

**Richmond Manor Condominium Owners Association**  
**Minutes of January 10, 2011 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: Laurie Otnes, Cheri Schuricht, Preeti Singh and Jerry Taylor. Manager Molly Sabol was also present as were the following owners: Warren Akiona, Doris Beck, Puneet Bhargava, Arlan Bickford, Myrna Burkey, Barbara and Jan Gillman, Dawson and Linda Harvey, Bev Klein, Carol Lutovsky, Kaare Otnes, Dean Sabol and Linda Weschler. Candy Castellanos and Aldan Shank representing CleanScapes, attended as a guest presenters.

II. Special Presentation – CleanScapes

Candy Castellanos and Aldan Shank, Waste Diversion Project Managers for CleanScapes, shared information about recycling and trash disposal. Discussion hi-lites are in Attachment 1.

III. Review/Approve Minutes of Previous Meetings

By action of the President review of the minutes of the October 11, 2010 meeting was waived.

IV. Committee Reports

a. Landscape and Garden

Cheri Schuricht shared the Landscape and Garden committee lawn service contract recommendation (see Attachment 2) to employ David's Gardens for 2011.

By motion duly made, seconded and unanimously passed the Board approved the L&G Committee's recommendation.

b. Décor Committee

Jerry Taylor said he had asked the Décor Committee to investigate ways to minimize the effect/damage of spills on the front entry tile. Doris Beck explained that she had spoken to Mikhail Isak (The Tile & Stone Master LLC, who did the shower renovations), and he would strip, clean, and seal the tile for \$1,000. This process needs to be done every 3 years, in his opinion. Another approach would be to do the work ourselves cleaning the surface and applying sealer at a cost of about \$21 plus much elbow and knee grease and time. The Décor Committee will continue to investigate approaches.

c. Finance

Molly presented the December 2010 Financial Report which was approved for distribution to owners.

V. Unfinished Business

d. Unit 206 Status

Jerry informed attendees that a "Demand Letter" had been sent to the Morrises regarding their delinquent status.

Following some discussion on the subject:

By motion duly made, seconded and unanimously passed the Board approved a recommendation to allow the owners of Unit 206 to install a "For Sale" sign on RMC property.

e. CC&R Review Committee

Committee members are Cheri Schuricht, Linda Weschler and Judy Terry. They will begin by reading the By-laws and CC&Rs on their own before coming together to discuss and recommend any revisions. Concerns to this date include the number of allowable rental units and owner-installed electricity sources in the garage to power-up electric vehicles in the future.

f. Safety Painting of Parking Bumpers

Bob Terry has volunteered to paint garage curbs bright yellow so people will easily see them, thus avoiding falls. Discussion of and/or a decision on this issue were tabled until a later date.

VI. New Business

a. Discussion of CleanScapes presentation

Tonight's presentation was informational only, and there will be no decision to change the type or number of garbage/recycling bins at this time. Since Shoreline has a "No Waste" goal by 2030, RMC may need to use the compost service at some later date. (Jerry says he'll be compost by then!)

b. 195th St Garage Door

It was reported that the garage door on 195th St. needs several punches on the remote control before it will open. Molly will investigate.

c. Lobby Doors

The Lobby Doors have been found in an unlocked position on several occasions. Specifically, the door equipped with a movable astragal was opened and upon closing the astragal did not return to its normal position thus preventing the door from fully closing and locking. When this situation occurred in the past a sign stating "Please Use Other Door" was installed on the lock release bar to encourage/remind people to USE THE OTHER DOOR. Unfortunately this reminder is not 100% effective. Various alternatives are being considered to assure "fail safe" security while meeting egress code requirements. One potential alternative involves installing a pin/bolt to secure the door to the floor and would require manual removal before the door could be opened.

Before any action is taken in this regard Jerry Taylor asks owners to call him immediately if they notice the lobby doors not closing/locking properly.

VII. Adjourn

The meeting adjourned at 9:07 pm.

Minutes recorded by Cheri Schuricht and formatted by Bob Terry.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

Attachment 1 – Recycling 101 (recorded by Linda Weschler)

Attachment 2 – L&G Committee Recommendation

## RECYCLING 101

CleanScapes representatives Candy Castellanos and Alden Shank had a conversation with the residents of RMOCA about recycling and gave us much helpful new information.

They told us who CleanScapes is, about the education programs they have in schools, and clarified what we can recycle. We learned that we can recycle much more than we do.

- Clear paper cups (coffeehouse coffee cups)
- Soup stock cups that have paper and aluminum and a bit of plastic
- Fruit juice cartons
- Milk bottles with the lids removed and rinsed out
- All plastic with the recycle symbol and numbers 1-6
- Number 7 is a no-no
- Aluminum foil, if it is clean. No food residue
- Tops of pizza boxes if they are clean
- Yogurt, sour cream and dairy cartons if the number is not 7
- All recycled containers of any kind should be rinsed clean.
- Cardboard boxes must be flattened.
- Metal can be recycled if it is no bigger than 2ft. by 2 ft.

We recycle for resource conservation. 1000,000,000 trees are cut in the U.S. yearly to make paper for junk mail.

100,000 aluminum cans are used in the U.S. every thirty seconds.

We are encouraged to REUSE vs. RECYCLE. Hangers, for example, can go to Goodwill or to a shelter for the homeless.

By 2030 there should be zero waste. All items will be recycled or composted, with everyone's help.

## Composting

There were questions and answers about composting. Each household would be involved in the composting effort by keeping a small container available to receive food items, dirty paper towels, napkins, etc, which would then be dumped into a composting container in the Refuse room. By composting we would reduce the number of garbage dumpsters and would save about \$400 per year.

How would the large composting bin (about the size of a recycling bin) stay clean after it is used weekly? Are there large bags that would line the dumpster? Candy will get back to us with more info.

Candy and Alden encouraged all of us to "REUSE and to RECYCLE" to conserve resources.

### **L&G Committee Recommendation**

#### Lawn and Garden Committee Recommendation for 2011 Lawn and Garden Service

For the past two years Richmond Manor Homeowners Association has contracted with David's Gardens for lawn and garden maintenance. The committee decided to seek competitive bids for the coming year, 2011, because committee members felt the maintenance during the last two years did not always meet our expectations. The committee received proposals from David's Gardens (David Gibson) and ACE Gardening and Landscaping Service (Joe Stryker) and interviewed each owner. The proposal from David's Gardens was \$6964.20 including 9.5% tax. The proposal from ACE Gardening and Landscaping Service was \$8475.30 including 9.5% tax. Each bid was for 36 scheduled visits during the year 2011.

The committee was impressed with the enthusiasm and passion for gardening shown by Joe Stryker of ACE Gardening. Our condominium neighbors to the east, Park Richmond Condominiums, have been pleased with Joe's services for the past 11 years, which was our impetus for seeking his bid, however, his bid was \$1511.10 higher than the bid received from David.

In the interview with David we expressed some of our concerns about his service. He agreed to make three changes as we requested: (1) Switch to a rotary blade edger and rebuild the grass edges back to the walkways; (2) Remove the dirt mounds created by moles before mowing the grass; (3) Meet with the Lawn and Garden Committee periodically to improve communication.

The Lawn and Garden Committee recommends extending the contract with David's Gardens for the year 2011 with the expectation that with improved communications and agreed upon changes, the service will meet our standards.

Committee Members in Attendance - December 14, 2010:

Doris Beck

Cheri Schuricht

Beverly Klein

Judy Terry

**Richmond Manor Condominium Owners Association**  
**Minutes of April 11, 2011 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: Laurie Otnes, Preeti Singh, Jerry Taylor and Bob Terry. Manager Molly Sabol was also present as were the following owners: Warren Akiona, Doris Beck, Arnie Bickford, Myrna Burkey, Jan Gillman, Dawson and Linda Harvey, Bev Klein, Carol Lutovsky, Judy Terry, John and Linda Weschler.

II. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the Board approved the minutes of the October 11, 2010 and January 10, 2011 Meetings as issued.

III. Committee Reports

a. Landscape and Garden

Bev Klein, Chair of the Landscape and Garden Committee, reported that the L&G Committee was meeting on a regular basis with David Gibson (owner of David's Gardens) to review work plans, provide feedback and receive recommendations.

b. Décor Committee

Doris Beck indicated that the Committee was continuing to investigate options for sealing the tile in the entry lobby. The Committee intends to present a recommendation at the next Board meeting. This action is intended to prevent stains soaking into and marring the tile as happened a few months ago with grease/oil stains.

Molly informed the Board that Chase Bank charged a service fee against the Décor Fund of \$12/mo. in March which, after discussion, the bank reversed. Given that the Fund has a balance of only \$79.96 and little activity it seems best to close the account.

By motion duly made, seconded and unanimously passed the Board approved a recommendation to authorize the Décor Committee to purchase appropriate décor items with the remaining balance in the Décor Fund and direct Molly to then close the Account.

c. Finance

Molly presented the March 2011 Financial Report which was approved for distribution to owners. Molly explained that the Monthly Financial Report has been modified at the recommendation of our CPA (Alan Williamson) to better reflect that owner's monthly dues fund ongoing Operating expenses (utilities, insurance, maintenance, etc) as well as Reserve expenditures. The new format has a separate line item on the Balance Sheet titled "Contributed Reserve" which is the sum of owner's contributions less expenditures. The amount shown under "Contributed Reserve" will differ somewhat from the Reserve Fund Balance in that the Balance reflects interest earned and additional deposits to Reserves that the Board may authorize from time to time as surpluses develop in the Operating (Checking) Account.

#### d. CC&R Review Committee

Jerry commented that this Committee was established to review the CC&R's, ByLaws, and Rules & Regulations and recommend needed changes. He added that any recommended changes would be carefully reviewed by the Board, publicized to the Members from whom comments would be solicited and considered prior to a vote. Changes to the CC&R's and ByLaws require a super majority vote of approval by the Members. Jerry encouraged Members to make suggestions now to members of the Committee (Cheri Schuricht, Linda Weschler, Judy Terry and Bev Klein) or to the Board so they could be considered.

Reporting for the Committee Linda Weschler stated that areas considered for revision include:

- the number of allowable rental units,
- the definition of rentals to exclude units occupied by family members of the Owners,
- defining how to deal with requests by Owners to install charging stations for electric vehicles,
- defining the placement of décor items outside unit entry doors and on decks,
- maintenance of minimum temperature in units, and
- permissibility of hand delivery (with recipient signature) of Board correspondence to Owners.

Linda encouraged all Owners to familiarize themselves with these important documents and to offer comments and suggestions for their improvement.

#### IV. Unfinished Business

##### a. Unit 206 Status

Bob Terry informed attendees that the short sale of Unit 206 had closed on April 1, 2011 and that the payoff to the Association (\$7,707.36) covered all past due amounts as well as interest.

By motion duly made, seconded and unanimously passed the Board approved a recommendation to account for the payoff funds as follows:

- credit \$1,902.67 to 2011 Operations (details provided to Molly)
- retain (temporarily) \$2,000.00 in Operations Checking account as a hedge against uncertainties. Intent is to transfer these funds to Reserves if not required by end of year.
- transfer \$3,804.69 to Reserves.

##### b. Reserve Study

Bob reported that proposals had been solicited from three Reserve Study consultants. The prices ranged from \$2,200 to \$2,600 for a Level I Study (involving a site inspection, preparation of inventory of components, estimate of replacement/repair cost and life expectancy of each component and development of a funding plan). Follow-up discussions were had with two of the consultants and on the basis that Association Reserves provides Excel based software as part of their deliverables for RMCOA use in performing "what-if analyses" they are the consultant of choice.

By motion duly made, seconded and unanimously passed the Board approved a recommendation to engage Association Reserves – Washington, LLC to perform a Level 1 (full) Reserve Study at the rate of \$2,340.

## V. New Business

### a. Leaking Shower Valves

Jerry reported that several owners have had shower valves leak and have purchased/installed replacement parts to prevent water dripping from the shower head. We have learned from Kohler (maker of the shower valve) that Kohler parts are warranted for lifetime to the original owner and defective parts will be replaced at no cost to that owner. The part of the shower valve that has typically been defective is the Mixer Pressure Balance Kit, Kohler Part No. GP76851. To request a replacement part contact:

Kohler Customer Care Center

1-800-456-4537

Kohler Co. Mail Stop 081

Kohler, WI 53044

For Kohler Online assistance see link: <http://helptopics.us.kohler.com/>

### b. Water Heaters and Expansion Tanks on Water Heaters

Jerry commented that as our unit's age there is increasing likelihood of failure of these equipment items and failure could result in significant water damage to the Owners property as well as other's property. He encouraged all owners to have these items inspected by qualified professionals on a regular schedule – at least every two (2) years. A number of expansion tanks have been found to have defective internal bladders. When the internal bladder fails the likelihood of failure of the tank itself is greatly increased (as there is no ability to absorb volume changes and pressure pulses). This happened recently at nearby Belmar Condominiums and three units suffered damage.

There have also been several failures of the Mixer Valve. This issue seems to be related to mineral deposits that cause the valve internals to “freeze up” or get stuck. There is a good article on this problem with pictures posted on the RMC Website

<http://richmondmanor.org/members/members.php> under Hot Water Problems.

### c. Dryer Vents

Jerry also commented on the fire danger of drier vents that become plugged. If your drier takes an increasingly/inordinately long time to do its job the problem may be that the vent is plugged with lint. Inform Jerry or Bob if this happens. They can quickly check this. Pluggage would likely be in the portion of the venting system that is the responsibility of RMCOA.

### d. Security – Strange Vehicles/People on RMC Property

Recently a resident noted a strange car parked in our lot and an unfamiliar person nearby late at night. This raises the question: “What should residents do if they see strange/suspicious people on our property?” Jerry's suggestion is that residents should not approach such people alone. Rather note the

vehicle license number and a description of the people that could be provided to the authorities. And report such concerns to Jerry.

VI. Adjourn

The meeting adjourned at 8:15 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer



**Richmond Manor Condominium Owners Association**  
**Minutes of July 11, 2011 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: Laurie Otnes, Preeti Singh, Jerry Taylor and Bob Terry. Manager Molly Sabol was also present as were the following owners: Doris Beck, Dawson and Linda Harvey, Bev Klein, Carol Lutovsky, Don Olsen, Kaare Otnes, Judy Terry, John and Linda Weschler.

II. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the Board approved the minutes of the April 11, 2011 Meeting as issued.

III. Committee Reports

a. Landscape and Garden

Bev Klein, L&G Committee Chair, reported that the Committee recommends installing a drip irrigation system on the North Slope to better water the arborvitae to promote their growth/health thus providing improved visual, noise and smoke screening between our building and neighbors across the North property line. The drip system will also be extended to some of the other plants on the North Slope. The estimated cost is \$400 - \$600 which approximates the \$560 budgeted amount for L&G Special Projects.

There were numerous positive comments about the Committee's work and the attractiveness of the grounds as well as the "Weschler plot" at the NW corner of the property.

b. Finance

Molly presented the June 2011 Financial Report which was approved for distribution to owners. Beginning with the June issue reports will be in a slightly different format to reduce preparation time and paper use – but all key information will still be provided.

Bob mentioned that Budget requests for 2012 – 2014 are to be submitted by Sept. 1. The intention is for an Operating and Reserves Budget to be developed such that it can be reviewed/adopted by the Board at the Oct. meeting and submitted to the Owners for ratification at a special meeting in Nov.

c. Security Committee

Kaare, Security Committee Chair, indicated that the security surveillance (camera) system was functioning well. Consideration is being given as to whether or not to proceed with implementing a project (currently budgeted) to install "dummy" cameras along the perimeter of the building as a deterrence to vandals and other unauthorized persons.

d. Décor Committee

Doris Beck reported that the carpet in the elevator lobbies has been replaced with an unused remnant of the existing carpet.

#### e. Maintenance Issues

Molly mentioned three maintenance items:

- A piece of electrical conduit was discovered in the plumbing system serving the Common Area Room toilets following blockage of the system. The conduit which had been in the plumbing since the building was constructed has been removed. To complete the repairs a section of drywall will be replaced in the Book Nook restroom where access was obtained to the plumbing system.
- A fire damper in the ventilation system was repaired recently after it was found to be inoperable. Note: Please notify Molly or a Board member if you sense changes in the air movement or sound of the ventilation system in the corridors, or if an additional pull is needed to close doors. Such changes could mean the system is not operating correctly.
- The Fire Department informed us of an unannounced - and previously unenforced - requirement for a 5 year inspection of the Fire System. This inspection is now complete at a cost in excess of \$1,500 (against July business). This inspection was not budgeted as we were not aware of the requirement.

#### IV. Unfinished Business

##### a. Reserve Study

Bob provided an overview of the new Reserve Study by Association Reserves. This Study, which has been through several iterations of review/revision by the Board and Association Reserves, calls for increasing contributions to reserves to \$2,700/mo. in January 2012 (up from \$2,183.33/mo. currently) and 3%/yr thereafter. These changes would increase our funding level from 77% to near 100% Fully Funded over a 30 yr period. Association Reserves assigned a "Strong" (the highest) rating to RMCOA reserves funding, but recommends increasing contributions even more as we approach significant maintenance projects in the years ahead.

The Board accepted the Reserve Study without further comment. The Study will be made available to owners shortly.

The recommended level of contributions to reserves would require an increase of \$20/month for each owner (on average). This is in line with the funding plan developed in 2008 following the initial Reserve Study when we learned that we were significantly behind in building a healthy reserve.

Questions were asked about whether or not residents HOA's will also increase to support ongoing operations (utilities, insurance, maintenance, etc.). The answer is: "most likely yes".

The Operating Budget has not increased since January 2008 despite increased costs in most utilities and services. Given the outlook for further cost increases the Board will "most likely" consider it necessary to recommend an increase in the Operating Budget as well as our contributions to reserves.

##### b. CC&R Review Committee

Jerry commented that the CC&R Committee is near completion of the assigned task of recommending changes to the CCR's. The recommendations will be presented to the Board at a Special Meeting (date to be announced). Jerry mentioned one major change under review being the reduction of allowable rental units (from 5 to 2), and the redefinition of the term "rental" such that family members of owners occupying a unit would not be considered renters. Linda Weschler, who is on the CC&R Review

Committee, suggested that all owners review the CC&R's to better acquaint themselves with the current "rules" and to identify and bring suggested changes to the Board.

Following Board review there will be a period of sharing the recommendations with owners prior to a formal vote process.

#### V. New Business

##### a. Board Nominations

Jerry mentioned that the terms for Laurie Otnes and Bob Terry will expire in September and that nominations for future Board service should be made to any Board member.

##### b. Comments from Floor

The Annual Pot Luck Dinner will be Thursday, August 25, 2011.

The next regular Board meeting will be Monday, October 10, 2011.

#### VI. Adjourn

The meeting adjourned at 8:20 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

**Richmond Manor Condominium Owners Association**  
**Minutes of September 19, 2011 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 Jerry Taylor. Nineteen (19) owners were present or represented by proxy including: Doris Beck, Shirleen Becker, Myrna Burkey, Carol Depaoli & Bruce Rawlinson, Dawson & Linda Harvey, Bev Klein, Carol Lutovsky, Ann Morgan, Don & Donna Olson, Kaare Otnes, Dean Sabol, Judy Terry, John & Linda Weschler and Board Members Jerry Taylor (President), Cheri Schuricht (Vice President), Bob Terry (Secretary/Treasurer), Laurie Otnes and Preeti Singh. Manager Molly Sabol was also present. For voting purposes Selma Emery and Jeanne Bouten were represented by Linda Weschler as proxy, and John Weschler held a proxy for Bob Overell. Voting interest represented at the Meeting totaled 73.2% which exceeded quorum requirements of 51%.

II. Officers Report

a) Presidents Report

Jerry reviewed highlights of the past year including many volunteer efforts that help to keep RMC in top quality condition. Jerry emphasized the importance of maintaining and enhancing the value of our property.

b) Financial Report

Bob presented a projection for the 2011 End of Year Financial situation as being close to Budget in total. The payoff from Unit 206 has helped to offset the loss of income from Unit 214's delinquency as well as offset some of the legal expenses incurred in that regard. Looking to the future the Board is preparing an Operating and Reserves Budget for 2012 – 2014 which will be finalized/adopted by the Board (at the October 13, 2011 Board Meeting) and presented to the owners for ratification at a Special Meeting of the Association on Nov. 10, 2011. We anticipate rather significant cost increases for water, wastewater, and legal/professional fees (financial review). The Board is investigating the need and cost of cleaning dryer vents as a preventive against fire hazards associated with lint accumulation. Some good news is that the L&G Committee will recommend extending the contact with David's Gardens (lawn service provider) through 2013 at no increase in cost.

Bob also presented charts depicting that the Reserve balance has increased significantly in recent years: from about \$50,000 at EOY 2008 to almost \$133,000 at EOY 2011. This buildup of Reserves is necessary to fund several maintenance projects in the coming years.

The recently completed Reserve Study (conducted by reserve specialist Association Reserves, Inc.) assigned a "Strong" rating to RMCOA Reserve balance and program. The Study also indicated that the "Strong" rating could continue if RMCOA adopted a funding plan to increase contributions to Reserves in Jan. 2012 by an average of \$15.44/mo for each Unit and by 3% per year thereafter. The Board, in developing the Budget, will consider this funding option for Reserves as well as the forecast of

increasing operating costs. Another funding option being considered involves a somewhat larger increase in HOA's in 2012 and holding them constant for a three year period.

### III. Election of Board Members

Board membership terms for Laurie Otnes and Bob Terry expired at the conclusion of the Meeting of the Association. Two nominations for Board membership were made via written correspondence to the Board prior to the Meeting, specifically Kaare Otnes and Bob Terry. There were no nominations from the floor.

By motion duly made, seconded and unanimously passed Kaare Otnes and Bob Terry 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 2010.

### V. For The Good Of The Order

- It was mentioned that the table which had been positioned in the garage at the entrance to the North stairwell is missing. Please inform Molly if you know the location of the table, or who has it. Or return it to its proper place. If a resident has a small table suitable for this purpose the Association would be pleased to accept a donation.
- John Weschler pointed out the importance of double bagging all trash, grocery items, food waste and other things that might drip onto the carpet in the corridors, stairwells, tile entry or garage flooring. John was commended for removing several large spots/stains on the carpet in the South stairwell.
- Please notify neighbors or Molly if you plan to be out of the area for a few days.
- Doris got a round of applause as appreciation for providing flowers that grace the lobby. Donations are needed to keep the flowers coming. So please give Doris a few dollars to help provide nice flowers for our enjoyment and that of our guests and prospective owners.
- Regarding the two For Sale Units and what we might do to assist their sale John Weschler indicated he would draft a commentary - written from the perspective of neighbors/fellow owners - to convey to prospective owners what it is like to live in RMC. John said he would submit the commentary to the owners of the two Units for their consideration as a supplement to sales flyers.
- Dean said that he enjoyed reading from the wide variety of books in the Book Nook. Others agreed.
- Several owners commented on their appreciation of the careful attention paid by Molly and the Board to finances and to accurate accounting and reporting.

The meeting adjourned at 7:45pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

**Richmond Manor Condominium Owners Association**  
**Minutes of September 19, 2011 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: Kaare 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 Board Meeting, election of Board Officers, setting the meeting schedule for the coming year and consideration of legal counsel.

II. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve Minutes of the July 11, 2011 Board Meeting.

III. Election of Officers

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

IV. Meeting Schedule

Meetings are scheduled as follows:

Oct. 13, 2011	Board
Nov. 10, 2011	Special Meeting of the Association (to ratify the Budget)
Dec. 15, 2011	Finance Committee
Jan. 12, 2012	Board
Feb. 16, 2012	Finance Committee
Mar. 15, 2012	Finance Committee
Apr. 12, 2012	Board
May 17, 2012	Finance Committee
June 14, 2012	Finance Committee
July 12, 2012	Board
Aug. 16, 2012	Finance Committee
Sept. 13, 2012	Finance Committee
Sept. 20, 2012	Annual Meeting of the Association
Oct. 11, 2012	Board
Nov. 15, 2012	Finance Committee
Dec. 13, 2012	Finance Committee

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 Legal Counsel

Jerry reported that he had been referred to Barker Martin, P.S. as a firm specializing in Condominium Association legal issues. Jerry stated that he and Bob visited with David Silver (of Barker Martin) on the prospects of hiring Barker Martin to represent RMC in matters such as review/revision of CCR's, and dealing with owner delinquency.

Following discussion regarding the delinquency of Unit 214:

A motion was duly made, seconded and unanimously passed to authorize Cheri Schuricht (as President) to sign engagement letters with Barker Martin for services related to:

- collection of delinquent home owner assessments/fees
- general legal counsel

and to make a \$1,000.00 deposit toward such services as may be directed.

The Board suggested that Cheri and Jerry meet with Marlyn Hawkins (Barker Martin attorney specializing in collection services) and initiate services to:

1. develop a recommended procedure for the collection of delinquent assessments and fees for Board review/approval;
2. prepare a "demand letter" (or other logical next step given that certain actions have already been taken re: Unit 214 delinquent status) to be sent to the owners of Unit 214 regarding their delinquency.

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

**Richmond Manor Condominium Owners Association**  
**Minutes of October 13, 2011 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, Cheri Schuricht. Three (3) other Board members (Kaare Otnes, Jerry Taylor and Bob Terry) were present thus constituting a quorum. Manager Molly Sabol was also present as was Doris Beck.

II. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the Board approved the minutes of the September 19, 2011 Meeting as issued.

III. Reports

a. Manager's

Molly presented the September 2011 Financial Report which was approved for distribution to owners. It was noted that we exercised our one-time option to increase the interest rate earned on three CD's. Molly reported that a checking account had been opened at Band of America and that we would close the checking accounts at Chase and Washington Federal in October. This move is due in part to avoid monthly fees.

b. President's

Cheri reported that Barker Martin Attorneys (a law firm specializing in condominium law) had been hired to assist in the collection of delinquent accounts.

Cheri indicated that attorney Karl Malling, P. S. now owns the building adjacent to our property (formerly the dentist's office) and has opened a law office there. Following a discussion with Mr. Malling on the matter of RMC guests parking in the attorney's lot Cheri reported that our guests would be welcome to use their lot on a short term basis with prior approval. For approval please call 206-629-5340.

Cheri also reported on a discussion she had with Amy Schoonover (Insurance Agent through whom we purchase fire/liability and earthquake insurance) on the matter of coverage provided by the Association's policies and coverage needed by individual owners. There has apparently been some misunderstanding about the extent of coverage of the Association's policy with respect to what is covered "inside" a Unit. Specifically, it now appears items such as carpet, cabinets, paint, fixtures and appliances that are built-in are included in the scope of the Association's policy. And, it would follow, that individual owner's policy would not need to also cover these same items. Rather individual owner's policies should cover personal property, free standing appliances (those not built-in or secured) and lodging while displaced from a loss (even if such loss is covered by the Associations' policy). Amy Schoonover will attend a Special Meeting of the Association on November 17, 2011\* to discuss these issues and answer questions. We suggest that owners NOT make any reduction/changes in their individual policy coverage on the basis of this preliminary information. Amy Schoonover should provide more definitive/authoritative information in this regard at the Nov. 17 meeting. Owners should consult



with their insurance agent as well on this matter, and come to the Nov. 17 meeting prepared to ask questions.

\*The Nov. meeting will also include presentation of a recommendation and vote on the Proposed 2012 - 2014 Budget (as discussed below).

Cheri said that Kaare Otnes would take the lead in developing an Evacuation Procedure for RMC residents. The Procedure is to include drills.

#### c. Vice President's

Jerry Taylor reported that Vent Masters will be hired to clean all of the drier vents in RMC as a proactive fire prevention measure. The cleaning is scheduled for Tuesday, November 8. Cleaning of all driers and vents is required - no exceptions! - as lint accumulation in the drier and vent system is a potential safety/fire hazard. Access to all Units is necessary as cleaning will be performed from inside Units as well as from the roof. Jerry will coordinate access. RMCOA will pay for the work unless access is denied. In a case where access is denied the owners will be required to provide cleaning independently at their own expense - estimated to cost \$95 - \$120.

#### d. Secretary/Treasurer's

Bob Terry presented the Finance Committee's Proposed 2012-2014 Budget.

By motion duly made, seconded and unanimously passed the Board adopted the Finance Committee's Proposed 2012-2014 Budget.

This proposal will be recommended to the owners for approval at a Special Meeting of the Association on November 17, 2011. Details of the Proposed Budget will be provided to owners at least two (2) weeks prior to the November 17 meeting.

Hi-lites of the Proposed Budget include:

- an 11.4% increase in HOA effective January 1, 2012 for an average increase of \$36.74/month per Unit;
- holding HOA's constant for the 2012-2014 period, thus realizing an increase averaging 2.3%/yr since the last time HOA's were increased in 2009;
- a projection that operating expenses will increase by 7.6% over the three year budget period compared to the 2008-2011 period (amounting to a 1.3%/yr increase);
- increasing contributions to reserves by an average of \$18.35/month per Unit to further build reserves. This contribution level is consistent with the recommendation by Association Reserves who prepared our recent Reserve Study. Additional contributions to reserves make up about half of the aforementioned increase in HOA and are intended to remain constant during the three year period 2012-2014.

#### IV. Unfinished Business

##### a. Review Recommended Changes to Rules & Regulations

Cheri (who led a Committee to review/recommend changes to the CCR's, Bylaws and Rules & Regulations) presented recommendations from that Committee regarding changes to the Rules &

Regulations (R&R's) in particular and facilitated a general discussion about changes to the CCR's and Bylaws. Jerry reminded that a major driver in considering possible changes to these documents was the supposition that allowing fewer rental units in a condo would enhance owner value. That supposition, while generally believed, is debatable (particularly in the current real estate environment) and we have no hard evidence, at present, to support or refute it. In our case the allowable number of rental units (presently 5) is stated in the CCR's and the R&R's. The CCR's (which are superior to the R&R's) must also be changed to effect a change in the number of rentals allowed. Per discussion with Barker Martin Attorneys a review/revision of all RMC governing documents could potentially cost \$5,000.

Considering the above:

By motion duly made, seconded and unanimously passed the Board approved that consideration of changes to the CCR's and Bylaws be tabled for the time being.

Cheri reviewed recommended changes to the R&R's. With only a few exceptions the recommended changes were heard without comment. The exceptions are being investigated.

The intent is that all recommended changes to the R&R's be voted on at the January 2012 Board meeting.

V. New Business

None

VI. Adjourn

The meeting adjourned at 9:20pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

**Richmond Manor Condominium Owners Association**  
**Minutes of December 15, 2011 Special Board Meeting**

I. Call to Order

The meeting was called to order at 7:00 pm in the 3rd Floor Common Area Room by President Cheri Schuricht. Two (2) other Board members (Preeti Singh and Bob Terry) were present thus constituting a quorum. Manager Molly Sabol was also present as was Carol Lutovsky.

II. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the Board approved the minutes of the November 17, 2011 Special Meeting of the Association as issued.

III. Finance Report

a. November Report

Molly presented the November 2011 Financial Report which was approved for distribution to owners with minor adjustments as discussed.

b. Open a CD

To ensure immediate availability/access of funds to meet some level of repair/replacement needs it has been the practice to retain approximately \$10,000 in the Reserve Money Market Account. To maximize earnings on our Reserves it has been the practice to purchase CD's using funds from the Reserve MM Account when the balance in that account is sufficient to fund foreseen Reserve projects, purchase the intended CD and maintain the desired minimum balance. That now being the case:

By motion duly made, seconded and unanimously passed the Board approved opening a new 18 Month Flex Rate CD at Seattle Bank in the amount of \$10,000.

IV. Collections Policy

Cheri reported that Barker Martin, P.S. had prepared, at Board request, a draft Collections Policy consistent with State law, RMCOA CCR's, By-Laws and Rules and Regulations. The draft Policy has been reviewed and revised copies distributed to owners for their review and comment.

By motion duly made, seconded and unanimously passed the Board approved a Resolution adopting the Collections Policy effective immediately as part of the RMCOA Rules and Regulations.

[See attached Resolution and Collections Policy.](#)

With respect to Unit 214's delinquency and in consideration of the Board actions to date to collect delinquent amounts and protect the interest of the Association:

By motion duly made, seconded and unanimously passed the Board approved authorizing Barker Martin, P.S. to initiate a Lawsuit for Collection or Foreclosure, consistent with the Collections Policy, against the owners of Unit 214 on their personal obligation or for foreclosure of the statutory lien. Non-judicial foreclosure is also authorized.

## V. New Business

### a. Additional Insurance

Cheri reported that Amy Schoonover (representing Farmers insurance) presented an option to increase our Liability coverage from \$2,000,000/\$4,000,000 to \$3,000,000/\$5,000,000 for a premium increase of \$517/yr.

Being no motion the matter was tabled.

Bob recalled that Amy Schoonover suggested that RMCOA require contractors to provide proof of insurance and to request their insurance carriers list RMCOA as "Additional Insured".

Following discussion Molly indicated she would request this of those contractors considered to pose higher risk.

### b. Assessments

Molly indicated she would remind owners that Monthly Assessments are to increase effective January 1, 2012.

## VI. Adjourn

The meeting adjourned at 8:05 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer