

# Richmond Manor Condominium Owners Association

## Minutes of January 14, 2021 Board Meeting

### I. Call to Order

This Meeting of the Board, held via ZOOM, was called to order at 7:05 pm by President Jerry Taylor. All other Board members (Bev Klein, Laurie Otnes, Cheri Schurcht and Bob Terry) participated. Other participants were Doris Beck, Phyllis Gillman, Al Gunns, Chuck Hynden, Andrea & Drake Loeser, Donna Olsen, Kaare Otnes, Linda & John Weschler and Sid Horvath - Manager.

### II. Review/Approval of Meeting Minutes

**Motions were duly made, seconded and unanimously passed to approve Minutes as issued of the October 8, 2020 Board Meeting and of the Special Meeting of the Association on November 12, 2020.**

### III. Manager's Report

Sid reported that:

- The bookkeeping responsibilities in support of RMCOA business are currently shared among PRIME employees pending the hiring of another bookkeeper.
- Owners should receive coupons for payment of monthly HOA's during the week of January 18. Owners will not be subject to late payment fees as a result of the delayed receipt of coupons.
- Those "original" Unit owners whose Unit has experienced failures in window glass warranted by Milgard will be contacted by Milgard in mid-February to schedule replacement of such windows.
- Other (non "original") owners whose Unit has experienced window glass failures will be contacted by Intermountain Glass in mid-February to schedule glass replacement. An exception applies to Units 303 & 310 wherein the installation company has not been selected.
- PRIME has initiated refunds of the refundable portion of Move-in/Move-out" fees to those owners who paid such fees in 2020.
- A contractor has not yet been selected to repair the deck coating re: Unit 206. Jerry instructed Sid to select a qualified and cost-effective contractor ASAP so the repair can be made as soon as weather permits.
- A corner guard will be installed at the interior doorway between the elevator lobby and the garage. This guard will hopefully protect the corner of the wall from damage.

### IV. Committee Reports

#### a. Finance

Sid reported that the Dec. 2020 Finance Report is not yet complete. The issue date is not known.

Bob commented that the balance in our Reserve funds is approximately \$262,000 and interest earned for the year 2020 was about \$4,200 for an average return of 1.6%. As interest rates have dropped earnings in 2021 will be less.

It was noted that a CD held at Seattle Bank will mature January 24.

**A motion was duly made, seconded and unanimously passed to renew this CD at Seattle Bank for a 1-year term at an anticipated interest rate of 0.6% APY.**

b. Security

Kaare reported on actions taken to prevent unauthorized entry to the building and to repair the damage caused in the recent intrusion. He mentioned that recordings from the surveillance system reveal that the intruder seemed to have knowledge of the “call box”/access system as well as the common key and the RMC storage room. The recordings were provided to the Police and photos of the intruder and his car were distributed to residents to aid identification of the culprit – thus far no identification has been made.

Cheri commented that a resident informed her that an external door failed to fully close on its own. This is not an unusual occurrence when the sun shines directly on a door – particularly a south facing door – as the sun causes the metal door to expand as it warms. When this happens, the door can be closed and locked properly though a bit of manual effort is needed to push the door closed. Please be alert to this possibility; listen to the sound and if the door strikes the door frame - instead of closing and locking - give the door a little push. Do not depend on the door operator to force doors to fully close and lock.

**V. New Business**

a) Jerry mentioned that an owner recently engaged NW Mechanical to replace the mixing valve on their hot water system. A NW Mechanical technician suggested that the existing heating system was not in compliance with current code as hot water supplying the domestic system co-mingles with water for the heating system. The technician recommended installing a rather expensive system that segregated the hot water supplying the domestic system from water feeding the heating system. Jerry commented that there has never been a known or alleged health issue arising from any water or heating system at RMC. For those interested in learning more about the heating system the RMC website provides details and pictures re: the heating system and the mixing valve. See: <https://richmondmanor.org/owners/category/unitmaint/>

b) Bob reviewed key points of the DRAFT 2020 Reserve Study submitted by Association Reserves. Following discussion:

**A motion was duly made, seconded and unanimously passed to approve the DRAFT 2020 Reserve Study as received and make it available to members for review.**

The meeting adjourned at 7:55 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of April 8, 2021 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. Other Board members present were Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry. Other participants were Donna Edgerton, Linda & Dawson Harvey, Phyllis Gillman, Al Gunns, Chuck Hynden, Carole Remme, Helen Shirk, Judy Terry and Sid Horvath - Manager.

### II. Review/Approval of Meeting Minutes

**A motion was duly made, seconded and unanimously passed to approve Minutes as issued of the January 14, 2021 Board Meeting.**

### III. Manager's Report

Sid reported that:

- Milgard has replaced, under warranty, failed window glass in four (4) "original" owner's units.
- Failed window glass in four (4) other units (not covered by warranty) should be replaced in mid-May. Arrangements have not yet been made for replacement of failed glass in two (2) other units as lifting equipment is required and necessitates the operators of such to have special certification.
- He will meet Mon. April 12 with a contractor re: the repair of coating to the deck of Unit 206.
- A corner guard was installed at the doorway between the elevator lobby and the garage to protect the wall from damage. Additionally, a stainless-steel plate has been installed on the garage side of the lobby door to protect that door from scrapes and bangs.
- He had worked successfully with the City of Shoreline Business & Occupation Tax Analyst to eliminate the requirement that RMC pay an annual business license tax.
- The WA State Dept. of Labor & Industries inspected our elevator in Jan 2020 and issued a citation for "inadequate lighting". Sid stated he was unaware of this report/citation until Dec. 2020 when a second notice was received. His appeal to the citation was denied and an extension of time granted. Unfortunately, new higher intensity light bulbs have not yet arrived and a penalty of \$114.10 has been assessed.

### IV. Committee Reports

#### a. Finance

Bob noted that the balance in our savings account at Banner Bank now totals over \$47,000. To increase interest earnings, and continue to assure adequate liquidity, Bob recommended withdrawing \$20,000.00 from that account and depositing those funds in a new 1-year term CD at Seattle Bank at the expected rate of 0.5%.

**A motion was duly made, seconded and unanimously passed authorizing the actions stated above.**

Bob also noted that while total expenses March YTD are a bit below budget our maintenance expenses exceed budget in part due to repairs necessitated by the security break-in a few months ago. Another contributing factor is the cost of repeatedly repairing damage to the lobby wall at the doorway to the garage which has too often been hit by carts and heavy objects. To minimize this type damage a corner guard and a door kick plate have been installed at a cost of \$830.

b. Security

Nothing to report.

c. Lawn & Garden

Judy reported that the L&G Committee has been concerned with the work of our lawn care service provider (East Side Lawn Care). That company has been informed of concerns about lack of fertilization of the lawn and plants, lack of moss control in shady areas of the turf and the need to remove English ivy encroaching from neighboring properties. ESLC responded in writing and acknowledged that these matters should have been tended to earlier and that fertilization and moss control would be applied next week. They promised to investigate the issue of encroaching ivy and address that as well. The Committee will meet Friday April 9 to discuss these and other concerns.

**V. Unfinished Business**

None

**VI. New Business**

None

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

Al Gunns was welcomed back to his RMC home following his COVID-19 imposed stay of 13 months in Southern California. Al stated that he appreciated his friends and neighbors here for looking after his home during his absence.

Donna Edgerton was welcomed as a new RMC owner and neighbor. Donna reported that her new home (Unit 206) is almost ready for move-in.

The meeting adjourned at 7:35 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of July 8, 2021 Board Meeting

### I. Call to Order

This Meeting of the Board was called to order at 7:00 pm by President Jerry Taylor. Three (3) other Board members participated thus constituting a quorum: Bev Klein, Laurie Otnes and Cheri Schuricht (VP). Owners that participated included: Dawson Harvey, Linda Harvey, Kaare Otnes, Doris Beck, Helen Shirk, Drake Loeser, Donna Edgerton, Carole Remme, and Myrna Burkey. 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 April 8, 2021 Board Meeting.**

### III. Reports

#### a. Manager

Sid reported on the completion of several projects including window cleaning and fire protection system inspections. Window glass replacements have yet to be completed. Sid is now working with three window replacement companies- Milgard, Windocor, and Heritage Roofing. He will schedule replacement work with three owners of skylights, and schedule window replacement with other owners when the glass ordered by Intermountain Glass arrives. **A motion was duly made, seconded, and unanimously passed to accept the Windocor/ IGU bid of \$2,316 +tax to replace four windows.** Jerry said that two saved skylights would be used as needed in common area windows.

Sid reported that our building is due for a mandatory Five (5) year Internal Pipe Inspection of our fire sprinkler system and an Investigation of the Fire Department Connection. Several services will be completed at that time.

#### b. Lawn and Garden

Cheri reported that the Garden Committee continues to evaluate quality of work done by our garden service- Eastside Landscaping. Owners are also encouraged to hand water the two large pots at the entrance to our building, especially during these warm summer days. This can be done by using the watering cans and hose located at the water faucet to the right of the front door.

**c. Finance-** Monthly financials will be reviewed at a later date.

**d. Security**

Kaare reported that Bob will trim a red bud tree which blocks our security camera in our west parking lot.

**IV. Unfinished Business**

**V. New Business**

Several owners have expressed an interest in home air conditioning due to the very warm summer temperatures. Research will be done to determine what type of system would be appropriate for our building.

**VI. Announcements**

Jerry announced that the Board terms of Bev Klein and Bob Terry 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.

**VII. For The Good Of The Order**

The next Meeting of the Association will be September 9, 2021. A Board meeting will immediately follow the Meeting of the Association for the purpose of electing officers.

The meeting adjourned at 8:25 pm.

Respectfully submitted,

Cheri Schuricht  
Acting Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of September 9, 2021 Annual Meeting of the Association

### I. Call to Order

The meeting was called to order at 7:00pm by President Jerry Taylor. Twenty-seven (27) owners were present (either in-person or via proxy) including: Doris Beck, Shirleen Becker, Jeanne Bouten, Donna Edgerton, Phyllis Gillman, Linda & Dawson Harvey, Venita & Chuck Hynden, Andrea & Drake Loeser, Kaare Otnes, Carole Remme, Betty Roberson, Edythe Strand & David Ridge and Linda Weschler and Board Members Bev Klein, Cheri Schuricht (VP) and Bob Terry (Sect/Treasurer). For voting purposes Myrna Burkey was represented by Linda Harvey, Frances Lembo and Michael Morgan by Bob Terry, Midori Johnson by Jerry Taylor, Donna Olsen by Bev Klein and Helen Shirk by Kaare Otnes. In total twenty-two (22) Units were represented reflecting a total of 83.7% owner's interest thus exceeding quorum requirements. Manager Sid Horvath also participated.

### II. Welcome

Jerry welcomed all meeting participants and commented on how good it was to be able to meet in-person and for so many people to participate. He thanked Carole, Doris and Donna for providing homemade muffins and cookies.

### III. Reports:

#### a) Manager's Report

Sid stated that the project to replace failed window glass was near completion as is the replacement of a failed skylight. Sid indicated he has been in contact with Milgard regarding warranty replacement of another skylight. His goal is to complete all replacement projects by the end of September. Gutter cleaning will be scheduled for later in the fall.

#### b) Financial Projection for Year End 2021

Bob reported that RMC continues to be strong financially despite 2021 expenditures likely to be over budget by perhaps \$6,000 - \$8,000 (or 5%). This expense overage is due principally to repair of damage to the interior of Unit 304 following a roof leak as well as the repair of delaminated deck coating of Unit 206. Our water bill is now expected to be \$1,000 over budget and a \$1,600 expense for tree trimming was not planned. Also, we are already seeing significant inflationary increases.

#### c) 2022 – 2024 Budget Outlook

Bob indicated that operating expenditures in the coming three years (2022 -2024) are forecast to be significantly higher than originally expected as inflationary trends are already evident in lawncare and fire protection services as well as water and other expense categories.

While we now have adequate cash to pay our bills our operating cash level has decreased over the past year. Considering the aging of our building and its systems it is prudent to forecast even greater maintenance and L&G expenses than what was thought appropriate when HOA's were last increased two years ago. In light of these factors along with inflation expectations the Board must seriously consider increasing HOA's in Jan 2022.

The Board will review and adopt a 2022 – 2024 Budget at the Oct. 14 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 11, 2021) for ratification.

**d) Reserves**

Expenditures against Reserves this year include the replacement of failed window glass in a number of Units at a cost of about \$3,700. A failed skylight will also be replaced. No major projects are planned for 2022. However, in 2023 the plan indicates about \$50,000 to be expended for a number of projects including painting the siding & exterior trim.

The balance in our Reserve accounts was just over \$295,000 as of Aug 31, 2021. About \$249,000 of that total is deposited in CD's. We also have two savings accounts which earn almost no interest but provide a means for ready cash (if needed) and a way to deposit monthly contributions.

We continue efforts to better predict the need, timing and cost of maintaining our building and assets. To that end we invited Summit Sealants to inspect decks related to ten Units for condition, and to provide an estimate of the cost and timing of recoating. This was driven in part by the unexpectedly high cost of repairing the coating delamination of Unit 206's deck. The inspector found no evidence of delamination, cracking or leakage so we are hopeful that the delamination failure in the deck of Unit 206 was an anomaly. We should receive Summit Sealants report in the near future.

**e) L&G Committee**

Please refer to the attached Addendum for Cheri's report of the Committee's recommendations.

**f) Security Committee**

Kaare suggested that he would program "temporary" codes into the "call box" entry system as requested for those owners who have a contractor(s) needing entry. The "temporary" codes would be deleted once the contractor's work is complete and entry to our building no longer needed. The intent is to eliminate/reduce contractor's having/using our "Common" key and/or any valid or permanent entry code.

There were comments about the "low level" of lighting in the garage and inquiries about the desirability/feasibility of enhancing the lighting inside the garage near the entranceways - possibly brightening as the vehicle gates are activated.

Several people commented on the importance of assuring that doors close and lock properly. A specific recommendation is for drivers to pause a few seconds after entering and exiting the garage and monitor/supervise the open gate to assure no unauthorized entry.

Jeanne mentioned that she recently contacted the police to report an unauthorized intruder on our property – an incident which occurred about 2:00 AM when she heard the intruder walking on the gravel path along the East side of our building. The police responded quickly and the intruder left the property. Jeanne's call to the police was appropriate and we encourage other residents to also contact the police in the event intruders/trespassers are observed on our property – especially at night.



#### **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**

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 2021 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 2021.**

Per past practice of authorizing an Audit about every third year the Board anticipates recommending an Audit of the 2022 business. Such recommendation would be made at the 2022 Annual Meeting of the Association and the Audit performed in early 2023.

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

Eric Stock (the deck inspector from Summit Sealants) observed white spots on some decks and stated that this spotting was typically caused by water overflow/leakage from plants where fertilizers/chemicals have been added to the soil. While unsightly, these white spots do not degrade the waterproofing of the coating. He warned against using solvents to clean decks as this would cause damage. Similarly, drippings from BBQ grills or any oils damage the coating. He did suggest owners use a mild cleaning solution such as Simple Green to wash the decks. This should help remove mildew and moss, leaf stains and in general cleaning.

Doris suggested Dr Bronner’s SAL SUDS Biodegradable Cleaner for cleaning decks. The advertisement states it works on “anything you can get wet”. This can be purchased at Bartell’s.

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

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

## ADDENDUM

### GARDEN REPORT TO OWNER'S MEETING 9/9/21

Our RMC Garden Committee took on the task of locating a company to do a one-time pruning of some our maturing trees, and another company to take on our lawn and gardening needs.

Committee members are Judy Terry, Bev Klein, Doris Beck, Betty Roberson, Andi and Drake Loeser, and me. I'd like to thank the committee and Bob for their group effort to carry out this effort.

First, the pruning task...

We interviewed, toured our property, and received bids from three pruners - Ballard Tree Service, Green Leaf Tree Service, and Washington Tree Experts. All three vendors advised a light approach to tree pruning, although Ballard Tree Service's \$1,500 bid to prune the largest redbud tree was concerning.

The committee voted to accept and recommend to the Board Washington Tree Experts bid of \$1,599.35 including tax to prune the following trees: two redbuds, the Korean dogwood, two birches, and the red leaf Japanese maple, which only needs the small dead branches removed.

And now for the Lawn and Garden Service Bids:

The Garden Committee interviewed, toured, and received bids from two of the three garden services under consideration. We did not meet with our present garden service provider, Eastside Landscaping because we were already familiar with their service, or lack thereof. We were seeking a new garden service because of dissatisfaction with Eastside Landscaping because they were not following our direction in the care of some of our shrubs, and did

not follow through with agreed-upon tasks despite many reminders over a six-month period time. One of the calls to their office resulted in this response: To paraphrase... The company is a mess and highly disorganized. When an employee tells you that, you know they're in trouble. In addition, Eastside's yearly contract with us beginning Oct.1 includes an increase in price of about \$2,200 over this last year.

The other two possible vendors who met and toured the property with us were Skinner Landscape Service and Ramirez Landscaping. Only Skinner submitted a bid. Skinner Landscape Service is the lawn and garden vendor for our neighbors across the street, Royal Richmond and next door, Park Richmond. We received verbal recommendation from owners at Royal Richmond.

A bid request made to Edmonds Landscaping was reluctantly refused due to staffing issues, a common problem these days. We also approached Gorgeous Gardens, who was not interested and also wanted us to remove most of our grass.

Brian Skinner is an arborist, a member of the Master Gardeners, and very interested in providing our lawn and garden services. Among other things, Brian is intent on doing minimal pruning to our existing azaleas to make them look more natural and produce more blooms. He also recognized that our lawn has not been aerated or fertilized in some time, among Eastside's neglected tasks.

The Garden Committee voted to accept and recommend to the Board Skinner Landscaping's bid of \$11,251 for next year's lawn and garden services, beginning October 1, 2021 This amount will be \$1,333 more than Eastside's 2021/22 bid or \$111.05 more per month.

This would also mean that garden service for the 2022 RMC budget be about \$3,541 more than the L & G budget the last year, or about

\$300 a month. Much of this is due to increased costs of labor and some materials.

The Garden Committee also voted to accept and seek Board approval for Skinner Landscaping's bid of \$1,285 to complete a one-time job removing 8 large azaleas and replanting 7 small azaleas in the south planting beds.

Mole Report= The mole removal service evicted two moles from our property.

A big THANK YOU to Bob Terry for attaching the tree bladders to the trees on the east side of our property near the gravel walkway, filling them repeatedly with water.

Tree pruning bid- Washington Tree Experts	\$1,599.35
Lawn and Garden bid- Skinner Landscaping	\$11,251.00
One-time Project bid- Skinner Landscaping	\$1,285.00

Respectfully Submitted,

Cheri Schuricht

# Richmond Manor Condominium Owners Association

## Minutes of September 9, 2021 Board Meeting

### I. Call to Order

This Meeting of the Board was called to order at 8:35 pm by President, Jerry Taylor. All other Board members were present thus constituting a quorum: Bev Klein, Laurie Otnes, Cheri Schuricht and Bob Terry. Sid Horvath also participated.

Jerry stated that the agenda for this Meeting included approval of Minutes of the July Board Meeting, election of Board Officers and a discussion of the budget.

### II. Review/Approval of Meeting Minutes

**A motion was duly made, seconded and unanimously passed to approve Minutes of the July 8, 2021 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. 2022- 2024 Budget

Bob reviewed preliminary budget considerations especially as regards inflation in the coming years. He will call a meeting of the Finance Committee within the next couple of weeks to review additional details and seek consensus on a recommendation for Board consideration at the October 14, 2021 Board Meeting.

### V. L&G Committee Report

Building on her report to the members of the Association Cheri recommended that the following bid proposals be approved:

Tree pruning bid - Washington Tree Experts	\$1,599.35
Lawn and Garden bid - Skinner Landscaping	\$11,251.00
One-time Project bid - Skinner Landscaping	\$1,285.00

**By motion duly made, seconded and unanimously passed the Board approved accepting the above listed bids for services as indicated.**

**VI. Meeting Schedule**

Jerry provided the schedule of Meetings for the coming year as follows:

October 14, 2021	Board
November 11, 2021	Special Meeting of the Association (to ratify the Budget)
December 9, 2021	Finance Committee
January 13, 2022	Board
February 10, 2022	Finance Committee
March 10, 2022	Finance Committee
April 14 2022	Board
May 12, 2022	Finance Committee
June 9, 2022	Finance Committee
July 14, 2022	Board
August 11, 2022	Finance Committee
September 8, 2022	Meeting of the Association
September 8, 2022	Board Meeting (to elect officers)
October 13, 2022	Board
November 10, 2022	Special Meeting of the Association (to ratify the Budget)
December 8, 2022	Finance Committee

The meeting adjourned at 9:25 pm.

Respectfully submitted,

Bob Terry  
Secretary/Treasurer

# Richmond Manor Condominium Owners Association

## Minutes of October 14, 2021 Board Meeting

### I. Call to Order

This Meeting of the Board was called to order at 7:00 pm by President, Jerry Taylor. Other Board members were Bev Klein, Laurie Otnes and Cheri Schurcht (VP). Owners that participated included: Dawson Harvey, Linda Harvey, Kaare Otnes, Doris Beck, Donna Edgerton, Drake Loeser, Andrea Loeser, Chuck Hynden and Betty Roberson. Manager Sid Horvath also participated.

### II. Announcements

Jerry announced that on November 11, 2021 there will be a Special Meeting of the Association to ratify the 2022-2024 budget.

### III. Review/Approval of Meeting Minutes

**A motion was duly made, seconded and unanimously passed to approve Minutes as previously issued of the September 9, 2021 Board Meeting.**

### IV. Reports

#### a. Manager

Sid reported on the completion of all required window glass replacements with the exception of one skylight.

#### b. Lawn and Garden

Cheri reported that Skinner Landscape Service began work this week as per their contract beginning October 1, 2021. Brian Skinner will be replacing eight large azaleas on the south side of our building with seven 2 gallon Hino crimson azaleas, and Washington Tree Experts will be pruning five trees on our property on October 19th.

#### c. Finance

Having found no items of concern, the September monthly financials were accepted and will be distributed to owners.

#### d. Security

Kaare reported that he has increased the lighting in the garage and has increased the timing on motion sensor security lighting.

## V. New Business

### **Proposed 2022- 2024 Budget**

As reported at the Annual Meeting of the Association in September operating expenditures in the coming three years (2022 -2024) are now forecast to be significantly higher than was originally foreseen. Our expenses across several categories have already increased well beyond earlier expectations – some due to inflationary pressures and some due to unexpected repairs. Essentially all economic prognosticators now forecast significantly higher inflation for the coming year (at least) before possibly gradually easing in the 2023-2024 period. Compounding the inflationary pressures that RMC faces is the fact that our building and property have aged to the point that maintenance cost have increased rather significantly (tree trimming is one example).

The Finance Committee’s proposed Budget for the period 2022-2024 was presented to the Board. The proposal reflects estimated operating expenditures for the coming three years increasing by about 2.8%/yr. over projected total expenditures in 2021. The proposal also includes a flat 15% increase in Contributions to Reserves for the budget period consistent with the need to continue to build reserves as several significant projects (estimated to total upwards of \$400,000) are planned for the 2023 – 2028 period. Accordingly, if the proposed budget is approved and ratified the monthly HOA’s would increase by about 16.7% for the three-year period.

It is the Board’s hope that this proposed HOA level can be held constant throughout the budget period. However, given the uncertainty of the current economic environment the Board must carefully monitor expenditures vs budget and commits to managing the finances prudently even if that necessitates adjustments sooner than hoped.

**Following a review, the Board by motion duly made and seconded, unanimously approved the Proposed 2022-2024 Budget as presented.**

## VI. For the Good of the Order

Bob Terry was acknowledged and thanked for his diligent work on this year’s budget, and Cheri Schuricht was thanked for her efforts to hire a new garden service.

The meeting adjourned at 7:55 pm.

Respectfully submitted,

Cheri Schuricht  
Acting Secretary/Treasurer



# **Richmond Manor Condominium Owners Association**

## **Minutes of November 11, 2021 Special Meeting of the Association**

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

The meeting was called to order at 7:00 pm by President Jerry Taylor in the 3<sup>rd</sup> Floor Common Area Room. Board members present included: Jerry Taylor, Bev Klein and Cheri Schuricht (VP). Other owners present included: Betty Roberson, Helen Shirk, Linda and Dawson Harvey, Carole Remme, Andrea and Drake Loeser, Edy Strand and David Ridge, Donna Edgerton, Kaare Otnes and Chuck Hynden.

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 14, 2021 Board Meeting.

### **II. Ratification Vote: 2022 - 2024 Proposed Operating and Reserves Budget**

Following discussion and an opportunity for questions related to the 2022 -2024 Proposed Operating and Reserves Budget:

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

### **III. Adjournment**

The meeting adjourned at 7:10 pm.

Respectfully submitted,

Cheri Schuricht  
Acting Secretary/Treasurer