

# Richmond Manor Condominium Owners Association

## Minutes of January 9, 2014 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, Jerry Taylor. In addition to Jerry, all other Board members (Bev Klein, Cheri Schuricht, Preeti Singh and Bob Terry), were present thus constituting a quorum. Managers Laurie and Kaare Otnes were also present as was Doris Beck, Carol DePaoli & Bruce Rawlinson, Linda & Dawson Harvey, Carol Lutovsky and Linda & John Weschler.

### II. Review/Approval of Meeting Minutes

**By motion duly made, seconded and unanimously passed the Minutes of the October 10, 2013 Board Meeting were approved as were the Minutes of the Special Meeting of the Association on November 14, 2013.**

### III. Reports

Laurie reviewed the December 2013 Financial Report which was accepted for distribution to owners. She noted that the report reflects reimbursement from Farmers Insurance for expenditures related to the freeze incident of early December. While not all expenses are yet known RMCOA's responsibility will be \$5,000 (at least) as that is the amount of our policy deductible.

Laurie also reported that all owners made payments on time - and some paid in full - toward the special assessment. These funds have been deposited in the Contingency Operating Fund (COF), the balance of which is almost \$10,796 as of Dec 31, 2013. The remaining payments will increase the balance in the COF to \$15,000.

Bob mentioned that considering the exceptionally low interest rates available for CD's (whether new or renewal of existing CD's) the proceeds of those CD's maturing in the coming months will be placed in our Reserve Money Market Account which offers slightly more favorable terms. This will facilitate the timely purchase of CD's should such rates become favorable.

Kaare reported on the attempted break-in to three (3) storage lockers in the garage area that occurred during the night of Jan 4/5. Damage was limited to the locking handles of these three lockers. No items were reported missing. The three damaged locks have been replaced with dead bolts that offer greater security. It is not known how the culprits made entry to the garage – there is no sign of forced entry. The incident was reported to the police.

Residents are reminded to always assure that outside doors close and lock properly when passing through the doorways. In particular be alert to close the door from the garage to the refuse room. Be aware that that rooms large outside doors do not lock so when the door from the garage to the refuse

room is open an intruder can gain immediate entry to the garage. Most of us use the wooden block to keep the door from closing when we go to the refuse room and it is all too easy to fail to remove that block. Also the light in that room should be turned off when the room is not in use so as to not “invite” outsiders in.

One suggestion passed on for consideration would be for all contract personnel working in the building to sign a form as a means to potentially dissuade any such workers inclined toward wrongdoing from carrying through with such plans.

**IV. Unfinished Business**

None

**V. New Business**

Kaare reported that repairs and reconstruction of Units 308 and 209 caused by the break in the sprinkler system are nearing completion. The cause of the breakage is not known. The repair contractors indicated that the sprinkler system was installed correctly and properly insulated.

Jerry indicated that Team Otnes performed above and beyond the requirements of their position in managing the response and repairs associated with this incident. Accordingly, the Board will determine appropriate added compensation.

**VI. Announcements and For The Good Of The Order**

Kaare indicated that Shoreline Fire now has responsibility to respond to medical and fire situations in Woodway so we should expect additional traffic in that regard.

The meeting adjourned at 7:40 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# **Richmond Manor Condominium Owners Association**

## **Minutes of April 10, 2014 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, Jerry Taylor. In addition to Jerry, all other Board members (Bev Klein, Cheri Schuricht, Preeti Singh and Bob Terry), were present thus constituting a quorum. Managers Laurie and Kaare Otnes were also present as was Doris Beck, Judy Terry and Linda & John Weschler.

### **II. Review/Approval of Meeting Minutes**

**By motion duly made, seconded and unanimously passed the Minutes of the January 9, 2014 Board Meeting were approved.**

### **III. Reports**

Laurie reviewed the March 2014 Financial Report which was accepted for distribution to owners. She mentioned that the report reflects reimbursement from Farmers Insurance for expenditures related to the freeze incident of early December. The report includes a notation that these reimbursements and expenses “dwarf” our normal receipts and expenditures and thud create unusually large deviations from Budget. Aside from these freeze related effects our expenditures are tracking closely to Budget except for electricity which is 11% over Budget YTD.

Laurie also stated that the reconstruction of Units 209 & 308 is complete and all invoices paid. Jerry added that the amount Farmers paid for damages exceeded somewhat the total costs incurred.

Kaare reported as to the status of his investigation into ways to eliminate sprinkler system breakage (e.g. use of an antifreeze solution in the sprinkler system). It turns out that there is very little experience with these innovative approaches and some have surprising downsides. The investigation continues.

Kaare is following up with the contractor that services our fire extinguishers as to certain compliance questions.

Bob indicated that two reserve projects are budgeted for 2014: Resealing the asphalt parking and drive areas (to be done during the summer months) and a Reserve Study (to be performed in the fall). We will employ Reserve Associates for this study as they performed the most recent Study 3 years ago and are familiar with our building and property. Bob suggested that considering the excellent work performed at a competitive price by Washington Asphalt Sealers in the initial reseal of the parking/drive areas in 2009 that we should attempt to negotiate a contract with that firm. If unsuccessful we would solicit competitive bids.

Reporting for the Landscape and Garden Committee Bev mentioned that Judy Terry is the new Chair and that the Committee will have the diseased Oregon Grape plants (that have not responded to treatment) removed as well as an unsightly lilac tree. These plants are along the East property line. David's gardens will be asked to trim the pampas grass adjacent to the main parking area and emphasize weed control on the North Slope as well as along the walkway on the East and North sides of the building.

All present agreed that the daffodils - planted by volunteers a few months ago – really add to the beauty of the property as does the blooming azaleas.

#### **IV. Unfinished Business**

None

#### **V. New Business**

Jerry and others commended Team Otnes on their excellent oversight of contractors work resulting from the freeze incident. In this regard:

**By motion duly made, seconded and unanimously approved the Board authorizes additional compensation in the amount of \$1,000.00 to Team Otnes for work above and beyond their normal responsibilities.**

Bob mentioned that Seattle City Light (SCL) is currently sponsoring an energy conservation program for owners of condominiums wherein SCL would replace incandescent bulbs with CFL's, or with LED's where CFL are not appropriate (as in fixtures controlled by dimmers). The bulbs and their installation would be free of charge to the owner. Replaced bulbs would remain with the owner. SCL is also offering free water conserving shower heads and faucet aerators (installation not included). A minimum of five (5) owners must sign up for this program. Signup sheets are posted on the windows of the BookNook and 3<sup>rd</sup> Floor Common Area Room. The installation date will be determined based on convenience of the participating owners. An RMC rep would accompany the SCL technician to each home.

#### **VI. Announcements and For The Good Of The Order**

Bob reported on information provided at an April 2 Workshop (at Shoreline City Hall) that focused on a Transportation Corridor Study of Richmond Beach Road/NW 195<sup>th</sup> St. prepared by the City of Shoreline. The Study, to examine the impact of additional traffic related to the proposed Point Wells development, is near completion and results/recommendations will be presented in a Final Workshop on April 16. Following the April 16 Workshop the Study and its recommendations will be presented to Shoreline City Council. It was noted that whether or not the current proposed development at Point Wells proceeds it is highly likely that some development of the property will occur which would add significant traffic and that this Study is to determine how best to minimize such impacts.

A few highlights:

- The Study examined the impact of 11,587 vehicle trips per day to and from the development (this volume would be additional to all other traffic from existing areas through the corridor);

- Peak hourly volume is estimated to be over 1,000 additional trips (one trip every 6 seconds in each direction);
- Current traffic volume on Richmond Beach Drive (at the bottom of the hill along Puget Sound) is about 300 trips/day;
- An option under consideration - which could enhance safety - is to convert the roadway to three (3) lanes (East, West and Turn lane) and adding bike lanes;
- Stop signs at 15<sup>th</sup> Ave NW and 20<sup>th</sup> Ave NW would be replaced with Stop Lights; and
- Delays at Stop Lights would exceed the Shoreline standard for “level of service” regardless of the number of lanes.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of July 10, 2014 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, Jerry Taylor. In addition to Jerry, all other Board members (Bev Klein, Cheri Schuricht, Preeti Singh and Bob Terry), were present thus constituting a quorum. Also present were members Doris Beck, Carol DePaoli and Bruce Rawlinson, Linda & Dawson Harvey, Carol Lutovsky and Donna and Don Olsen as well as resident Marianne Armstrong.

### II. Review/Approval of Meeting Minutes

**By motion duly made, seconded and unanimously passed the Minutes of the April 10, 2014 Board Meeting were approved.**

### III. Reports

Bob reviewed the June 2014 Financial Report which was accepted for distribution to owners. With only one exception all June expenses were within a reasonable range of budget. That exception was for mandatory testing and replacement of certain equipment on the fire sprinkler system.

Bob reported that Association Reserves (AR) had completed a draft Reserve Study. The Finance Committee will review that draft shortly and provide any needed revisions to AR. Once the Study is finalized it will be made available to owners for review. This Study, and the operational budget that will be prepared later this summer, will provide input to the annual review of HOA's. As customary the Budget will be adopted by the Board at the Oct. 9 Board Meeting, distributed to members and presented formally for ratification at a Special Meeting of the Association in November.

Jerry (reporting for Team Otnes who were not present) listed a number of actions and accomplishments by Team Otnes in recent months including:

- pressure washing the walkways and refuse room floor (saving \$274 vs. hiring a contractor);
- painting the 20<sup>th</sup> Ave NW curb edges and former bus stop areas to indicate appropriate parking spaces;
- installing a free Frontier Communications wireless DSL Modem in the RMCOA Managers office for use with possible future upgrades to the Security Surveillance System;
- continuing to investigate options to convert the Fire Sprinkler System to an anti-freeze system to prevent freezing. Expectations are that such conversion would likely be cost prohibitive.
- clearing debris from the 12 foot wide drain slot in the garage floor at the south gate;
- negotiating with alternate service providers regarding the elevator's emergency communication system monitoring; and
- securing loose roof flashing.

Bev stated that the L&G Committee is concerned about the appearance and care of our lawn, plantings and trees and are in discussion with several L&G contractors, including David's Gardens who currently provides such services to RMCOA, as to the best means to care for our property. Bids have been solicited for this service beginning in 2015. This information will provide input to the Budget process.

#### **IV. Unfinished Business**

Bob indicated that ten (10) owners had participated in the Seattle City Light energy conservation program whereby SCL installed CFL and LED light bulbs at no cost to the owners. Several owners who participated indicated they were pleased with their new lighting – particularly with the LED's which can be installed on dimmer controlled circuits. The program is still open so if others are interested please let Bob know in the next two weeks.

Bob also reported that some owners were concerned about the planned simultaneous closure of both driveways while the driveways and outside parking areas are sealed. This plan which limits access to/from the garage for 36 hours is consistent with what was done in 2009 when no issues or concerns were reported. Performing the work in one (1) day as planned reduces the cost by more than \$750 vs. doing the work over two (2) days.

Some owners expressed concern in this plan in that parking along the street and at the nearby law office is limited, and such unsecured parking subjects vehicles to vandalism. The inconvenience factor was also noted. A couple of owners felt strongly about this matter. Other owners indicated they had no particular issue with the plan.

Given the above considerations and the fact that even with the additional cost to perform the sealing work over two (2) days the project's expenditures would still be within Budget the Board:

**by motion duly made, seconded and unanimously passed, approved accepting the Affordable Asphalt Company's revised proposal (adding \$750 + WSST to the cost) to seal and restripe our driveways and parking areas over two (2) days (vs. one day in the original proposal).**

#### **V. New Business**

Jerry mentioned that members will vote, at the September 18, Meeting of the Association, for three (3) Directors to fill the expiring terms of Jerry Taylor, Cheri Schuricht and Preeti Bhargava. Nominations for Board membership can be made in writing to any Board member prior to the Annual Meeting or orally at the Meeting. Nominations have already been received for Preeti, Cheri and Jerry and each has agreed to serve if elected.

#### **VI. Announcements and For The Good Of The Order**

Jerry requested that each resident post on their refrigerator contact information for their next of kin and doctors. The Fire Department recommends this practice and looks around the refrigerator for this information.

Cheri reminded residents that visiting pets are not allowed in RMC.

In this regard the Board reminds that residents with a pet shall exercise “all care ... to insure that the pet does not disturb other residents.” Also note that “the Board ... may require the removal of any pet which the Board finds disturbing other Unit Owners unreasonably...”

The Board also suggests that residents review the Rules & Regulations annually to help us keep in mind our responsibilities as owners and neighbors. Seemingly little things like collapsing boxes before placing them in the recycle bins helps to assure room for other’s recyclables. Being reminded of the fact that the exterior of Unit doors are “common areas” should prevent the defacing of such by nails being driven into the surface (presumably on which to hang wreaths, etc.). A review of the R&R’s should also bring to mind that it is a violation to have “open” beverage containers in the common areas and such reminder might prevent the spotting/staining of our carpets and floors.

Several residents mentioned that the carpet on the south stairs has been badly spotted in recent months. The pattern of the stains gives the impression that they result from liquid dripping from bags. Stains are unsightly and give a poor, unkempt impression of our home. Our experience is that they have been difficult, if not impossible, to remove even by professionals. Of course the best thing is to prevent stains and a good practice is to double bag trash – especially when liquids are being handled.

Carol Lutovosky’s efforts to remove spots and stains from our carpet is recognized and appreciated.

## **VII. Adjournment**

The Meeting adjourned at 7:55PM

Respectfully submitted,

Bob Terry  
Secretary/Treasurer



# **Richmond Manor Condominium Owners Association**

## **Minutes of August 14, 2014 Special Board Meeting**

### **I. Call to Order**

This Special Meeting of the Board was called to order at 8:00 pm in the 3rd Floor Common Area Room by President, Jerry Taylor. In addition to Jerry, all other Board members (Bev Klein, Cheri Schuricht, Preeti Singh and Bob Terry), were present thus constituting a quorum. Managers Laurie and Kaare Otnes also participated.

### **II. Review/Approval of Landscape & Garden Committee Recommendation**

Cheri, reporting for the L&G Committee, stated that the Committee had solicited proposals from four (4) lawn and garden service providers regarding care and maintenance of our lawn and plantings. The Committee's written report detailing its findings, analysis and recommendations is attached. In summary the Committee recommends:

- terminating the contract with David's Gardens effective September 30, 2014, and
- initiating a new contract with Condo Commercial Grounds Maintenance effective October 1, 2014.

**By motion duly made, seconded and unanimously passed the Board approved the Committee's recommendations.**

David's Gardens will be notified of this termination orally followed by written confirmation.

### **III. Adjournment**

This Special Meeting was adjourned at 8:30PM.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of September 18, 2014, 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. Three (3) other Board members were present thus constituting a quorum: Cheri Schuricht, Preeti Sing and Bob Terry. Manager Laurie Otnes was also present.

Jerry stated that the agenda for this Meeting included review/approval of Minutes of the July Board Meeting and a Special Board Meeting in August, election of Board Officers, setting the meeting schedule for the coming year and discussing investment options for reserve funds.

### II. Review/Approval of Meeting Minutes

**A motion was duly made, seconded and unanimously passed to approve Minutes of the July 10, 2013 Board Meeting as well as the Special Board Meeting of August 14, 2014.**

### III. Election of Officers

**Motions were 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. 9, 2014	Board
Nov. 13, 2014	Special Meeting of the Association (to ratify the Budget)
Dec. 11, 2014	Finance Committee
Jan. 8, 2015	Board
Feb. 12, 2015	Finance Committee
March 12, 2015	Finance Committee
April 9, 2015	Board
May 14, 2015	Finance Committee
June 11, 2015	Finance Committee
July 9, 2015	Board
Aug. 13, 2015	Finance Committee
Sept. 10, 2015	Finance Committee
Sept. 17, 2015	Annual Meeting of the Association
Oct. 8, 2015	Board
Nov. 12, 2015	Special Meeting of the Association (to ratify the Budget)
Dec. 10, 2015	Finance Committee

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

**V. Investment Options for Reserve Funds**

Bob reported that Seattle Bank currently offers twelve (12) month CD's paying 0.9% interest. This compares to our Money Market Account (MMA) earning 0.3%. Interest on such CD's compounds daily and is paid quarterly.

**By motion duly made, seconded and unanimously passed the Board authorized that \$125,000 be moved from our MMA into a twelve (12) month CD (issued by Seattle Bank) at the rate of 0.9%.**

**VI. Miscellaneous**

**By motion duly made, seconded and unanimously passed the Board authorized the purchase of a Dell computer to replace the computer supporting the Security Surveillance System. This expenditure would be chargeable against Reserves.**

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of October 9, 2014 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 Jerry Taylor. Four (4) other Board members were present thus constituting a quorum: Bev Klein, Cheri Schuricht, Preeti Singh and Bob Terry. Managers Laurie and Kaare Otnes were also present as were Myrna Burkey, Carol Lutovsky and Judy Terry.

### II. Review/Approval of Meeting Minutes

**Motions were duly made, seconded and unanimously passed to approve, as issued, the Minutes of the September 18, 2014 Special Meeting of the Board and the September 18, 2014 Annual Meeting of the Association.**

### III. Reports

- a. Jerry announced that Team Otnes submitted notice that they will discontinue serving as Managers as of the end of the year. Refer to **V New Business**, paragraph "a" for more information.
- b. Laurie reviewed the September 2014 Financial Report which will be distributed to owners.
- c. Kaare reported on recent actions by the Managers including work with Frontier to install fiber optic capabilities to the building for internet and phone service (at no cost to RMCOA), installation of door sweeps in key locations to minimize intrusion of leaves, dust, bugs and insects, installation of a new computer to enhance our security surveillance system and the completion of drywall repairs.

Kaare is also investigating ways to enhance the security of our garage gates against intruders.

- d. Reporting for the L&G Committee Judy mentioned that Condo Commercial began work as our lawn and garden maintenance service provider on October 1. The new service will provide several more visits/yr at a lower cost than has been the recent case.

Cheri discussed that the L&G Committee is concerned about several large trees that may need to be pruned to prevent loss of limbs/disease and others that are candidates to be trimmed to prevent brushing against the building. They are considering engaging an arborist to advise how best to protect these important assets.

- e. Bob, reporting for the Finance Committee, reviewed the Proposed Operating and Reserves Budget 2015-2017. He stated that forecast of expenses over the next two years were essentially as planned when the current Budget (2014-2016) was developed last year. Thus, no change in HOA's is now planned.

However, two recent issues may cause expenses to increase: change in Managers and a potential change in the janitorial service provider. We will know more about the costs for these services - and their impact on the Budget - as options are developed and decisions made. Barring significant increases we anticipate no need to adjust HOA's at this time.

**Accordingly, by motion duly made, seconded and unanimously passed the Proposed Budget was adopted and will be recommended to owners for ratification at a Special Meeting of the Association to be called for November 13, 2014.**

**IV. Unfinished Business**

None

**V. New Business**

**a. Selection Process for Manager Replacement**

Jerry reported that one experienced managerial candidate (highly recommended by one condo board) has been identified and will be interviewed next week. Please inform a Board member if you know of candidates that should be considered.

**b. Discussion of Current Janitorial Service and Selection Process for Potential New Service Provider**

Jerry also mentioned that Team Otnes has been working with the current janitorial service to improve the quality of their work. Team Otnes and several Board members met with the owner of the firm to impress our expectations as to quality and performance. Feedback was recently provided that such expectations have not been met. Accordingly, the Board is beginning a process to identify potential alternate janitorial services providers. Please inform a Board member if you know of candidates that should be considered.

**c. Community Associations Institute Membership and Conference**

Jerry inquired about the value of the Association joining the Community Associations Institute and/or attending an upcoming WA State conference. The CAI provides education and information about topics of interest to condo associations (ex how to deal with foreclosures). Members of CAI have access to a list of service providers across a wide range of crafts/work areas. No decision was made as to membership, but the Association will cover the cost of participating in the Washington State Annual Conference on Oct. 18, 2014 at the Convention Center in downtown Seattle. Please let Jerry know if interested.

**VI. Announcements and For The Good Of The Order**

None

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of September 18, 2014, Annual Meeting of the Association

### I. Call to Order

The meeting was called to order at 7:00pm in the 3<sup>rd</sup> Floor Meeting Room by the President Jerry Taylor. Twenty two (22) owners were present or represented by proxy including: Doris Beck, Myrna Burkey, Barbara & Jan Gillman, Linda & Dawson Harvey, Carol Lutovsky, Don & Donna Olson, Betty Roberson, Judy Terry, John & Linda Weschler and Board Members Cheri Schuricht (VP), Preeti Singh, Jerry Taylor (President) and Bob Terry (Secretary/Treasurer). Manager Laurie Otnes was also present. For voting purposes Arnie Bickford were represented by Bob Terry, Al Gunns by Cheri Schuricht, Bev Klein by Laurie Otnes, Michael Morgan by John Weschler and Won Moon by Carol Lutovsky. Voting interest represented at the Meeting totaled 63.0% which exceeded quorum requirements of 51%.

### II. Officers Report

#### a) Presidents Report

Jerry hi-lited some of the significant happening of the past year including the water damage to Units 209 & 308 caused by freezing of the fire suppression system in Dec. 2013. The loss was minimized as the Bickford's were home and reported water in their Unit so that the water flow could be shut off promptly. Reconstruction of the units was a long and slow process during which the involved unit owners endured significant disruption and inconvenience. Terri and Arnie Bickford and Al Gunns are to be commended for their patience. Team Otnes performed above and beyond their job requirements to assure the reconstruction progressed as well as it did. Jerry mentioned that RMCOA was reimbursed by Farmers Insurance for expenses to the extent that our insurance deductible was also covered.

Jerry also commended:

- Linda and John Weschler for the "Weschler Garden" in the NW corner of our property which enhances our property and draws admiring looks from passersby,
- Linda Weschler for removing numerous stains from carpet in the stairwell,
- The L&G Committee for their work to upgrade the performance of our L&G Contractor and in the process reduce the cost by \$3,000/yr.,
- Doris for providing flowers and other attractive decorations in the lobby.

#### b) Financial Review/Projection for Year End 2014

Laurie reported noteworthy expenditures this year and mentioned that we expect the 2014 end of year financial situation to be about on target with Budget putting aside the expenses and insurance reimbursements associated with the freeze/water damage incident.

It was mentioned that we have not had to tap into the Operating Contingency Fund which is fully funded at \$15,000.

**c) 2015 – 2017 Budget Outlook**

Laurie and Bob indicated that the current outlook for 2015 & 2016 is that operating expenditures are projected to be about as expected when the 3 yr Budget was approved last year. While a few expense projections have yet to be finalized, unless new information develops we anticipate no increase in HOA for the next couple of years.

The Board will review and adopt a Budget at the Oct. 9 Board meeting and will present that Budget for ratification at a Special Meeting of the Association on November 13, 2014. The adopted Budget will then be provided to owners at least 15 days prior to the Special Meeting.

**d) Reserve Study**

Bob stated that Association Reserves had completed a formal update to our Reserve Study. The Study confirms that our Reserve situation is healthy with a balance calculated to be 73% of full funding - described as "Strong" - and projected to steadily increase. This means that RMCOA's risk of a special assessment or need to defer critical maintenance is low.

Two (2) hardcopies of the Study are available to owners in the 3<sup>rd</sup> Floor Meeting Room for review. For those owners who want to review the Study please use the sign out sheet to indicate you have a copy.

**III. Election of Board Members**

Board membership terms for Cheri Schuricht, Preeti Singh and Jerry Taylor expired at the conclusion of the Meeting of the Association. These same three members were nominated for continued Board membership via written correspondence to the Board prior to the Meeting. There were no nominations from the floor.

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

**IV. Waive Financial Audit**

On the basis that:

- the Finance Committee reviews monthly the Financial Statements prepared by Management, and
- no "exceptions" in accounting/reporting financial balances and transactions have been identified nor any procedural improvements recommended in two (2) formal Financial Reviews (years 2007 and 2011),

the Board recommends that the Annual Financial Audit be waived for business year 2013 as provided in RCW 64.34.372.

**By motion duly made, seconded and unanimously passed, the members approved the Board's recommendation to waive the Annual Financial Audit for fiscal year 2013.**

## V. For The Good Of The Order

Several owners commented on reminders and recommendations.

Reminders:

- Do not put styrofoam meat trays with plastic wrapping in the recycle bins,
- Do not put styrofoam of any sort in recycle,
- Do not put plastic bags in recycle,
- Do not put lids smaller than 3" in recycle, and
- Do not leave pop cans in lobby.

Recommendations:

- Do away with "welcome" mats at unit doors as such make it more difficult to vacuum the carpet. Note: the mats are not vacuumed by the janitors, and do little to clean debris and moisture off shoes that have already trod over carpet.
- Place emergency contact and medical information (name of Dr's., children, etc) on refrigerator for access by Medics and First Responders,
- Provide to Team Otnes the names of next of kin or other trusted person(s) to be contacted in emergency.
- Place "Do Not Resuscitate" and "Physicians Order for Life Sustaining Treatment" forms on refrigerator.
- Make a copy of your Mail Box key and label it as such – RMCOA does not have copies of these keys.
- Heating systems should be serviced at least every two (2) years and perhaps annually for older heating systems.
- Consider replacing older water heaters. Water heaters in RMC may have a shorter life expectancy than the normal 8 – 13 years as our heaters perform double duty (heat water for domestic use as well as for temperature control within units). When making a decision about when to replace a water heater consider also the potential damage that a leaking water heater can do to your own and neighboring unit(s).

The meeting adjourned at 8:55 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer



# **Richmond Manor Condominium Owners Association**

Minutes of October 23, 2014 Special Board Meeting

## **I. Call to Order**

This Special Meeting of the Board was called to order at 2:00 pm in the 3rd Floor Common Area Room by President, Jerry Taylor. In addition to Jerry, Cheri Schuricht, Preeti Singh and Bob Terry were present thus constituting a quorum. Managers Laurie and Kaare Otnes also participated. The meeting was called to discuss the search for a manager to replace Laurie and Kaare who announced they would resign as of Dec 31, 2014.

## **II. Search for Manager**

Jerry reviewed findings from face-to-face, on-site interviews with five (5) candidates for the position. All candidates are professional property managers, four of whom provide "full service management" including in-house financial/accounting services and the fifth candidate has a business relationship with a CPA who provides such services. The candidates interviewed are:

- WD H.O.A. Consulting/Management, LLC with a business relationship with Arthur O. Beck,
- Edmonds Realty,
- GFK Management, Inc,
- The CDW Group, Inc., and
- Pacific Northwest Real Estate Holdings

The discussion included a review of each firm's experience, references, range of services, depth of organization (back-up capabilities), likely response time to emergencies and preliminary estimated costs.

On the basis of these discussions Jerry will seek clarification on certain matters and gather additional information from Pacific Northwest Real Estate Holdings. Participants are requested to provide input to a Statement/Scope of Work to describe the expectations for the Manager's position and which will be included in a Request for Proposal. Expectations are to award a contract in November to be effective January 1, 2015. A transition plan will be developed that will include communications and instructions to owners as HOA payments for January will necessarily be sent to a different location.

## **III. Adjournment**

This Special Meeting was adjourned at 3:50PM.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

# **Richmond Manor Condominium Owners Association**

## **Minutes of November 13, 2014, Special Meeting of the Association**

### **I. Call to Order**

The meeting was called to order at 7:00pm in the 3<sup>rd</sup> Floor Meeting Room by President Jerry Taylor. Eleven (11) owners were present and three (3) owners represented by proxy as indicated including: Doris Beck, Frances Bigley (via proxy to Jerry Taylor), Dixie Buol, Myrna Burkey, Linda and Dawson Harvey, Carol Lutovosky, Michael Morgan (via proxy to John Weschler), Laurie & Kaare Otnes, Betty Roberson (via proxy to Judy Terry), Judy Terry and Linda and John Weschler as well as Board members Cheri Schuricht (Vice President), Preeti Singh, Jerry Taylor and Bob Terry (Secretary/Treasurer). Voting Units present totaled 14 and Voting Interest was 51%. However, per RCW 64.34.308, a quorum is not required for this Special Meeting. Proof of distribution of Notice of the Meeting was demonstrated.

Jerry 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 9, 2014 Board Meeting. Information on the Proposed Budget was provided to owners via meeting notice from Jerry Taylor dated October 24, 2013.

### **II. Ratification Vote: Proposed Operating and Reserves Budget 2015-2017**

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

### **III. Adjournment**

The meeting adjourned at 7:10 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer