

MEETING NOTES

Bakerview Townhomes Condominium Owners Association (BTCOA)

Board of Directors (BoD) Meeting – 1st Quarter 2022

Monday, Mar 21st, 2022, 6:00-8:00pm PDT, Online via Google Meet

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

The First Quarter BoD meeting for 2022 was called to order by the BTCOA Board President, Matt Forner, at 6:07 pm on Monday, Mar 21st, 2022. The meeting was held online via Google Meet.

Board members Matt Forner, President; Molly Miller, Vice President; Howard Valentine, Treasurer; and John Davis, Board Member at Large, were all in attendance. Mark Tschetter, BTCOA Fence Committee Chair, also attended.

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

II. Secretary's Update

1) Admin: WA SoS Annual Report Filing, Other Admin Items (?) – *This topic was not discussed.*

2) Monthly Facility Inspection Reports – Monthly Inspections, or at Least Quarterly(?)

The Board discussed whether these inspections and reports were required monthly or could be accomplished quarterly. The Board determined to review the ByLaws for guidance, but would defer to quarterly inspections.

3) ByLaws, CC&Rs, & House Rules – Latest Version; Update/Revision Requirement(?)

The Board discussed the need to review and possibly update these documents, but determined this is a lower priority and would be readdressed at a future meeting.

III. Treasurer's Update [Howard]

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

Howard provided an update on the status of the Association's banking accounts -- Nothing Significant to Report (NSTR). Details of account activity are contained in Howards monthly finance reports.

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

Howard stated a couple Members were still paying the previous amount of \$176/mo dues and had not updated their checks/allotments to the new \$200/mo amount. Howard did not anticipate any problems in getting most Members to update their accounts with the new amount. Howard also stated that most Members were including payment of the \$43.48 one-time special assessment for the recent Dryer Vent Duct Cleaning.

One Member continues to be in significant, regular arrears and last made a payment in Feb 2022. The Board determined to have Matt contact this Member to stress need for this Member to be in compliance with BTCOA rules for dues payments. The Board also discussed that if this Member continues to be in arrears then more stringent measures to obtain their dues payments shall be necessary and pursued. [Matt Comment, 17Jul2022: This Member was advised via text message on May 18th where on that date they had an arrears balance of \$1596.56 including late and carried balance fees. Member was also advised to approach the Board with a request to

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negotiate a payment plan to get their account back into balance, and to remove monthly late and carried balance fees while they adhere to an agreed-upon plan. Member did not respond to this text and no further contact has been made with Member since.]

- 3) Major Anticipated Near Term Expenses – *This topic was not discussed.*
- 4) 2021 Taxes & Audit [Matt]

Matt stated he received an email packet from JH Vandal CPA, the firm that conducted the BTCOA audit and tax filing for 2020. JH Vandal requested several records and a filled questionnaire before they could accomplish the audit and tax filing for 2021, and would charge \$2125.00. Howard and Matt stated they would accomplish this necessary step to accomplish the 2021 taxes and audit by the next weekend, 26-27th Mar 2022. *[Matt Comment, 17Jul2022: The documents for JH Vandal were not compiled and no audit for 2021 has yet been conducted. Matt submitted Fm 1120-H “U.S. Income Tax Return for Homeowners Associations” for the BTCOA 2021 tax filing to the IRS on Apr 18th, 2022, using 2021 ‘Actuals’ of \$49,203.05 revenue and \$42,895.97 expenditures (\$13,752.32 administrative costs + \$29,143.65 maintenance & utilities costs) contained in the approved 2022-2023 Budget.]*

IV. Fence Committee Update [Mark]

- 1) Recommended Near Term Fix/Repair
- 2) Recommended Long Term Replacement(?)

Mark and several Members conducted a walkaround of the complex fence perimeter recently before this meeting. Most of the current western and northern wood fence is fairly solid, though a post behind Bldg 4051 is loose but could be fixed by Members. Other than the several posts and panels of the southern fence behind Bldg 4035 & 4039 that were already falling down, only 1 post between Bldg 4039 & 4043 needed minor repair that the Association could also repair.

Mark’s committee recommended that for the southern portion that had fallen down behind Bldgs 4035 & 4039 (approximately 150’) that it be replaced with black chainlink and privacy slats (similar to the northern fence between Bldgs 4047 & 4051). The Fence Committee also recommended replacement of the attached eastern portion facing Eliza Ave near Bldg 4035 with wooden ‘dogear’ panels similar to what is near Bldg 4055.

Mark and Matt stated they would work on a bid process together and would ask for bids for replacement of the 150’ portion of the southern fence that was falling down, replacement of the connected eastern portion facing Eliza Ave near Bldg 4035, and also ask for an option to install razor wire above the northern gate near Bldg 4047 that appeared to have marking of people climbing over this gate from the retention pond fence next to it.

[Matt Comment, 17Jul2022: A separate Fence Committee Meeting, hosted by the BoD and effectively fulfilling the 2nd Qtr Board Mtg, was held on May 19th, 2022, to review bids received and approve a solution for the southern fence.]

V. Parking Committee Update – This topic area was not discussed.

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VI. Maintenance (Mx) [Molly]

- 1) Fire Alarm System Annual Inspection & Training, Monday, Mar 28th, 2022 [Matt]

Molly stated Members/Residents should normally receive 30 days written notice of this test. Matt took for action to verify all Residents had received notice and had their units available for the test inspector. *[Matt Comment, 17Jul2022: Due to a personal emergency the Commercial Alarm & Detection, Inc., alarm inspector could not conduct our alarm tests on March 28th. All other tests were conducted and several resident Members received training on the alarm and sprinkler systems, and also received a key to the fire alarm and sprinkler system rooms. The remaining portion of the annual alarm test was conducted on April 27th.]*

- 2) Update on Dryer Vent Cleaning and Louver Replacement [Matt]

Air Health Services submitted an invoice on March 15th for same estimated amount of \$1043.52 which was paid by Members via a one-time special assessment of \$43.48 each.

- 3) Update on Repairs to 4035-101, 4035-102, & 4051-103 from Sprinkler System Damage [Matt]

As of the date of this meeting, Farmers Insurance had paid the following to repair/compensate sprinkler system damage sustained at the end of Dec 2021:

- \$2,931.19 repairs for Unit 4035-101
- \$21,085.02 repairs for Unit 4035-102
- \$3,562.62 repairs for Unit 4051-103
- \$303.60 compensation for Resident Member's work to mitigate further water damage to Unit 4035-102

- 4) Update on New Grounds Keeping Contract [Matt & Molly]

Matt provided an update on his request for bids and bids received in the first round of solicitation. Of the seven (7) requests transmitted Feb 21st-22nd (including to the incumbent Augusta Landscaping), only two (2) companies submitted bids and only one (1) conducted an onsite survey. The company with bid and survey, TRULAWN Lawn Care Services, could not meet the minimum Certificate of Insurance (Col) requirements, but had a reasonable bid price. The second, RC Summer Lawns, had a reasonable bid price and Col, but very little detail in its bid of what it would accomplish. Matt recommended that neither bid be accepted. Molly recommended that another solicitation to other companies be undertaken, to drop the option in the request for snow plowing & ice removal, and do shared self groundskeeping until a new groundskeeping contractor could be found. Matt took for action to resolicit for new bids and accomplish the interim self groundskeeping. *[Matt Update, 17Jul2022: Of the thirteen (13) companies requested to submit a bid, including TRULAWN Lawn Care Services and RC Summer Lawns, on Mar 30th-Apr 6th, no bids were received by the solicitation suspense of April 13th. Two companies did conduct on-site surveys: Bulldog Landscaping and Mt Baker Landscaping. Only Bulldog Landscaping conducted followup queries regarding requests for clarification on our solicitation. Bulldog also provided many points of consideration during their survey of our grounds and demonstrated expert knowledge. Due to an unknown glitch, Bulldog never sent a proposal until we queried them on May 9th. Matt and Molly reviewed their proposal, requested Bulldog update their Col, and ultimately approved their bid on May 12th pending Bulldog's ability to meet our minimum insurance requirements. Bulldog provided an updated Col to meet our minimum requirements on June 16th and began work the same day.]*

- 5) Update on Clearing of Retention Pond – NSTR

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- 6) Update on Changing of Bulbs for 2x Lampposts – NSTR
- 7) Repair South Side Siding of Building 4043 – NSTR
- 8) Repair Drainage for 4x Gutters and 2x Dormers – NSTR
- 9) Repair/Touch-Up of Stair Railings and Entry/Rear Deck Weathering

The Board discussed a target time to conduct these repairs for the first week of June 2022.

[Matt Comment, 17Jul2022: Clearly this internal suspense was not met. This along with all needed near-term critical repairs will be discussed at the 3rd Qtr Board meeting on July 18, 2022.]

- 10) Repair Fire Alarm/Sprinkler System Rooms (Feb 22nd Emergency Heater Repair Bldg 4043; Eastern Wall Drywall Issue Bldg 4047; Loose Door Hinge Bldg 4051)

Matt and Molly discussed need to show Commercial Alarm the apparent old water damage in the fire alarm room in Bldg 4047. *[Matt Update: Commercial Alarm inspected this room, saw the apparent damage, but could not find the source. Commercial Alarm did detect a valve issue in this room and replaced that component, but it could not have caused the apparent old damage. Molly later sampled the drywall and found no damage behind the mold on the surface. It was determined there was no damage, just surface mold that appeared to show a bigger problem that did not exist.]*

VII. New Business / Open Discussion

- 1) Handy Man

Molly suggested that the Board retain the services of a “Handy Man” who could be called upon for miscellaneous jobs not requiring a bidded contractor. The Board approved her idea and asked her to contact the individual she suggested, to see if he was available in the near future for several jobs.

With no additional topics to discuss, Matt concluded the meeting at 8:05pm.

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