

Richmond Manor Condominium Owners Association

Minutes of January 12, 2017 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 Vice President Cheri Schuricht. Other Board members present were Laurie Otnes and Bob Terry totaling 3 of the 5 members thus constituting a quorum. Manager Sid Horvath was also present as were members Myrna Burkey, Kaare Otnes and Judy Terry. Guest Rob Reggio participated for a portion of the meeting.

II. Presentation by Rob Reggio, President of Reggio & Associates, Inc. representing Farmers Insurance

Rob Reggio, representing Farmers Insurance, has 35+ years experience as commercial agent. He presented preliminary information regarding potential EQ and Fire/Liability coverage for our property and expressed interest in representing RMCOA for our insurance needs.

III. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve, as issued, the Minutes of the October 13, 2016 Meeting of the Board of Directors and the November 28, 2016 Special Meeting of the Association.

IV. Reports

a. Managers Report

Sid stated that he and Germai (our janitorial service provider) had not made contact to review scope of work and expectations for quality of work. Sid indicated he would have this meeting soon.

Cheri questioned Sid about a recent letter from Ed and Helen Shirk reporting that PRIME had sent them a Statement of Account regarding lack of payment of December HOA as well as a related late fee. The Shirks stated that they had contacted PRIME office personnel several times inquiring about how to make the Dec. HOA payment and were never provided information. Sid said he would investigate, resolve and report back on the matter promptly.

Cheri also inquired about PRIME office personnel responsible for supporting RMCOA. Sid acknowledged there had been turnover among office staff and he expected support services to improve. Cheri emphasized the importance of communicating information about staff or other changes that may impact support/service for RMCOA and its residents.

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. The trees may need to be removed if the treatment provided proves ineffective.

She stated that a new forest pansy redbud tree has been planted alongside 20th Ave NW in line with two existing redbuds. This tree will help to buffer road noise and provide a visual shield for residents on the West side of the building and should also provide some shade from late afternoon

sun especially if the nearby birch tree dies or is removed. An arborvitae was also installed on the north-slope in December replacing one that had died.

Judy said that 2017 plans include installation of fertile mulch for all beds excluding the north-slope.

Kaare was commended for removing and disposing of a large branch from a redbud tree that broke off during high winds in December.

c. Security Committee

Kaare mentioned that one fire protection sprinkler head in the mailroom had been damaged and needs to be replaced by authorized service providers when the system is de-pressured. The damage - which was not previously reported - likely occurred during a move of furniture or other large/heavy objects.

d. Finance Committee

Following review/discussion, the November 2016 Finance Report was approved for distribution to owners.

Bob reported that a CD at Skagit bank matured on January 9, 2017. Following discussion of reinvestment options:

A motion was duly made, seconded and unanimously approved to close the CD at Skagit Bank and deposit the proceeds in a new 12 month term CD earning 1.01% APR at Seattle Bank.

V. Unfinished Business

a. Landscape Lighting Project

Following review of two proposals solicited by Sid and general discussion as to the intended purposes of the project there was:

A motion duly made, seconded, and unanimously approved to table further discussion until all Board members could participate in determining desired outcomes and options.

b. Insurance Renewal

Following discussion:

A motion was duly made, seconded and unanimously approved to authorize Rob Reggio, of Reggio Insurance Agency Inc., to represent RMCOA in Farmers Fire/Liability insurance needs as well as in obtaining EQ insurance for which he will solicit competitive proposals.

Cheri, as acting President, signed the appropriate forms to affect this relationship.

c. Fascia Repairs, Stucco Repairs and Repositioning of Gutter Downspout Support Brackets

Sid presented a proposal from Mcleod Construction that provided a pricing basis for the three subject projects. Sid indicated he was in the process of soliciting competitive proposals for the fascia repairs as well as the work to reposition the downspout brackets. Decisions regarding each of the projects will be made following receipt of the additional proposals.

d. Estimates for Replacement/Rebuild of Fire Protection System Firelock Valve

Sid stated that he was in the process of researching price, performance and warranty information on a “factory authorized rebuild kit” for the 4” Victaulic s/756 Firelock Dry Valve. A “rebuild kit” is a potential alternative to replacement of the valve that is no longer manufactured. This info is to be considered in the next update of the Reserve Study.

a. New Business

None

b. Announcements and For The Good Of The Order

None

The meeting adjourned at 8:45 pm.

Respectfully submitted,


Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of April 13, 2017 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. All other Board members were present: Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry. Manager Sid Horvath was also present as were members Doris Beck, Carol Lutovsky, Kaare Otnes and Judy Terry.

II. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve, as issued, the Minutes of the January 12, 2017 Meeting of the Board of Directors.

III. Reports

a. Managers Report

Sid stated that he and Germai (our janitorial service provider) had established contact and had reviewed the scope of work and expectations for quality of work.

Sid reported that he had requested PSE to repaint their gas meters and associated piping at our building and to identify each meter with the applicable Unit number.

Sid indicated that Milgard has not yet reimbursed RMCOA it's cost for window and drywall repairs necessitated by failure of Milgard products in Units 213 and 307. He will continue to pursue reimbursement.

The Board requested that Sid identify a contractor knowledgeable in door thresholds to replace the defective threshold in Unit 214.

Sid is also to obtain competitive bids from competent contractors to investigate and repair the root cause of the stain on the stucco near the SW corner of the building.

Sid reported that PRIME SERVICES will provide bids for the:

- repair/replacement of deteriorated fascia boards, and
- repositioning of gutter support brackets.

Sid also reported that AAA had replaced (for the 3rd time in one year and at no cost to us) a pressure gauge on the "dry" fire protection system. The cause of the gauge failures is not known. The most recently installed gauge is "liquid filled" which hopefully will prevent failure.

Sid reviewed two proposals having to do with the replacement and repair of the 4" Victaulic s/756 Firelock Dry Valve which is no longer manufactured. This information will be considered in the preparation of the 2017 Reserve Study. The estimates are:

- Repair/Rebuild - \$1,990 + Tax; rebuild required every three (3) years
- Replace with TYCO DPV - \$6,515 + Tax; periodic replacements/rebuild not required.

b. Lawn & Garden Committee

Judy reported that the Committee will continue to closely monitor the health of the two birch trees following treatment last year for Bronze Birch Borers. She added that fertile mulch will soon be applied to all planting beds except for the north slope area.

c. Security Committee

Kaare was commended for installing safety tape on the parking bumpers in the garage as a visual aid to prevent trips and falls.

Kaare brought to Sid's attention that one fire protection sprinkler head in the mailroom had been damaged and needs to be inspected and possibly replaced by AAA when the system is de-pressured.

d. Décor Committee

Doris reported that the Décor Committee had preliminary discussions relative to two 2018 projects involving interior painting and carpet replacement. As far as paint colors the initial thinking is to retain the existing color scheme except possibly in the mail room and 1st floor lobby.

Cheri will contact a trusted commercial architect who could potentially assist in:

- identifying manufacturers and vendors of high quality commercial grade carpet,
- developing specifications for such carpet,
- the carpet selection process.

e. Finance Committee

Following review/discussion, the February and March 2017 Finance Reports were approved for distribution to owners.

Bob stated that an update of the Reserve Study – which is required to be prepared by a Reserve Specialist every third year – is planned for 2017 and should be completed prior to the development of the Budget. Bob will solicit a proposal for this Study from Association Reserves who has prepared our two most recent Studies.

Our 2016 tax return was filed requiring a payment of \$308. Alan Williamson (CPA) will soon begin a Financial Review of our fiscal year 2016 reporting.

Bob mentioned that Jay Vandal had inquired about our non-payment for a "Financial Review" we had requested in 2015. The Board instructed Sid to deny payment to Vandal due to the fact that:

- the Financial Review was never completed,
- the DRAFT Review was received after our requested delivery date of the finalized Review,
- the DRAFT Review contained numerous inconsistencies which were never resolved,
- Vandal failed to adequately respond to several attempts to clarify and resolve the inconsistencies.

In the fall of 2015 RMCOA instructed the then Manager (Pacific Northwest Real Estate Holdings, Inc) to inform Vandal the reasons for non-payment. In the intervening sixteen months there has been no response or communication from Vandal. The Board considers the matter closed.

IV. Unfinished Business

None

V. New Business

The carpet will be cleaned in May 2017.

VI. Announcements and For The Good Of The Order

There was discussion about the need for all owners to have reliable “emergency” lights in their units and in their cars. Doris did a “show and tell” with a portable battery powered light (reported to operate for 48 hours) now available at Costco for less than \$20. Cheri recommended a light that can be recharged from a conventional electrical outlet or by using a hand operated crank. This light also has connections to enable charging of cell phones. Contact Doris and Cheri for details.

Cheri also mentioned that Recology (soon to open a nearby storefront) will recycle flat-screen TV’s at no charge.

Jerry was commended for developing and maintaining the RMC web site at no cost to us. This site stores all meeting minutes, CCR’s, By-Laws and Rules & Regulations as well as helpful maintenance and service tips about our unique heating and hot water systems, and Doris’ popular monthly blog.

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of July 13, 2017 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. All four (4) other Board members were present thus constituting a quorum: Bev Klein, Cheri Schuricht, Lori Otnes and Bob Terry. Manager Sid Horvath was also present as were Doris Beck, Dixie Buol, Lana Cissel, Linda & Dawson Harvey, Frances Lembo, Carol Lutovosky, Kaare Otnes, Brent Revok, David Ridge, Helen and Ed Shirk and Judy Terry.

II. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve, as issued, the Minutes of the April 13, 2017 Meeting of the Board.

III. Reports

- a. Sid reviewed the Managers Report including the following highlights:
 - Window & Skylight washing - Sid has obtained one (1) proposal (from Clean & Clear Services) and the Board has requested that Sid solicit at least one additional proposal by Wed July 19. If his best efforts to obtain a better competitive proposal by July 19 are unsuccessful Sid is authorized to accept the proposal from Clean & Clear Services for washing of windows and skylights.
 - Repairs to the stucco - the Board expressed disappointment in the repair by McLeod Construction. Specifically, the paint applied on the repair area is “glossier” than the original/surrounding stucco and the affected area should be repainted with a paint that has less sheen – one that matches the surrounding area. Further the texture of the repair area is not a close match. Sid is to discuss these concerns with McLeod.
 - Repairs/Replacement of fascia boards above the roof line - Proposals are to be received soon.
 - Repairs to soffit above Unit 202 deck - A proposal is to be received soon.
- b. Reporting for the L&G Committee Judy mentioned that mulch had been installed on May 19 in all planting beds (except the North Slope area). Installation of bark is scheduled in 2018 for the North Slope. The birch trees are “holding their own” at present. They will receive an annual systemic injection treatment for bronze birch borers soon and the Committee will continue to monitor status/progress. Another arborvitae on the north slope has died which will be replaced in the fall.
- c. Bob, reporting for the Finance Committee, stated that the June Financial Reports indicated that our expenses were in line with Budget YTD.

By motion duly made, seconded and unanimously passed the Board accepted the June 2017 Financial Report and approved its distribution to owners.

Bob stated that Stanford, Munko & Co. PLLC (CPA's) has been engaged to perform an audit of RMCOA's 2016 books. We expect the audit to be complete and presented to the Members at the Annual Meeting of the Association in Sept.

Bob also reported that Association Reserves has prepared a Reserve Study and issued it for our review. The findings are that the Association is 77% Fully Funded and the risk of a special assessment is deemed to be "Low". This means our Association continues to be rated "Strong" in terms of its Reserve Funding. Maintaining a "Strong" rating continues to be a priority for the Board as is considered to add value.

By motion duly made, seconded and unanimously passed the Board accepted the 2018 Reserve Study subject to correction of certain narrative errors .

Bob reported that \$80,000 of a CD that matured had been reinvested in a new 12-month CD earning 1.30%/yr. interest. The balance of the matured CD (~\$21,005) was deposited in an existing savings acct to facilitate liquidity in preparation for significant cash needs next year for painting and carpet replacement.

Lastly, Bob requested that Sid prepare data for consideration in the upcoming Budget.

- d. Kaare reported that there had been an unsuccessful attempt to gain entry into the 1st floor elevator lobby through the main doors. The break-in attempt was recorded on the surveillance system and pictures of the intruders were provided to the Police. The Police unfortunately do not investigate or pursue events like this as no theft occurred and no significant damage was done to our property aside from marring the entry doors.

Considerable discussion ensued as to what additional steps, if any, should be taken to further "harden" our building and protect against potential break-ins. Jerry reviewed our history in this regard including the several actions that have been taken which have proven successful in thwarting attempted break-ins. Jerry has investigated state-of-the-art surveillance technology. Unfortunately, surveillance does not seem to be a preventative measure and coupled with the current policy of the Police department (to not investigate attempted invasions) there seems to be no/little reason to upgrade our current system.

Cheri reminded residents to always check to assure that exterior doors close and lock properly. She pointed out that our south facing doors expand when exposed to sunlight resulting in difficulty in closing/locking completely on their own. A little extra push is often needed to secure those doors.

Cheri also pointed out that the door from the garage to the refuse room has been found in an open position several times in recent months. Evidently someone absently mindedly leaves the wooden block in the door. In some of these instances the light in the refuse room has been left 'on' which

could be regarded by passers-by as an invitation to enter. Please be mindful of turning off the light and removing the block.

IV. Unfinished Business

None

V. New Business

- a. Brent Revok requested permission to replace the existing locking system on the entry door of Unit 302 and other associated locks including for the Storage Room. He assured the Board that the size and appearance of the proposed Abloy handle and deadbolt lock is essentially identical to the Schlage locks now in place for all other Units. Brent also assured that a duplicate key would be provided to the Association for placement in the Safe as required by the Rules and Regulations. Assurance was also provided that should the Unit be sold the locking systems then in place would remain with the Unit.

By motion duly made, seconded and unanimously passed approval is granted to replace the locking mechanisms for Unit 302 and associated Storage Room and other locks as requested.

VI. Announcements and Comments For The Good Of The Order

- a. Frances demonstrated how she “breaks-down” and cuts large cardboard boxes into small pieces that easily fit into our recycle bins. This is a help to other residents as more space is available in the bins which are often overflowing. Further smaller pieces that fit into the bins make a big difference to the Recology folks who pick up our recycle as fewer boxes are thereby left outside the bins for manual pickup.
- b. Jerry mentioned that two positions on the Board of Directors will be open for election at the upcoming Meeting of the Association in Sept. Nominations for election to the Board can be made to any current Board member prior to or at that Meeting on Sept. 14. Bev Klein and Bob Terry’s positions will expire as of Sept. 14. Both Bev and Bob have indicated agreement to serve another term if nominated and elected.

The meeting adjourned at 8:45 pm.

Respectfully submitted,


Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of September 14, 2017 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. Twenty six (26) owners representing twenty units (73.5% of voting interest) were present either in person or by proxy. Thus voting presence exceeded quorum requirements of 51%. Participants included: Doris Beck, Dixie Buol, Myrna Burkey, Phyllis Gillman, Linda & Dawson Harvey, Carol Lutovsky, Michael Morgan, Donna & Don Olsen, Kaare Otnes, Betty Roberson, David Ridge, Helen & Ed Shirk, Judy Terry, and Board Members Bev Klein, Lauri Otnes, Cheri Schuricht (VP), Jerry Taylor and Bob Terry (Secretary/Treasurer). For voting purposes Linda Weschler was represented by Doris Beck as was Andrea & Drake Loeser, Carole Remme was represented by Jerry Taylor, Madori Johnson by Judy Terry, and Frances Lembo by Bob Terry. Sid Horvath - Manager also participated as did Chris Sullivan (of Stanford, Munko and Co., P.L.L.C.) for a portion of the meeting.

II. Report of 2016 Financial Audit

Chris Sullivan, a CPA with Stanford, Munko and Co., P.L.L.C. discussed findings of the recently completed audit of the 2016 financial records. Chris briefly described Stanford, Munko and Co. and his own experience working with and auditing homeowner associations including several managed by PRIME. He stated that the auditing process of the RMCOA EOY 2016 financial reports revealed no material discrepancies. Chris was aware that PRIME experienced several months during 2H2016 when monthly reports were not consistently accurate but indicated that 2016 year end reporting reflected corrected balances and information. In summary Chris reported no evidence of malfeasance or misreporting of any kind. The Independent Auditors Report (previously distributed to all owners along with the Agenda and Notice of this Meeting of the Association) is also attached to these minutes.

III. Officers/Managers/Committee Reports

a) President

Jerry commented that thus far in 2017 there have been no major issues or expenditures. He indicated that in 2018 several large projects would be undertaken including repainting of the interior and exterior trim and doors along with replacing the carpet. Jerry mentioned that the Board has engaged the services of an experienced interior designer/architect to assist in the selection of paint colors and carpet.

Jerry commended volunteers who work to make our home safe and inviting place to live including:

- Kaare Otnes for monitoring the Security Surveillance System,
- The L&G Committee for their oversight of the lawn and gardens,
- Kaare and John for replacing "burned out" light bulbs,
- Michael Morgan and others for sweeping/vacuuming the garage area, and
- Doris for providing flowers and other attractive decorations in the lobby.

b) Manager – Sid Horvath

Sid indicated that he considered the RMCOA/PRIME relationship to be going well and that he looked forward to continuing as our manager.

c) Secretary/Treasurer

➤ **2017 Financial Status and Outlook**

Bob reported that barring unexpected major repairs during the remainder of the year our expenses should track closely with the Budget.

➤ **Projections for 2018 – 2020 Budget**

Operating expenditures for 2018 are projected to be essentially in line with what was forecast when the current Budget was developed last year. Accordingly, no adjustment in HOA is anticipated for 2018. This is consistent with our practice of holding HOA's constant over a 3 yr period. The Proposed 2018-2020 Budget will be reviewed and presented to the Board for approval at the Oct. 12, 2017 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 16, 2017 at which time the Proposed Budget will be presented to owners for ratification.

➤ **Reserve Study/Reserve Balance**

Bob stated that the recently completed Reserve Study was available for review. A copy is on the counter in the 3rd floor meeting room.

➤ **Financial Audits**

As regards an audit of 2017 fiscal year, and to assist Budget planning for 2018, and on the basis that:

- the recently completed audit of 2016 Financial Reporting indicated no material discrepancies, and
- the Finance Committee reviews monthly the Financial Statements prepared by Management,

the Board recommends that the requirement for the Annual Financial Audit (which would cost about \$2,100) be waived for fiscal year 2017 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 2017.

d) Lawn & Garden Committee

Judy stated that Condo Commercial continues to maintain our grounds. Fertile mulch was applied in May to all planting beds excluding the north slope area. The birch trees on the West side continue in poor health in spite of a second annual injection treatment for bronze birch borers. This Fall an arborvitae which has died will be replaced on the north slope. The committee is finalizing a plan to replant the Eastern portion of the north slope wherein the ferns and hostas have all but disappeared.

e) Security Committee

Kaare reported that the security surveillance system continues to work properly and is monitored regularly.

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. For The Good Of The Order

A suggestion was offered to have volunteers assist new residents in getting oriented to the building and to good neighbor practices that help to build a smooth functioning community. Examples where volunteers can help new residents feel welcomed, better informed and integrated in the life of Richmond Manor include:

- pointing out the location of the refuse room and the pick-up days for trash and recycle as well as describing the do's and don'ts of recycling,
- informing the location of the key to the electrical/communication room,
- providing PRIME's contact information,
- informing of the need to maintain building/personnel security including not leaving doors blocked open/unmonitored when moving in,
- communicating that open drinks in the lobby, elevator and hallways are not allowed,
- providing information and dates re: Board of Director members and meeting dates/location,
- suggesting that owners move boxes left in the mail room to either the elevator lobby or directly to the intended recipients unit,
- and answering their questions.

Owners interested in assisting new residents in this way should get in touch with Cheri or Jerry.

The meeting adjourned at 7:40pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Attachment: 2016 Financial Audit Report

Richmond Manor Condominium Owners Association

Minutes of September 14, 2017 Board Meeting

1) Call to Order

This Meeting of the Board was called to order at 7:50 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, Lauri Otnes, Cheri Schuricht, and Bob Terry.

2) Review/Approval of Meeting Minutes

By motion duly made, seconded and unanimously passed the Minutes of the July 13, 2017 Meeting of the Board were approved as issued.

3) New Business

a) 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.

b) Meeting Schedule

Oct. 12, 2017 Board

Nov. 16, 2017 Special Meeting of the Association (to ratify the Budget)

Dec. 14, 2017 Finance Committee

Jan. 11, 2018 Board

Feb. 15, 2018 Finance Committee

March 15, 2018 Finance Committee

April 12, 2018 Board

May 10, 2018 Finance Committee

June 14, 2018 Finance Committee

July 12, 2018 Board

Aug. 16, 2018 Finance Committee

Sept. 13, 2018 Meeting of the Association

Sept. 13, 2018 Board Meeting (to elect officers)

Oct. 11, 2018 Board

Nov. 15, 2018 Special Meeting of the Association (to ratify the Budget)

Dec. 13, 2018 Finance Committee

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Bob Terry

Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of October 12, 2017 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. Three (3) other Board members were present thus constituting a quorum: Bev Klein, Cheri Schuricht and Bob Terry. Other owners present included Doris Beck, Linda & Dawson Harvey, Carol Lutovsky, Donna Olsen, Carole Remme, Betty Roberson, Helen & Ed Shirk, Edythe Stand & David Ridge, Judy Terry and Linda & John Weschler. Sid Horvath, Manager, was also present.

II. Review/Approval of Meeting Minutes

Motions were duly made, seconded and unanimously passed to approve, as issued, the Minutes of the September 14, 2014 Meeting of the Board as well as of the September 14, 2017 Meeting of the Association.

III. Reports

- a. Sid distributed a report to Board members that included updates on maintenance projects and a proposal from REM Construction to investigate and resolve the peeling paint issue on the soffit above the deck of Unit 202.

Sid also reported that he had solicited preliminary proposals from three contractors regarding painting the building interior – and these proposals indicate significantly higher costs than that reflected in the Reserve Study. Bob reviewed a draft Scope of Work (SOW) prepared to enable competitive proposals on an equal/consistent basis. Bob will distribute this draft SOW to Board members (as well as a draft SOW for exterior painting which is planned for July - Aug 2018). However, before the SOW can be finalized decisions must be made on certain items including: carpet selection/color, whether or not multiple coats will be applied to the walls, whether or not the ceilings are to be painted as well as the meeting rooms and restrooms. Another decision is whether spray painting is to be permitted within the hallways. The intention is to prepare a Request for Proposal (including a SOW with defined options, Specifications and Instructions to Contractors), solicit proposals from qualified contractors and award a contract so as to perform the work in February – March 2018 timeframe.

- b. Doris, reporting for the Décor Committee, stated that the Committee had been working with Roger Williams (an architect/interior designer) to develop recommendations for carpet and paint color options. She indicated that several people had expressed a desire to explore updating the color scheme to assure that our building does not take on a “dated look”.

The Décor Committee will develop several options for consideration. Much work remains in this and to define costs before decisions can be made.

- c. Judy stated that the L&G Committee is investigating planting the Eastern portion of the North Slope with the intent to complete the planting, and replace a dead arborvitae, by the end of the year.
- d. Reporting for the Finance Committee, Bob reviewed the Proposed Operating and Reserves Budget 2018-2020. He stated that forecast of expenses over the next two years were essentially as planned when the current Budget (2017-2019) was developed last year. Thus, no change in HOA's is 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 16, 2017.

Following an opportunity to question and comment on the September 2017 Finance Report the Board,

by motion duly made, seconded and unanimously passed the September 2017 Finance Report is approved for distribution to owners.

IV. Unfinished Business

None

V. New Business

VI. Announcements and For The Good Of The Order

There appears to be some confusion as to the proposed increase in costs for janitorial services from \$250 to \$350 per month. This increase was generated after a request to include cleaning of the refuge area on a bi-monthly basis. Sid was asked to arrange a meeting with Germai and Jerry to review the scope of work and appropriate pricing.

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of November 16, 2017 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) Units and twenty-two (22) owners were present. While a quorum is not required for this Special Meeting it is noted that 59.1% of owners were present. Participants included: Doris Beck, Dixie Buol, Myrna Burkey, Phyllis Gillman, Linda & Dawson Harvey, Carol Lutovsky, Donna & Don Olsen, Kaare Otnes, Bruce Rawlinson, Carole Reeme, Betty Roberson, Edythe Strand & David Ridge, Judy Terry and Linda & John Weschler. Board Members present included Bev Klein, Lauri Otnes, Cheri Schuricht (VP) and Jerry Taylor.

II. Ratification of 2018-2010 Budget

By motion duly made, seconded and unanimously passed, the members ratified the Board's recommendation to approve the 2018-2020 Budget that was adopted at the Oct 12, 2017 Board Meeting.

III. For The Good Of The Order

Discussion of the new carpet and proposed painting on the interior ensued. Owners were encouraged to give their opinions on three carpet samples that were available for view.

The meeting adjourned at 7:20pm.

Respectfully submitted,

Bev Klein

Acting Secretary/Treasurer

Richmond Manor Condominium Owners Association
Minutes of December 7, 2017 Special Meeting of the Board

I. Call to Order The meeting was called to order at 7:00pm in the 3rd Floor Meeting Room by President Jerry Taylor. All other Board members were present, specifically Bev Klein, Lauri Otnes, Cheri Schuricht (VP) and Bob Terry.

II. Review of Proposals for Painting and Carpet Replacement

Following a review of Proposals (submitted by All Covered Painting.Com, Certa Pro Painters and Greenlake Painting Inc.) for painting the interior of the building the Board:

approved a motion, duly made, seconded and unanimously passed, authorizing the Secretary/Treasurer to finalize and execute a contract with Greenlake Painting Inc. for painting the interior common surfaces of the Building.

Following discussion of options for painting the exterior of the building and considering Greenlake Painting Inc.'s successful history of work with RMC and the expected approval of a contract with Greenlake Painting for painting the interior of the Building the Board:

approved a motion, duly made, seconded and unanimously passed, authorizing the Secretary/Treasurer to finalize and execute a contract with Greenlake Painting, Inc. for painting the exterior of the Building in July – Aug 2018.

Following a review of Proposals (submitted by Associated Inc., Consolidated Carpet and Western Carpet Center) for the supply (of Atlas Carpet, design = Jepara, color = Pewter Mug; as recommended by the Décor Committee) and installation of carpet in the Building common areas the Board:

approved a motion, duly made, seconded and unanimously passed, authorizing the President to finalize and execute a contract with Associated Inc.

The meeting adjourned at 7:50pm.

Respectfully submitted,

Bob Terry

Secretary/Treasure