

Richmond Manor Condominium Owners Association

Minutes of January 9, 2020 Board Meeting

I. Call to Order

This Meeting of the Board was called to order at 7:00 pm in the 3rd Floor Common Room by President Jerry Taylor. Four (4) other Board members were present thus constituting a quorum: Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry. Owners present included: Doris Beck, Myrna Burkey, Drake Loeser, Carol Lutovosky, Kaare Otnes, Carole Reeme and Linda Weschler. Manager Sid Horvath was also present.

II. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve Minutes of the Special Meeting of the Association and Special Board Meeting both on November 14, 2019.

III. Reports

a. Managers

Sid reported that he will contact Park Richmond Condo's (our neighbors along the East property line) to inform them of their deteriorating fence.

Sid said he was organizing to collect information on defective windows. This is a renewed effort to obtain information needed to approach Milgard and develop plans for replacement.

Sid conveyed correspondence from Davy Tree to the L&G Committee regarding injections for the birch trees as a mitigation against borers which attacked the trees some years ago. These injections are credited with saving the birch trees. The Committee will consider Davy's proposal.

Sid also reported that two proposals had been received to install fencing to replace the chain-link fence at the NW corner of the property. Both proposals provide for installation only (no material). No action was taken.

b. Finance

Bob relayed information from PRIME that the December 2019 Financial Report will be issued to Board members in about a week and distributed to owners following Board review.

Attendees were reminded that new HOA rates went in effect January 1, 2020. Questions should be addressed to Sid at 206-726-0878.

It was noted that RMC is withholding \$500.00 from the reserve payment to TransBlue pending painting of the repaired curb.

Bob noted that the Reserve Study would be updated later in 2020.

Bob recommended that we again engage Stanford, Munko & Co to prepare our 2019 tax filing as well as a financial audit of our books for fiscal year 2019 as authorized by the members at the Annual Meeting of the Association in Sept. 2019. Accordingly,

By motion, duly made and seconded, the Board approved engaging Stanford, Munco and Co. to prepare the tax filing for 2019 as well as an audit of the 2019 Financial records.

Bob reported that a CD is maturing on Jan 24, 2020 in the amount of about \$84,000. He recommended rolling the CD over to a new CD with Seattle Bank with a 12-month term at a rate anticipated to be 2.2%/yr.

By motion, duly made and seconded, the Board approved rolling over the maturing CD at Seattle Bank to a new CD with a 12-month term.

c. Lawn & Garden

Drake reported that he and Andrea had contacted Condo Commercial about the overgrown wisteria, the butterfly bush that needs to be trimmed as well as ivy that has encroached across the North Slope property line. Condo Commercial has now addressed most of these issues satisfactorily and Andrea and Drake will follow-up as needed to assure the butterfly bush is trimmed as agreed.

Drake mentioned that Corporal Mole has again placed traps near the West entrance to the garage as mole activity has reappeared there. Several months ago two moles were removed from our property.

d. Security

Kaare noted that in at least one recent instance an Amazon delivery person gained entrance to the building using a code stored in the delivery person's cell phone. An entrance code in the possession of any non-authorized person compromises our security. The practice of communicating or "giving" entrance codes to non-residents is a serious breach of security and should never happen. Jerry will issue a reminder to residents to abstain from "giving" entrance codes to non-authorized personnel.

IV. Unfinished Business

a. Building Inspection/Evaluation by Integrity Group, NW

Jerry reported that Board members had met with Kent Daniels of Integrity Group, NW to discuss certain findings and recommendations outlined in their report. No decisions have been made as to actions that may be taken in response to the Report's findings other than by updating the Reserve Study to extend by five (5) years the Remaining Life of the Deck Coating. Owners may review the report as it was distributed via e-mail.

b. Taking Care of Decks

Cheri reminded residents to use care in repositioning deck furniture and flower pots to avoid damaging the deck coating. Please lift and reset chairs/tables and flower pots, etc. vs dragging them across the deck surface. The deck coating can be easily damaged which could result in leaks, deterioration of the underlying structure and costly repairs.

V. For the Good of the Order

Linda Weschler mentioned that a repair technician recently informed her that Seattle's water is "softer" than that of any other city in the country and as such washers can effectively clean with much less detergent than would be the case with "hard/harder" water. Since learning of this Linda has significantly reduced the amount of detergent used in washing.

Linda and Cheri commented on the need for residents to "break down" or collapse cardboard boxes before they are placed in recycle containers.

Several people noted that the light in the refuse room is too often left "on" – and the door to that room is too often left blocked open. A lighted refuse room can be viewed as an invitation for passers-by/non-authorized persons to enter. Please turn off the light when exiting this room and remove the block so the door closes and locks.

Next Meeting: April 9, 2020.

The meeting adjourned at 7:55 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of July 9, 2020 Board Meeting

I. Call to Order

This Meeting of the Board, conducted “virtually” via ZOOM technology, was called to order at 7:00 pm by President Jerry Taylor. Reasoning for the “virtual” vs in-person meeting relates to concerns about possible transmission of COVID-19, a Coronavirus, presently considered a worldwide pandemic which has led to WA State regulations requiring “social distancing”. All four (4) other Board members participated thus constituting a quorum: Bev Klein, Laurie Otnes, Cheri Schuricht (VP) and Bob Terry (Secretary/Treasurer). Owners that participated “virtually” included: Linda and Dawson Harvey, Kaare Otnes, Carole Reeme and Judy Terry. Manager Sid Horvath also participated.

II. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve Minutes as previously issued of the January 9, 2020 Board Meeting.

III. Reports

a. Manager

Sid reported on the status of several projects including completion of window cleaning, Fire Protection System inspections and annual unit inspections. He mentioned that the walkways would be pressure washed this summer.

b. Lawn & Garden

Judy informed those present that Condo Commercial had been “taken over” by East Side Lawn Care (ESLC) in January 2020. The Committee has observed that certain aspects of their work fell behind. Following discussions with ELSC management the work crew has made progress but is still in “catch up” mode. The Committee is evaluating ESLC’s performance.

In the Fall eight (8) large azaleas, that have outgrown their space on the South side of the garage will be removed and three (3) of those plants will be relocated to beds in the area of the former “tot lot”. Seven (7) hino-crimson azaleas will replace the plants that are removed. Bark mulch will be placed in all planting beds in the Fall following the work outlined above.

One redbud tree alongside 20th Ave NW is dying from Verticillium Wilt (a fungus) as diagnosed by two tree services and confirmed in discussion with Sky Nursery. The Committee is in the process of determining next steps.

c. Finance

Bob noted that:

- our 2019 Tax obligation (\$930) has been paid,

- the 2019 Financial Audit has been completed. There were no findings of wrongdoing and the reports were in order. The Audit has been distributed to Owners.

Bob reported that our two savings accounts (at Banner and Seattle Bank) now total over \$48,000 and earn 0.1% interest. Considering the planned expenditure of Reserve funds is low over the coming months Bob recommended that \$25,000 be withdrawn from Banner Bank and used to open a new CD at Seattle Bank that would earn 1.0%.

By motion, duly made and seconded, the Board approved withdrawing \$25,000 from the Banner Bank money market account and opening a new 12-month CD at Seattle Bank in that amount earning an expected 1.00%.

To improve the accuracy of our Reserve Study and to give us a better fix as to the expected cost of the most expensive maintenance/replacement projects on our list we invited representatives of ThyssenKrupp (TK) and Milgard on-site. The TK representative reviewed our elevator and we should soon receive a report of expected modernization requirements and needs. This information will be used to update our Reserve Study. For a similar purpose we solicited and received a cost estimate to replace all windows. This cost estimate indicates that the current Reserve Study significantly understates the expected cost of window replacement. Additional investigation is warranted.

2020 is the year we are required to engage a Reserve Specialist to update our Reserve Study. Decisions about how best to proceed have not yet been made.

IV. Unfinished Business

Jerry reported that bids to replace the chain link fence at the NW corner of the property were greater than expected. There was discussion about whether or not such a replacement is needed and the perceived value of enhancing the property's curb appeal with a more attractive fence. Sid will solicit a proposal from another company and report back.

V. Announcements

Jerry announced that the Board terms of Laurie Otnes, Cheri Schuricht and Jerry Taylor expire at the end of the Annual Meeting of the Association in September. Elections will be held for Board membership at that meeting. Nominations can be made in writing to any Board member prior to or at the September meeting.

VI. For The Good Of The Order

The next Meeting of the Association and Board: September 10, 2020.

The meeting adjourned at 7:40 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of August 6, 2020 Special Board Meeting

I. Call to Order

This Special Meeting of the Board was requested by President Jerry Taylor to deal with matters needing attention prior to the next regular Board Meeting in September. Jerry called the meeting to order at 7:00 pm in the 3rd Floor Common Area Room. All other Board members (Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry) participated thus constituting a quorum.

II. Unfinished Business

- a. Jerry reported that the findings from the 2020 Annual Unit Inspections were incomplete (some Units were not inspected) and confusing in other instances. Jerry will contact Sid Hovath to address the missing information and the items needing clarification.

- b. Jerry stated that All City Fence submitted a proposal to replace the chain link fence at the NW corner of the property with a 5 ft., 3 rail, ornamental, black powder coated steel fence at a price of \$3,745 + tax. There was discussion about whether or not such a replacement is needed and whether or not value would be gained or the property's curb appeal enhanced by removing what some view as a temporary-construction type fence and replacing it with a more attractive fence.

Following a motion and a second to accept All City Fence's proposal and questions the

Board voted 3 to 2 to approve the motion. Voting in favor: Cheri, Jerry and Bob. Voting no: Bev and Laurie.

- c. Jerry will follow-up with Sid regarding pressure washing the concrete walkways and the issue of delamination of the deck coating at Unit 206.

III. Announcements – Annual Meeting of the Association

The Annual Meeting of the Association will be held in the garage on September 10, 2020. This will better enable proper social distancing necessitated by the current Coronavirus pandemic. A key agenda item for that meeting is the election of three Board members to fill the positions of Laurie Otnes, Cheri Schuricht and Jerry Taylor whose terms expire at the end of that meeting. Each of those owners has been nominated for new two years terms and have agreed to serve if elected.

The meeting adjourned at 8:35 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of September 10, 2020 Annual Meeting of the Association

I. Call to Order

The meeting was called to order at 7:00pm by President Jerry Taylor. Nineteen (19) owners were present via ZOOM technology (as necessitated by the Coronavirus COVID-19 pandemic) including: Doris Beck, Phyllis Gillman, Al Gunns, Chuck Hynden, Andrea & Drake Loeser, Donna Olsen, Bruce Rawlinson, Carole Remme, Edythe Strand & David Ridge, Judy Terry and Linda & John Weschler and Board Members Bev Klein, Laurie Otnes, Cheri Schuricht (VP), Jerry Taylor (President) and Bob Terry (Sect/Treasurer). For voting purposes Myrna Burkey, Midori Johnson and Helen Shirk were represented by Jerry Taylor and Michael Morgan and Betty Roberson by Bob Terry. In total twenty (20) Units were represented reflecting a total of 75.2% owner's interest thus exceeding quorum requirements. Manager Sid Horvath also participated.

II. Welcome

Jerry welcomed all meeting participants including new owner Chuck Hynden (Unit 307) to the meeting. Jerry lamented that the meeting could not be held in person, the curtailing of long-standing social activities such as the pot luck supper and the general restrictions on social interactions that have become so important in the lives of RMC residents.

III. Reports:

a) President's

Jerry mentioned that the walkways and curbs in the parking areas would be pressure washed on September 15 and that the chain link fence at the NW corner of the property would be replaced in early October with a three rail, ornamental, black powder coated steel fence. This fence should enhance the property's attractiveness and curb appeal.

b) Financial Projection for Year End 2020

Bob reported that RMC continues in a strong financial condition. Owners continue to meet their responsibilities by paying monthly assessments timely. We have adequate cash to pay all bills and obligations. An audit of the 2019 Financial Reporting was completed a few months ago with findings that such reports fairly represent the facts. For 2020 the Association's expenditures are tracking almost \$6,000 (or 4%) over budget due to preventative maintenance work on the roof. This work was recommended by the Integrity Group NW (as part of a building "envelope" evaluation) and is intended to prevent leaks and prolong the life of the roof. An unplanned repair that could drive expenses higher relates to delamination of coating on the deck of Unit 206.

c) 2021 – 2023 Budget Outlook

Bob indicated that operating expenditures in the coming two years (2021 -2022) are forecast to be pretty much as expected when the budget was developed last year - so generally the budget outlook remains unchanged. We do not anticipate an adjustment to HOA's in 2021.

The Board will review and adopt a 2021 – 2023 Budget at the Oct. 8 Board meeting. Following that meeting the adopted Budget will be issued to owners at least 15 days prior to a Special Meeting of the Association (Nov 12, 2020) for ratification.

d) Reserves

The balance in our Reserve accounts was \$252,573 as of Aug 31, 2020. About \$221,000 of that total is deposited in four (4) CD's. Interest rates have dropped to the 0.75% range so earnings will be lower in 2021. We also have two savings accounts which earn very little interest but provide a vehicle for ready cash (if needed) and a means to deposit monthly contributions. No major projects are planned for the next two years. However, in 2023 the plan indicates nearly \$70,000 to be expended for a number of projects including painting the exterior siding (done on a 10-year cycle).

The Board will engage a professional reserve specialist to update our Reserve Study in 2020 as required by WA regulations. To assure accurate/reasonable data are input to the Study the Board is working with vendors to obtain cost estimates for key projects (including roofing, elevator and windows).

e) L&G Committee

Judy reported that one redbud tree alongside 20th Ave NW became infected with verticillium wilt and died in July. On advice of experts the tree was quickly removed and the remaining redbuds and the Japanese maple were treated to protect them from the wilt.

In October the overgrown azaleas on the South side of the garage will be replaced with Hino-Crimson azaleas and some of the large azaleas will be moved to a more spacious area. Bark/mulch will then be placed in the beds on the East, South and West sides of the building.

Eastside Lawn Care seems to have improved their service in recent months. We continue to evaluate their performance.

f) Security Committee

Kaare reported two unsuccessful attempts to break into our garage. One case involved an attempt to "jimmy" open a door as evidenced by marred paint on the door and jam. The other attempt was recorded by our Security Surveillance System which showed a pick-up truck pulling up to the West garage gate and the driver attempting in vain to open the gate. Unfortunately, the truck license plate was obscured so identification of the intruders was not possible. These two incidents reinforce the need for all residents to CLOSE ALL OUTSIDE DOORS AND ASSURE THEY LOCK ON CLOSURE! 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.

Kaare also suggested that residents bring all packages left in the Outer Lobby (Mail Room) into the Inner/Elevator Lobby. While there was no mention of packages being stolen at RMC there are frequent reports of such in Shoreline and Richmond Beach.

IV. Election of Board Members

Board membership terms for Laurie Otnes, Cheri Schuricht and Jerry Taylor expired at the conclusion of the Meeting of the Association. These same members were nominated for continued Board 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.

V. Financial Audit

On behalf of the Board, Bob made a motion to waive the requirement (as per RCW 64.34.372) of an Annual Financial Audit as applying to fiscal year 2020 considering that:

- the Finance Committee reviews monthly the Financial Statements, and
- no “exceptions” in accounting/reporting financial balances and transactions have been identified nor any procedural improvements recommended in four (4) formal Financial Reviews/Audits (years 2007, 2011, 2016 and 2019),

By motion duly made, seconded and unanimously passed, the members approved the Board’s recommendation to waive the Annual Financial Audit for fiscal year 2020.

VI. For The Good Of The Order

Members expressed appreciation to the Board for their efforts towards a successful, friendly and helpful community.

The meeting adjourned at 7:40 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of September 10, 2020 Board Meeting

I. Call to Order

This Meeting (held via ZOOM) of the Board was called to order at 7:45 pm by President, Jerry Taylor. Four (4) other Board members were present thus constituting a quorum: Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry. Bruce Rawlinson and Sid Horvath (manager) also participated.

Jerry stated that the agenda for this Meeting included approval of Minutes of the July Board Meeting, election of Board Officers, setting expectations for the replacement of failed windows and a general discussion about the budget and reserve study.

II. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve Minutes of the July 9, 2020 Board Meeting.

III. Election of Officers

A motion was duly made, seconded and unanimously passed to elect, by acclamation, Jerry Taylor as President, Cheri Schuricht as Vice President and Bob Terry as Secretary/Treasurer.

IV. Replacement of Failed Windows

Jerry expressed disappointment in the slow progress of preparing a complete and accurate inventory of windows that have failed. He also stated his expectation that multiple bids for providing and installing such replacement windows be solicited/presented in a concise/coherent format. The intent is to complete the replacement of all failed windows in 2020.

V. Preliminary 2021- 2023 Budget

Bob stated that a draft of the 2021-2023 Budget would be sent to Board members within a few days with the intention of reviewing such in a ZOOM discussion prior to the October 8, 2020 Board meeting wherein the Board will adopt a Budget. The adopted Budget will then be subject to ratification by the members at a Special Meeting on Nov. 12, 2020.

VI. Reserve Study

Following general discussion of various options for updating the Reserve Study – including of Reserve Specialists - Bob indicated that at the October 8 Board meeting he would propose engaging Association Reserves to perform an update of the Reserve Study without site-visit. The expected cost would be \$800 vs \$1,940 for an update with site-visit.

VII. Meeting Schedule

Jerry indicated that within a few days he would distribute a schedule for Finance Committee, Board and Associations meetings.

The meeting adjourned at 8:15 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of October 8, 2020 Board Meeting

I. Call to Order

This Meeting of the Board - held via ZOOM - was called to order at 7:00 pm by President, Jerry Taylor. Participants included Board members Bev Klein, Laurie Otnes, Cheri Schurcht and Bob Terry (thus constituting a quorum) and Association members Doris Beck, Phyllis Gillman, Linda & Dawson Harvey and Kaare Otnes. Manager Sid Horvath also participated.

Jerry stated that the agenda for this Meeting included review/approval of Minutes of the Sept. 10, 2020 Meeting of the Association and the Sept. 10, 2020 Board Meeting, a review and adoption of a Budget for years 2021-2023 and the receiving of reports from the Manager and Committees.

Jerry mentioned that the purpose of the upcoming November 12, 2020 Special Meeting of the Association is to ratify the Proposed Budget.

II. Review/Approval of Meeting Minutes

Motions were duly made, seconded and unanimously passed to approve Minutes as issued of the Sept. 10, 2020 Meeting of the Association and the Board Meeting that same day.

III. Manager's Report

Sid reported that:

- the Shoreline Fire Dept. inspected our building and issued a report indicating 100% compliance,
- he is working with InterMountain Glass on a proposal to replace failed window glass in several Units as well as to obtain measurements and other information required by Milgard Windows for replacement of other failed glass that is covered by warranty,
- he is coordinating with a representative from ITW Polymers Sealants to inspect and provide a proposal to repair the delaminated deck coating of Unit 206,
- he will arrange for a plumber to resolve a drainage issue related to Unit 307, and
- he will give a "heads-up" to owners of Units 206 and 307 as to Move-Out and Move-In Fees.

IV. Committee Reports

a. Finance

1. Proposed 2021- 2023 Budget

Bob presented the Finance Committee's proposed Budget for 2021-2023. The proposal reflects estimated operating expenditures for 2021 increasing by about 1.3% over the budgeted amount for 2020 – and increase that is consistent with expectations. No increase in HOA's is proposed at this time.

Bob indicated that there are no major reserves projects planned for 2021 or 2022. The intention is to continue to build reserves as several significant projects (estimated to total upwards of \$400,000) are planned for the 2023 – 2028 period.

It was noted that roughly 10% of our expenditures are for administration (principally PRIME's management fee), 25% for normal/routine maintenance, 20% for utilities, 15% for insurance and taxes and 30% is set aside for future major repair/replacement.

Following a review, the Board by motion duly made and seconded, unanimously approved the Proposed 2021-2023 Budget as presented.

Jerry Taylor will notify owners of the Special Meeting of the Association to ratify the Budget on November 12, 2020 and will provide related information prior to that meeting.

2. Reserve Study

Bob reported that 2020 is the year our Reserve Study is to be updated by a Professional Reserve Specialist. Accordingly,

A motion was duly made, seconded and unanimously passed to engage Association Reserves to provide an Update to the 2017 Reserve Study Without Site Visit at a cost estimated to be \$800.

The Board reviewed several revisions regarding cost and estimated remaining life of various components to be considered by Association Reserves in their update.

V. For the Good of the Order

Jerry mentioned that the schedule for Board, Association and Finance Committee Meetings is posted on the RMC Website at the following link: <https://richmondmanor.org/owners/meeting-schedule/>

Jerry reported that Carol DePaoli and Bruce Rawlinson will soon relocate to Mount Vernon. The Board appreciates Carol and Bruce's contributions to the RMC community and wishes them well in their transition to a new home.

Owners commented on their appreciation of the Board.

The meeting adjourned at 7:55 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Richmond Manor Condominium Owners Association

Minutes of November 12, 2020 Special Meeting of the Association

I. Call to Order

The meeting was called to order at 7:04pm by President Jerry Taylor via ZOOM. Fourteen (14) owners were present including: Doris Beck & Jerry Taylor, Myrna Burkey, Al Gunns, Linda & Dawson Harvey, Bev Klein, Laurie & Kaare Otnes, Carole Reeme, Edy Strand & David Ridge, Cheri Schuricht 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 as well as by e-mail from the Manager.

Jerry stated that the purpose of the Special Meeting was for owners to ratify the Budget that had been adopted by the Board at the October 8, 2020 Board Meeting.

II. Ratification Vote: 2021 - 2023 Proposed Operating and Reserves Budget

Following discussion and an opportunity for questions related to the 2021 -2023 Proposed Operating and Reserves Budget:

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

III. Adjournment

The meeting adjourned at 7:17 pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer