

DIVISION 7 CONDOMINIUM HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTOR'S MEETING
Thursday, November 17, 2016

Regular Meeting

President Steve Lavelly called the meeting to order at 9:30 a.m.

Board Members present: Steve Lavelly, Cal Murphy, Ray Christiansen, Dawn Kerns, Mike Mowatt, and Teresa Knapp-Streeter.

Guests present: Toni Tobin, Patti De Vogler, Joel Ogden, and Kitty Hawks.

Approval of Minutes

The Thursday, October 20, 2016 minutes were approved.

Treasurer's Report

Ray Christiansen, Treasurer, distributed the Profit & Loss Budget vs. Actual January through October 2016, The October 2016 Profit & Loss, and the Balance Sheet as of October 31, 2016. The Treasurer's report was approved.

Ray Christiansen noted that units have dues in arrears. The board decided to meet after the general meeting to develop a procedure to implement to bring this situation to a resolution. The Board will report back at the next meeting with their plan of action.

Maintenance & Architect Report

Lloyd Hightower provided the following report:

1. The deck work on building 134 is in progress. The partition between the decks on 134A and 134B must be re-built. This is not a part of the previously approved funding for the deck replacements. Mike Mowatt reported that he had an estimate of \$2000 for the partition wall, which is in addition to the original bid on the decks at 134. A motion passed to approve the \$2000 funds for the partition wall.

2. The replacement of driveway on units 147 and 149 has been postponed until spring. We need to make sure the funds for this are made part of the 2016 costs but carried over to 2017.

Mike Mowatt continued the Maintenance report with the following:

Unit 156C Deck: The permit for the deck has been obtained, and the contractor submitted an estimate of \$6200.00 for the deck replacement. A motion was passed to approve the funding for the deck, which is scheduled to occur in February, 2017

Four roofs currently need repair:

Unit 117A continues to experience a roof leak around a skylight and it may need to be replaced.

Unit 161 has a roof leak with water coming into the home.

Unit 163 has strange noises around the chimney area and a suspected roof leak.

Mike Mowatt is working with unit owners and roofing contractors to address these issues.

Unit 121D – Jeanne Wooldridge wants to re-roof her unit, at her expense.

During her renovation of the interior of her unit, her contractor discovered a roof leak. She has an estimate of \$6000 for the roof. Mike will coordinate with Jeanne on roof quality and color.

Unit 156C has an occluded thermopane window that needs replaced. Mike also suggested that the board solidify a definition for a failed window so that we can objectively decide when windows should be replaced.

Units 108B/C There is a leak in the crawl space that is being researched.

Gutter and roof cleaning is ongoing; Steve Carr continues to work on this project.

Landscaping Report

Cal Murphy reported that dirt for the North condos has been brought in, leveled, and seeded from the west end down to Hightower's. This was in response to hole caused by a broken drainage pipe. The pipe has since been replaced. It was agreed that these drainage pipes on the backside of the north condos will be addressed on a case by case basis when erosion is visibly obvious.

There was a discussion if this is actually a maintenance issue, rather than landscaping. Since no conclusion was reached, it will remain with landscaping until the board has more time to discuss and decide if this should fall under maintenance or landscaping responsibilities.

Cal Murphy reported that the landscaper will be trimming and cutting back bushes soon, and that we are working toward a more consistent look for appearances sake. Cal will be addressing some areas of concern about the consistency with homeowners with the board's approval.

Units 142 D and 148A have a tree over 20' tall between their units that needs to be cut down or trimmed.

The bushes in back over the hill from the parking area are getting quite tall. Cal will ask the landscaper to reach back with his equipment as far as he can to trim these bushes and keep them low.

Sprinklers are still coming on down at the west end; Cal will talk with Jeff about this issue.

Unit 157 has a persistent fly infestation. The owner has tried to resolve this. Cal will coordinate with the owner to reach a solution.

Insurance Report

Dawn Kerns called the insurance company and discovered that our policies for Regular and Earthquake Insurance are good until March 2017. They are not three-year policies. Dawn will call them in January, along with another insurance company, to get a quote for 2017-2018. She will also look into any possible 3 year policies.

Committee Reports

Audit Committee – Mike Mowatt reported that Alan Smith and Jack Marlow agreed to serve on the audit committee. Steve Welborn agreed to serve in an advisory position. The state requires a yearly audit.

Emergency Preparedness Committee – Joel Ogden reported that we are working on Map Your Neighborhood. There was a Cascadia Rising community meeting last Thursday night, and there is a Camping in Your Home Meeting tonight by Jim Buck. Joel has invited the Water District to come to the meeting to learn about the water purifier that Jim Buck has developed.

Joel reported that the city of Sequim will start requiring earthquake propane tank strapping for all new construction soon. There was discussion about our association possibly requiring straps on new propane tanks, or at least recommending them.

December 5, 2016 at 6:00 p.m. there will be a Map Your Neighborhood meeting at The Gathering Place. This will be posted on the website.

Welcoming and Entertainment Committee – Toni Tobin has a flyer for our annual Christmas Party that will be held December 17 from 5:00-7:00 p.m. The flyer is attached to these minutes and posted to the website.

Old Business

The proposed amendments to the Bylaws were reviewed, and a motion passed to adopt the amendments. Steve Lavelly will get with the Bylaws committee to produce a finalized document that will be recorded in the Auditor's Office of Clallam County.

The frequency of board meetings was discussed, and it was decided to continue monthly meetings and re-visit the issue in a few months after the new board members have been on the board for awhile and are familiar with the process.

New Business

There will be no December board meeting.

The board discussed moving away from paper to digital record storage. After discussion, it was decided to move in this direction and Steve Lavelly and Teresa Knapp-Streeter will research companies that can convert all our old records to digital storage and what the cost might be.

The board discussed the procedure we could use to have absent board members skype or face time into a meeting. Dawn Kerns agreed to let us use her laptop, which has both, to try it out.

Owner's comments

Patti DeVogler asked about having her gutter cleaned at unit 161 – Mike Mowatt will talk with Steve, and knew that Steve has been waiting for dry weather to do that unit as it has a tile roof.

Kitty Hawks suggested that we install a community bulletin board outside that people can post things on.

Next Meeting

The next regular board meeting is scheduled for January 19, 2017 at 9:30 a.m.

Adjournment

The meeting was adjourned at approximately 11:30 a.m.