

# **Richmond Manor Condominium Owners Association**

## **Minutes of January 10, 2019 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, three other (3) Board members were present (Bev Klein, Laurie Otnes and Cheri Schuricht), thus constituting a quorum. Other owners present included Doris Beck, David Ridge, Kaare Otnes and Sid Horvath, Association Manager also participated.

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

**By motion duly made, seconded and unanimously passed the Minutes of the October 11, 2018 Board meeting were approved as issued.**

### **III. Reports**

- a) Manager's Report: Sid reported our budget is on target, the only scheduled reserve work in 2019 is the asphalt seal and repair, regular maintenance work in June for cleaning dryer vents, and Michelle at Prime has replaced Beverly at Prime as our bookkeeper.
- b) Lawn & Garden: n/a
- c) Finance: the reports from December 2018 are not quite finished because of end of year work. They should be available soon.
- d) Security: 1) One of our door codes was given to a delivery person during the holiday season, so it will be changed. Please be reminded we should never give out our personal door codes to delivery people for building security. 2) Our old lobby camera system has ceased to work so a replacement will be ordered and installed. The board voted to spend about \$2500 to purchase and install an eight camera digital recording system.
- e) Inspection: no problems noted during the last weekly inspection.

### **IV. Unfinished Business**

None

**V. New Business**

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

**VII. Adjournment**

The meeting adjourned at 7:35 pm.

Respectfully submitted,

Acting Secretary, Laurie Otnes

# **Richmond Manor Condominium Owners Association**

## **Minutes of April 11, 2019 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: Bev Klein, Laurie Otnes and Bob Terry. While Cheri Schuricht was absent a quorum was present. Manager Sid Horvath was also present as were members Doris Beck, Carol Lutovosky, Carole Remme, Edythe Strand, 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 January 10, 2019 Meeting of the Board.**

### **c. Reports**

#### **Managers Report**

Sid presented a packet of information to Board members that included a recap of the balance Sheet as of March 31, 2019, actionable items and scheduled maintenance/service tasks.

Sid was instructed to authorize ThyssenKrupp to perform a newly required "Five Year Overspeed Valve Test" on the elevator.

Sid stated that the parking areas and driveways would be sealed this summer per the Reserve Study schedule. He will solicit bids soon for this project and was informed that the project should be planned to seal the two drive/parking areas on separate days – separated by at least a week – to enable uninterrupted use of the garage and proper curing of the sealant.

#### **Lawn & Garden Committee**

Judy stated that Condo Commercial has continued to provide good service in their almost five years of work with RMCOA. She noted that the lawn was aerated in February. Residents commented that the azalea's are nearing full bloom and look beautiful.

#### **Security Committee**

Jerry (reporting for Kaare) commented that the Security Surveillance System had been replaced with new upgraded technology that enables clearer pictures and incorporates additional cameras to allow monitoring the garage entrance gates & doors. He indicated that bandwidth limitations on the Frontier system causes slow operation – a problem that may need to be addressed later.

#### **Finance Committee**

Bob reported that we continue to operate in the "black", that all bills are paid on time and that our 2018 Federal Income Tax return was recently filed (on time). Income to the Association is right on Budget and expenses (through 1Q 2019) are about 10% less that budget.

The Board authorized that the March 2019 Financial Statement be distributed to owners.

**d. Unfinished Business**

None

**e. New Business**

**Establishment of a Petty Cash Account**

Jerry mentioned that owners who expend their personal funds on behalf of RMCOA have recently experienced long delays in receiving reimbursement from PRIME. To remedy this PRIME has recommended that RMCOA establish a "Petty Cash Account" to be funded to a maximum of \$1,000.00 (initially) from our general operating account. The President will have custody of a Debit Card that can be used by owners to purchase approved items against the Petty Cash Account. The Debit Card will have no annual fee and the Petty Cash Account will also have no annual fee. The balance of the Petty Cash Account will be shown monthly on the Balance Sheet and the Income/Expense statement will include all payments and transactions associated with that Account.

**Power Jetting of Troubling Kitchen Drains**

Bob mentioned that the following units are known to have kitchen drainage issues (water back-up, frequent/noisy gurgling): 208/307, 205/305, 213/312. These units are "Stacked" one-above-the-other and the drains are connected. Various homeowner attempts to resolve the issues have failed as well as two attempts by commercial plumbers using standard "snaking" devices. Fischer Plumbing indicated that the problem areas are outside the unit boundaries and are therefore the responsibility of RMCOA. Fischer proposes using a pressure wash/jetting tool at a cost of \$980.00 total for the six affected units.

Following Bob's recusal from the vote the Board:

**By motion duly made, seconded and unanimously approved a proposal (dated April 1, 2019) to engage Fischer Plumbing to Power Jet clean the kitchen drains of six stacked units.**

**Access for delivery service reps (FedEx, etc.)**

On occasion a delivery rep, with deliveries for multiple residents in the building, will call one unit requesting access to deliver a package and actually deliver packages to several residents on one trip/entrance into the residential area. A question has been raised if this practice poses a security risk. It was noted that some residents prefer to meet delivery reps in the mail room where they take delivery of packages. Others may prefer that packages be left in the mail room, while others may wish for packages to be delivered to the unit door.

Jerry pointed out that historically we have had no security issues associated with delivery personnel. Accordingly, there seems to be no reason to attempt to adopt more rigid rules/procedures in this regard. An additional consideration is that, absent problems of this sort, it does not seem practical or enforceable to impose certain delivery means on residents or on third party delivery personnel.

Owners should NEVER "give out" entry codes to delivery personnel – as such would compromise security.

## **Failed Windows**

Jerry stated that he had polled owners to determine the number and location of “failed” windows in residential units (specifically “foggy” or cloudy windows indicative of broken seals). The result of such polling is that a small number (maybe 5 or 6) windows have “failed”. It is RMCOA’s intent to coordinate with Milgard (manufacturer of the windows) to replace the failed windows that are “in warranty” - meaning (by Milgard’s definition) the windows of those Units owned by the “original” purchaser of that condo unit. RMCOA also intends to fund the replacement of any other “failed” windows that are not covered by a warranty.

Owners of units with “failed” windows should inform Jerry of this situation if they have not already done so.

### **f. Announcements and For the Good of The Order**

The Board terms of Bev Klein and Bob Terry expire at the conclusion of the Annual Meeting of the Association in Sept. Nominations for Board member positions may be made anytime in writing to any Board member or orally at the Annual Meeting.

The meeting adjourned at 7:55 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of July 11, 2019 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. 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, Linda & Dawson Harvey, Andrea & Drake Loeser, Carol Lutovosky, Kaare Otnes, Carole Remme, Edythe Strand, 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 April 11, 2019 Meeting of the Board.**

### c. Reports

#### Managers Report

Sid presented information to Board members that included a recap of the Balance Sheet as of June 30, 2019, actionable items and scheduled maintenance/service tasks. He stated that window and skylight washing is scheduled for July 30.

Sid also stated that he was soliciting proposals for the sealing of parking areas and driveways. These proposals would include, as optional scope items, pressure washing and restriping of the garage as well as for replacement of the broken (yellow painted) curb at the entrance from 20<sup>th</sup> Ave NW. The asphalt sealing would be planned for two days to enable uninterrupted use of the garage.

Sid said that scheduling the drier vent cleaning and Fire Protection System inspections on the same day seemed to be well received by owners.

#### Lawn & Garden Committee

Judy informed owners that Andrea Loeser had recently been welcomed to the L&G Committee. Judy said that the Committee was leaning towards not replacing the diseased crabapple trees removed last year as there have been many positive comments about how nice and open that area now appears. She invited owners to voice their comments on this matter to any member of the Committee including: Andrea, Betty, Bev, Cheri, Doris and Judy.

#### Security Committee

Kaare commented that the Managers Office door was found unlocked. Nothing has been discovered to be missing from that Office.

#### Finance Committee

Bob stated that a maturing CD had been rolled over to a new CD (valued at about \$82,860) earning 2.8%. He commented that our Reserve Fund balance was almost \$204,000. Bob explained that our Contingency Operating Account (with a balance of just over \$15,000) is intended to fund only

expenses such as necessary remediation/repairs that might result from a break in the fire sprinkler system. Funds in the Contingency Operating Account may not be used for Reserve expenditures.

The Board authorized that the June 2019 Financial Statement be distributed to owners.

**Décor Committee**

Doris reported that a small section of stained carpet was successfully replaced on the 2<sup>nd</sup> Floor.

**d. Unfinished Business**

None

**e. New Business**

Jerry informed owners that RMCOA recently established a Petty Cash Account (in the amount of \$1,000) for the purpose of funding items purchased by owners on behalf of RMC. The President has custody of a Debit Card that can be used by owners to purchase approved items against the Petty Cash Account.

Jerry stated that Fischer Plumbing had pressure cleaned the kitchen drains of six units that had experienced blockage, water backup and excessive gurgling noises. Results thus far indicate the cleaning was successful. Jerry requested owners to inform him if they have similar drainage issues.

Jerry also indicated that consideration was being given to replacing the approximate 30 ft section of chain link fence at the NW corner of our property alongside the sidewalk parallel to 20<sup>th</sup> Ave NW. The existing chain link fence is viewed as unattractive and not in keeping with the standards of appearance desired for RMC. The intent would be to install an attractively designed and well-constructed fence that adds to – not detracts from - the value of RMC. Such a project would be funded from Reserves.

**f. Announcements and For the Good of The Order**

The Board terms of Bev Klein and Bob Terry expire at the conclusion of the Annual Meeting of the Association in Sept. Nominations for Board member positions may be made anytime in writing to any Board member or orally at the Annual Meeting.

Two failed skylights for Unit 304 have been replaced with ventilating models. The owner will reimburse RMC the added cost for the ventilating upgrade. RMC's net cost is chargeable to Reserves.

The meeting adjourned at 7:45 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of September 12, 2019 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. Nineteen (19) owners were present in-person including: Doris Beck, Shirleen Becker, Dixie Buol, Phyllis Gillman, Al Gunns, Drake Loeser, Carol Lutovsky, Carole Remme, Bruce Rawlinson, Betty Roberson, Helen Shirk, Edythe Strand and David Ridge and John & Linda Weschler and Board Members Laurie Otnes, Cheri Schuricht (VP), Jerry Taylor (President) and Bob Terry (Sect/Treasurer). For voting purposes Myrna Burkey, Carol DePaoli, Linda & Dawson Harvey and Donna Olsen were represented by Jerry Taylor, Michael Morgan by Bob Terry, Luis Munoz by Cheri Schuricht, and Bev Klein by Laurie Otnes. All toll twenty (22) Units were represented reflecting a total voting of 82.9% which exceeded quorum requirements of 51%. Manager Sid Horvath was also present.

### II. Approval of Minutes

**By Motion duly made and seconded the Minutes of the November 15, 2018 Special Meeting of the Association were unanimously approved as issued.**

### III. Reports

#### a) Presidents Report

Jerry mentioned that 2019 had been a relatively “quiet” year regarding projects. Completed projects included an upgrade to the Security Surveillance System and sealing and restriping the driveways and parking areas.

#### b) Financial Projection for Year End 2019

Bob reported that the 2019 expenditures are tracking slightly under budget.

#### c) 2020 – 2022 Budget Outlook

Bob indicated that operating expenditures in the three-year period 2020 -2022 are expected to rise about 1.5 – 2.0 % per year despite an announced 9.4% increase in water rates for 2020, a 4% per year contractual increase in elevator servicing and generally higher inflationary rates for services.

Regarding our contributions to reserves the Board believes it is necessary and prudent to significantly increase contributions to assure adequate funds for upcoming projects such as the roof replacement. The Board wants to avoid expensive surprises and any situation that would require a special assessment. All told this will likely result in an increase in HOA of about 12% for the three-year period. As has been the practice the upcoming increase would be effective in January 2020 with the intent that the new HOA would remain at that rate for three (3) years.

The Board will review and adopt a Budget at the Oct. 10 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 14, 2019) for ratification.



**d) Reserves:**

The balance in our Reserve acct was \$207,154 as of Aug 31, 2019. This total should increase to almost \$219,000 by years end. About \$190,000 of that total is deposited in three (3) CD's with earnings ranging from 2.3% to 2.8%. Additionally, we have two savings accounts: one of which receives our monthly contributions to reserves deposits. Both savings accounts can be used to draw money to pay for upgrades like the upgraded surveillance system and parking area sealing.

The Board will again engage a professional reserve specialist to update our Reserve Study. The update will be prepared in 2020 consistent with WA regulations for condominiums. To assure that accurate and reasonable data (e.g. remaining life expectancy and the associated cost estimates of various components) are input to the Reserve Study the Board is considering engaging an experienced inspector to independently evaluate these factors – with particular emphasis on the building envelope (roofing, windows).

**e) L&G Committee**

Drake, reporting for the L&G Committee, mentioned that:

- the moles digging in the lawn continue to be a major problem. He thanked Betty Roberson for applying her “magic formula” which seems to have slowed the moles disruptive digging. Should the “magic formula” not drive the moles away a professional service may be needed to rid ourselves of this issue.
- the yew bushes along the East property line are doing well despite their branches being tied up since last winters heavy snow caused the branches to sprangle.
- the butterfly bush in the NE corner will be cut back in the fall.
- several trees are overgrown to the point of needing to be trimmed. Also, dead branches in some trees need to be removed. This work will involve the two birch trees which have been affected by birch borers as well as the large Japanese maple and several redbuds alongside 20<sup>th</sup> Ave NW. This trimming will cost approximately \$1,650 and result in overspending the 2019 L&G Budget by about \$1,200.
- the overgrown azaleas on the South side of the building will be replaced in 2020.
- the Committee has requested Condo Commercial to prune azaleas to a more natural shape.

**f) Security**

Residents are reminded to CLOSE ALL OUTSIDE DOORS AND ASSURE THEY REMAIN LOCKED! This includes the door to the Refuse Room from the Garage. Too often that door is left blocked open. Also, the light in the Refuse Room is too often left “on” which could be an invitation to 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 ASSURING SAFETY AND SECURITY including for posting someone at a door when expecting a delivery or contractor entry that might involve multiple trips.

#### **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 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 Bev Klein and Bob Terry were elected to Board service for two (2) year terms beginning immediately.**

#### **V. Financial Audit**

The Board will engage Stanford, Munko & Co. (CPA's) to conduct a Financial Review/Audit for fiscal year 2019. The Audit would be prepared in early 2020 after the books are closed for FY 2019. This is in compliance with RCW and consistent with our past practice. Stanford, Munko & Co will also prepare our tax filing for 2019.

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

Jerry suggested that owners consider replacing water heaters older than 10 years. Consider also replacing rubber hoses that supply water to washing machines. Note these hoses remain pressured - and thus vulnerable to springing leaks - when not in use unless owners manually close the supply valves. Jerry 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 the Board is considering replacing the chain link fence at the NW property line with an appropriately designed and installed metal fence that would enhance our property's attractiveness/value.

Many members offered thanks to the Weschlers, Carole Reeme and Cheri Schuricht for delivering newspapers to their doors on a daily basis. Members also thanked many "unknown" members for delivering packages to their doors and moving packages from the mail room to the secured elevator lobby.

From a safety perspective it was noted to be mindful of young children in the garage.

All present joined in the acknowledgement that they were pleased to live in a such a "neighborly", friendly and helpful community.

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of September 12, 2019 Board Meeting

### I. Call to Order

This Meeting of the Board was called to order at 8:00 pm in the Book Nook by President, Jerry Taylor. Three (3) other Board members were present thus constituting a quorum: Laurie Otnes, Cheri Schuricht and Bob Terry. Bev Klein was absent.

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 11, 2019 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. 10, 2019	Board
Nov. 14, 2019	Special Meeting of the Association (to ratify the Budget)
Dec. 12, 2019	Finance Committee
Jan. 9, 2020	Board
Feb. 13, 2020	Finance Committee
March 12, 2020	Finance Committee
April 9, 2020	Board
May 14, 2020	Finance Committee
June 11, 2020	Finance Committee
July 9, 2020	Board
Aug. 13, 2020	Finance Committee
Sept. 10, 2020	Annual Meeting of the Association
Sept. 10, 2020	Board (Meeting to elect officers)
Oct. 8, 2020	Board
Nov. 12, 2020	Special Meeting of the Association (to ratify the Budget)
Dec. 10, 2020	Finance Committee

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

**V. Discussion of Preliminary 2020- 2022 Budget**

The Board reviewed a draft of the 2020-2022 Budget and associated HOA schedule. A proposed Budget will be presented to the Board at the Oct 10, 2019 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. 14, 2014.

**VI. Discussion Regarding an Independent Inspector to Evaluate Reserve Building Components**

Bob suggested retaining an “inspector” to evaluate key building components to estimate remaining expected life and replacement/renovation costs. Two candidates had been identified: Lee Dunham, PE with Olympic Associates Company (OAC) and Kent Daniels. Principal owner Integrity Group NW, LLC. It was determined to engage the services of Integrity Group NW, LLC. Jerry Taylor executed a letter of agreement on behalf of RMC.

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of October 10, 2019 Board Meeting

### I. Call to Order

This Meeting of the Board was called to order at 7:00 pm in the 3<sup>rd</sup> Floor Common Area Room by President, Jerry Taylor. Three (3) other Board members were present thus constituting a quorum: Bev Klein, Laurie Otnes and Bob Terry. Cheri Schuricht was absent. Other members of the Association present were Doris Beck, Drake Loeser, Carol Lutovsky, Kaare Otnes, Linda and John Weschler and Sid Horvath as Manager.

Jerry stated that the agenda for this Meeting included review/approval of Minutes of the Sept. 12, 2019 Meeting of the Association and the Sept. 12, 2019 Board Meeting, a review and adoption of a Budget for years 2020-2022 and the receiving of reports from the Manager and Committees.

Jerry informed those present of the upcoming November 14, 2019 Special Meeting of the Association. The purpose will be to ratify the Proposed Budget.

### II. Review/Approval of Meeting Minutes

**A motion was duly made, seconded and unanimously passed to approve Minutes of the Sept. 12, 2019 Meeting of the Association as well as of the Board Meeting that same day with the correction that Bev Klein was absent at those meetings not present as stated in the Minutes as issued.**

### III. Manager's Report

Sid reported that roof and gutter cleaning was in process and that the only item remaining to complete on the drive/parking area sealing project is the painting of the newly repaired curb at the drive entrance from 20<sup>th</sup> Ave NW. Sid will check the status of planned semi-annual servicing of the ventilation systems.

### IV. Committee Reports

#### a. Lawn & Garden

Drake reported that the L&G Committee had solicited proposals from several firms for the removal of moles that decimate our lawn areas. A firm has been selected to provide this service and the initial effort will begin Saturday, Oct 12, 2019.

Drake also reported that several trees will be pruned on Monday Oct 28, 2019 to assure the trees health and to provide appropriate clearance from the building, from the pole lighting in the NW parking area and from adjacent trees.

#### b. Finance

Bob noted that the Sept. 2019 Financial Report indicated income to be on-track with Budget and operating expenditures are running about 3% lower than Budget. He also commented that 2019 Reserve expenditures will total about \$7,500 for the upgraded Security Surveillance System,

Skylight Replacements and Sealing and Restriping of the driveways and parking areas along with repair of a damaged curb. As there were no exceptions to the Sept. Financial Report it will be issued to owners.

c. Security

Kaare noted “nothing to report”- which is a good thing.

**V. Discussion of Preliminary 2020- 2022 Budget**

Bob presented to the Board the Finance Committee’s proposed Budget for the period 2020-2022 that was developed in consultation with Sid (as Manager). The proposed Budget reflects estimated operating expenditures increasing by 2.7% for the three-year period vs the previous 2017-2019 Budget period. Contributions to reserves are designed to increase 39% to assure sufficient funds in our Reserve Accounts to meet expected reserve expenditures without resorting to special assessments or obligating the Association through borrowing. Home Owner Assessments (income to RMCOA) for the 3-year budget period will increase 12% over the prior 3-year period (2017-2019).

A graph depicting HOA’s over the years was shown. Since 2009 HOA’s have increased an average of 3.7%/yr.

**Following a review, the Board by motion duly made and seconded, unanimously approved the Proposed 2020-2022 Budget as presented.**

Accordingly, the Board will cause the Proposed 2020-2022 Budget to be issued to owners for their review and ratification at a Special Meeting of the Association on November 14, 2019. The information provided will also include a listing by Unit of the Proposed Home Owner Assessments for the 2020-2022 period.

Bob indicated that recent revisions to the WA State RCW’s for Condominiums require owners to be informed – on a per Unit basis - of any deficit in actual Reserves vs the Fully Funded Reserve Balance as calculated in the Reserve Study. At 2019 years end our Reserve Accounts are expected to reflect a total about \$218,788 compared to the Reserve Study’s calculated FFRB of \$375,676 resulting in a theoretical deficit of \$156,888. This Reserves “deficit” proportioned according to each Unit’s ownership interest will be detailed in the information provided in the meeting notice.

**VI. New Business**

Bob reported that the Board engaged the services of Integrity Group NW, LLC to “inspect” and assess our building to identify any defects and maintenance needs. This inspection/assessment – performed Oct. 9, 2019 - constitutes an independent view by a trained Certified Master Inspector of key Reserve components (such as the roofing, deck coatings, siding, skylights, etc.) and will enable the Board and Management to plan and prioritize maintenance needs and to better understand and plan funding needs. We expect to receive Integrity Groups report within the next few weeks.

**VII. For the Good of the Order**

Owners commented on their appreciation of the Board.

The meeting adjourned at 7:40 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# **Richmond Manor Condominium Owners Association**

## **Minutes of November 14, 2019 Special Meeting of the Board**

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

This Meeting of the Board was called to order at 7:06 pm in the 3rd Floor Common Area Room by President Jerry Taylor. Other Board members present included: Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry thus constituting a quorum. Association members present included Doris Beck, Myrna Burkey, Linda & Dawson Harvey, Drake Loeser, Carol Lutovsky, Luis Munoz, Donna Olsen, Kaare Otnes, Carole Remme, David Ridge and Edythe Strand.

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

**A motion was duly made, seconded and unanimously passed to approve, as issued, the Minutes of the October 10, 2019 Meeting of the Board of Directors.**

### **III. Reports**

#### **a. President's Report**

Jerry mentioned that a follow-up inspection/survey of the windows would be performed after the first of the year. The new survey will be organized and documented so as to identify and record specifics of all windows that have failed to enable accurate cost estimates and planning for replacement.

Jerry also presented and discussed a proposal from Vent Masters to replace the drier vent caps with an improved design intended to improve air flow from driers, reduce lint build-up and potential for fire.

**By motion duly made, seconded and unanimously passed the Board of Directors voted to accept Vent Masters' proposal, dated October 22, 2019, in the amount of \$1,047.60 + Tax to replace twenty-seven (27) drier vent caps.**

#### **b. Financial Report**

Bob inquired of Board members if they had any questions/concerns about the October 2019 Financial Report that had recently been distributed for review. As there were no questions or concerns the Report was accepted and will be issued to Owners.

### **IV. Unfinished Business**

Bob discussed the findings of Integrity Group NW's recent Building Inspection. The Board will consider the findings of the Inspection over the coming months and develop a prioritized maintenance plan.

The Report of the Building Inspection will be distributed to Owners.

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

Cheri did a "show and tell" of a faulty electrical receptacle that caused a breaker to trip in her Unit. The faulty receptacle was of a type wherein electrical wires insert directly into holes in the receptacle and which should then be properly secured. In the receptacle Cheri demonstrated the wiring was not



sufficiently secured in the hole and thus the receptacle became heated and created a “short” condition which tripped the breaker. An alternate receptacle design requires the electrical wires to be secured by a screw. Kaare mentioned that another owner had a similar issue.

Doris reminded owners of the Christmas Party scheduled for December 1, 2019.

The meeting adjourned at 7:55 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# **Richmond Manor Condominium Owners Association**

## **Minutes of November 14, 2019 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 (16) owners were present including: Doris Beck, Myrna Burkey, Linda & Dawson Harvey, Drake Loeser, Carol Lutovosky, Luis Munoz, Donna Olsen, Kaare Otnes, Carole Reeme, David Ridge as well as Board members Bev Klein, Laurie Otnes, Cheri Schuricht (VP), 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: 2020 - 2022 Proposed Operating and Reserves Budget**

Following discussion and an opportunity for questions related to the 2020 -2022 Proposed Operating and Reserves Budget including Proposed Home Owner Assessments:

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

Accordingly, monthly Home Owner Assessments will increase effective January 1, 2020. PRIME (as manager) will provide information to owners regarding revising payments for Home Owner Assessments.

### **III. Adjournment**

The meeting adjourned at 7:05 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer