Richmond Manor Condominium Owners Association

Minutes of October 15, 2026 Board Meeting

I. Call to Order

This meeting of the Board was called to order at 7:00 pm by President Cheri Schuricht. Other Board members attending in–person were Donna Edgerton, Chuck Hynden and Bob Terry. Bill Manson attended via phone thus constituting a quorum. Other owners present included: Doris Beck & Jerry Taylor, Jeanne Bouten, Myrna Burkey, Linda Harvey, Venita Hynden, Bev Klein, Andie Loeser, Pam & John Owen, Laurie & Kaare Otnes, Carole Remme, Edie Strand & David Ridge and Linda Weschler. Manager Sid Horvath was also present.

II. Welcome and Owner Comments

Cheri welcomed and invited owners to offer comments and concerns. Aside from clarifications about the purpose/limitations of the now required Owner Comment Period no comments were offered.

III. Review/Approval of Meeting Minutes

A motion was duly made, seconded and unanimously passed to approve Minutes as previously issued of the September 17, 2026 Meeting of the Board.

IV. Reports

a. President's

Cheri reported on new regulations affecting all home owner associations in Washington State including RMCOA. The regulations (to be effective in entirety by Jan 2028 are titled Washington Uniform Common Interest Owners Associations, or WUCIOA) compose a comprehensive reform that establishes uniform standards for homeowners' associations regardless of the statute in effect at the time any given Association was permitted. Key themes throughout WUCIOA include increased transparency, greater owner participation, clearer financial and reserve reporting, stronger owner protections in collections and foreclosure matters, and standardized dispute resolution. In short: more disclosure, more process, and tighter rules for how Boards operate. Some specific requirements include: Meeting notice windows, voting requirements, and prescribed "owner comment period" at the beginning of meetings. While many of RMC's "practices" already conform to the new regulations it remains necessary to engage a qualified Law firm to review our governing documents to assure complete conformity to the new regulations. To that end RMC engaged the Condo Law Group (CLG) to provide a "draft" of such governing documents. Expectations are that the RMC Board will review and provide input specific to RMC before the documents are finalized.

b. Manager

Sid reported that all scheduled projects had been completed with the exception of repairs to a leaking downspout at the front entry way (now scheduled) and cleaning of certain ventilation systems (soon to be scheduled).

Sid mentioned that he and Donna recently met with a Reserve Specialist (representing Association Reserves) who was on-site to gather information required for an update to our Reserve Study. We expect the Reserve Study to be complete before years end and once finalized it will be distributed to all owners for their information.

c. Lawn and Garden

Cheri stated that the mole problem had been solved (at least for now) and the traps removed.

d. Finance

Bob reported that the current projection for EOY 2026 expenses indicates overspending the Budget by perhaps $3,000. Unplanned expenses include: ventilation cleaning, gutter repairs, fire protection system servicing as well as law services to review and update our governing documents.

Reserve expenditures in 2026 include almost $13,000 in targeted preventative maintenance of our roof intended to prolong its life. The $2,150 cost to convert the fire alarm communications from landline to cellular was charged against Reserves as will the annual fee ($1,590) charged by Association Reserve for updating our Reserve Study. The EOY 2026 Reserve balance should total about $565,000 and interest earned for the year is expected to be about $18,000.

e. Security

Kaare mentioned there had been no recent security issues.
He also stated that the Fire Alarm System now communicates through cellular means – instead of phone land line service – to the Monitoring Service. This new system (costing about $20/month) is operating flawlessly and enables discontinuing two (2) land lines thus saving several hundred dollars/month.

V. New Business

a. Proposed 2027 Budget

The Proposed 2027 Budget forecast an increase in expenses vs the 2026 Budget of 4.6% which translates directly to a 4.6% increase in HOA's for next year. The Budget will be effective January 1, 2027 provided the proposal is adopted by the Board and ratified by the Association. A key assumption is a general increase in expenses of 4.5%. Exceptions to that general increase include 9.5% for electricity (as announced), 10% for water, wastewater and trash/recycle, 7% for master insurance premium and 4.5% for the earthquake premium. Our Budget also includes estimates for financial audits required every year going forward (about $3,000). Also, we propose to increase Contributions to Reserves by 10% as we believe it is important to continue to boost Reserves to set aside money for significant and costly planned - and likely - unplanned projects.

There are no planned major Reserve expenditures in 2027. Looking ahead to 2028 the exterior wood trim will be painted as per our maintenance schedule.

Following review, the Board by motion duly made and seconded, unanimously adopted the Proposed 2027 Budget as presented.

The Adopted Budget (see attached) will be formerly distributed to owners prior to the November 19, 2026 Special Meeting of the Association and thereby presented for ratification.

b. Future Major Projects:

Looking further ahead we now anticipate replacing/recovering our roof – currently estimated to cost about $427,000 - in 2031. This time frame is based on RoofCorps' recent assessment of remaining life – that assessment may change and which we will continue to keep professionally monitored. This information was provided to Association Reserve for their consideration as they update our Reserve Study.

Two other significant projects are in our future – with unknown schedules and unknown costs:

1. Upgrade the Fire Alarm System Controller
   As previously reported the Controller for our Fire Alarm System failed about two years ago and the manufacturer informed that the Controller was considered obsolete and no longer supported. The Board was informed that the Controller could be replaced with a newer model but that would trigger conforming to current building codes which (as the Board understands) would involve replacement of all Fire Alarm Enunciators (or sounders) in the building, installation of additional/new enunciators in the living room of all units and installation of heavier gage wiring to all enunciators. Due to uncertainty involved in all aspects of this issue (requirements, possible mitigating options, and seeming high costs) the Board chose to:
   - ✓ replace the faulty controller with an "in-kind" model – installation complete and operating flawlessly, and
   - ✓ purchase a second "in-kind" controller as a spare, and
   - ✓ continue to study the requirements/options.

2. Upgrade the Elevator Controller
   ThyssenKrupp informed the Board that the elevator controller is now considered obsolete, and no longer manufactured or supported. An upgraded controller would cost ~ $200,000 and would also trigger an upgrade to the Fire Alarm Controller as well as other changes (including adding AC/Heating to the elevator mechanical room). The Board solicited a second opinion/proposal from WA Elevator Service who responded with a proposal about $20,000 less than TKs'. The Board continues to study the requirements/options.

VI. For the Good of the Order

Cheri announced a Special Meeting of the Association to ratify the 2026 budget on November 19, 2026.

She mentioned that in one unit a large wall mounted mirror over a bathroom counter had fallen/shattered without obvious cause. The mirror had been secured to the wall with adhesive – which seemingly failed. It is recommended that owners consider installing clips/retainers to the upper corners of such mirrors to provide additional support and minimize the risk of their fall.

VII. Executive Session

By motion made, seconded and unanimously approved the Board entered Executive Session at 7:50 PM.

By motion made, seconded and unanimously approved the Board ended Executive Session at 9:00 PM.

The meeting adjourned at 9:01pm.

Respectfully submitted,

Bob Terry
Secretary/Treasurer

Adopted Operating & Reserves Budget 2027 - 2028

	2025	2026		2027	2028	Comments
	Actual	Budget	Projected	Budget	Budget	
Operating Income						**HOA % INCREASE FOR 2027 vs 2026:**
Regular Assessments	215,560	243,388	243,388	254,638	268,027	**4.6**
Special Assessment						
Interest Income	254	200	200	200	200	"WAY TOO EARLY" FORECAST of HOA % increase: '27 to '28:
Move-In & Move-Out Fees	(450)					5.3
Late Fees						
Other Fees						
Total Operating Income	**215,364**	**243,588**	**243,588**	**254,838**	**268,227**	
Operating Expenses						
General and Administrative:						
Accounting & Tax Preparation	290	303	303	3,120	3,245	audit est $2,800; annual audits req'd
Property management	16,646	17,395	17,395	18,004	18,634	
Office Expense	488	481	481	503	523	
Website Hosting	-	112	112	117	122	
Administrative Misc	25	52	52	54	57	
Permits & Licenses	20	21	21	22	23	
Law Services	-	-	5,000	-	-	review/revise CCR's, ByLaws, & R&R's per WUCIOA
Total General & Administrative	17,469	18,364	23,364	21,820	22,603	
Maintenance:						
Janitorial	5,400	5,643	5,820	6,111	6,417	increase 5%/yr
Electrical						
Elevator Contract & Repair	13,162	6,543	6,557	6,851	7,125	load test = $9,085 in 2025. Est 1 outage/yr at OT rates
Fire Security/Alarm System:	10,230	5,000	11,697	6,500	3,571	
Carpet Cleaning		1,400	1,265			next cleaning not yet needed/scheduled
Window Cleaning & Repairs	1,350	1,411	1,350	1,411	1,467	
Ventilation Systems Service & Repairs	924	655	1,655	1,554	1,799	vents cleaned '24 @ $771; '27 est @$870; rpt every 3 yrs
Key & Lock Service & Repairs	(37)					
Landscaping: Routine L&G Services	12,093	16,872	13,388	17,283	17,871	includes fertilization, annual aeration & tree trimming
Landscaping: Special Projects	424	2,793	400	3,103	2,400	includes bark/mulch for planting beds
Landscaping: Plants, Repairs & Supplies	181	650	2,375	1,450	1,541	
Pest Control	-	-	332	-	-	
Painting & Decorating	1,504	-	-	-	-	
Plumbing	2,610	2,163	2,727	2,850	2,964	estimate 2 clean-outs/yr
Roof	-	836	1,000	-	-	cleaned in '26, defer further cleaning pending replacement
Parking Lot & Walkway Maintenance	793	-	-	900		pressure wash every other year
Supplies	233	314	314	400	416	
Misc Maintenance	427	1,045	1,045	2,200	2,277	
Total Maintenance	49,294	45,325	49,925	50,613	47,848	
Operating:						
Electricity	4,222	5,749	5,749	6,295	6,893	
Trash & Recycle	4,955	6,195	5,863	6,449	6,965	
Wastewater	17,855	18,748	16,204	18,000	19,800	
Water	11,369	13,774	13,774	15,151	16,667	
Telephone	4,366	4,576	3,941	300	312	based on replacing Tele comm with cellular in 4Q26
Total Operating	42,767	49,042	45,531	46,196	50,637	
Taxes & Insurance:						
Income Tax, Permits & Fees	5,000	5,207	6,221	4,181	4,519	$2,221 for '2025 + $4,000 est paym'ts for 2026 = $6,221
Property & Liability Insurance	30,839	37,007	33,717	36,077	37,881	use 7% increase for 2027 & 5% for 2028
Earthquake Insurance	14,819	15,709	15,064	15,742	16,529	use 4.5% increase for 2027 & 4% for 2028
Total Taxes & Insurance	50,658	57,923	55,002	56,000	58,929	
Total Operating Expenses	**160,188**	**170,654**	**173,822**	**174,628**	**180,016**	**-**
Contributions to Reserves	**67,626**	**72,736**	**72,736**	**80,010**	**88,011**	**increase 10%/yr in 2027 & 2028**
TOTAL EXP & CONTRIBUTIONS	**227,814**	**243,390**	**246,558**	**254,638**	**268,027**	
NET OPERATING INCOME/(LOSS)	**(12,450)**	**198**	**(2,970)**	**200**	**200**	
Interest Earned From Reserves	**18,723**	**-**	**17,091**	**19,565**	**21,047**	
RESERVE PROJECTS & ESTIMATED EXPENDITURES:						
Clean Stucco		-		-	-	defer until needed
Paint Interior		-		-	-	repeat on 15 yr cycle, 2033 next (was $50,035 in '18)
Paint Exterior - Trim		-		-	36,188	repeat on 5 yr cycle, 2028 est $36,188, (was $29,000 in '23)
Paint Exterior - Hardie Board + Trim		-		-	-	repeat on 10 yr cycle, next in 2033
Recoat Decks		-		-	-	repeat on 12 year cycle, next in 2035 (was $31,145 in '23)
Replace Failed Glass in Windows		-		-	-	replace as needed
Elevator Controls Upgrade						est. $180,000 - $200,000 + other upgrades: Fire Protection etc
Preventive Maintenance - Roof		-	12,976			targeted repairs & maint to extend life of roof by 5-7 years
Recover Low Slope Roofing		-		-	-	In 2031 replace shingle section & recover torchdown,
Replace Steep Slope Roofing		-		-	-	2026 Est by RoofCorp = $386,348 + tax = ~ $427,000
Replace Entry Access System		3,250			-	
Replace Garage Door Operator		-		-	-	as needed, estimate on 15 yr cycles
Replace Ground Lighting		-		-	-	Kaare repaired existing lighting in 2025
Replace Fence		-		-	-	replace on 20 yr cycle
Replace Furniture		-		-	-	defer from 2023 to 2029
Replace Fire Alarm Panel	11,991	-	2,151	-	-	Control System upgrade + other code work est ~$250,000
Replace Fire Dry System Valve/Equipment		-		-	-	replaced in 2022, repeat on 18 yr cycle, next in 2040
Replace Skylights		2,000		2,000	2,000	replace as needed; Budget to replace 1 skylight ech yr
Reserve Study Update		2,460	1,590	1,590	1,590	"loyalty" program w/ yearly updates, on-site visits on 3 yr cycle
Replace/Upgrade Security/Surveillance System		-		-	-	replace/upgrade as needed
Seal/Repair Asphalt Surfaces		-		-	-	repeat on 5 yr cycle, next in 2029
20 Yr Test of Dry Type Sprinkler System		-		-	-	repeat on 10 yr cycle, next in 2034
Total Expenditures from Reserves	**11,991**	**7,710**	**16,717**	**3,590**	**39,778**	