

MEETING NOTES

Bakerview Townhomes Condominium Owners' Association (BTCOA)

Board of Directors Meeting – 4th Quarter 2021

Monday-Tuesday, Nov 8-9, 2021, (via Video Teleconference)

I. Board Member Roll Call & Opening Statements [Matt]

The Fourth Quarter Board of Directors meeting for 2021 was called to order by the BTCOA Board President, Matt Forner, at 6:08 pm on Monday, Nov 8th, 2021. The meeting was held online via Google Meet.

Board members Matt Forner, President; Molly Miller, Vice President/Secretary; Howard Valentine, Treasurer; Junga Cha, Member at Large; and John Davis, Member at Large, were all in attendance.

The Board followed a previously prepared agenda for discussion which is outlined below.

II. Secretary's Update [Molly]

1) Admin: FHA Certification

The Board discussed the requirement for Federal Housing Administration (FHA) pre-certification and determined to wait to file this certification until needed, particularly if requested by a Member to facilitate a sale of their property.

2) Monthly Facility Inspection Reports

The Board discussed the timeliness of these reports, and agreed that better effort must be made in publishing these reports promptly.

III. Treasurer's Update [Howard]

1) Status of Accounts – Operations (Checking) & Investment/Reserve (Savings)

Howard said he and Matt were keeping up on tracking transactions in the two accounts and publishing their status in the monthly finance report to Members.

2) Member Dues – Tracking of Dues Payments; Coupon Books; Members in Arrears

Howard relayed that as of this meeting seven (7) Members were in arrears in payments. Molly commented that to facilitate payments the Board may need to reinstitute 2022 dues coupon books for Member reminders of their monthly payments. All Board members agreed to reinstitute late and carried balance fees per the House Rules and Matt would inform the Membership of these reinstated fees in his next monthly update. Molly and Junga also stated that individual formal notices will be required to Members having an arrears payments status which Matt or Howard could accomplish. These notices should be consistent with the ByLaws, CC&Rs, and House Rules and serve to provide as a formal Association warning to the Member. Matt commented that late and balance fees could be waived if communication is established with the Member, and the Member provides adequate justification or explanation for being in arrears and how they will bring their payment status to normal.

3) Monthly Finance Reports

In regards to the monthly reports and tracking of finance activity, Molly stated the Board should contact a certified accountant for accomplishing the 2021 federal tax return. Junga commented

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that a more thorough audit may be necessary in 2022 because of the transition to self-management earlier this year, outlining that a basic audit is usually ~\$2000, a mid-grade audit is ~\$3500 and a thorough audit is ~\$6000 for this scope of an organization. The Board also discussed need to purchase and install Quickbooks in near future, at least for 2022 accounting purposes. *[Comment: The 2022 Budget contains \$2100 apportioned for "Accounting, Tax Prep, & Auditing".]*

IV. Communications (Comm) [Matt]

1) Update to BTOCA Member Data

Matt stated he was having trouble getting Members to voluntarily provide data where he estimated only 40% of Members (and their tenants) had provided this requested info. Matt queried the Board whether a Member's voting rights could be suspended for failure to provide their contact data. The Board determined there was inadequate coverage in the ByLaws and CC&Rs to discipline a Member for failure to provide their contact info. The Board agreed that Matt should make best effort to reengage with all Members individually to fill any missing or old contact data.

2) Status of BTOCA Website & Shared Drive

Matt stated that he and John Davis conducted a review of two competing bids for website design and determined to award to Bear North Design & Marketing (BearNorthDesign.com) of Anacortes, WA. The primary reason for award to Bear North was significantly lower cost of design, estimated to be \$500, along with facilitating hosting of the site with a local area web hosting company (Steam Web Hosting of Mt Vernon, WA), also at a significantly lower cost of \$25/month. (The competitor company considered, J Curve Marketing, had a design fee of almost twice as much and required web hosting through an international company at ~\$60/month.)

Matt requested that Bear North have a prototype ready for Member review before Christmas. *[Update: The website prototype will be ready for Member inputs by Jan 22, 2022.]* Bear North will also facilitate establishment of positional email accounts tied to the new website domain.

In a subsequent iteration of the website, Matt stated he would like to have the ability for Members to make monthly dues payments via debit or credit card. *[Update: Bear North has indicated such capability is possible without significant additional expense or effort.]*

V. Security [Matt]

1) Incidents since 2nd Qtr Mtg Board Meeting

Matt stated there seemed to be less suspicious activity recently in and around the Bakerview Townhomes complex. But Molly stated an individual wielding a pipe was seen in the area approximately a month prior. And John stated he thought a truck had been broken into at 4035 Eliza Ave, #101 (4035-101). *[Comment: Not more than a week after this meeting, Matt's Jeep was broken into and several items stolen, Bellingham Police Department (BPD) report # 21B65494. Please ensure you continue to lock your vehicles and doors and report any suspicious activity to the [non-emergency dispatch number at 360-676-0911](tel:3606760911). If you have or are witnessing an emergency, please immediately dial 911.]*

Matt stated he will contact the BPD neighborhood outreach officer in the near future to relay latest security activity and obtain a sense of greater BPD security concerns for all of Bellingham. *[Comment: The BPD outreach officer may be interested to meet with Bakerview Townhome residents and Members at a future date to be determined.]* Molly stated that according to one of

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her contacts, BPD will generally only respond to an incident if there is 'imminent danger'. Matt added that it seems all city resources are currently stressed due to the Covid-19 operational environment.

2) Additional Lighting & Signage

The Board again discussed need for additional signage to warn transient persons not to willfully trespass the Bakerview Townhomes complex grounds. (Visitors of residents and persons on the complex with official business are of course always welcome.) Molly has researched several high grade warning signs for installation in the complex. *[Comment: These signs will be ordered in the First Quarter of 2022.]* Molly also indicated she has a commercial lift ("cherry picker") that may be available from her company, when the weather permits, to replace bulbs in the two complex street lights with higher luminosity bulbs.

VI. Maintenance (Mx) [Molly]

1) Upcoming Scheduled Mx – Tree Trimming; Roof/Gutter/Concrete Cleaning

Molly requested that a physical notice be delivered to all residents by the weekend of Nov 13-14th, which Matt took for action before this scheduled work on Monday, Nov 15th, 2021. *[Comment: Notices were provided to all residents, along with several updates. Due to heavy storms on Nov 14-15th, 2021, Green Roof & Gutter Cleaning accomplished the roof, gutter, and concrete cleaning on Nov 16-18th, 2021. Earthworks Tree Service accomplished the tree trimming on Nov 16th, Dec 13th, and Dec 22nd, 2021.]*

2) 2022 Grounds Keeping Call for Bids

Due to historical issues and overall non-satisfaction with the performance provided by Augusta Lawn Care, Matt requested that this contract be terminated as soon as possible and that the Board solicit bids for a different landscaper. In the interim Augusta will be kept on until a replacement contractor is decided upon. *[Comment: The contract with Augusta terminates on 1 Feb 2022. The Board will solicit bids for a new landscaper at that time.]*

3) Other Mx Items: Retention Pond, Dryer Vents, Spigot Covers, Trim Separating, & Deck Painting

Regarding the retention pond (next to Building 4047), John stated this was last serviced approximately 4-5 years ago. Regarding replacing dryer vents, Matt asked the Board if this should be an Association expense. Molly stated if we replace these vents, we should replace them all, and they may be an individual unit expense. To that, Matt suggested the issue of funding dryer vent replacements should be put to the entire Membership for a vote. Regarding the spigot covers, Matt stated he would obtain these from a local home supply store as they are inexpensive and easy to install. Regarding the trim separating and touch-up deck painting, Junga and Molly suggested that the Board obtain the services of an on-call 'handyman' for miscellaneous repair work the complex may need throughout the year. *[Comment: The retention pond servicing is included in the 2022 Budget and estimated to cost ~\$8000 per the 2020 Investment Reserve Study. Replacement spigot covers were obtained and installed at the end of November 2021. The dryer vents replacement will be a discussion and decision item for the Member Annual General Meeting (AGM) on Jan 23, 2022. There are various 'handyman' businesses in the local area and the Board has yet to determine to solicit bids to obtain these services either 'on call' (on retainer), or for each specific repair need.]*

At this point the Board paused the meeting at approximately 8pm, Monday, Nov 8th, 2021. The Board resumed discussions via Google Meet at 6:08pm, Tuesday, Nov 9th, 2021.

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VII. Annual General Meeting (AGM)

1) Venue

The Board discussed having the next AGM in person and/or online. It was initially determined to have this meeting in-person at 2795 East Bakerview Road, Unit #10, on Jan 9th, 2022, provided at no charge by Molly's company with potential for internet link for online attendance via Google Meet. *[Update: Due to various scheduling issues and delays in producing the Member info packet for this AGM, along with the current high infection rate of Covid-19, this meeting will be held via online video teleconference only. Comment: A future follow-on in-person Special General Meeting may be required or desired once the weather and Covid-19 environment is favorable for such.]*

2) Proposed 2022 (thru 2026) Budget *[Matt/Howard]*

The Board had a lengthy discussion of the draft budget provided by Howard and Matt. A key change from 2021 originally discussed at the Aug 8th, 2021, Special General Meeting, is an increase in member dues for 2022 and follow-on years to account for upcoming investment expenses and increase in cost of materials and labor (some of which is due to Covid-19 induced supply chain delays). Molly asked Matt to look into the minimum percentage (%) or amount of the reserve account required per Washington state administrative code (RCW 64.34) to ensure the Board accounts for this in maintaining of its Reserve (Savings) account for planned and emergency repairs and upgrades. Further, Molly requested that the 2023 budget include a line item for management of the Association by a professional management company in the event there are not enough volunteers to adequately self-manage the Association at that time.

3) Nominations for Board for 2022

The Board discussed the names of several Members who may be interested in joining the Board. Matt said he would approach each individually. All current Board members indicated they would like to remain on the Board in 2022.

4) Ballot Items

Per discussions above the following items were determined to require a vote for decision from all Members at the next AGM:

- Nominees for the 2022 Board *[Update: This vote will be taken verbally from Members attending the AGM on Jan 23rd, 2023; or received ahead via email or telephonically.]*
- Approve 2022 Budget *[Update: This vote will be taken verbally from Members attending the AGM on Jan 23rd, 2023; or received ahead via email or telephonically.]*
- Replacement of All Unit Dryer Vents *[Update: This vote will be taken verbally from Members attending the AGM on Jan 23rd, 2023; or received ahead via email or telephonically.]*
- Southern Fence Repair and/or Replacement *[Update: This is an item not accounted for at this Fourth Quarter 2021 Board meeting due to deterioration of this fence in early December 2021. This vote will be taken verbally from Members attending the AGM on Jan 23rd, 2023; or received ahead via email or telephonically.]*

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VIII. New Business / Open Discussion

1) Leaves/Debris Accumulating Along Southern Fence

John stated there is large pile of debris on the opposite side of the southern fence behind Building 4035 that may be due to recent tree trimming by the mobile home park. Matt stated he would contact Bakerview Mobile Estates (Bakerview Estates LLC) which owns that property to request this debris be removed when the weather permits. *[Comment: This request for debris removal can coincide with discussion with Bakerview Mobile Estates about access to their side of the fence for repair or replacement of this southern fence.]*

2) Guest Parking Issue

The Board briefly discussed the status of this issue and agreed to add it to the agenda of the upcoming AGM for full discussion with the entire Membership. Initial solutions discussed by the Board include a Member proposal to issue parking passes, and possibly Board issued warnings and fines for Members/Residents who routinely park in the visitor parking spots.

3) Investment Proposal(s): Roof Solar Panels; Common Area Pavilion & Conservatory *[Matt]*

Matt asked the Board to consider future investment items of installation of solar panels for all Member/Resident benefit, and to possibly to use a portion of the protected wildlife area behind Building 4051 as an outdoor meeting space. While the Board was receptive to these ideas, both will need significant development and research before they are ready to be presented as formal proposals. Further, Molly stated the use of the conservation area will require coordination with and likely approval by the Whatcom Land Trust (for the Bakerview Townhomes designated Conservation and Public Access Easement # A.F. 2030706876). *[Comment: See file named "BT_Conservation-Easement_AF2030706876_29Jul2003.pdf" which will be transmitted with these minutes and posted to the Google shared drive and nascent BTCOA website.]*

Matt provided a verbal summary of the two days of discussion and concluded the meeting at approximately 8pm, Tuesday, Nov 9th, 2021.