

Richmond Manor Condominium Owners Association
Minutes of January 12, 2012 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. Four (4) other Board members (Kaare Otnes, Preeti Singh, Jerry Taylor and Bob Terry) were present thus constituting a quorum. Manager Molly Sabol was also present as was Doris Beck, Carol Depaoli, Linda Harvey, Bruce Rawlinson, Dean Sabol and John Weschler.

II. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the Board approved the minutes of the December 15, 2011 Special Meeting of the Board as issued.

III. Reports

a. Financial

Molly presented the December 2011 Financial Report which was approved for distribution to owners.

b. Proof of Insurance

Molly reported that she had requested certain contractors to provide proof of insurance. She has in-hand the requested documents from some companies and stated that information from other companies is in route.

c. Dryer Vent Cleaning

Jerry indicated that he had not received a written report from Vent Masters, but their oral report indicated no significant problems. They did suggest that the type of caps employed atop the roof vents were of a design typically used on flue gas systems and were likely more restrictive and susceptible to lint buildup than caps of a more "open" design. Vent Master provided a \$34.00 per unit cost estimate to replace the caps and to extend the ducting in a few locations where it terminates just below the roof line.

For budgeting and work planning purposes the Board asked Molly to establish a target date to re-clean the dryer vents in 2014. At that time the Board will consider whether or not to replace the vent caps.

d. Closing of the Sale of Unit 302

Bob reported the sale of Unit 302 is scheduled to close January 23, 2012.

IV. Unfinished Business

Review Proposed Changes to Rules & Regulations

Cheri indicated the purpose of this portion of the meeting was to continue the Board's working session that began at the Oct. 2011 meeting when the Board initially considered the Review Committee's recommendations regarding changes to the Rules and Regulations (R&R's). She reminded participants that the Board had tabled discussion of any changes to the CCR's and By-Laws. A significant factor in the decision to not proceed with a full review of and changes to the CCR's and By-laws is the estimated \$5,000 cost to make such changes.

After reviewing the Committee's proposed changes to the R&R's as well as comments offered at the meeting Cheri will finalize a draft of the proposed R&R's and work with Jerry to publish that draft for distribution to owners. Owners will have an opportunity to provide comments for Board consideration prior to a vote by the Board on adoption of the proposed changes.

V. New Business

None.

VI. Announcements and For The Good Of The Order

None.

VII. Adjourn

The meeting adjourned at 8:20 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of April 12, 2012 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. Four (4) other Board members (Kaare Otnes, Preeti Singh, Jerry Taylor and Bob Terry) were present thus constituting a quorum. Manager Molly Sabol was also present as was Bev Klein, Laurie Otnes, Bruce Rawlinson, and Judy Terry. Alan Williamson (of Alan K. Williamson, C.P.A.) participated in the initial portion of the meeting.

II. Review/Approve Minutes of Previous Meetings

By motion duly made, seconded and unanimously passed the Board approved the minutes of the January 12, 2012 meeting of the Board as issued.

III. Reports

a. Financial Review

Alan Williamson presented the findings of the Financial Review of RMCOA's 2011 business. In summary the Review states "..... I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles." Alan had no suggestions to improve accounting practices or other procedures. The Review included examination of RMCOA's financial statements, bank account records (including checking, reserve CD's and money market account, insurance and contingency operating fund accounts), Board and Association Meeting Minutes as well as interviews with Manager Molly Sabol. Alan was complimentary of RMCOA's leadership, the proactive approach to maintenance and the appearance of the property. Alan commented that of all the home owner associations that his firm does business with RMCOA is "the best".

A copy of the Financial Review was handed to all owners present at the meeting and will be provided to all other owners.

b. Financial

Molly presented the March 2012 Financial Report which was approved for distribution to owners.

c. Proof of Insurance

Molly reported that she had received all the requested proofs of insurance from contractors.

IV. Unfinished Business

a. Review Proposed Changes to Rules & Regulations

Cheri reviewed a recommended addition to the Rules and Regulations (R&R's), as prepared by the Review Committee, dealing with owners that may desire to charge electric powered vehicles. The Board considered the recommended addition without comment.

All of the recommended changes to the R&R's (including the proposed addition mentioned above) will be provided to owners for their review and comment. Owners will be encouraged to provide written comments/suggestions to the Board within a specified time period and prior to the July 12 Board Meeting. The Board will consider owner's comments/suggestions before a vote to adopt the proposed changes.

b. Update on Unit 214 Litigation

Cheri reported that the Board is continuing to follow the Collections Policy as adopted by the Board at a Special Meeting on December 15, 2011.

Barker Martin, P.S. has advised the RMCOA Board against disclosing certain details of this case as they are to be protected by Attorney Client Privilege and a disclosure might compromise effective prosecution. With such advice in mind Cheri indicated that as the owners of Unit 214 have not responded as required to the Lawsuit for Collection or Foreclosure a motion for default judgment has been filed with the Court.

c. L&G Committee

Bev Klein reported that the L&G Committee would soon select and purchase a tree to be planted on the South lawn by David's Gardens and that David's Gardens would also remove the two trees now on that lawn as previously agreed/budgeted.

Bob stated that the irrigation system supporting the shrubs surrounding the building had been converted from a sprinkler to a drip system. The drip system is hoped to improve the health and appearance of the plants as well as reduce water consumption and cost. The cost of the conversion is about \$725 of which \$500 is expected to be rebated to us by Seattle Public Utilities as part of the Saving Water Partnership program.

Additionally, we have tentatively agreed to Seattle Public Utilities request to participate in a "Case Study" of this conversion and of improved procedures in programming the irrigation controller to document water consumption and conservation means and results.

V. New Business

a. Maintenance Issues

Bob reported that six (6) rotary ventilators on the roof had been observed (by Kaare Otnes) to be noisy (due to worn bearings) and had been replaced.

Bob reminded owners that all decks would be recoated this summer (as specified in the Reserve Study and the 2012 Budget). Owners are to remove all items from decks (including furniture,

flower pots, grills, etc.). During the work process decks will be “off limits” for approximately one (1) week. While the work is not yet scheduled owners will be notified several days prior to work commencing so they can clear their decks. It will not be necessary for owners to clean their decks as the contractor will pressure wash the deck surface as part of their preparation.

Bob also informed owners that a small leak has been observed in the domestic water supply piping in the garage. While there is no threat of flooding, the leak, which has increased in rate, must be repaired and that process will likely necessitate an outage of the domestic water supply for several hours. Information will be communicated to owners when repair procedures are developed and scheduled.

b. Comcast Pricing for Owners, Service Agreement and Quality of Video Reception

Cheri reported that after numerous discussions with representatives of Comcast regarding reduced pricing arrangements (“bulk” rate and multi-family, etc.) she concluded that our current individual contracts offer the best available pricing options.

In regards to improving poor video reception quality in some Units Cheri stated that Comcast has indicated that they will consider installing additional equipment and cable designed to address those issues provided they have sufficient documentation of poor quality reception and a new Service Agreement is approved. To that end please report instances and descriptions of poor reception to: Comcast representative Cynthia Brown at 253-288-7527 as well as to Cheri.

Cheri reported that the current Service Agreement with Comcast is due to terminate in 2013 and presented a proposed new Service Agreement.

By motion duly made, seconded and unanimously approved Cheri Schuricht is authorized to sign the proposed five (5) year Service Agreement with Comcast.

c. Check for Leaking Toilets

Bruce Rawlinson suggested that owners check for leaking toilets. Flapper valves in the tank deteriorate with age and use and begin to leak water and dollars. Leaking valves can be detected by placing a few drops of food coloring in the tank and monitoring the color of water in the bowl a few hours later. Colored water in the bowl indicates the flapper valve is leaking and needs to be replaced.

Bruce also suggested installation of dual flushing mechanisms for toilets to reduce water consumption and costs. Kits to convert to dual flushing are readily available, easily installed and relatively inexpensive. This link from Amazon.com describes an offer for two conversion kits (total cost less than \$40 and free shipping). <http://www.amazon.com/BlueSource-HYR270-HydroRight-Converter-MJSI/dp/B002NKRR7Y>.

d. RMCOA Computer

Jerry reported that Molly has used her personal desktop computer for RMCOA purposes (financial tracking and reporting), but that computer is evidencing indications of failure and will not be replaced.

By motion duly made, seconded and unanimously approved Jerry Taylor is authorized to investigate options for a laptop computer and software appropriate to RMCOA needs and select and purchase such computer estimated to cost \$800.

e. Evacuation Plan

Cheri reported that she had asked Kaare Otnes to develop for Board consideration an “Evacuation Plan” to be used in event of a fire, earthquake or other emergency. The plan will include a drill and possibly a “buddy system” to alert and assist neighbors in an evacuation.

VI. Announcements and For The Good Of The Order

None.

VII. Adjourn

The meeting adjourned at 8:25 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominiums Owners Association

Minutes of Special July 9, 2012 Board Meeting

Executive Session

I. Call to Order

This Special Meeting of the Board was called to order in Executive Session at 1:10 pm in the offices of Barker-Martin, P.S. (719 Second Ave Suite 1200, Seattle, Washington) by President, Cheri Schuricht. Three (3) other Board members were present thus constituting a quorum: Kaare Otnes, Jerry Taylor and Bob Terry. Notice of this Special Meeting was provided via e-mail to Board Members dated July 3, 2012 stating its purpose. Board member Preeti Singh responded by e-mail dated July 6, 2012 stating she would be unable to participate. Marlyn K. Hawkins, Partner, Barker-Martin, P.S. was also present.

II. Delinquency

Marlyn Hawkins provided an update of collection proceedings previously authorized by the Board and reviewed options for further action. Following several lines of questions, clarifications and responses:

a motion was made, seconded and passed unanimously to authorize Barker-Martin to immediately pursue Foreclosure of the Unit currently delinquent.

III. Adjournment

The meeting adjourned at 1:40 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominiums Owners Association

Minutes of Special July 23, 2012 Board Meeting

Executive Session

I. Call to Order

This Special Meeting of the Board was called to order in Executive Session at 2:00 pm in the 3rd Floor Common Area Meeting Room by President, Cheri Schuricht. Two (2) other Board members were present thus constituting a quorum: Kaare Otnes and Bob Terry. Notice of this Special Meeting was provided by Cheri in phone conversations and via e-mail with Board Members on July 21, 2012 stating its purpose. Board members Preeti Singh and Jerry Taylor responded by e-mails dated July 22 and July 21 respectively stating they would be unable to participate. In the phone conversations prior to the meeting Preeti and Jerry discussed their views with Cheri on the specific topics and Cheri represented those in the meeting.

II. Delinquency

In consideration of matters regarding the Unit currently in delinquency and of input and recommendations from Marlyn Hawkins, Partner, Barker-Martin, P.S. and specifically in connection with the previously authorized foreclosure of that Unit:

- **a motion was made, seconded and passed unanimously that RMCOA waive the right for a deficiency judgment;**
- **a motion was made, seconded and passed unanimously for Barker-Martin to request the court to disallow the current owner possession of the Unit immediately upon confirmation of sale.**

III. Adjournment

The meeting adjourned at 3:00 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of September 20, 2012 Board Meeting

I. Call to Order

This Meeting of the Board was called to order at 7:45 pm in the 3rd Floor Common Area Room by President, Cheri Schuricht. 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.

Cheri stated that the agenda for this Meeting included review/approval of Minutes of the July Board Meeting, election of Board Officers, and setting the meeting schedule for the coming year.

II. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve Minutes of the July 9, 2012 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. 11, 2012 Board

Nov. 15, 2012 Special Meeting of the Association (to ratify the Budget)

Dec. 13, 2012 Finance Committee

Jan. 10, 2013 Board

Feb. 13, 2013 Finance Committee (NOTE: THIS IS A WEDNESDAY)

March 14, 2013 Finance Committee

April 11, 2013 Board

May 9, 2013 Finance Committee

June 13, 2013 Finance Committee

July 11, 2013 Board

Aug. 15, 2013 Finance Committee

Sept. 12, 2013 Finance Committee

Sept. 19, 2013 Annual Meeting of the Association

Oct. 10, 2013 Board

Nov. 14, 2013 Special Meeting of the Association (to ratify the Budget)

Dec. 12, 2013 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.

The meeting adjourned at 8:20 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of October 11, 2012 Board Meeting

I. Call to Order

This Meeting of the Board was called to order at 7:00 pm in the 3rd Floor Common Area Room by President, Cheri Schuricht. 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. Other owners present included: Doris Beck, Jeanne Bouten, Dixie Buol, Carol Lutovsky, Bev Klein and Dean Sabol.

II. Review/Approval of Meeting Minutes

Motions were duly made, seconded and unanimously passed to approve Minutes of the July 9, 2012 and September 20, 2012 Board Meetings as well as Minutes from the September 20, 2012 Annual Meeting of the Association.

III. Reports

a. Financial

Molly presented the September 2012 Financial Report which was accepted for distribution to owners.

Molly is to follow-up with David's Gardens on the matter of their reimbursing the Association \$325 for the cost to replace glass in the front door that they broke. NOTE: Following the meeting Molly contacted David Gibson who indicated he would deliver to RMCOA a check for the indicated amount on his next service visit to RMC.

b. Update on Delinquency

Cheri announced that RMCOA had received \$2,790 from Boeing Employees Credit Unit as a partial "payoff" of the delinquency. These funds will be deposited in the Contingency Operating Fund to partially replace funds "borrowed" from that account while dealing with the shortfall of income and increased expenses associated with the delinquency.

Cheri also announced that the Unit in delinquency is "For Sale" and is in "Sale Pending" status. Closing is scheduled for October 19, 2012. The prospective buyers are Richard and Francis Lembo. On the basis the sale closes as planned RMCOA should receive all funds owed in 2012.

c. Lawn & Garden

Speaking for the L&G Committee Cheri stated that 4 dead arborvitaes on the North Slope will be replaced as soon as the rainy season starts. She also stated that a dogwood tree had been planted in the NW corner of the property replacing a nondescript bush. Commendations were voiced as to the work of the Committee and the improved appearance of the grounds.

IV. Unfinished Business

a. Safety

The discussion on an "Evacuation Plan" was deferred to a later date. Concerns were expressed as to potential Association liability in this matter and efforts will be made to understand whether such concerns are valid and if so how best to address them while also meeting the safety needs of residents.

V. New Business

a. 2013- 2015 Budget

Bob presented a Preliminary 2013 - 2015 Budget as developed by the Finance Committee on the basis of full recovery in 2012 of all funds owed via delinquency. The basis also includes Property Management expenses at the historical level adjusted for inflation (not at a level likely to be charged by a professional property management company should such be needed).

The Preliminary Budget Operating expenses for the next two years are slightly higher but generally consistent with levels projected a year ago. Contributions to Reserves are planned to continue at the current level for the next two years. Accordingly, no increase in HOA is projected for the 2013-2014 period.

By motion duly made, seconded and unanimously passed the Preliminary Budget was adopted and will be recommended to owners for ratification at a Special Meeting of the Association to be called for November 15, 2012.

b. Reserve Study – Annual Update

Bob also reviewed the 2011 Reserve Study as required by WA Chapter 64.34.380, Reserve Account - Reserve Study - Annual Update.

No change is indicated as far as reserve components, their life expectancy or costs. No changes to the reserve account balances are indicated.

Accordingly, by motion duly made, seconded and unanimously passed the Reserve Study has been reviewed and considered to be current with no changes indicated.

c. Managers Job Responsibilities

Molly and Dean informed attendees that they were listing their Unit for sale and depending on the outcome of such efforts they might relocate. Under that circumstance Molly would no longer continue as Manager.

To enable RMCOA to prepare for the potentiality that Molly will no longer serve as Manager Cheri asked Molly to review/update the existing Managers Contract that describes the Manager's job responsibilities. Molly will also prepare a list of actions she performs on a month-by-month basis with regard to coordinating routine service work along with contact information for those service providers as well as other service providers used on a non-routine basis.

VI. Announcements and For The Good Of The Order

None

The meeting adjourned at 7:40 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of November 15, 2012, 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 President Cheri Schuricht. Sixteen (16) owners were present including: Doris Beck, Myrna Burkey, Al Gunns, Linda and Dawson Harvey, Bev Klein, Carol Lutovsky, Ann Morgan, Molly & Dean Sabol, Judy Terry, and Board members Kaare Otnes, Cheri Schuricht (President), Preeti Singh, Jerry Taylor (Vice President) and Bob Terry (Secretary/Treasurer). For voting purposes Arnie Bickford and Donna Olsen named Bob Terry as proxy. Voting Units present and represented totaled 14 and Voting Interest was 52.5%. However, per the ByLaws, a quorum is not required for this Special Meeting. Proof of Notice of the Meeting was documented.

Cheri stated that the purpose of the Special Meeting was for owners to ratify the Budget that had been adopted by the Board at the October 11, 2012 Board Meeting. Information on the Proposed Budget was provided to owners via meeting notice letter from Cheri Schuricht dated October 27, 2012.

II. Ratification Vote: Proposed Operating and Reserves Budget 2013-2015

By motion duly made, seconded and unanimously approved the Proposed Budget is ratified.

III. Adjournment

The meeting adjourned at 7:05pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer