

DIVISION 7 CONDOMINIUM HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
Thursday, October 20, 2016

**Regular Meeting**

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

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

Guests present: Toni Tobin and Kitty Hawks.

**Approval of Minutes**

The Wednesday, September 21, 2016 minutes were approved.

**Treasurer's Report**

Ray Christiansen, Treasurer, distributed the September Profit & Loss statement, along with the year-to-date Profit & Loss statement. The Treasurer's report was approved.

Ray Christiansen noted that many checks are still being sent to the wrong place and the board discussed sending out emails to remind people of the new post office box address.

Ray Christiansen also explained a move of money from a CD account to a Money Market Account to make it more accessible and easier to distribute at the correct time of year. The board members signed the bank documents for the new account.

Steve Lavelly suggested we look into putting the money into an annuity with a higher interest rate, and Lloyd Hightower suggested we research whether condominium associations in Washington State can have a Mutual Bond Fund account, which would pay a higher interest rate.

**Maintenance & Architect Report**

Lloyd Hightower reported on the drive way pads and circular driveway at units 147 and 149. Their driveway pads have already been replaced, and the cracks on their patios have been sealed. The tripping hazards have been eliminated. However, he recommended the circular portion of the drive, which is currently paved with asphalt, be re-done in concrete. The surface is

currently uneven and deteriorating. He has a bid on the job in the amount of \$11,400 for 1700 square feet of concrete.

After discussion on the attributes of asphalt versus concrete, a motion was made by Ray Christiansen to replace the asphalt with concrete and move forward with the \$11,400 bid. Mike Mowatt seconded the motion, and the motion carried by unanimous vote.

Lloyd Hightower reported that the deck on building 134 are waiting on a permit. The engineering has been completed. The painting of building 148 was completed, and Steve Carr is busy with cleaning the gutter, roofs, and patios.

Mike Mowatt went over the new "Request for Service" form. Services costing \$1500.00 or more will require Lloyd Hightower to be contacted for his approval. Mike Mowatt has a current list of reliable contractors given to him by Lloyd Hightower.

### **Landscaping Report**

Cal Murphy was unable to attend and had no report to submit at this time.

### **Insurance Report**

Dawn Kerns is going through the files found on insurance and has located the certificate of insurance for March 2016 to March 2017, which includes coverage for the Board members and earthquake insurance. She will contact the insurance company to see if we have a policy agreement with them for three years or not.

### **Old Business**

The Bylaws committee met with the Board on Wednesday, October 19, 2016 at 9:30 to go over their recommended amendments to the Bylaws. The committee hopes to have a draft to give to the board for the November meeting.

### **New Business**

Steve Lavelly reported that a file cabinet for the associations' documents will be placed upstairs and Teresa Knapp-Streeter volunteered to organize the files.

Steve Lavelly recommended the formation of an Emergency Preparedness Committee, with Joel Ogden as the head of the committee. Lloyd Hightower moved, and Mike Mowatt seconded, a motion to create the committee. The motion passed unanimously.

Steve Lavelly recommended the formation of a Welcoming and Entertainment committee, with Toni Tobin as the head of the committee. Dawn Kerns moved, and Mike Mowatt seconded, a motion to create the committee. The motion passed unanimously.

Steve Lavelly suggested that we think, over the next month or two, about changing the frequency of the board meetings from monthly to every two months or quarterly starting in 2017.

### **Owner's comments**

Kitty Hawks asked whether the owner or the association was responsible for sweeping decks and driveways. After the recent storm the landscaping company blew off decks and driveways. Steve Lavelly suggested that they probably do that after a big storm but in general, it is the owner's responsibility.

Kitty Hawks asked whose responsibility a tripping hazard caused by uneven concrete was, the owner or the association. Mike Mowatt will look in to the tripping hazard at her unit.

Kitty Hawks asked were the emergency keys for each unit are kept. Steve Lavelly reported that they are kept upstairs in a box in Celeste's office, and that they do need updated. Kitty Hawks suggested the Emergency Preparedness committee could take on this task.

Dawn Kerns asked about who was responsible for the brick planters at her unit. All agreed that it is a gray area about who is responsible for what around the units.

### **Next Meeting**

The next regular board meeting is scheduled for November 17, 2016 at 9:30 a.m.

### **Adjournment**

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

