

**ESPLANADE CONDOMINIUMS  
BOARD OF DIRECTORS' Meeting  
Esplanade Clubhouse  
Thursday, Feb 5th, 2008; 6:30 PM**

**Board Members Present**

Andrew Arnott								Vice President
Jacqueline Brinker								Secretary
Karen Thompson								Treasurer
Siggi Bjarnason								President
Mary Dunphy								Member at Large
Vickie Tolson								Property Manager

**Homeowner Forum**

No Homeowners in attendance

**Call to Order: 6:35**

**Approve December Meeting Minutes**

*Motion to Approve*

*Seconded*

*Siggi Bjarnason*

*Andrew Arnott*

**President's Report**

Verizon FiOs: Plan has been revised to do one building at a time. Verizon has approved this new plan. Buildings that have already been wired will be hooked up and HO's will need to contact Verizon to start service. Board to revise FAQs for posting to the web. A couple of HO's have volunteered to help obtain keys from their buildings. Process of key collection or being available in unit at time of installation stands – no changes to the process.

### **Treasurer's Report**

Net Operating income year to date is over budget – to come %

Repairs/Maintenance year to date is under budget – to come %

Accounts Receivables/YTD HO Assessments = % of YTD dues assessed to HOs are unpaid.

### **Delinquencies**

Vickie to have Repairs figures which were charged to HO ledgers are going to be pulled off of the delinquencies to reflect accurate accounting of what is owed. These will be tracked separately for collection. Will still appear on the ledger, but not in delinquencies section.

### **Old Business**

Additional lighting for common area – Hill Electric has walked thru property and completed 'as built' plan. Bid to come – should be by end of Feb.

Electrical Issues – carport H and pole light went out. Ground wire was broken. Temporary fix is in place. Permanent fix requires detector to determine where break is and fix will not to exceed 2500.

Dishwasher inspection – 3 were checked and all were grounded. Issue is common to contractor grade appliances.

Storage shed being fixed on K1010 from leak in December. Need to find a good way to identify the water valves.

Gutters are being cleaned vendor identified a couple which require repair.

Juanita Creek Project PCE invoice and addendum to professional contract – board to sign and send back to Vickie.

Health Department was out to look at G building and found no issues on the property. Contacted Vickie today to report no issues and will follow up with letter of report. Maybe we need to have Eric stop cleaning this up so that we have proof.

### **New Business**

Storage shed for Phase III – Vickie provided bids, board to review.

Ladder – need to find building height.

### **Other Business**

Safe – Vickie to obtain bids for safe and installation in club house office.

Property Maintenance – doesn't seem to be getting done in a timely manner (signage, pool gate, railing cleaning, etc). Several HOs have reported that they don't see him for

weeks. Would like to track his hours. Board would like to purchase a time clock for him to punch. Should be here on property at least 4 hours per day. Have Eric keep project log near time clock. Assign him projects using this log and then have someone sign his log each month to confirm work done. Andrew to review project log with him the first month.

Pool Gate – broken last week. Vickie contacted vendor for repair.

Agenda for Annual Meeting: Send notice to HOs that there is a typo in the 2008 budget sent out in mail with agenda.

Next board meeting Feb 19<sup>th</sup> – Annual Meeting and Budget Ratification

Meeting following the Annual Meeting will be March 5<sup>th</sup>.

Parking volunteers – authorize volunteers to track plates and put violation notices on cars.

**Adjournment**

<b>Adjournment:</b> 8:00							Jacqueline Brinker
<i>Seconded</i>							<i>Karen Thomson</i>

**ACTION ITEMS**

- Update Verizon FiOs FAQ
- Karen to provide Treasury %s for minutes
- Vickie to have Repairs/Maintenance figures pulled out of operating expenses
- Vickie to have on sight maintenance person clean light fixtures around property, carports and mail kiosks.
- Board to review and sign Juanita Creek Project contract/addendum.
- Andrew to walk Phase III to identify space for storage shed.
- Vickie to obtain bid for time clock.
- Karen to send notice to HOs regarding typo in 2008 budget.

**Agenda Items for Future Meetings**

Delinquency Process

Trees For Life Replanting

Identification of water shut off valves around property

Siding on west side of G building needs to be cleaned

Property maintenance person

Carport cleaning – leaves, moss, etc.

Verizon - Keys

Income Tax Status (tax forms)

Discuss amendment to declarations – accounts for bad debt

Revisit fee schedule to remove the cap

Parking registration/sticker

House Rules review

Pets

Motion sensor lighting for property

Parking Space Auction (hold)

CAB Investment Strategy (hold)

Pool Wrist Bands – clarify wrist bands and pool rules (hold)

Property Management (hold)

Vendor Supervision/Communication/Property Maintenance (hold)