

Richmond Manor Condominium Owners Association

Minutes of January 7, 2016 Board Meeting

I. Call to Order and Welcome

This Meeting of the Board was called to order at 7:00pm 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, Jeanne Bouten, Myrna Burkey, Phyllis Gillman, Carol Lutovsky, Kaare Otnes, Edythe Strand & David Ridge, Judy Terry and Linda & John Weschler. Jerry introduced Mr. Sid Horvath, representing Pacific Rim Investment & Management Enterprises, Inc (P.R.I.M.E.) as the Association Manager effective January 1, 2016.

II. Review/Approval of Meeting Minutes

By motion duly made, seconded and unanimously passed the Minutes of the October 8, 2015 Board meeting and the Nov. 12, 2015 Special Meeting of the Association were approved as issued.

III. Reports

a) Managers Report

Sid Horvath provided an overview of his background including his experience as an Association Manager, former condo resident and current president of a condo board. He described some of his responsibilities as our Manager and responded to questions.

Sid provided the following contact information:

- Sid can be reached via phone 206-726-0878 and via e-mail at shorvath@primeseattle.com
- P.R.I.M.E. AFTER HOURS or a SITUATION REQUIRING A PROMPT RESPONSE 206-715-5878

b) Lawn & Garden

Reporting for the L&G Committee Judy stated that new holly and escallonia plants were installed in Nov. in the area previously planted with pampas grass. She also said that four sick/dead azaleas had been replaced in the bed by the 20th Ave NW driveway and that several overgrown shrubs had been pruned. This was accomplished as planned and within approved funds.

Judy also said that Davey Tree Service confirmed that the two birch trees on the West side of the property have bronze birch borers - a condition described as lethal and difficult to control. The Committee is in the process of reviewing options and formulating plans about these trees.

c) Finance

Bob reported that the December 2015 Financial Report has not yet been completed (by former manager PNWRE) but should be finished and distributed to owners within the next week or so.

There were no expenditures against our Reserves in 2015 and the Reserve balance at year end is about \$203,000. The intent is to continue building Reserves in 2016 with the understanding that significant expenditures - estimated at ~ \$110,000 - are planned for the period 2017 – 2018 including carpet replacement, painting the exterior trim and interior corridors and trim.

Bob mentioned that the Financial Audit of 2014 business has not been completed. The auditor has not responded to several questions raised during our review of the draft audit some months ago. Accordingly, we are withholding payment pending resolution of those questions and finalization of the Audit. If/when the Audit is finalized it will be distributed to owners.

d) Security

Kaare stated that the hydraulic closure on the door from the lobby to the garage had been adjusted to resolve an issue wherein the door would not consistently close completely and lock. Jerry reminded people to always make sure doors close/lock properly before walking away. Difficulty with door closures seems to happen most often when colder temps affect the workings of the hydraulic actuators – so please pay attention to assure all doors close/lock.

Another door issue occurs in summer months to our south-facing metal doors which expand when exposed to direct sun light to the point that they don't close freely even with the hydraulic closures. Sometimes these doors must be forcibly closed. Again the caution to make sure all exterior doors close/lock behind you.

IV. Unfinished Business

Bev stated that Germai (our janitorial service provider) has indicated he would be open to the possibility of changing light bulbs and installing/removing elevator pads on an "as needed" basis. Details as to added costs and amended contract have not have not been discussed and no arrangement finalized.

Cheri reported the purchase of a new commercial grade vacuum for use by Germai. The new vacuum has a great suction capability, has a backpack design and can be used on hard surface flooring, carpet and stairs with no/minimal changing of accessories. We hope to obtain much improved cleaning performance on the carpet.

Cheri also stated that the old vacuum is available for owners (in storage room #28 beside the ladder) to clean their storage rooms and parking areas. Also Kaare Otnes' large shop vac is available for owners use and is also housed in the store room. Storage room 28 can be opened with the common key.

V. New Business

a) Jerry reported on two recent water leaks from units into the garage:

- A failure of the seals in the jetted tub of Unit 208 caused a leak into the garage. The leak occurred in the very first use of the tub and is likely the result of seals drying and becoming inflexible. Fortunately no damage was done to common areas or other units. The repair, which is at the owner's expense, involves removal and replacement of insulation in the common area and removal/replacement of the tub and the damaged seals.

Plumbing representatives recommend that all owners fill the tubs with water and turn on the jets at least 2 times per year to improve the chances that the seals remain flexible. For owners who have not used the jetted tub in a long time it is advised to notify any neighbor living below and to monitor the garage area for signs of leaking water.

- A toilet in Unit 201 leaked when rubber gasket material became damaged from use of bleach tablets in the tank. Lesson: do not use bleach tablets in toilets.

We are all fortunate in that in both cases observant owners noticed water in the garage and informed Jerry so action could be taken promptly.

b) Bob discussed setting up an "Inspection Committee" to be composed of owners who would on a rotating basis "check"/inspect for proper functioning of various common area equipment and components such as: doors closing and locking and for indications of water leaks in the garage. Additionally these volunteers could replace burned out light bulbs in the common areas, install/remove elevator pads as needed and put insulating covers over the outside hose bibs in the fall. No one would be asked to climb ladders, go on the roof or do any task for which they were uncomfortable. The purpose is to provide a level of service to the community that cannot reasonably/economically be provided by a non-resident manager.

In practice one volunteer would typically walk the common areas (hallways, garage and building perimeter) on a weekly basis, identify and report tasks needs to the manager, and/or change out light bulbs or perform other similar tasks as needed. A one-time meeting would likely be held to get oriented. On the basis that 6 people volunteer the rotation would be once every 6 weeks.

Please let Bob Terry know if you are interested in participating.

c) Sid introduced the idea of a "community clean up day" whereby owners would on a given day clean their parking areas and garage common area. Additional information will be forthcoming.

VI. Announcements and For The Good Of The Order

- As you walk through or around the building please be alert to indications that something is different or “not right”: water where it shouldn’t be, unusual noises, doors not closing, etc. Notify management and the Board of all observations along these lines.
- Please sweep/vacuum your parking area. Parking spaces are limited common areas for which owners are responsible to clean.
- Please sweep/clean up broken bottles or glass that you find.
- Please do not put Styrofoam and plastic bags in RECYCLE. These go in the trash dumpsters.
- Please double bag trash that contains liquid or food stuffs.

VII. Adjournment

The meeting adjourned at 8:00 pm.

VIII. Meeting Reconvened

Immediately following adjournment Jerry reconvened the meeting wherein the Board discussed the purchase of a safe to replace an existing safe with an inoperable locking mechanism.

By motion duly made, seconded and unanimously passed the Board approved the purchase of a replacement safe to be installed in the Managers office.

IX. Adjournment

The reconvened meeting adjourned at 8:05 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of April 7, 2016 Board Meeting

I. Call to Order and Welcome

This Meeting of the Board was called to order at 7:00pm in the 3rd Floor Common Area Room by President, Jerry Taylor. In addition to Jerry, other three (3) Board members were present (Bev Klein, Laurie Otnes and Bob Terry), thus constituting a quorum. Other owners present included Doris Beck, Myrna Burkey, Dixie Buol, Carol Lutovsky, Kaare Otnes, Judy Terry and Linda & John Weschler. Sid Horvath, Association Manager also participated.

II. Review/Approval of Meeting Minutes

By motion duly made, seconded and unanimously passed the Minutes of the January 7, 2016 Board meeting were approved as issued.

III. Reports

a) Managers Report

Sid reviewed a format that will be used for presenting future Manager's Reports. The format will provide:

- Balance Sheet Summary
- Actionable Items
- Information items for Board review including 2016 Maintenance and Administrative Items
- Executive Session Items (as applicable)
- Aged Receivables Summary

Sid reported that a McLeod Construction rep was on-site April 6 to inspect the roof and will provide a proposal for recommended maintenance (if any).

b) Lawn & Garden

Reporting for the L&G Committee Judy Terry said the lawn had recently been aerated and fertilized and that the flowering shrubs had also been fertilized. Treatment for the Birch trees is on hold. The Snow Bell tree on the east side of the building that was feared to have been lost due to the drought last summer has come out and seems to have almost as much foliage as the other Snow Bell trees. Judy thanked those who frequently hand watered the Snow Bell trees during the drought and who conceived the idea of using water bags in this effort.

Judy also reported that John Weschler had relinquished his “loving custody” of the flower garden in the NW corner of our property. Comments of appreciation were offered to John and Linda for their development and care for this garden which has added so much beauty to our community and which generated many compliments from neighbors and passersby.

c) Finance

Bob suggested that we increase the earnings of Reserve funds at Skagit Bank by transferring money from our current MMA (earning 0.2%/yr) to a 9 month CD that would earn at the rate of 0.4%/yr. Accordingly:

By motion duly made, seconded and unanimously passed the Board approved opening a 9 month CD at Skagit Bank earning 0.4%/yr and funding that CD with \$80,000.00 to be transferred from our MMA at Skagit Bank.

d) Security

Kaare reported that the electronic receiver/controller for one garage gate operator was replaced with a newer model to match the receiver/controller at the second gate operator. The receiver/controller on the 20th Avenue NW door would no longer accept programming from new transmitter fobs. The two receivers are now of the same model.

During a recent power outage Kaare identified several emergency lights with weak batteries. He replaced five of these emergency lights with new LED lights. Kaare also replaced a defective motion sensor light.

e) Inspection

Jerry established a new committee of volunteers to inspect our building/property to identify issues/concerns needing maintenance or other attention. Volunteers (including Bruce Rawlinson, David Ridge, Jerry, Bob and John) look on a bi-weekly for exterior doors not closing/locking properly, light bulbs in the common areas (inside as well as exterior) that need to be replaced, water leaks, vandalism, cleanliness issues, malfunctioning equipment, damage to the building and carpet spots/stains, etc.

All owners are encouraged to be on the lookout for anything unusual or not functioning and to report such observations and/or concerns to Sid and a member of the Board.

Kaare indicated he would check out two Exit Lights that appear to need battery replacement.

IV. Unfinished Business

None

V. New Business

a) Garage Spring Cleaning

Jerry discussed the need to clean the garage which has not been completely cleaned since 2003. While owners have occasionally sweep/vacuumed parking spaces and other portions of the garage the entire area should be cleaned on a regular basis. Sid reported that owners from other Associations come together for an "annual spring clean" wherein vehicles are moved outside to enable cleaning the parking areas. Oil drippings can be addressed with kitty litter to absorb the oil which can then be swept up and discarded. Kaare identified a portable electric blower/vacuum that should be helpful for this effort.

By motion duly made, seconded and unanimously passed the Board authorized Kaare to purchase, on behalf of RMCOA, a WORX TRIVAC system at a cost of approximately \$120.

Sid will coordinate a date(s) with the owners for our initial annual spring clean.

b) Seals for three skylights have failed and allow condensate to form between the double panes of glass. Over the years we have experienced thirty one (31) seal failures among our thirty three (33) skylights (failure count includes some replacements that have also failed). Until recently replacements have been performed under the manufacturer's warranty. However, going forward Milgard's lifetime warranty will apply only to skylights associated with the "original" owner of the associated unit. Questions were asked about the need to replace skylights with failed seals but that are not leaking water into the living area. Sid, and others, responded that high standards of maintenance, care and appearance of the entire building and property were of great importance. Seal failures would certainly be noticed by home inspectors and could affect property values.

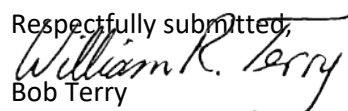
In 2015, the first year RMCOA was responsible for paying for skylight replacements, Jerry identified an alternate manufacturer (Velux) that offers skylights less expensive (than Milgard's) yet are highly regarded in terms of quality/reliability. Additionally, Velux offers "opening" skylight models (as an option to fixed or non-opening skylights by Milgard) that when opened facilitate increased ventilation through the home. The Board's policy for replacement of skylights not covered by Milgard warranty is that RMCOA will pay for replacing defective skylights "in kind". Upgrades to "in kind" replacements will be at the expense of the owner.

VI. Announcements and For The Good Of The Order

Considering probable future power outages it is a good practice to have in your home and your vehicles reliable flashlights, batteries and other alternate light sources.

VII. Adjournment

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of July 7, 2016 Board Meeting

I. Call to Order and Welcome

This Meeting of the Board was called to order at 7:00pm in the 3rd Floor Common Area Room by President, Jerry Taylor. Four (4) other Board members were present: Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry, thus constituting a quorum. Other owners present included Doris Beck, Dixie Buol, Linda & Dawson Harvey, Carol Lutovsky, Kaare Otnes, Edy Strand & David Ridge and Judy Terry. Sid Horvath, Association Manager also participated.

II. Review/Approval of Meeting Minutes

By motion duly made, seconded and unanimously passed the Minutes of the April 7, 2016 Board meeting were approved as issued.

III. Reports

a) Managers Report

Sid reviewed proposals for maintenance/inspection work as follows:

- Fire Protection System - 5 Yr Internal Pipe and FD Connection Inspection for \$1620.00 + Tax as outlined in AAA Proposal 0164204 dated 6/27/2016.

By motion duly made, seconded and unanimously passed the subject proposal was accepted.

- Elevator Service Maintenance Agreement Addendum – Scope Revision to Include Maintenance Control Program, Thyssen Krupp.

Instructed Sid to inform TK that an existing Contract Addendum executed in 2014 includes a Maintenance Control Program, and that accordingly we are in compliance with all applicable codes and requirements.

- Cleaning Sidewalks – Reviewed proposals by Moss Boss and Christian Bennett Window Cleaning

By motion duly made, seconded and unanimously passed the proposal by Moss Boss (\$439.20) was accepted.

- Roof Inspection/Maintenance/Cleaning 3X/Yr– McLeod Construction (\$5,896.24 + Tax/Yr) and REM (\$4,146 + Tax/Yr)

Instructed Sid to solicit a revised proposal from REM to perform work as specified in the initial proposal on a one (1) time basis. Sid is authorized to accept such proposal if it is consistent with their stated per visit rate of \$1,382.00 + Tax.

- Repair/Upgrade Landscape Lighting

Board members are invited to meet with Sid and a lighting professional at 10:00AM Friday July 8, 2016.

Sid reported on the status of repair of a Unit's jet tub that leaked in Nov. 2015. The Unit owners provided documentation (in form of a contractor's invoice) stating that the jetted tub had been "disabled" – not repaired. RMCOA CCR's and Rules and Regulations are clear that owners must keep their Unit and its equipment, appliances and appurtenances in good order and condition and perform repairs as necessary to maintain good order and condition of the Unit and associated equipment. References:

- RMC CCR's, Section 11.05.1 – Maintenance of Unit, and
- RMC Rules and Regulations, Section 1.3 - Maintenance of Unit.

Additionally, it was noted that RMCOA had incurred expenses during the investigation phase to determine the source of the leak. Those expenses, to date totaling \$328.50, are to be reimbursed by the owner of the Unit from which the leak resulted. It was also noted that insulation in the ceiling of the garage which was removed as part of the leak identification process has not been replaced/reinstalled. All expenses associated with the re-insulation of the garage are to be borne by the Unit owner.

By motion duly made, seconded and unanimously passed the Board instructed Sid as Manager to provide subject Unit owner with copies of the RMC CCR's, ByLaws and Rules and Regulations and to inform the owner in writing:

- **of the requirement/responsibility of owners to keep their Unit and all associated equipment, plumbing fixtures, etc. in good working order,**
- **of the expectation that the leaking jet tub be properly repaired within 60 days of notice, and that documentation of such repair and good working condition of the jet tub be provided to the Manager,**
- **that they are to reimburse RMCOA for expenses incurred (\$328.50 to date) with a due date of 30 days from notice, (PRIME is authorized to establish an Accounts Receivable documenting the balance owing), and**
- **that any failure to comply with these requirements will subject Unit owner to fines/penalties as may be determined by the Board.**

b) Lawn & Garden

Judy thanked Sid for bringing to the committees attention certain trees and shrubs that were touching the building. Those have been trimmed. She stated that the committee continues its due diligence regarding the birch trees that were determined to have Bronze Birch Borers. A decision will be made by the end of the month regarding treatment alternatives. A decision was made to add one red bud tree matching the two existing red buds along 20th Ave NW. The new tree will be planted to the North of the existing trees. In the event the expected treatment cost for the birch trees and the cost to install a new red bud tree exceeds the available funds in the L&G budget the Committee will report the matter to the Board.

c) Finance

Bob reported that the Finance Committee authorized opening a CD at Seattle Bank earning 1.0%/yr for a term of 12 months and funding that CD with \$100,000.00 to be transferred from the MMA at Seattle Bank. This change was implemented June 17.

d) Security

Kaare reported that he had replaced several emergency and exit lights.

e) Inspection

Bob stated that Puget Sound Energy, at the request of the Committee, had marked the various gas meters with appropriate Unit numbers so that, in the event of an emergency, valves corresponding to individual Unit meters could be closed readily.

Also an abnormally high air pressure was observed in the "Dry" Fire Protection/Sprinkler System. This matter was reported to AAA who determined that a valve actuator was defective. The actuator was replaced. We learned that the 4" Victaulic S/756 Firelock Dry Valve is no longer manufactured and Sid has been requested to determine life expectancy of that valve and suitable alternatives should replacement be required.

IV. Unfinished Business

None

V. New Business

a) Review of Reserve Study

Following review and discussion:

By motion duly made, seconded and unanimously passed the Reserve Study will be revised to defer painting of interior walls and trim from 2017 to 2018 (to coincide with carpet replacement).

It was also agreed to investigate the life expectancy of the 4" Victaulic Dry Valve in the Fire Protection System whose manufacturer is discontinued and the options to replace that valve and appurtenances for the purpose of potentially this including valve as a Component in future Reserve Studies.

It was also agreed to indentify major landscape features/plants and investigate the life expectancy and cost to replace such features/plants for the purpose of potentially including such as a Component in future Reserve Studies.

b) Budget Preparation Process

Bob mentioned that the 2017-2019 budget planning process was beginning. He and Sid will work together to develop estimates of future expenditures in preparation for discussions with the Finance Committee on August 18. The intent is that the Finance Committee will present a recommendation to the Board at the Oct. 6 Board meeting. On the basis that the Board approves the proposed 2017-

2019 Operating & Reserves Budget it would then be distributed and presented to owners for ratification at a Special Meeting of the Association to be called for November 10.

c) Reschedule Finance Committee Meetings

PRIME's new bookkeeper requested the Finance Committee meet on the 3rd Thursday of each month (vs current schedule of the 2nd Thursday) to allow additional time to complete the monthly Finance Report.

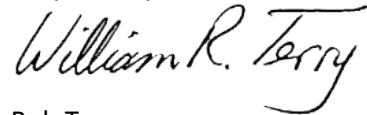
VI. Announcements and For The Good Of The Order

Jerry reported that Fischer Plumbing replaced under warranty their one yr old water heater that failed along with the gas control apparatus which also failed. They were pleased with Fischer technician Barry's follow through and call back to check that all equipment was working properly.

VII. Adjournment

The meeting adjourned at 8:00 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "William R. Terry". The signature is written in black ink and is positioned above the printed name and title.

Bob Terry

Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of September 15, 2016, Annual Meeting of the Association

I. Call to Order

The meeting was called to order at 7:00pm in the 3rd Floor Meeting Room by President Jerry Taylor. Seventeen (17) owners were present or represented by proxy which totaled 64.9% of voting interest and exceeded quorum requirements of 51%. Participants included: Dixie Buol, Myrna Burkey, Al Gunns, Linda & Dawson Harvey, Frances Limbo, Carol Lutovsky, Donna and Don Olson, Kaare Otnes, Betty Roberson, Preeti Sing, Edythe Strand & David Ridge and Board Members Bev Klein, Cheri Schuricht, Jerry Taylor and Bob Terry (Secretary/Treasurer). For voting purposes Arnie Bickford and Linda Weschler were represented by Bob Terry. Phyllis Gillman (resident) and Manager Sid Horvath (of PRIME) also participated.

II. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve Minutes of the September 17, 2015 Meeting of the Association as written.

III. Officers/Managers Reports

a) Presidents Report

Following Jerry's welcome to the owners he acknowledged Preeti's presence in the meeting as her last opportunity to participate in a Meeting of the Association. Preeti and Puneet, desiring additional space for their young family, recently relocated to a single family home (in Richmond Beach). Their agreement with the prospective buyer was achieved within a few days of placing their unit on the market. The expected close date is October 14.

Jerry reported that year-to-date there have no safety or security incidents or catastrophic maintenance issues. Jerry reminded attendees that PRIME was in their initial year as manager and that the Board was pleased with their work and that of Manager Sid Horvath who does a good job of inspecting the building and property and reporting his findings.

b) Managers Report – Sid Horvath

Sid mentioned that some issues and misunderstandings had occurred in the preparation of a Resale Certificate for the sellers of Unit 313 – specifically as regards to an owner's responsibilities vs those of PRIME vs those of PRIME'S service provider for preparing the Resale Certificate. Jerry made it clear that PRIME is contractually obligated to take the lead on overseeing the process and assuring that the Resale Certificate is properly and timely prepared.

c) Secretary/Treasurer Report

➤ 2016 Financial Status

Bob reported that based on the 2016 YTD financial status and projections we will likely overspend the budget by \$3,000 - \$5,000 barring unexpected costly repairs or other issues. Reasons for the higher expenditure include elevator outage (costing \$1,000) and the failure of an actuator on the fire protection system (costing \$2,600+).

Bob displayed a graphical trend various expenses from 2010 to 2016 (projected) as well as a breakdown of projected 2016 expenses as a percentage of total expenditures as indicated below:

- Utilities – 24%
- Insurance – 20%
- Maintenance – 14%
- Elevator – 3%
- L&G – 6%
- Property Management – 10%
- Contributions to Reserves – 23% (NOTE: These contributions are actually deposited in Savings pending need/Reserve Study plans.)

➤ 2017 – 2019 Budget Outlook

Bob stated that the Finance Committee intends to recommend a Budget (2017-2019) at the Oct. 13 Board meeting that would result in an increase in the average homeowner assessment of about \$26/month. Should the Board adopt the budget as currently envisioned the adopted/Proposed Budget would then be distributed to owners prior to a Special Meeting of the Association to be held on November 10, 2015 at which time the Proposed Budget will be presented to owners for ratification.

Consistent with past practice the intent is the resultant HOA's would be held constant for a three (3) year period (2017 – 2019) though this is not guaranteed and could change as the situation indicates.

Bob also stated that a Reserve Study would be performed in 2017 which would provide updated information as to timing and costs of major maintenance and replacement work. The Board will specifically request that several new reserve "components" be added to the Study including major equipment in the Fire Protection System, certain large landscape features (i.e. trees) and skylights (which are no longer under warranty).

➤ Financial Review of 2016 Business

As regards a review of Fiscal Yr 2016 business the Board recommends the membership authorize the Board to engage a professional CPA to conduct a Financial Review appropriate to our situation and needs and consistent with RCW 64.34.372. This is expected to cost about \$2,000. It was noted that a Financial "Review" differs from an "Audit" principally in the degree of detail involved in the CPA's investigation. An audit would involve contacting vendors to compare amounts they receive vs amounts RMCOA reports as paid, etc.

By motion duly made, seconded and unanimously passed, the members approved the Board's recommendation as related to a Financial Review of fiscal year 2016 business.

d) Security Committee Report

To preclude unnecessary openings of our garage vehicle gates – which compromises our security - Kaare recommended that owners not press the remote to open the gate until nearing the intended exit gate. Many times both gates will open when the remote is pressed at a point near the central intersection in the garage.

Kaare informed attendees that he observed an unknown person/visitor in the lobby call a resident via cell phone and request a code for entry. The code was communicated to the visitor who then entered it into the call box and was admitted entry. Providing the entry code to others is not a good practice: it compromises the safety/security of all residents. A far better practice is for visitors to use the call box to request entry.

Kaare also reported that a Real Estate agent requested an entry code which he in turn intended to give to multiple agents. This would also constitute a BAD practice.

Please do not give out or communicate entry codes in any form to service providers, vendors or guests. We live in a community whose security/safety/peace of mind depends on all owners being mindful, diligent and respectful of others in their actions.

e) Lawn & Garden Committee Report

Cheri, reporting for the L&G Committee, stated that the birch trees on the west side of the property had been treated via injections to control Bronze Birch Borers which have damaged these trees (along with many other such trees in this region). While this treatment method is the most effective known means of control it is not guaranteed to prevent further damage. Existing damage is considered irreversible. Davy Tree reports that in many cases similarly affected trees are ultimately removed - even if living - as they become increasingly unsightly, lose capacity for providing shade and require costly retreatment on an annual basis.

In view the probability of losing these birch trees the Committee is considering options for replacement and for adding a 3rd red bud tree to be aligned with the two existing red buds that are planted alongside 20th Ave NW.

Cheri indicated that the Committee continues to be pleased with the work of Condo Commercial who provides the majority of lawn and garden care. Several owners commented that they appreciated the attractiveness of the landscaping features and considered this as adding value to the property.

IV. Election of Board Members

Board membership terms for Laurie Otnes, Cheri Schuricht and Jerry Taylor 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 Laurie Otnes, Cheri Schuricht and Jerry Taylor were elected to Board service for two (2) year terms beginning immediately.

V. For The Good Of The Order

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.

PLEASE DO NOT:

- leave doors blocked in an open position,
- allow interior doors to slam closed,

The meeting adjourned at 7:55 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of September 15, 2016, Board Meeting

I. Call to Order

This Meeting of the Board was called to order at 8:05 pm in the 3rd Floor Meeting Room by President, Jerry Taylor. Three (3) other Board members were present thus constituting a quorum: Bev Klein, Cheri Schuricht and Bob Terry. Laurie Otnes was absent.

Jerry 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 the Minutes of the July 7, 2016 Board Meeting.

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. 13, 2016	Board
Nov. 10, 2016	Special Meeting of the Association (to ratify the Budget)
Dec. 15, 2016	Finance Committee
Jan. 12, 2017	Board
Feb. 16, 2017	Finance Committee
March 16, 2017	Finance Committee
April 13, 2017	Board
May 18, 2017	Finance Committee
June 15, 2017	Finance Committee
July 13, 2017	Board
Aug. 17, 2017	Finance Committee
Sept. 14, 2017	Annual Meeting of the Association
Sept. 14, 2017	Board Meeting to elect officers
Oct. 12, 2017	Board
Nov. 16, 2017	Special Meeting of the Association (to ratify the Budget)
Dec. 14, 2017	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 8:30 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "William R. Terry". The signature is written in a cursive style with a prominent horizontal line above the "Terry" portion.

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of October 13, 2016 Board Meeting

1. 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. All other Board members (Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry) were present thus constituting a quorum. Manager Sid Horvath was also present as were members Doris Beck, Linda & Dawson Harvey, Carol Lutovsky, Judy Terry and Linda Weschler.

2. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve, as issued, the Minutes of the September 15, 2016 Meeting of the Board of Directors.

3. Reports

a. Managers Report

Sid presented progress reports on several projects/issues he is working on including:

- Skylight replacement under Milgard warranty above Unit 308,
- Repairs to the ceiling in Unit 307 necessitated by Milgard skylight leakage. This should be done at no cost to RMCOA.
- Supervision of the janitor and his use and proper servicing of the vacuum,
- Obtaining information from AAA Fire and Security regarding normal/abnormal operating pressures for the “dry” firewater protection system,
- Obtaining cost estimate(s) for the replacement of the 4” Victaulic s/756 Firelock Dry Valve that is no longer manufactured. This info is to be considered in the next update of the Reserve Study,
- Obtaining information and cost estimates for the repair of stucco damage near the SW corner of the building, and
- Obtaining cost estimates for the repair or replacement of the landscape lighting system.

The Board asked Sid to request DA Burns to retreat a noticeable carpet stain (in the hallway just outside the 2nd floor elevator lobby) that remains following their recent cleaning of the carpet.

Sid also reported that a neighbor (Melody Pratt of Richmond Park) has requested RMCOA trim a Japanese Snowbell tree that overhangs the property line. Melody is also concerned about intrusion of the Oregon Grape bush onto her property. This matter was referred to the L&G Committee.

b. Lawn & Garden Committee

Judy reported that the Committee will continue to monitor the health of the two birch trees on the west side of the property following treatment for Bronze Birch Borers (a disease that is potentially lethal and which has affected many birch trees in the West). The trees may need to

be removed if the treatment proves ineffective. The Committee is considering planting another redbud tree alongside 20th Ave NW in line with the two existing redbuds.

c. Security Committee

Reporting for the Security Committee Jerry mentioned that Kaare recommends installing a 16" convex mirror above the mail boxes to enable residents in the Elevator Lobby and headed to the Mail Room to check the mirror and assure that no one is lurking in the Mail Room. An alternate location for the mirror, which might offer even greater safety/security value, is at the turning point in the garage to enable greater visibility around the corner. The estimated cost of the mirror is \$44.

By motion duly made, seconded and passed the Board authorizes Kaare to purchase and install the convex mirror.

d. Finance Committee

Bob reported that questions have been raised regarding the August and Sept Financial Reports and those reports will not be presented for approval until the questions are answered.

4. Unfinished Business

None

5. New Business

Reporting for the Finance Committee, Bob reviewed the Proposed Operating and Reserves Budget 2017-2019. The proposed Budget requires an increase in HOA's averaging \$27.24/month beginning January 1, 2017. Consistent with past practice the intention is to hold HOA's constant for the three year period 2017-2019. However, there is no guarantee this can be accomplished given the uncertainty of future costs, the increasing maintenance needs of our building and property and the results and recommendations of the upcoming Reserve Study.

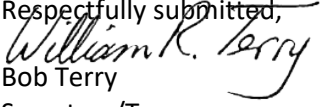
By motion duly made, seconded and unanimously passed the Proposed Budget was adopted and will be recommended to owners for ratification at a Special Meeting of the Association to be called for November 17, 2016.

The proposed budget and details about HOA's will be distributed to owners via US Mail at least 15 days prior to the November 17 Special Meeting.

6. Announcements and For The Good Of The Order

In consideration of the impending stormy weather and likelihood of power outages, Jerry suggested that residents make sure to have backup lighting in their Units as well as in vehicles to enable safe movement between vehicle and Unit. He reminded attendees that the vehicle gates can be manually opened in event of a power failure. Jerry, Kaare and Bob can show how this is done – contact them if you want to know how to open the gates manually. Jerry thanked Sid for sending reminders to owners to secure or stow lightweight deck chairs and tables.

The meeting adjourned at 8:15 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of November 28, 2016, 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. Sixteen (16) owners were present including: Doris Beck, Myrna Burkey, Al Gunns, Linda & Dawson Harvey, Carol Lutovosky, Kaare Otnes, Betty Roberson, Edythe Strand & David Ridge, Linda Weschler as well as Board members Bev Klein, Laurie Otnes, Cheri Schuricht (Vice President), Jerry Taylor and Bob Terry (Secretary/Treasurer). Arnie Bickford was represented via proxy by Bob Terry.

Per RCW 64.34.308, a quorum is not required for this Special Meeting. Notice of the Meeting and information on the Proposed Budget and assessments were distributed via US Mail dated November 11, 2016.

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 13, 2016 Board Meeting.

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

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

III. For the Good Of the Order

- a) The new HOA's that are effective January 1 are detailed in the information mailed to each owner in preparation for this meeting. PRIME (as manager) will provide coupon books prior to January 1. Owners using "bill pay" may need to take action to revise the amount payable to RMCOA for 2017 HOA's.
- b) Cheri reported that Sid Horvath has taken on the role of supervising Germai Berhe (our janitorial service provider). Residents should not make requests, suggestions or work related comments (other than commendations or acknowledgements for work well done) to Germai directly. All comments and concerns about janitorial work performance should be made to Jerry who will coordinate such communications through Sid.
- c) A suggestion was made about placing a garbage container in the garage near the lobby. Concerns were voiced about this based on experience including: disposal of banana peels and other fruit/organics/liquids which attract fruit flies and other insects, fire (happened in Al Gunn's Long Beach condo) and who would be responsible for dumping and cleaning the garbage container. The conclusion: residents should dispose of their trash in their own container. Cheri stated that she disposes of liter from her vehicle in a small trash container located in her storage unit which she dumps as needed into the large RMCOA trash bin.

- d) To minimize tripping hazards in the garage a suggestion was made to either paint the parking/wheel bumpers in bright/luminous colors or install high visibility tape on them. This matter will be placed on the agenda for the January 2017 Board meeting.

IV. Adjournment

The meeting adjourned at 7:30 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer