/yr vs current rates.

Questions were asked about requirements on homeowners (collect/store compostable material in separate containers), the potential for pest and odor issues, and how best to educate and motivate owners to use such a system, the amount of compost material that would be collected and the reduction (if any) in the amount of garbage and the corresponding size of the garbage bin(s) needed. One idea involved an informational/educational meeting with owners followed by a survey to ascertain the level of use/owner commitment to such a system.

This topic will be considered in more detail at a future date.

III. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the minutes of the September 20, 2010 Meeting of the Board of Directors were approved.

IV. Committee Reports

a) Finance

Molly reported that sixteen (16) owners have paid their Special Assessment in full and that nine (9) owners have paid the first of three installment payments. Two (2) owners have not yet made a payment.

Molly presented the September Financial Report which was approved for distribution to owners.

V. Unfinished Business:

a. Homeowners Proof of Insurance

Molly reported that 25 of 27 owners have provided proof of homeowner insurance.

b. Unit 206 Status

Jerry informed the Board that he had discussions with Janice Morris regarding the Morris' proposal to rent Unit 206 to Jeremy Dubois and begin the payoff of delinquent assessments and fees. Jerry informed Janice of certain requirements the Board would impose and Janice (and later Jeremy) indicated such would be agreeable including the recording of same in a letter of understanding. Jerry reported that he had not yet received such letter of understanding from the Morris's.

Subsequent news: Information received from the Morris's following the Board meeting indicates that Jeremy has decided not to rent Unit 206.

VI. New Business

a. 2011 – 2013 Operating and Reserves Budget

Bob presented a draft of the 2011- 2013 Operating and Reserves Budget. While the Budget as presented will be tight for 2011 it is considered "doable" with monthly homeowner dues at current level. For 2012 & 2013 the Budget incorporates an increase in homeowner assessments averaging \$20.00/month/Unit as planned – with all increases directed to Reserves. It is likely that homeowner assessments will be increased even further in 2012 to cover increased operating costs. The Board will closely monitor operating costs and cost projections and make a determination as to future assessment levels in October 2011.

Jerry indicated that a significant portion of RMCOA expenses were, to a large extent, outside the Board's and individual owner's control. Some examples of expense line items where there is little control include:

- insurance – our single biggest expense amounting to 30% of total operating expense (a \$3,000 increase is expected in 2011),
- sewer - 16% of operating expense (and we have been advised to expect a 10% increase in 2011),
- electricity, water and garbage totaling 16% of operating expenses,
- mandated safety inspections/testing, alarm monitoring, elevator servicing and communications totaling 9% of operating expenses.

Jerry indicated that the Board is determined to closely manage expenses where possible and prudent. To this end Jerry asked Molly to provide the Board details of our various telephone expenses so those could be examined with a view to potential cost reductions.

By motion duly made, seconded and unanimously passed the Board adopted the 2011 – 2013 Operating and Reserves Budget as presented and will recommend same to the members for ratification.

The RMCOA Operating and Reserves Budget 2011 – 2013 is attached.

b. Notice of Special Meeting of the Association to Ratify the Budget

The Special Meeting will be November 8, 2010 at 7:00PM in the 3rd Floor Common Area Room.

c. Review of Reserve Study and Funding Plan

By consensus the Board indicated that no changes were needed to the 2009 Reserve Study and Funding Plan. Accordingly, that Study and Plan is now considered as the 2010 Reserve Study and Funding Plan.

d. CC&R Review Committee

Jerry appointed a committee of Cheri (chair), Laurie and Preeti to review and recommend changes to the CC&R's. One change to be considered is a reduction in the number of units allowed to be leased/rented.

e. Safety Painting of Parking Bumpers

Jerry reported that one resident had recently stumbled/fallen over a concrete parking bumper in the garage. A suggestion has been made to paint the top portion of the bumpers "safety yellow" to enhance visibility of the bumpers and prevent stumbles. This will be considered further at a future meeting.

f. Landscape and Garden

John Weschler presented the L&G Committee report. One item in the report requests approval to advance one project included in the 2011 – 2013 Operating and Reserves Budget from fall 2011 to fall 2010. That project, estimated to cost about \$400, involves re-landscaping the two areas west of the lobby that border the west parking lot with the intention that these areas should more nearly match the manicured look of the existing plantings along the building face south of the lobby. More specifically the lavender plants would be removed and replanted to other areas on our property, the leggy nandinas would be removed and new azaleas, rhododendrons and sarococa bushes would be planted matching in color and style the existing nearby plantings.

Rationale for advancing the project is to enhance the appearance of the property sooner (as opposed to late 2011) thus aiding the marketability of Units for sale as well as the pride and enjoyment of all residents in our common property. Fortunately fall is the best time to plant and by happy coincident plants can be purchased at 40% discount this time of year.

By motion duly made, seconded and unanimously passed the Board approved the Committee's request to advance this project.

g. Meeting with Park Richmond and Royal Richmond Board Representatives

Jerry, John and Bob recently met with Board representatives of two neighboring condos (Park Richmond and Royal Richmond) to discuss matters of common interest and to establish a forum upon which to base future discussions. Topics discussed included:

Reserve Studies and funding, earthquake insurance, L&G service providers, management of major projects, monthly homeowner assessments, financial audits and reporting of financial statements. All participants considered the meeting beneficial and the intent is to have similar meeting on a twice per

year basis. Efforts will be made to enlarge this “informal Richmond Beach condo association” to include Board representatives from other condos.

VII. Adjourn

The meeting adjourned at 8:50 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer