

**ESPLANADE CONDOMINIUMS  
BOARD OF DIRECTORS' WORKING MEETING  
ESPLANADE CLUBHOUSE  
Thursday, April 16, 2009; 6:30 PM**

**Board Members Present**

Siggi Bjarnason								President
Jacqueline Brinker								Secretary
Casey Phillips								Vice President
Adam Henderson								Treasurer
Lisa LaBranche								Member at Large

**Call to Order 6:30 pm**

**HomeOwner Forum**

One HO in attendance

**Agenda**

New Board Members and Offices  
Dryer Vent Cleaning  
Roof Shingle Bid  
Mailbox Kiosk Awning Bid  
Verizon FiOs (key collection)  
Juanita Creek Project

**New Board Members**

Introductions of new board members  
Discussion of offices

Lisa has rented out her unit and will be on offsite board member, so will opt for the Member at Large.

Casey will take office of VP.

Adam has accounting experience and will take over the office of Treasurer from Karen.

**Board Meeting Schedule**

Board meets first and third Thursday of the month at 6:30. Second meeting of the month is official meeting with Vickie. No concerns about current schedule; will maintain this with new board until further notice.

### **Email Setup for New Board Members**

Siggi has sent account setup email to new board members and will send invite new members to join the board alias.

### **Dryer Vent Cleaning**

Need to notify HO's with enough time to schedule for inside cleaning. If we can't schedule quickly enough to get the currently overflowing vents corrected very soon, we need to have Eric do a quick clean – Vickie to confirm.

Could start cleaning next Wednesday, but this is too short a time period for HO's to schedule. Let's ask Vickie to schedule about 3 weeks out so HO's have time to coordinate interior cleaning.

Also need to sync with Vickie on our property maintenance schedule for this year. What do we need to have done – window cleaning, chimney cleaning, pressure washing, etc.

Send notices of dryer vent cleaning and post notices to kiosks. Hold until we have details from Adam

### **Property Maintenance**

Property maintenance is handled by Eric. He is on property about 4 hours a day and board has arranged for a time clock to be installed in the club house so that we can track time appropriately. Eric has a schedule of projects to do around the property and is also requested to do ad hoc maintenance activities around the property.

### **Roof Shingles Bid: RoofTechServicesBid**

Bid for shingles sent to Vickie unsolicited from the company who did the moss control. Need to confirm with attorneys whether we should consider moving forward at this time.

### **Phase III Mailbox Awning Quote: Rainier Industries**

Awning quote: replacement for current awning is about \$2400

Board determines this a low priority item at this time and will table while waiting for additional bids.

### **Juanita Creek Project**

Update for new board members.

Creek is on our land and is eroding the banks since the last major winter storm and is our responsibility to resolve.

Vickie has told us that the estimate on this project seems to be much higher than originally expected. Siggi needs to review the documents and get back to Vickie on this. Board has had no discussion regarding special assessment to date and will need to review the documentation before discussing this issue.

Lisa will discuss this issue with Vickie to come up to speed on it and review meeting minutes on the web. May be something she's interested in coordinating for us.

### **Verizon FiOs (key collection)**

Still have many buildings outstanding in Phase III.

A, B, C, D, F, G buildings are all complete.

Karen will take point for building E outstanding unit.

New board members will target their own buildings to make traction on this.

### **Landscaping Committee:**

Karen stepping down from this and Casey will contact another HO who has expressed interest in assisting with the property landscape.

Need this person to get a committee together, sync with Vickie on the current contract and to put together a schedule of planned work, identify enhancements. Then the committee lead would be on property to ensure that the vendor is maintaining the contract, etc.

### **Technical**

Siggi provides demo of Skydrive.

### **Parked for Future Meetings**

- Building Captains
- Committees
- Club House
- 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)

**ACTION ITEMS**

- Adam to contact Karen for transition of treasurer responsibilities.
- Siggie to review Juanita Creek Project documents and update board on details.
- Siggie to provide copy of Juanita Creek Project documents to Lisa for review.
- Lisa to contact Vickie for information on the Juanita Creek Project.
- Adam to work with Vickie on schedule of property manager (Eric) – what we have him doing, the punch clock, etc.
- Adam to confirm dryer vent cleaning with Vickie for unit with overflowing vent (Eric).
- Adam to contact Vickie and have her schedule dryer vent cleaning for about 4 weeks out and have her get time block schedules for interior cleaning.
- Adam to ask Vickie about a property maintenance schedule for window cleaning, chimney cleaning, and another else we may want to schedule during the summer.
- Karen to contact owner of outstanding unit building E Fios.
- Lisa to contact Verizon to get ETA of main line completion to each building.
- Casey to contact Vickie for landscaping contract and planning to assist with organization of committee.

<b>Adjournment:</b> 8:00							Jacqueline Brinker
<i>Seconded</i>							<i>Siggie Bjarnason</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.)*