

# MEETING NOTES

## Bakerview Townhomes Condominium Owners Association (BTCOA)

### Board of Directors (BoD) Meeting – 3<sup>rd</sup> Quarter 2022

Monday, July 18<sup>th</sup>, 2022, 6:00-8:00pm PDT, Online via Google Meet

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

*The Third Quarter BoD meeting for 2022 was called to order by the BTCOA Board President, Matt Forner, at 6:06 pm on Monday, Jul 18<sup>th</sup>, 2022. The meeting was held online via Google Meet.*

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

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

#### II. Secretary's Update [Leah/Matt]

##### 1) Sales of Units; Changes of Members & Residents (Updated Contact List)

Attendees discussed that three units were currently vacant and on the market for sale – 4035-103, 4043-101, and 4051-103. 4039-101 has a new owner and rental tenant. And 4043-103 also has a new tenant. Matt stated he is continuing to maintain the Member & Resident contact spreadsheet which can be shared with Board members, but must be protected since it contains personal identifying information.

##### 2) Website status

Matt stated that the website has not been updated for some time. Since the new website was his initiative, he stated he would pay for its first 6 months of hosting, Jan-June 2022. The Association would take over automatic payments for hosting by Steam Web Hosting in Mt Vernon, WA, at \$24.95/mo, starting with the July 2022 invoice (to be paid by Aug 15, 2022).

#### 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 bank accounts – As of this meeting the Operations account had a balance of **\$13,545.66** and the Investment/Reserve account had a balance of **\$50,330.60**. Details of the Association's account activity are contained in Howard's monthly finance reports.

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

*i. 1x Member is ~10x months in arrears, owes ~\$2100 (including fines), last pymt rcvd Feb 2022*

Matt stated one Member continues to be in significant, regular arrears and last made a payment in Feb 2022. [Matt Comment: This was also stated at the 1<sup>st</sup> Quarterly Board Meeting in March.] This member is now over \$2100 in arrears to the Association as of this meeting. Attendees agreed to send a warning to the Member via certified mail allowing for 15 days to respond. If no response or an unacceptable response is received, the Board would then contact an attorney to initiate a lien against the property for the past dues and levied fines. [Matt Comment: The certified letter is anticipated to be mailed to this Member no later than Friday, Aug 12, 2022.]

---

#### MEETING NOTES

ii. *1x Member requests reimbursement of window replacement in lieu of Jun & Jul 2022 pymts*

A Member recently submitted a claim to the Board for damage sustained to their bedroom window, likely caused by a BB gun from an external source. The incident likely occurred over a year ago. Molly requested whether the Member could provide a copy of a police report. Junga requested whether the Member could provide further information on the circumstances of the damage. Matt stated a police report and further background information is unlikely to be provided. Matt opined that external damage to complex structures is technically covered by the Association's insurance, but the Association also has a \$2500 deductible with its policy. Matt stated the repair is unlikely to cost more than \$500 per verbal estimate provided to the Member by a local window repair company. The Board determined to approve the Member's claim up to \$500. Further, Molly requested, and the Board agreed, that the Member should make their dues payments as normal so this claim would not be muddled with dues payment tracking. *[Matt Update, 10Aug2022: On July 26, 2022, the Association paid the Member \$500.00 per decision at this meeting, via check # 133. The Member also made full dues payment for Jun & Jul 2022 per stipulation by the Board.]*

3) QuickBooks

Not listed on the original agenda, Howard provided an update that he is still researching the best QuickBooks option for the Association, namely whether to get an online downloadable yearly subscription or a 1-time purchase for installation on a computer physically held by a Member(s). Molly stated the online version is easier to operate and the 1-time installation type is usually more expensive and primarily for company accountants. She added that her company uses the online subscription version and finds it to be useful, especially for its periodic reports.

#### IV. Security *[Matt]*

1) Summary of recent incidents; request to Public Works Dept for nearby camp(s) removal

Matt stated he was in contact with the City of Bellingham representative in the Public Works Department who is responsible for tracking all homeless camp activity regards the recently established large camp in the woods across Eliza Ave. This follows from a phone call on June 30<sup>th</sup>, and official request via email submitted on July 15<sup>th</sup> requesting removal of the camp(s) nearby. Matt stated he was also in contact with the owner of the property immediately across from the Bakerview Townhomes complex. That owner, Sound Beverage Distributors, Inc., stated they were in the process of obtaining a mower for their property and added they were trying to contact the next parcel owner to the east, Bellis Fair Partners, to see if they wanted to take advantage of this scheduling to also mow their portion. Lastly, the Public Works rep stated the camp issue is also a matter for law enforcement, but that requires additional communication and coordination with the Bellingham Police Department (BPD) which may not have officers readily available. *[Matt Update, 10Aug2022: On July 29, 2022, a fire occurred in the woods at the main camp at approximately 5am. BPD and the Bellingham Fire Department responded. No injuries were reported. Coincidentally, Sound Beverage's contracted mower company removed most underbrush from their property later that day. The fire combined with the mowing seems to have curtailed camp activity in that location for now. Further, Matt had a lengthy phone conversation with Lt Claudia Murphy, BPD, on July 23, 2022, regards this camp and our overall security concerns. Lt Murphy stated that Code Compliance Officers are best for dealing with violations of city code such as failure to mow. But the camps throughout town are also a trespass issue as well as a political issue. Regards issue of regular theft from local vendors such as Target and Fred Meyer fueling crime in the area, Lt Murphy stated BPD is doing the best it can given its current limited availability of patrol men and women to investigate these types of crimes, and opined that BTCOA Members should also elevate these type of concerns to their elected officials.*

---

MEETING NOTES

*Lt Murphy added that the best type of policing depends upon community involvement (including continuing to report all detected criminal activity), upon neighbors taking care of one another, and that our environment (particularly our night lighting) should promote safety and security – e.g. turn on lights at night to deter would-be criminals, and speak to one’s neighbor when witnessing something that does not appear to be normal or benign activity.]*

2) Informal neighborhood watch with walkie-talkie radio net

Matt said he had obtained several older Family Radio Service (FRS)/General Mobile Radio Service (GMRS) walkie-talkie radios on Craigslist and offered these to several Residents to form an informal neighborhood watch. All radios were tuned to the same frequency and privacy channel to allow for easy communication during any incident. Matt stated this network would have to remain informal and unsanctioned for now, as formal establishment of a watch may incur training and legal obligations.

3) Southern Fence Replacement Status *[Molly]* – Covered in the Maintenance section below

4) Install of replacement trees/shrubs along southern fence adjacent Bldg 4043 *[Molly]*

Molly stated the Association would have to install 2-3 maple trees along the new southern fence line to restore privacy there, particularly for occupants of Building 4043. Matt took for action to coordinate with Bulldog Landscaping for a quote for installation of the replacement trees.

5) Proposal to install front gate and/or extend Eliza Ave fencing to entry drive (Bldgs 4035 & 4055)

Board members seemed favorable to this proposal given current uptick in security issues, though scope and cost(s) is undetermined at this time. Molly recommended that this matter be established in committee for further analysis. This proposal is tabled until a committee discusses it further and forms solutions for the Board’s decision.

6) Proposal to replace our 2x lampposts with security lighting (modern streetlight)

This proposal requests installation of a modern streetlight, directed towards the ground below and surrounding areas, to replace the current artistic glow bulbs where the light is undirected. Molly recommended that this proposal be tabled until Mr. Mitch Wutzke with AGATE, the BTCOA retained “Handy Man”, has a chance to examine our two light posts to see if this replacement is even possible. This proposal is tabled until then.

For the interim, Junga recommended that all back porch lights be lit or have lightbulbs with a motion sensor installed. John and Matt took for action to obtain these motion sensor bulbs from a local vendor and distribute to all Residents. *[Matt Update, 10Aug2022: Based upon conversation listed above with Lt Murphy, BPD, on July 23, Lt Murphy specifically stated motion sensor lights do not provide as much deterrence as an always-on light would provide. Four (4) motion sensor bulbs have been purchased, but the few Residents asked to install them have declined to do so. These bulbs will likely be returned and Residents again requested to keep their outside lights turned-on in the evenings.]*

## V. Maintenance (Mx) *[Molly]*

1) Review of Maintenance List Items; Approval of Near Term (next 3 months) Maintenance Items

Molly stated she has started a log to track maintenance items, other than small routine maintenance. This will include repairs such as to broken doors or structure, as well as recurring major maintenance items such as window washing and gutter cleaning. Board members reviewed the log presented by Molly. **[Attachment 1]** Matt requested addition of gutter repair for 4055-101 which he recently witnessed significantly overflowing during a major rainstorm.

Molly stated the large amount of gutter repair items on this list is due to how the gutters were originally attached to the roof (essentially the underlying roof fascia boards where the gutter braces attach are warping due to normal wear and tear). The Board approved her listing with particular priority on addressing the gutter repairs and security lighting requirements.

2) Proposed Maintenance Request Form (for AGATE)

Molly presented a form she would like the Board to use to formalize maintenance requests [\[Attachment 2\]](#), with intent to have this form available on the Association website for possible use by all Residents and Owners. Once submitted, a request would be reviewed by a Board member and then sent to Mr. Wutzke with AGATE (for “Handy Man” jobs; otherwise the item would be competed with multiple contractors) for determination of time and materials required to fix the item. A Board member would then approve the work and the Treasurer or his alternate would then review the estimated cost of the job to ensure availability of funding. After Mr. Wutzke (or the selected contractor) completes the work, a Board member would certify the work as complete, and send this form along with AGATE’s invoice to the Treasurer for payment. The Board approved use of this form for all future maintenance issues.

3) Update on Clearing of Retention Pond *[Matt]*

Matt stated he was in contact with the Stormwater Inspector for the City of Bellingham and would soon be meeting with her to conduct a walkaround inspection of the retention pond and Bakerview Townhomes drainage system. *[Matt Update, 10Aug2022: The inspector conducted her inspection on July 22, 2022. Our retention pond and storm drains were deemed in compliance, but need corrections, namely removal of trees and cattails from the retention pond and cleanup of a slight buildup of sludge in our parking lot storm drain catches. We have 12 months until July 2023 when the City will conduct a followup inspection. Matt and other Members will take for volunteer action to clean the retention pond by cutting down the juvenile cottonwood trees and pulling out the cattails by hand. The storm drain catches will likely need to be cleaned by a qualified contractor which is yet to be determined.]*

4) Review of historical timing and costs of deck & railing staining *[Matt]*

Matt provided a historical review of when the last time the decks and railings were stained and/or pressure washed. All building deck railings were repainted between Oct 2018 and May 2019 under six separate contracts (1 per building) for a total cost of \$21,935.46. In addition, spot maintenance and painting was conducted in Oct 2019 by a different company, which included several post and handrail replacements, for \$4,356.54. Molly suggested that just painting the railing and back decks will not solve any weather rot issues, and a pressure wash and/or stripping will likely be required before painting. All Board members agreed that this issue will need to be addressed sooner than later. Matt stated the deck railing maintenance is planned for in the budget and estimated to cost \$8,000.00 per the Feb 2020 reserve study, though all seemed to agree that the cost will likely be higher due to recent inflation and Covid-19 supply chain effects.

5) Feedback on job thus far by Bulldog Landscaping; & continue additional wood chip servicing?

Attendees did not provide specific feedback on Bulldog’s performance thus far, other than general satisfaction that the groundskeeping work is being accomplished. Bulldog Landscaping started work at Bakerview Townhomes on June 16, 2022.

*The question of “wood chip servicing” was not addressed during this meeting. [Matt Comment: There is no apparent need for additional wood chips for the complex grounds at this time. It was determined during AGATE’s southern fence construction to conduct an emergency removal of several large cottonwood trees along the southern property line nearest Building 4043 since*

---

**MEETING NOTES**

*these trees' roots were pushing out the cement retaining wall, and it would have been more costly to remove them if the new fence had been installed beforehand. This emergency removal was conducted by Earthworks Tree Service on June 22, 2022, who also conducted our tree maintenance in Nov & Dec 2021. The wood chips from these cottonwood trees were then used by Bulldog Landscaping and spread throughout the compound for beautification and to protect other trees' roots. The cost of the tree removal was estimated at \$3,500.00, to include stump grinding, though a final invoice for this job has yet to be received from Earthworks.]*

## **VI. Have a Summer (or early Fall) BBQ Block Party? (Need volunteers to organize)**

*Attendees suggested canvassing all Residents and Members to garner level of interest for such an event. This topic was tabled subject to any specific interest expressed, and identification of volunteers to host such an event, from Members and Residents at large.*

## **VII. New Business / Open Discussion**

### 1) Possible Future Investments for Consideration:

- i. Shared Energy Generation (Solar Panels; low profile/noise Wind Turbines)
- ii. EV Charging Station(s)
- iii. Common Area Furniture/Grills/Refuse Bins/Flower Beds/Fountain/Koi Pool/Horseshoe Pit
- iv. Entryway Greeting Sign

Board members expressed interest in the topics above, but they were discussed at a very conceptual level without any detail. Molly recommended establishment of two committees:

- A BTCOA Energy Committee to address items i. and ii. to conduct further analysis and to formulate options for future Board discussion and possible decision. Matt took for action to establish and lead this committee and develop several options by the next quarterly Board meeting. The Board concurred with Matt's action plan for this committee.
- A BTCOA Beautification Committee to address items iii. and iv. (and possibly the proposal for a front security gate/fence discussed in section IV. (5) above). Molly recommended Rachael Maddalena establish and lead this committee which the Board concurred with.

*With no additional topics to discuss, Matt concluded the meeting at 8:01pm.*

---

### **MEETING NOTES**