

DIVISION 7 CONDOMINIUM HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
Thursday, June 15, 2017

Regular Meeting

Call to Order

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

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

Also present: Joel Ogden 142D

Certification of Quorum

President Lavelly verified a Quorum of Board members was present.

Approval of Minutes

The May 2017 minutes were approved.

Appointment

The board had a vacancy due to Ray Christiansen's resignation. Steve Lavelly proposed the board appoint Joel Ogden. Mike Mowatt moved that the board appoint Joel Ogden to serve out Ray Christiansen's term, which runs through to September 2018. Cal Murphy seconded the motion, and it passed unanimously.

Steve Lavelly presented a letter to the board from Lloyd Hightower tendering his resignation from the board. The board thanks him for his years of service and dedication.

Treasurer's Report- Teresa Knapp-Streeter

1. New Bookkeeper Update:

Karen has submitted all requested documents: Resume, 2 letters of recommendation, Business License, and WA State Certificate.

Karen has made arrangements local office space at 329 W. Prairie Ave. She will not have set hours but will meet with her clients as needed by arrangement.

2. Insurance Bill update: After reviewing updated information provided, the insurance company has corrected some discrepancies in their records and amended our property. They raised the valuation of the property, and our bill was increased by \$404.00 for 2017. The Earthquake insurance will also be amended and show and increase; I haven't received that bill yet but it is coming.

Bookkeeper will split these the regular policy and earthquake policy expense out in the budget for purposes of clarity.

3. We need to start reviewing the budget and working toward generating a budget for 2018. The board will set a work meeting to begin budget proposals for 2018.

4. The monthly Financial Reports for 5.31.17 were reviewed. Mike Mowatt made the point that while we appear to have a robust cash reserve, there are many expensive repairs we haven't yet done that we need to do due to lack of bids. With the building season upon us, the contractors are fully booked and it is difficult to get bids on our projects.

Also, Mike is in the process of reviewing the re-roofing, painting, and driveway replacement schedules. He and Joel will inventory the roofs relative to the schedule and see if we need to accelerate the roof schedule and allocate funds accordingly. This will be addressed in our budget work session.

Teresa concurs with Mike that based on the rising costs we're seeing in bids and expenses, and the possible need to accelerate our re-roofing, we may actually be under-funding.

Maintenance & Architect Report – Mike Mowatt

Building 117: Mike is asking for inspections and bids for re-roofing building 117 to evaluate its condition.

The re-painting schedule shows building 108 and 126 are scheduled for this year. Building 108 definitely is in need of a full paint job; building 126 had some work done last year and looks good in other areas. It may just need the west walls painted. Mike is in the process of getting estimates.

108D – We are waiting on an estimate from Brad for deck repair.

108A – The gutter will be repaired. The bid came in at \$1300 for front and back gutter.

Steve Carr has been busy cleaning gutters, removing mold, and power-washing driveways.

Landscaping Report – Cal Murphy

The rubbish bin has been cleaned out. Steve Carr will be cleaning it out from now on when needed. Bark will be replenished for homeowners to use.

Bldg 123 and 125 – The area between the buildings has been cleared of ivy. It required an extensive removal to get all the ivy roots. Soil will be brought in and Jeff will plant new bushes, coordinating with the owners on suitable plants.

Sprinkler system is on and water leaks will be fixed as needed. Contact Cal Murphy regarding any leaks or water issues and he will alert Jeff.

The landscaping contract may need to be amended or updated for 2018; Cal is awaiting the landscape committee report to see what changes may be needed.

Insurance Report

Dawn Kerns is out of town but let the board know there is no new insurance business at this time.

Committee Reports

Welcoming Committee – Toni Tobin was not able to be present. There is a picnic planned for July; more information on this will follow.

Emergency Preparedness Committee – Joel Ogden reports that the three groups are meeting in July.

Old Business

Steve reminded the board to make a list of any business contacts they use.

New Business

1. Joel Ogden was appointed to the board to finish out Ray Christiansen's term. He will be working with Mike Mowatt on maintenance. Welcome to the board!
2. The board will have a 2018 budget work session on July 13th.

Owner's comments

None

Next Meeting

The next regular board meeting is scheduled for July 27, 2017 at 9:00 a.m. Note the date and time change.

Adjournment

The meeting was adjourned at approximately 11:00 a.m. The next Board Meeting will be on Thursday, July 27, 2017 at 9:00 a.m.

Respectfully submitted,

Teresa Knapp-Streeter
Treasurer
Filling in for
Dawn Kerns,
Secretary