

Richmond Manor Condominium Owners Association
Minutes of January 11, 2018 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: Bev Klein, Lauri Otnes, Cheri Schuricht (VP) and Bob Terry. Other owners present included: Doris Beck, Dixie Buol, Dawson Harvey, Carol Lutovsky, Kaare Otnes, Carol Remme, Judy Terry and Linda & John Weschler. Sid Horvath our Manager also participated.

II. Review/Approve Meeting Minutes

Minutes of the October 12, 2017 Board meeting were approved as issued following a motion duly made, seconded and unanimously passed.

Minutes of the November 16, 2017 Special Meeting of the Association were approved as issued following a motion duly made, seconded and unanimously passed

Minutes of the December 7, 2017 Special Meeting of the Board were approved as issued following a motion duly made, seconded and unanimously passed

III. Manager's Report

Sid Horvath provided an overview of the implementation plan for carpet removal (now in progress in the corridors), painting of the interior followed by installation of new carpet. Sid indicated that the existing carpet would remain in the Stairwells until painting is completed as such carpeting is secured by nail strips which could present a safety issue if exposed.

Painting is expected to begin on Tuesday Jan 16 with the work to be done in sections – possibly starting at the NW end of the 3rd Floor and moving toward the elevator and then South as work progresses. That pattern is likely to be repeated on the 2nd Floor followed by painting the Stairwells and the 1st floor rooms. Residents are requested to minimize - to the extent practical walking through sections while work is in progress within that section. When entry into work sections is needed residents are requested to alert workers of their presence so that painting and other work activity can be suspended. Residents are cautioned to be mindful of painting equipment and possible tripping hazards. Stairwells will be worked one-at-a-time and blocked off from ingress/egress while work is in progress.

IV. Committee Report

a. Lawn and Garden

Judy reported that the East end of the North Slope had been planted with salal in November and one dead arborvitae was replaced in December. Plans for 2018 include the installation of bark mulch on the North Slope (the first application since the original installation in 2009).

b. Security

Kaare mentioned that there had been an intruder in the building during the night of Dec 23/24. Jerry was notified (by the paper delivery person) of the presence of a person who was “passed

out” in the mail room about 2:30AM on Dec 24. Upon investigation Jerry observed that the person was intoxicated to the point of being unable to speak though he could follow directions - a little bit. Jerry determined the person was not related/connected to any RMC resident and not authorized to be on the property. Jerry notified Shoreline Police who took custody of the person.

The Board urges anyone observing trespassers in our building to call the police. The police have the capability to evaluate needs and access to emergency resources, care and shelter for people as needed. Our lobby should not serve that purpose.

With our lobby being assessable 24/7 it could present problems if discovered as a sanctuary by the transient community. Many businesses now must pressure wash their sidewalks daily just to keep things clean.

What to do with unauthorized people in the lobby.

1. Do not confront beyond asking if they are visiting someone and who.
2. Ask them to leave if they do not have a legitimate reason to be here.
3. Call the police if they do not leave.
4. Stay inside the inner lobby with the door locked until police arrive.
5. If you have questions call a board member.

c. Décor

Doris led a discussion of the paint color considerations, options and recommendations by the Décor Committee. The Committee recommended two shades of “warm” gray to coordinate with the color of the new carpet. The slightly darker shade will be used on the lower walls (below the chair-rail) as well as on one “accent” wall on each floor (opposite the door to the 2nd & 3rd floor elevator lobbies) and on one wall of the 3rd floor common room. Additionally, the East wall of the 1st floor elevator lobby will be painted in an “accent” color somewhat darker than the other walls of that room and the mail room.

Following discussion:

A motion was made, seconded and unanimously approved to accept the recommendations of the Décor Committee.

The Board commended the Committee for its work in this regard and Committee members expressed appreciation to Cheri Schuricht for her time and effort in facilitating the work of the Committee and the coordination with Roger Williams (architect & interior designer). Thank you, Doris, Laurie, Linda and Shirleen! Thank you, Cheri!

The Decor Committee also commended and thanked Roger Williams, FAIA, JIA, for his expertise and guidance in the process of choosing carpet and paint for our RMC common areas. Besides enabling the committee to make appropriate choices for our building, all committee members mentioned how much they learned about color and color placement in this process. Roger’s qualifications include teaching Visual Design and Color Design at UW, WSU, and Cal Poly, San Luis Obispo as well as Graduate level Design and Architectural Ethics. Roger has been a Seattle architect since the mid 1970’s with his own

firm and with Mithun, Inc. where he was a partner. His selection as a “Fellow” in the AIA (American Institute of Architects) is an honor accredited to only 5% of US architects. The Decor Committee and the RMCOA feel very fortunate to have had Roger’s friendly, respectful guidance as we made these important choices for our building. Thank you, Roger!

d. Finance

Bob stated that the December 2017 Financial Report indicated we underspent the budget by \$2,700 as utility expenses and the premium for earthquake insurance was less than expected and despite maintenance expenditures exceeding budget by about \$3,400.

Bob recommended engaging Stanford, Munko and Co., PLLC’s to prepare our 2017 Income Tax Return at a cost of \$225.00 based on their recent satisfactory performance in preparing a Financial Audit.

- **A motion was made, seconded and unanimously approved to engage Stanford, Munko and Company to prepare our 2017 Income Tax Return at the indicated cost of \$225.00.**

Based on Board authorization at a Special Meeting on December 7, 2017 the Secretary/Treasurer executed contracts with Greenlake Painting Inc. totaling:

- \$51,565.30 for interior painting, and
- \$25,526.99 for exterior trim and the repositioning of downspout supports.
- **A motion was made, seconded and unanimously approved to ratify the actions of the Secretary/Treasurer in the execution of the above-mentioned contracts.**

Based on Board authorization at a Special Meeting on December 7, 2017 Jerry Taylor signed a contract with Associated Inc. to supply carpet and installation for \$42,020.00 including removal and disposal of the existing carpet:

- **A motion was made, seconded and unanimously approved to ratify the actions of the President in the execution of the above-mentioned contract.**

V. Unfinished Business

None

VI. For the Good of the Order

The Board commended Betty Roberson and Michael Morgan for their cooperation in permitting Greenlake Painting, Inc. and the Association to temporarily use one of their parking places to store tools and paint supplies and tables and chairs respectively.

The meeting adjourned at 8:10pm. Respectfully submitted,
Bob Terry

Richmond Manor Condominium Owners Association

Minutes of April 12, 2018 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, Laurie Otnes, Cheri Schuricht and Bob Terry. Manager Sid Horvath was also present as were owners Doris Beck, Carol Lutovosky, Kaare Otnes, Bruce Rawlinson and Judy Terry.

II. Review/Approval of Meeting Minutes

Motions were duly made, seconded and unanimously passed to approve, as issued, the Minutes of the Jan 11, 2018 Meeting of the Board of Directors.

III. Reports

a. Managers Report

Sid indicated that AAA Fire Protection would replace certain sprinkler heads next week and that GreenLake Painting would perform touch up painting following installation of the carpet. Colored tape will be used to mark locations where touch up painting is needed.

Sid reported that Top Notch Window Cleaning will clean our windows on May 18. Sid will inquire of Top Notch if they can clean the exterior of gutters and if so the estimated price. This will be compared to the cost of painting the gutters (a task which could be added to the scope of the exterior painting project scheduled for summer 2018).

Sid is also to check and report on the schedule for cleaning the drier vents.

b. Lawn & Garden Committee

Reporting for the Committee Judy said that the lawn had recently been aerated. She encouraged residents to walk around the yard and enjoy the blooming azaleas and rhododendrons.

c. Finance Committee

Bob stated that the proceeds of an approximately \$80,000 Reserve Fund CD (which matured in January) were rolled into another CD at Seattle Bank earning interest at 1.34% annually. Our 2nd CD (valued ~\$80,000 and earning 1.0%) will mature in June and the intent is to also roll it into a new CD.

He also reported that Chris Sullivan (CPA with Stanford, Munko & Co., PLLC) had completed our 2017 Tax Return.

Following review:

A motion was duly made, seconded and unanimously passed to approve for distribution to owners the March 2018 Financial Report.

d. Security

Kaare stated that a few residents continue to press their remote for the garage gate to open while their car is near the center of the building thus causing both gates to open. This creates an unnecessary security issue. He advises residents to approach their exit gate before pressing the remote. Cheri reported that she had observed situations wherein both gates opened even when the exiting car was near the intended exit gate. Alternative solutions should be investigated.

e. Decor

Doris indicated that owners seemed to be very pleased with the new carpet and paint. Jerry commended the Décor Committee (Shirleen, Linda Weschler, Laurie, and Doris) and Cheri for their effort involving owner input and professional guidance over an extended period of time and number of meetings, considering numerous alternative color schemes and designs. Everyone concurred in this well-deserved commendation and acknowledgment.

Doris also reported that the BookNook is now back in business. Many older books have been donated and newer books added to the inventory. Check out the newly restocked BookNook. Thanks to Laurie and Doris for their work to keep the BookNook a useful and attractive asset to our community.

IV. Unfinished Business

None

V. New Business

Sid said he would check PRIME files for proper documentation of Owners proof of insurance and notify owners to provide the required information as needed.

VI. Announcements and For The Good Of The Order

None

The meeting adjourned at 7:25 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of July 12, 2018 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, Jerry Taylor and Cheri Schuricht. Manager Sid Horvath was also present as were owners Doris Beck.

II. Review/Approval of Meeting Minutes

Motions were duly made, seconded and unanimously passed to approve, as issued, the Minutes of the April 12, 2018 Meeting of the Board of Directors.

III. Reports

a. Manager's Report

Sid reported that AAA Fire Protection had replaced sprinkler heads that had been mistakenly painted. We had approved the painting of the covers to match the new ceiling paint. Subsequently we learned that such covers are never to be painted. GreenLake Painting reimbursed 50% of the cost of the replacements.

GreenLake Painting will commence painting the exterior trim and doors on or about July 23. Any interior items will also be addressed. Sid will send a notice to all owners notifying them of the scheduled painting.

Sid indicated that the drier vents would be cleaned in 2019. He received a quote from Vent Masters.

ThyssenKrupp Elevator proposal for Five Year Overspeed Valve test. Test required by May 2019. Sid will further investigate if this contract must be approved in full or if we have options.

b. Lawn & Garden Committee

Reporting for the Committee Doris said that bark mulch was applied to the North Slope area to aid moisture retention and to help control weeds. Bark mulch will also enhance the attractiveness of that planting area. She also reported that the Birch trees look good and are scheduled for another injection.

c. Finance Committee

- d. The proceeds of an approximately \$80,000 Reserve Fund CD (which matured in June) were rolled into another CD at Seattle Bank earning interest at 2.25% annually.**

Following review of the June 2018 Financial Report:

A motion was duly made, seconded and unanimously passed to approve for distribution to owners the June 2018 Financial Report.

e. Security

Kaare will prepare a letter to all owners detailing requirements for securing our building, i.e, not giving out keys, codes, etc.

f. Decor

Doris reported she found a new basket for the unwanted mail in the outer lobby. The business license can be hung in the office, per Sid.

IV.Unfinished Business

None

V.New Business

The Annual Potluck will be held Sunday, August 26, in the garage area.

VI.Announcements and For The Good Of The Order

None

The meeting adjourned at 8:15 pm.

Respectfully submitted,

Bev Klein
Acting Secretary

Richmond Manor Condominium Owners Association

Minutes of September 13, 2018, 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 the President Jerry Taylor. Twenty-five (25) owners were present or represented by proxy including: Doris Beck, Dixie Buol, Myrna Burkey, Phyllis Gillman, Linda & Dawson Harvey, Carol Lutovsky, Donna Olson, Kaare Otnes, Carole Remme, Betty Roberson, Judy Terry, John & Linda Weschler and Board Members Bev Klein, Laurie Otnes, Cheri Schuricht (VP), Jerry Taylor (President) and Bob Terry (Sect/Treasurer). For voting purposes Midori Johnson & Drake Loeser were represented by Bob Terry, Al Gunns & Frances Lembo by Cheri Schuricht, Ed Shirk by Kaare Otnes and Edythe Strand by Jerry Taylor. Twenty (20) Units were represented reflecting a total voting of 74.5% which exceeded quorum requirements of 51%. Manager Sid Horvath was also present.

II. Reports

a) Presidents Report

Jerry hi-lited some of the significant happenings of the past year including the replacement of carpet and interior and exterior painting.

Jerry commended:

- The Décor Committee (Linda Weschler, Shirleen Becker, Laurie Otnes, Doris Beck & Cheri Schuricht) for their excellent work regarding carpet and painting selections.
- The L&G Committee for their ongoing efforts to assure the grounds are well maintained and attractive.
- The Inspection Crew (David Ridge, Bruce Rawlinson & Bob Terry) for their work to inspect the building for emergency and exit lighting functionality, water and air pressures in the fire protection system and door closure issues, etc.

b) Financial Projection for Year End 2018 and 2019

Bob reported that the 2018 expenditures are tracking closely to budget.

c) 2019 – 2021 Budget Outlook

Bob also indicated that the outlook for expenditures in 2019 is reasonably consistent with projections made when the 2018-2020 Budget was approved last year, and provided that no major revisions are necessary, there should not be an increase in HOA in Jan 2019.

The Board will review and adopt a Budget at the Oct. 11 Board meeting. Following this meeting the adopted Budget will be issued to owners at least 15 days prior to a Special Meeting of the Association (Nov 15, 2018) for ratification.

d) Reserves:

The balance in our Reserve acct is about \$174,000 as of Aug 31, 2018. \$162,000 of that total is deposited in two (2) CD's each in the amount of about \$81,000 and earning 1.0% & 1.34%. The carpet replacement and the interior and exterior painting projects – all paid from Reserves - totaled about \$122,000.

e) Committee

Judy reported that the major project in 2018 was the addition of bark mulch to the North Slope. This was the first restoration of bark to that area in nine (9) years. The Committee has decided to remove five (5) diseased crab apple trees later this year that we have learned are not considered appropriate for this area. The crab apple tree's appearance has deteriorated over the past several years despite our spending over \$500/yr for treatment (totaling in excess of \$4,200 over 9 years). Another issue is the trees have grown so large they interfere with the arborvitae along the West property line and the building to the point that minor trimming will no longer suffice. The Committee will research and select trees 2 or 3 smaller disease resistant trees appropriate to this area.

f) Security

Bev reported finding an unknown person – suspected to be an intruder - in the Refuse Room. When questioned that person stated he was a guest of an owner and was in the Refuse Room to extinguish a cigarette.

Jerry advised that should anyone encounter an unknown/unauthorized/suspicious person in that area to immediately leave the room and close the door which should lock on closing. It was also suggested to call 911 as quickly as possible and report the matter to Police.

Residents are reminded of the importance of assuring that the door to the Refuse Room from the Garage closes and is not left blocked open and also to assure that the light in the Refuse Room be turned off so as not to invite unauthorized entry. FYI the outside doors to the Refuse Room are not locked/lockable as the trash/recycle collectors must have access.

There was general discussion and reminder that owners are responsible to assure that delivery personnel and contractors not leave outside doors unlocked and unattended. Owners are responsible for posting someone at a door when expecting a delivery or contractor entry that might involve multiple trips to assure against unauthorized entry.

III. 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 service 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.

IV. Waive Financial Audit

On the basis that:

- the Finance Committee reviews monthly the Financial Statements prepared by Management, and
- no “exceptions” in accounting/reporting financial balances and transactions have been identified nor any procedural improvements recommended in three (3) formal Financial Reviews/Audits (years 2007, 2011 and 2016),

the Board recommends that the Annual Financial Audit be waived for business year 2018 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 2018.

V. For The Good Of The Order

John Weschler passed around a sign-up sheet for those owners interested in engaging Janes In-Floor Heating Systems Company to service their water heater/heating system. John said Janes would be on-site on Sept 18 and that should sufficient numbers of owners desire this service the price would be reduced from the standard fee (of about \$189).

Jerry suggested that owners consider replacing water heaters older than 10 years. He reminded owners that they would be responsible for any damage caused by a leak of their water heater to Common Areas or to another owner’s property.

Jerry also mentioned that he and Doris had recently had their fireplace serviced and cleaned. It had been noted that soot had deposited on the chimney and the nearby building soffit as a result of a malfunctioning burner in the fireplace unit. Findings included a dislodged “log” which prevented proper combustion and resulted in soot. The technician also cleaned the burners and the glass on the fireplace unit. Contact Jerry for information about the service provider they engaged for this work.

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of September 13, 2018, Board Meeting

I. Call to Order

This Meeting of the Board was called to order at 8:00 pm in the Book Nook by President, Jerry Taylor. Four (4) other Board members were present thus constituting a quorum: Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry.

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

II. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve Minutes of the July 12, 2018 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. 11, 2018	Board
Nov. 15, 2018	Special Meeting of the Association (to ratify the Budget)
Dec. 13, 2018	Finance Committee
Jan. 10, 2019	Board
Feb. 14, 2019	Finance Committee
March 14, 2019	Finance Committee
April 11, 2019	Board
May 10, 2019	Finance Committee
June 13, 2019	Finance Committee
July 11, 2019	Board
Aug. 15, 2019	Finance Committee
Sept. 12, 2019	Annual Meeting of the Association
Sept. 12, 2019	Board (Meeting to elect officers)
Oct. 10, 2019	Board
Nov. 14, 2019	Special Meeting of the Association (to ratify the Budget)
Dec. 12, 2019	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.

V. Discussion of Preliminary 2019- 2021 Budget

The Board reviewed an initial draft of the 2019-2021 Budget. A proposed Budget will be presented to the Board at the Oct 11, 2018 Board meeting. Based on adoption by the Board the Budget would then be subject to ratification by the members at a Special Meeting on Nov. 15, 2018.

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of October 11, 2018 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. Other Board members present included: Laurie Otnes, Cheri Schuricht and Bob Terry thus constituting a quorum. Manager Sid Horvath was also present as were members Doris Beck, Dixie Buol, Linda & Dawson Harvey, Drake Loeser, Carol Lutovosky, Kaare Otnes, Carole Remme, David Ridge and Judy Terry.

b. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve, as issued, the Minutes of the September 13, 2018 Meetings of the Association and the Board of Directors.

c. Reports

a. Managers Report

Sid presented a packet of information to Board members that included a recap of the balance Sheet as of Sept 30, 2018, a summary of Reserve projects completed in 2018 and a listing of service work completed this year. Sid also included a copy of a Repair Work Order by Thyssenkrupp Elevator for a required overspeed test to be performed in 2019 in the amount of \$3,447.00.

b. Lawn & Garden Committee

Judy reported that the six diseased crab apple trees had been removed and the areas filled and seeded. The Committee is considering next steps. Judy also said that Condo Commercial will replace, under warranty, several salal plants that died over the summer. Lastly, she reported that the Committee is considering options to rid the lawn of the pesky moles that have wreaked havoc with our lawn in recent months.

c. Security Committee

Nothing to report.

d. Finance Committee

The Board authorized that the September 2018 Financial Statement be distributed to owners.

d. Unfinished Business

None

a. New Business

Reporting for the Finance Committee, Bob reviewed the Proposed Operating and Reserves Budget 2019-2021.

Bob stated that the Proposed Budget indicated no increase in HOA's for 2019 but added that increases are expected for 2020 as operating expenses continue to rise and as contributions to Reserves must increase over time.

Jerry reminded owners that it has been the practice of the Association to prepare budgets with a three-year forecast and strives to hold HOA's constant for three years. Fiscal year 2019 will be the third year of the current budget cycle.

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 7:00pm November 15, 2018.

The Adopted budget will be distributed to owners via US Mail at least 15 days prior to the November 15 Special Meeting.

Bob added that the Board had reviewed the Reserve Study and recommends no updates or revision to the Study at this time. He added that the Board is concerned about assuring accuracy of certain high dollar projects, specifically recovering of the roof. Accordingly, we will solicit additional cost estimates from qualified contractors.

By motion duly made, seconded and unanimously passed the Reserve Study has been reviewed with no updates/revisions indicated at this time.

b. Announcements and For The Good Of The Order

None

The meeting adjourned at 7:25 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of November 15, 2018 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. Eleven (11) owners were present including: Doris Beck, Dixie Buol, Drake Loeser, Carol Lutovosky, Kaare Otnes, Linda Weschler as well as Board members Bev Klein, Laurie Otnes, Cheri Schuricht (Vice President), Jerry Taylor and 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 were 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 11, 2018 Board Meeting.

II. Ratification Vote: 2019 - 2020 Proposed Operating and Reserves Budget

Following discussion and an opportunity for questions related to the 2019 -2021 Proposed Operating and Reserves Budget:

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

III. Adjournment

The meeting adjourned at 7:05 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer