

**ESPLANADE CONDOMINIUMS  
BOARD OF DIRECTORS' MEETING  
ESPLANADE CLUBHOUSE  
April 15, 2008; 6:30 PM**

**Board Members Present**

Ro Agarwal								President
Andrew Arnott								Member at Large
Jacqueline Brinker								Secretary
Jim Muri								Vice President
Karen Thompson								Treasurer

**Other Attendees**

Kathi Scully								Property Manager
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**Call to Order 6:40 pm**

**Homeowners' Forum**

Three homeowners in attendance

Homeowner from building E expresses concern over not having sufficient bathroom facilities following mold discovery and remediation. Homeowner would like to see decision made as soon as final bid comes in. Timing of this is critical for homeowner as units only have one bathroom and homeowners have been using a neighbor's bathroom which is a real inconvenience, especially with a small child. Homeowner's have been incredibly patient and want the board to know that this issue should not be taken lightly just because they have been patient.

Homeowner expresses concern over quality of work to be done by contractors providing bids.

Board is pending second attorney review for several days which seems unrealistic. Board discusses liability of homeowner for the repairs. If the homeowner is liable for the repairs, would the homeowner be in the position to take one of the offered bids or would the homeowner go out and obtain another bid. Homeowner would likely take one of the bids, but might obtain another bid depending on what is offered.

Kathi – third vendor has visited the units today and bid will be made available tomorrow. Kathi has requested Maintco bid again.

Board apologizes for the length of time to resolution and confirms attempts to work with expedience obtaining bids and coming to decision. Board will request vendors be onsite by end of this week to make final repairs. Board understands that homeowners could have demanded temporary housing until repairs could be made and the association appreciates this and thanks the homeowners for sparing the expense this might have incurred.

**Approval of March 2008 Minutes**

<i>Motion to Approve</i>						Jacqueline Brinker
<i>Second</i>						Jim Muri

**President's Report**

**Verizon** - ready to start install and need coordinated dates for access to all units. Need 8 working days from start of install to finish. Target 24 units or 3 structures per day. Would like to begin on the 21<sup>st</sup> – but may be later now. Preconstruction walkthrough – similar to previous unit – they will need access to one sample unit inside and attic crawl space– will need to be completed to map out the drops, cabling etc in each unit.

Marketing offer (\$50 per unit) Ro is attempting to determine if this binds us legally to anything. Brian indicated that this could be considered a service agreement and may contract us, so Ro is completing more research.

Asphalt will not be impacted and we can move forward with seal coating of parking lot. Hold on this for a bit just to ensure no surprises.

**Security** – Kirkland PD Officer O’Neill to attend May 6<sup>th</sup> board meeting to provide neighborhood watch presentation to the board.

**Signs** – 3 no soliciting signs and 4 speeding signs have been installed on property – final locations to be determined – to ask for feedback.

**Treasurer's Report**

**March financials:**

Balance on pre-paid assessments still exists. As this balance goes down the association will see more funds coming in.

Year to date actuals are negative – mostly due to roof repairs and other capital improvements which were not budgeted line items.

Best Choice handled deck repairs on building K and interior repairs in same building and repairs in R building for roof leak.

Ruff Construction handled the carport rebuild.

Treasurer requests scanned copy of invoices monthly.

### **Old Business**

#### **Thatching Proposal – Northwestern Landscaping Co**

Kathi requests confirmation on thatching bid. Board confirms that we would like to hold off on this for now in order to address higher priority issues.

#### **Tree Removal Proposal – Northwestern Landscaping Co**

Kathi requesting new bid for tree removal and one for heavy tree pruning – need additional details on the bid to understand exactly which trees will be removed, what exactly will be done to each, these should be tagged.

### **Renters & Dogs**

Revisit house rules which allows for renters to have pets. Some homeowners have suggested that we not allow renters to have pets. To change these rules would be difficult but not impossible. About half of people who have received notices from Phillips are renters and half are homeowners. Board to revisit this is a work meeting.

### **New Business**

**Adding Perennial Flowers** – pending bid. Kathi has asked for this during the walkthrough with landscapers. Next walkthrough has not yet been scheduled. Ro would like to attend the next walkthrough. Do we still have funds in our budget to accommodate the beautification considering the tree removal bids? Discretionary landscaping budget should be sufficient for beautification.

**Pre-paid assessments** – homeowners need to be notified when pre-paid assessment ends and then need to take responsibility for payment of dues.

Extension filed on 2007 tax return – extension received.

### **Other Business**

**Building C Roof:** Kathi forwarded Jim's letter to David Bach. Roof cannot be repaired which is why tarp is still covering. Response from David is that C building is next in line for repairs/reroof. David suggests that we move forward with re-roofing rather than another repair. Board had previously requested a re-bid for this due to Roof Tight pricing, but board also wants to maintain consistency for roof repairs position with developer. Board agrees to stay with Roof Tight and Kathi will ask them to move forward with building C re-roof. Funds for this re-roof will come out of reserves.

**Building E Repairs:** Leonard has responded with draft letter for homeowners, defining common elements and unit elements based on our declarations. Ro suggests we move forward with this. Ro to proof letter and send to building E homeowners in email tonight with copy to Kathi for sending hardcopy.

**Delinquencies:**

Homeowner in building Q – mortgage company is foreclosing and HOA dues were previously extended at homeowner request. Brian has been contacted and will move for lien against property and in line to receive dues. Sale should be end of April.

Homeowner in building N requesting waive of late fees – Kathi suggests splitting fees with homeowner. Board agrees to split of late fees \$225.

**Proxies:** proxies have stopped coming in following the anonymous notice left on homeowners front steps. Kathi suggests the board call a special meeting to have Leonard and David make a presentation explaining legally and structurally exactly what is being done.

**Parked for Future Meetings**

- Committees
- Building Captains
- Verizon FiOs (key collection)

**ACTION ITEMS**

- Kathi to look into providing one time statement of pre-paid assessments and get back to board with decision.
- Kathi to provide scanned copy of invoices to treasurer with monthly packet.
- Kathi to schedule next walkthrough with landscapers.
- Kathi to contact Roof Tight and request move forward with building C re-roof.
- Kathi to confirm number of proxies received – email to board.
- Ro to proof and send letter to building E homeowners for bathroom repairs.

<b>Adjournment: 7:52</b>							Jacqueline Brinker
<i>Seconded</i>							<i>Jim Muri</i>

**Homeowner FORUM:** *(During the first 15 minutes of the meeting, individual unit owners may address the Board with specific concerns or suggestions. The Board may address these items, or defer them for further study or investigation. After the Homeowner Forum, owners may observe the working part of the Board meeting, but are requested not to comment or participate in the meeting, unless called upon by the Chair. Time constraints require meetings to be conducted within these guidelines.)*

