

**ESPLANADE CONDOMINIUMS  
BOARD OF DIRECTORS' Meeting  
Esplanade Clubhouse  
Thursday, Dec 04, 2008; 6:30 PM**

**Board Members Present**

Andrew Arnott								Vice President
Jacqueline Brinker								Secretary
Karen Thompson								Treasurer
Siggi Bjarnason								President
Vickie Tolson								Property Manager

**Homeowner Forum**

One homeowner in attendance

Mary Dunphy – agrees to take position of Member at Large

Motion to Appoint Mary Dunphy as Member at Large

*Motion to Approve*

*Seconded*

*Siggi Bjarnason  
Andrew Arnott*

**Call to Order: 6:35**

**Approve November Meeting Minutes**

*Motion to Approve*

*Seconded*

*Andrew Arnott  
Siggi Bjarnason*

**Minutes review going forward:**

Board members should email the board if any changes are required and Secretary will make updates to document.

After one week the minutes will be considered to be finalized if no changes are forwarded to the board.

Minutes will be posted when finalized and then approved at following meeting.

**President's Report**

No updates from Siggi.

### **Treasurer's Report**

Signed audit was provided to Vickie. Final version should be published within the next week.

Operating account owes Reserves a sum of \$\$\$. Accountant at Phillips to track this amount and should be available at next meeting.

- Vickie reports that Reserve funding each month has not been happening.
- This has not happened because we needed funds in Operating account due to cash flow issue. Kathi decided to turn our auto transfer off, so that we wouldn't have to transfer from Reserves in order to make Operating payments. This really shouldn't have been done and now we need to clean this up.
- Vickie will turn this auto transfer back on, so that we can track transfers appropriately.
- Need to obtain exact figures so that we can determine how to re-fund reserves appropriately.

### **Old Business**

#### **Exterior Lighting (Security)**

Hill Electric has walked property at night. Report to come shortly.  
May need to discuss sensor lighting.

#### **Wetlands pre application meeting**

Vickie met with application contact who suggested that we have a pre application meeting with the city, so we can mitigate issues before actual application is submitted.

#### **Tree replanting**

Tree replanting has started. Vickie has received one complaint from HO is not happy with tree placement and requests re-planting plan. Trees for Life is abiding by city law and is placing trees as per the plan which was approved by the board – they are the expert on where trees should be planted.

#### **Construction Defect Update**

No response to notice of claim from the developer. Claim will be filed by end of week and notice will go out to unit owners.

Discussion about dishwasher electrical board issue.

Discussion of Leonard and Stein PPT. Who has original contract between Esplanade and L&S – Phillips? Fees should be paid up front by L&S and paid back by association at end of process along with contingency fees.

#### **Update from Landscaper**

Landscaper has asked about the grindings left over from the tree removal – will these be cleaned up? We were supposed to be cleaned up at re-plant, but as trees are not being replanted in exactly the same places Vickie will confirm. Landscaper has offered to do this for us.

Landscaper provided Vickie was update on completed business/changes requested by association (such as lawn mower use) and upcoming landscaping processes.

Landscaping committee is being formed by HOs and headed by our Treasurer. Notice to HOs will go out requesting volunteers shortly.

### **New Business**

#### **Request to waive pet restrictions**

Request from Coldwell Banker Bain to allow one more animal in order to sell unit. Purchaser has one dog and two cats, and house rules only allow for 2 pets. Board vote to waive the pet restriction rule for this purchaser is denied – 3 to 2.

#### **Ceiling discoloration report in building L**

Vickie to send Best Choice out to inspect.

#### **Golf cart for Eric**

Eric requests golf cart to move ladder across the street between main site and Phase III. Board agrees that golf cart is not the answer – maybe we buy another ladder and store it on the Phase III side. Need a shed on Phase III side – may need to purchase a mobile shed.

#### **Carport and storage shed roof cleaning**

Needs to be addressed based on roof replacement schedule. Don't want to spend money cleaning moss if we're going to replace roof soon.

### **Other Business**

#### **Spa deck painting**

Eric painting an electrostatic seal over spa decking – he requests that we close the spa for this so that people don't track over it. Spa has apparently already been closed and board has not approved. Board also agrees that this should not be priority at this time. Vickie to double check with Kathy whether this resurfacing was ever discussed and approved.

#### **Verizon FiOs**

Andrew not making any progress and suggests that we give keys back to HOs. Siggi disagrees and suggests that we re-group and send announcement to HOs clarifying the plan. Siggi will draft the announcement and send to board for review. Andrew suggests that we set a deadline for key collection. Suggest that we target the HOs who have issues giving keys. Board agrees to a key collection deadline of January

31, or keys will be returned and installation will be discontinued. Board to follow this string up in email.

**Unit in B building**

Andrew had discussion with HO about dues delinquency. Phillips and HO do not agree on what is owed. Andrew has researched and spent significant time determining what is actually owed and has documentation of good faith efforts and agreement of HO to pay. HO has not since paid what was agreed to, unit is now in collection and HO is threatening law suit against association. Andrew to send documentation to Karen for review.

**Board Meeting Schedule**

Next Board meeting scheduled for Jan 1 – need to reschedule this.  
Cancel Jan 1 meeting due to holidays.

**Delinquencies**

Brian requests movement to foreclosure on unit in P building – owes over 6k in HO dues. Board agrees to move forward with foreclosure.

Unit in building K owes over 1k. Sent \$75 this month. Unit was granted stay until January. Board to find email for confirmation and forward to Vickie. May have been paid in full.

Vickie explains process for collection she uses, which is more strict than Kathy was using. Difference is 2 additional notices to HO for payment – Kathy was using 4 and Vickie uses 2 total.

**Adjournment**

<b>Adjournment:</b> 8:30							Jacqueline Brinker
<i>Seconded</i>							<i>Karen Thomson</i>

**ACTION ITEMS**

- Siggie to add Mary to distribution lists
- Board to review planting plan to ensure that trees are being placed as expected.
- Vickie to contact Leonard to have electrician inspect dishwashers as part of investigation.
- Vickie to ask Kathy for contract between Esplanade and Levin & Stein.
- Vickie to schedule update meeting with Levin & Stein – working meeting on 12/18.
- Vickie to follow up with Trees for Life with regard to cleanup of grinding where trees were removed.
- Vickie to request Eric to clean carport/storage roof tops.

- Vickie to obtain bid for mobile storage shed and ladder.
- Vickie to contact Best Choice for ceiling investigation.
- Vickie to confirm spa deck resurfacing with Kathy.
- Siggie to draft communication on Verizon FIOs for board to review.
- Andrew to send delinquency documentation to Karen for review.
- Karen to find email documenting delinquency stay for unit in building K and forward to Phillips.