

# Richmond Manor Condominium Owners Association

## Minutes of January 8, 2015 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. Other owners present included Doris Beck, Mahima and Puneet Bhargava, Jeanne Bouten, Dixie Buol, Myrna Burkey, Linda & Dawson Harvey, Frances Lembo, Carol Lutovsky, Michael Morgan, Laurie & Kaare Otnes, Judy Terry and Linda & John Weschler. Resident Marianne Armstrong was also present as was Tom Nash, President of Pacific Northwest Real Estate Holdings, LLC newly engaged as manager of RMCOA.

### II. Introduction of/Presentation by Tom Nash

Jerry reminded owners that Laurie and Kaare Otnes had resigned as RMCOA managers as of December 31, 2014. He, and all the Board and owners thanked them for their exceptional service.

Jerry introduced Tom Nash, President of Pacific Northwest Real Estate Holdings, LLC as our new manager. Tom indicated he was pleased to represent RMCOA as manager and addressed questions.

Reference was made to a recent mailing to all owners that provides detailed instructions for each of several options to make monthly HOA payments.

Several questions involved who to contact in event of an emergency (such as a water leak). The answer is to contact Tom Nash (see Tom's contact information below) and the Board as quickly as possible so that knowledgeable people can respond to minimize damage and begin the process of assessing how best to proceed.

**Tom is available 24/7 (as needed) and may be contacted as follows:**

**Phone: (425) 238-2757**

**E-mail: [TOM@PACIFICNWRE.COM](mailto:TOM@PACIFICNWRE.COM)**

Residents should also report non-emergency repair issues to Tom - and to the Board. Tom will coordinate with the Board on all potential work items to assure Board approval before authorizing non-budgeted work to proceed.

Tom will personally inspect our property on a monthly basis checking for leaks, malfunctioning equipment, the condition of the roof and other anomalies. Tom's assistant (Charlotte) may be on-site occasionally as well as a handyman (Dan Edmonds; see more information below).

Tom will arrange for, schedule and allow entry in the building to various service providers such as elevator and garage gate technicians, fire extinguisher inspectors, fire suppression system and alarm testers, etc.

Jerry encouraged residents to continue to be on the look-out for abnormal situations (e.g. doors not closing/locking properly, leaks, unusual noises) and to report these situations to Tom. He also encouraged residents to continue to replace burned out light bulbs in the common area themselves.

Tom indicated he had a long time association with a trustworthy handyman (Dan Edmonds) who will perform minor repairs at a cost of \$35.00/hour with a 3 hour minimum. Considering the 3 hour minimum charge, small, non-emergency projects (estimated to require less than 3 hours) may be deferred so that several projects can be aggregated and addressed during one visit by Dan.

Dan Edmonds may also be employed by owners (at their discretion and cost) for minor repairs to their Unit (e.g. drywall, painting, some electrical and plumbing). Owners should be mindful that cost responsibility has not changed: RMCOA is responsible for repairs to Common Areas only – not to Units whose repair is the responsibility of its owner (unless a Unit is damaged by the failure of a common element).

Dan Edmonds may be contacted through Tom or directly at 206-235-4039.

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

**By motion duly made, seconded and unanimously passed the Minutes of the October 9, 2014 Board Meeting and the Minutes of the October 23, 2014 and November 13, 2014 Special Board Meetings were approved as well as the September 18, 2014 Annual Meeting of the Association and the November 13, 2014 Special Meeting of the Association.**

### **IV. Reports**

Laurie, as Manager for 2014, reported that a new janitorial service began work in January 2015. The frequency of cleaning will be every two weeks (or 26 cleanings per year) vs twice per month as was our prior arrangement.

Laurie also reviewed the December 2014 Financial Statement which had been earlier accepted by the Board and distributed to owners. Bob noted that aside from the repair of the damage caused by the Dec. 2013 sprinkler system freeze our total expense for 2014 would have been about \$2,700 less than that budgeted or about 97% of budget. He also noted that insurance reimbursements covered all of our freeze related expenses.

Laurie stated that as a part of the transition to a new management company the RMCOA operating checking account has been transferred from Bank of America to Mutual of Omaha. All other accounts

(Insurance, Contingency Operating Fund, and Reserve MMA and CD) will remain at Seattle Bank. All RMCOA accounts are FDIC insured.

Judy, Chair of the L&G Committee, reported that Condo Commercial Grounds Maintenance began work in October 2014 as our primary L&G service provider. Judy mentioned that the total L&G expenses for 2014 exceeded the budget by \$264 (or 3%) due to application of mulch/compost to most of the planting areas as had been approved by the Board. She indicated that certain trees on the west side of the property will be trimmed in the winter months and the split limb in the large tree in the SW corner will be cabled to prevent further splitting/damage to the tree.

**V. Unfinished Business**

None

**VI. New Business**

As regards the engagement of Tom Nash as Manager of RMCOA:

**By motion duly made, seconded and unanimously passed Tom Nash, President of Pacific Northwest Real Estate Holdings, LLC, (PNREH) is appointed Manager of RMCOA effective January 1, 2015 per a Management Agreement executed November 20, 2014 between RMCOA and PNREH. As such Tom is hereby delegated Financial Authorities as per Resolution adopted by the RMCOA Board September 21, 2009 and revised March 1, 2013.**

The Officers and Manager signed the appropriate bank Signature Cards.

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

None

**VIII. Adjournment**

The meeting adjourned at 7:45 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of April 9, 2015 Board Meeting

### I. Call to Order

This Meeting of the Board was called to order at 7:12pm in the 3rd Floor Common Area Room by President, Jerry Taylor. In addition to Jerry, three (3) other Board members were present (Bev Klein, Laurie Otnes, newly elected as a replacement for Preeti Sing who earlier resigned, and Bob Terry), thus constituting a quorum. Other owners present included Doris Beck, Dixie Buol, Myrna Burkey, Carol DePaoli, Carol Lutovsky, Kaare Otnes, Betty Roberson, Preeti Singh and Judy Terry. Tom Nash, Manager and President of Pacific Northwest Real Estate Holdings, LLC also participated.

### II. Review/Approval of Meeting Minutes

**By motion duly made, seconded and unanimously passed the Minutes of the January 8, 2015 Board Meeting were approved as issued.**

### III. Reports

Tom Nash provided a financial report as of Feb 2015, including a Balance Sheet, an Income/Expense Statement and an analysis of YTD operating expenses vs budget. Overall YTD (through Feb) expenditures are \$3,761 (or 17%) less than budget. Contributions to Reserves amounting to \$5,358 through Feb. are on budget.

Tom reminded residents that the dryer vents would be cleaned April 24 between 1:00 – 5:30 PM. Access to Units is needed. Please make arrangements with a neighbor if you are unable to be present during this cleaning process (and notify a board member). Charlotte, representing the Manager, will be on site.

Tom also reported that bids to clean and seal the tile in the mail room and 1<sup>st</sup> floor lobby ranged from \$240 - \$300. No decision to proceed was made as clarification about the cleaning process is needed. The intent of assuring a high quality job was emphasized.

Kaare, reporting for the Security Committee, requested that all residents assure that doors close and lock properly as they pass through them. This includes doors to the lobby from the garage, doors from the garage to the outside, the stairwell doors as well as the garage vehicle gates. A comment was made that residents have allowed unknown/unauthorized people to enter the building. In one instance a “visitor”, who was curious as to what the interior of the building looked like and who did not know anyone living in the building, used the call box in the lobby to call a resident (at random) and request entry with the result that the “visitor” was “buzzed in” and allowed entry without supervision. It is

important for our safety and security and that of our property to verify that visitors have legitimate business before granting them entry to our building. We should deal with situations like this as we would our home. Kaare also suggested that vehicles should be locked at all times.

Judy, Chair of the L&G Committee, reported that the maintenance program is being implemented according to plan and within budget. Specifically, trees along the west side of the building and near 20<sup>th</sup> Ave NW have been trimmed, the tree with the split limb has been cabled and the pampas grass removed. The Committee will soon decide what plantings will be installed in the area previously occupied by the pampas grass. Judy encouraged residents to walk around the property and enjoy the blooming trees and plants. Several comments were made commending the work of Condo Commercial.

Reporting for the Finance Committee, Bob indicated that three accounts (Insurance, Contingency Operating Fund and Reserve Money Market) had been transferred from Seattle Bank to Mutual of Omaha Bank. The purpose of these transfers was to take advantage of introductory rates at Mutual of Omaha paying 1.15% vs 0.3% interest at Seattle Bank. Our Reserve CD remains with Seattle Bank.

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

None

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

None

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

Jerry reported that Joy Tsui (owner of Unit 311) intends to place that Unit on the market for sale in the near future.

#### **VII. Adjournment**

The meeting adjourned at 7:50 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of April 9, 2015 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 the President Jerry Taylor. Thirteen (13) owners were present including: Doris Beck, Myrna Burkey, Dixie Buol, Carol DePaoli, Carol Lutovsky, Laurie & Kaare Otnes, Betty Roberson, Judy Terry and Board Members Jerry Taylor (President), Bev Klein, Preeti Singh, and Bob Terry (Secretary/Treasurer). For voting purposes twenty (20) units were represented including ten (10) owners who signed proxies authorizing others to vote in their stead: Arnie Bickford, Dawson Harvey, C. J. Munoz, Cheri Schuricht and Joy Tsui were represented by Jerry Taylor, Donna Olsen by Bev Klein, Won Moon by Carol Lutovsky, and Shirleen Becker, Frances Bigley and Linda Weschler by Bob Terry. Voting interest represented at the Meeting totaled 73.6% which exceeded quorum requirements of 51%. Tom Nash, RMCOA Manager and President of Pacific Northwest Real Estate Holdings, LLC attended as a guest.

### II. Election of Board Member

Board member Preeti Singh earlier submitted her resignation from the Board effective with the election of her replacement. One nomination for Board membership was made prior to the Meeting, specifically for Laurie Otnes. There were no nominations from the floor.

**By motion duly made, seconded and unanimously passed Laurie Otnes was elected to Board service to fill the vacated position until such term expires at the conclusion of the Annual Meeting of the Association in September 2016.**

Jerry - and all present - thanked Preeti for her service to the Board and the RMCOA community.

### III. For The Good Of The Order

None

The meeting adjourned at 7:10pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of July 9, 2015 Board Meeting

### I. Call to Order and Welcome

This Meeting of the Board was called to order at 7:05pm in the 3rd Floor Common Area Room by President, Jerry Taylor. In addition to Jerry, all other Board members were present (Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry), thus constituting a quorum. Other owners present included Doris Beck, David Ridge and Judy Terry. Tom Nash, Manager and President of Pacific Northwest Real Estate Holdings, LLC also participated.

Jerry welcomed newcomers David Ridge and his wife Edythe Strand (owners of Unit 311) to our community.

### II. Review/Approval of Meeting Minutes

**By motion duly made, seconded and unanimously passed the Minutes of the April 9, 2015 Special Meeting of the Association and of the April 9, 2015 Board Meeting were approved as issued.**

### III. Reports

#### a) Managers Report

Tom Nash provided a Management Report (with financials as of May 31, 2015), including a Balance Sheet, an Income/Expense Statement and an analysis of YTD operating expenses vs budget. Overall YTD expenditures are \$4,098 (or 7.5%) less than budget. Contributions to Reserves amounting to \$13,394 through May are on budget.

Tom reported that bids to clean and seal the tile in the mail room and 1<sup>st</sup> floor lobby had been received. Tom recommended a firm with whom he had prior satisfactory experience and whose bid was based on steam cleaning. That bid totaled \$240.

**By motion duly made, seconded and unanimously passed the Board approved this project with the proviso that the “sealing” of the flooring would not proceed until the tiles were thoroughly and satisfactorily cleaned.**

Tom provided a run-down of services performed to date and informed the members that the building windows and skylights would be washed over a two (2) day period now scheduled for August 3 & 4 - but indicated those dates might be advanced. The Board advised Tom to give adequate advance notification to owners via e-mail and posting of notices in the elevator as well as on stairwell doors and on the bulletin board.

Tom also provided a copy of the July 2015 Monthly Walk Through/Inspection Report. It was noted that the inspection of the Fire Extinguishers had not been conducted within the specified annual schedule as required. Tom was told that such was unacceptable. He is to assure that all fire extinguisher inspections, as well as all other safety/compliance inspections, are conducted within the appropriate timeframe and that whatever actions are indicated to assure proper functioning and compliance of such equipment are performed promptly. Tom will meet with Judy on July 14 to review his observations related to Lawn and Garden.

b) Lawn & Garden

Judy reported the Committee had reviewed multiple options for replanting the former pampas grass area though final plant selections have not been made pending plant pricing and installation costs. The Committee is aware of budget constraints and in the event the cost estimate for the preferred option (once plans are complete) exceeds the amount budgeted they would bring the matter to the Board. The intent is to complete the installation this fall.

c) Finance

Bob indicated that our Reserve MMA had been transferred from Mutual of Omaha Bank to Skagit Bank on the basis that Mutual of Omaha's arrangement with its clients (including Pacific Northwest Real Estate Holdings, LLC – our manager) would not limit withdrawals from Reserve Accts to only Board officers as required by WA Condo law. This action affirms that the Board will comply with the intent and letter of applicable laws and regulations despite - in this case - lesser interest earnings.

The Board asked Tom to clarify two line items on the Monthly Financial Statements: specifically the Assessments Income and Assessments Paid in Advance line items. While there is no question as to the accuracy of the Monthly Reports in reporting Total Income (as well as all expense line items) the matter of Assessment Income and Assessments Paid in Advance on both a monthly and YTD basis are not intuitive and need explanation.

Bob informed Tom that the Proposed 2016-2018 Budget will be presented at the October 8, 2015 Board Meeting and following adoption will be distributed to owners with a motion to ratify at a Special Meeting of the Association on Nov. 12, 2015. Accordingly, for preparation and scheduling purposes, the Board requests Tom to prepare a draft 2016-2018 Budget for consideration at the August 27 Finance Committee Meeting.

**IV. Unfinished Business**

None



## **V. New Business**

The practice of some owners placing door mats in the corridor outside their Unit door poses problems and should be avoided. Placement of these mats within the common area is not authorized by RMCOA Rules and Regs (refer to R&R's 2.2.4 and 2.2.11).

Further, mats encumber the vacuuming of carpets. Also they offer no real value to the cleaning/drying of the soles of shoes which should already have been wiped clean and dry at the lobby/stairwell entry mats and by traversing over carpet through the corridors and stairwells.

The Board requests that owner's doormats be removed from the corridors.

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

Bob reminded owners that the Annual Meeting of the Association would be on Sept. 17 wherein election of two (2) directors will be held.

## **VII. Adjournment**

The meeting adjourned at 8:15 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# **Richmond Manor Condominium Owners Association**

## **Minutes of September 17, 2015, 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 President Jerry Taylor. Eighteen (18) owners were present or represented by proxy which totaled 66.3% of voting interest and exceeded quorum requirements of 51%. Participants included: Doris Beck, Shirleen Becker, Dixie Buol, Myrna Burkey, Carol DePaoli & Bruce Rawlinson, Al Gunns, Linda & Dawson Harvey, Carol Lutovsky, Betty Roberson, Edythe Strand & David Ridge, Judy Terry, and Board Members Bev Klein, Jerry Taylor and Bob Terry (Secretary/Treasurer). For voting purposes Arnie Bickford, Frances Bigley, Cheri Schuright and Linda Weschler were represented by Bob Terry, Won Moon by Carol Lutovsky and Laurie Otnes by Jerry Taylor. Manager Tom Nash (President of Pacific Northwest Real Estate Holdings) also participated.

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

**A motion was duly made, seconded and unanimously passed to approve Minutes of the September 18, 2014 Meeting of the Association as written.**

### **III. Officers/Managers Reports**

#### **a) Presidents Report**

Jerry welcomed new owners (of Unit 311) Edythe Strand and David Ridge. He reported that year-to-date there have no safety or security incidents and, aside from one elevator outage, no costly maintenance issues. Accordingly, the financial picture is tracking closely with the budget.

Jerry commended volunteers that make our home safer and more inviting including:

- Kaare Otnes for monitoring the Security Surveillance System,
- Linda and John Weschler for tending the "Weschler Garden" which adds beauty,
- The L&G Committee for their oversight of the lawn and gardens,
- Kaare and John for replacing "burned out" light bulbs,
- John for removing carpet stains, and
- Doris for providing flowers and other attractive decorations in the lobby.

#### **b) Managers Report – Tom Nash**

Tom reviewed and provided copies of key information in the 2014 Reserve Study. Tom emphasized, in summary, that RMCOA's reserves are considered "Strong" at 73% "Fully Funded" and steadily increasing. He said that reserves exceeding the industry standard benchmark of 70% fully funded are also viewed to have a low risk of a special assessment. See addendum for details of the information Tom reviewed.

A hardcopy of the complete Study is available for review to owners in the 3<sup>rd</sup> Floor Meeting Room.

### c) Secretary/Treasurer Report

#### ➤ **2015 Financial Status and Outlook**

Bob reported that based on the 2015 YTD financial status Tom and the Finance Committee estimate expenses at year end 2015 could be at or slightly less than budget (perhaps by 1%) barring unexpected costly repairs or other issues.

#### ➤ **Projections for 2016 – 2018 Budget**

Operating expenditures for 2016 are projected to be essentially in line with past projections – that is somewhat higher than income (at current HOA). However, considering that we had a small surplus in 2014 and hope to do so again in 2015, and in light of our strong financial situation we anticipate no increase in HOA for 2016 unless new information develops. This is consistent with our intent/practice of holding HOA's constant over a 3 yr period. Bob added that an increase in HOA will almost certainly be necessary for 2017.

The Board will review and adopt a Budget for the period 2016-2018 at the Oct. 8 Board meeting. The adopted/Proposed Budget will then be distributed to owners prior to a Special Meeting of the Association to be held on November 12, 2015 at which time the Proposed Budget will be presented to owners for ratification.

#### ➤ **Financial Audits**

Bob stated that Joseph H. Vandal, CPA, PS had been retained (at the suggestion of Tom Nash) to conduct a Financial Audit of RMCOA's business for fiscal year 2014. A draft of the Audit findings was recently received by the Board and has not yet been reviewed. Following Board review, and any needed clarifications/adjustments, the Board will authorize Vandal to finalize the Audit and it will be distributed to all owners.

As regards an audit of 2015 fiscal year, and to assist Budget planning for 2016, and 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 any prior financial review/audit (years 2007, 2011)

the Board recommends that the Annual Financial Audit (which would cost about \$1,500) be waived for fiscal year 2015 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 2015.**

### IV. Election of Board Members

Board membership terms for Bev Klein and Bob Terry expired at the conclusion of the Meeting of the Association. These same 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 Bev Klein and Bob Terry were elected to Board service for two (2) year terms beginning immediately.**

## **V. Committee Reports**

### **a) Security**

Jerry stated that both he and Kaare are investigating ways to upgrade the Security Surveillance System including adding cameras to monitor areas not currently surveilled. More info to follow.

### **b) Lawn & Garden**

Judy informed that Condo Commercial (the L&G service provider) will replant the pampas grass bed this fall with 3 large Escallonia Compacta and 2 large Holly Compacta Jubilee and will retain most of the existing variegated euonymus. The plantings will be topped with Fertile Mulch to match the other planting areas. Four (4) Hino Crimson Azaleas that died in the bed between the garage entrance and 20<sup>th</sup> Ave NW will be replaced. All new plants will be guaranteed by Condo Commercial for one year.

Judy reported that Bev had noticed, during the worst part of our hot/dry spell, that at least one of the Snowbell trees along the east property line was dying and others were in stress due to lack of water. (The trees are in an area not watered by our irrigation system). Six (6) tree watering bags were purchased (as suggested by Jerry) and committee members have rotated the task of manually filling these bags with water for several weeks. While it may be too early to forecast long term survival all trees now appear to be doing well including the one Snowbell that a Sky Nursery employee declared to be "dead".

In the fall several overgrown plants (including Mock Orange and some Heather) will be trimmed significantly to better fit within their boundaries.

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

Edythe thanked the L&G Committee for their work and commented that the visual appeal of RMC, including of the landscaping, was a significant factor in their decision to purchase here. She also expressed appreciation to Doris for the fresh flowers which provide a warm and welcoming feeling at the entrance to our building.

Jerry suggested that owners replace water heaters older than 10 years to reduce the risk of damage to the owner's property, the common areas and other's property. He mentioned that his water heater had split open, due to a failed expansion tank, creating a sizable leak. If this leak had not been contained within the overflow system much damage would have occurred. Subsequent to this incident several owners have replaced aging water heaters. Is your water heater ready for replacement?

Dixie reported that the strap around her water heater, which is designed to prevent the heater from toppling in an earthquake, had come loose and was replaced. The suggestion is to check the strap on your unit to assure it is secure.

Jerry suggested that owners be wary of Internet scams. DO NOT CALL PRESUMED TECHNICAL SERVICE PEOPLE. DO NOT ALLOW THEM TO HAVE CONTROL OF YOUR COMPUTER.

Jerry thanked owners for removing mats from the common area at the entrance to their Units. This will enable better vacuuming/cleaning by the janitorial service.

Bruce mentioned that Puget Sound Energy offers free water saving shower heads. See details at:  
<https://pse.com/savingsandenergycenter/Rebates/Pages/Showerheads.aspx>

PLEASE DO:

- check to assure that exterior doors close and lock securely as you pass through.
- pause a few seconds after driving out or in the garage and check in your rearview mirror to make sure the door closes and that intruders do not gain entry to the building.
- place emergency contact and medical information (name of Dr's., children, etc) on your refrigerator for access by Medics and First Responders.
- provide to Management 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.
- collapse all boxes before putting them in recycle bins.
- place all large collapsed boxes behind or beside the recycle bins – NOT in the bins as they take too much room.

PLEASE DO NOT:

- have "open" drinks in the lobby, elevator or common areas. Please put a cap on all liquid containers.
- leave doors blocked in an open position,
- allow interior doors to slam closed,
- put styrofoam meat trays with plastic wrapping in the recycle bins,
- put styrofoam of any sort in recycle,
- put plastic bags or wrapping in recycle,
- put lids smaller than 3" in recycle, and
- leave pop cans in lobby.

The meeting adjourned at 8:15 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of October 8, 2015 Board Meeting

### a. 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 and Bob Terry. Manager Tom Nash was also present as was Bruce Rawlinson.

### b. Review/Approval of Meeting Minutes

**Motions were duly made, seconded and unanimously passed to approve, as issued, the Minutes of the July 9, 2015 and the September 17, 2015 Meetings of the Board of Directors.**

### c. Reports

#### a. Managers Report

Tom presented a preliminary Financial Report for September 2015. Approval of this report was deferred as some questions remain regarding the Financial Report for August and the September report is not yet accompanied by all supporting documentation.

#### b. Proposed Operating and Reserves Budget 2016 -2018

Reporting for the Finance Committee, Bob reviewed the Proposed Operating and Reserves Budget 2016-2018. He stated that forecast of expenses for 2016 were essentially as planned when the current Budget (2015-2017) was developed last year. Thus, no change in HOA's is now planned.

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 12, 2015.**

Bob also pointed out that expenditure projections for 2017+ indicated that an increase in HOA's is probable for 2017.

Bruce Rawlinson suggested that future determinations of HOA needs consider the then current and projected year-end cash balance in the Operating fund as well as the forecast of expenses. There was general discussion surrounding different philosophies towards reserve funding and the need for an operating contingency fund. All agreed in the principals of maximizing the value of the RMCOA, prudent financial planning, and of "no surprises" (to reduce the need for special assessments).

#### c. Reserve Funds

Bob stated that the proceeds of our Reserve Fund CD (which matured in Sept) were rolled into a MMA at Seattle Bank earning interest at 0.55%/yr.

#### d. Reserve Study – Annual Update

Bob also reviewed the 2014 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 material change to the reserve account balance total is projected.

Accordingly,

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

**e. Financial Audit of FY 2014**

Bob mentioned that the Draft Report of the 2014 Audit was reviewed and that clarification has been sought on several questions from the preparer (Joseph H. Vandal, CPA). Once the Audit is final it will be distributed to owners.

**d. Unfinished Business**

**a. Evaluation of Janitorial Service**

Cheri led a discussion about the janitorial service and scope of work with the conclusion to review the scope of services with an eye to assuring that all needed tasks are indentified and clarified with the service provider. Bev will take the lead on this review.

**b. Condition of Carpets**

Cheri also discussed the matter that the carpets are stained and generally appear in poor condition in both stairwells, in the elevator lobbies and the areas just outside those lobbies. The carpet is scheduled for replacement in 2018. The need for high quality, long wear carpet was emphasized.

Jerry suggested the carpet issue be reviewed in 2016 to identify needs, options, costs, etc.

Another suggestion is to require all contractors/service technicians/repair providers wear slip-on "booties" over their shoes when walking/working in the carpeted common areas. RMCOA could provide the booties. No decision was made.

**By motion duly made, seconded and passed by a three (3) to one (1) vote the Board authorized the Manager to employ D. A. Burns to clean the carpet in the traffic areas (excluding the two common meeting rooms) with instructions that Burns give added attention to the noted areas.**

**a. New Business**

Date for Special Meeting of the Association to ratify the 2016 - 2018 Budget is Nov 12, 2015.

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

None

The meeting adjourned at 9:00 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

**Richmond Manor Condominium Owners Association**  
**Minutes of November 12, 2015, 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 Jerry Taylor. Fifteen (15) owners were present including five (5) represented by proxy as indicated including: Doris Beck, Arnie Bickford (via proxy to Bob Terry), Myrna Burkey (via proxy to Cheri Schuricht), Al Gunns (via proxy to Cheri), Carol Lutovosky, Kaare Otnes, Betty Roberson, Edythe Strand (via proxy to Doris Beck), Judy Terry and Linda and John Weschler as well as Board members Laurie Otnes, Cheri Schuricht (Vice President), Jerry Taylor and Bob Terry (Secretary/Treasurer). Tom Nash, President of Pacific Northwest Real Estate Holdings, LLC and Manager of RMCOA was also present. Per RCW 64.34.308, a quorum is not required for this Special Meeting. Notice of the Meeting was distributed via US Mail by the Manager.

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 8, 2015 Board Meeting. Information on the Proposed Budget was provided to owners via meeting notice from Jerry Taylor dated October 11, 2015.

II. Ratification Vote: Proposed Operating and Reserves Budget 2016-2018

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

III. Adjournment

The meeting adjourned at 7:04 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer