

## MEETING NOTES

### Bakerview Townhomes Condominium Owners' Association (BTCOA)

#### Annual General Meeting (AGM) of Members for 2022

Sunday, January 23, 2022, ~5:00~7:00pm PST (via Video Teleconference)

*Submitted by Molly Miller, BTCOA Board Vice President & Secretary*

#### I. Welcome, Introduction and Member Roll Call

The AGM of Members for 2022 was called to order by the BTCOA Board President, Matt Forner, at 5:05 pm on Sunday, January 23, 2022. The meeting was held on-line via Google Meet.

Board members in attendance were:

- Matt Forner, President (4055-104)
- Molly Miller, Vice President & Secretary (4051-101)
- Howard Valentine, Treasurer (4043-102)
- John Davis, Member at Large (4047-104)

BTCOA Members attending were:

- Leah Foster (4039-102)
- Jessie Perry-Kennedy (4039-103) -- joined at 5:28 pm after roll call was conducted and confirmation of quorum
- Frank Schilling (4043-101)
- Adrian Stirbu (4035-102)
- Mark Tschetter (4039-104)

BTCOA Non-Voting Residents attending were:

- Rachael Maddalena (4055-104)

Per Bakerview Townhomes A Condominium Declaration and Covenants, Conditions, Restrictions and Reservations, Article 9 – Owner's Association, Paragraph 9.4 Meetings, Notices and Quorums, Subparagraph 9.4.2 Quorums states; *"(a) A quorum is present throughout any meeting of the Association if the owners of Units to which twenty-five percent (25%) of the votes of the Association are allocated are present in person or by proxy at the beginning of the meeting."* **Out of 24 units total, 8 units or 33% were present, therefore creating a quorum.**

Matt thanked everyone for coming and taking part in the AGM. Matt reminded everyone that in an effort to ensure the meeting stays within a 2 hour timeline, to please refrain from asking questions until the end of each subject, and to try to stay on the subject discussed. Any new issues, or 'reattacks' on previously discussed issues, would be best discussed at the end of the meeting schedule.

## II. Election of Board Members for 2022

All current Board members agreed to continue serving an additional 1 year term, confirmed before this meeting with each Board member by Matt. Molly Miller stated that she would like to give up the Secretary duties and only serve as Vice-President. Leah Foster volunteered to join the Board and to assume Secretary duties.

**MOTION:** Molly Miller made a motion to approve all returning board members, including new member Leah Foster. Leah Foster seconded the motion. **This motion to approve the Board members for 2022 below passed unanimously by verbal vote.** [Further, Jessica Thompson (4043-103), and Kathy Vanerstrom (4043-104), communicated to Matt before this meeting their approval of this Board structure due to their inability to attend this 2022 AGM.]

Matt Forner – President (4055-104)

Molly Miller – Vice President (4051-101)

Leah Foster – Secretary (4039-102)

Howard Valentine – Treasurer (4043-102)

Junga Cha – Member at Large (4055-103)

John Davis – Member at Large (4047-104)

## III. Treasurer’s Report [*Howard*]

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

Howard Valentine reported that as of Dec 31<sup>st</sup>, 2021, the balance in the **operating checking account was \$6,543.09** and the balance in the **reserve savings account was \$50,328.10**. One Member is in arrears in dues payments by ~6.5 months. Written and verbal warning has been given to this unit – Matt Forner stated he had received commitment by this Member to make a partial payment to their balance, but this payment was not received by the agreed date. Matt will again engage with the Member, but more stringent action by the Board may be necessary to ensure this Member’s compliance (to secure the Association’s revenue which is reliant upon all Members’ complete and on-time dues payments).

### 2) 2022 Budget Review; Major 2022 Expenses; Increase of Dues to \$200/mo for 2022

Howard & Matt reviewed the 2022 Budget with the attendees. Discussion about anticipated major expenses for 2022 included window cleaning this spring, an annual expense (~\$1200; last conducted in Sep 2020); roof & gutter cleaning as an annual expense every fall (~\$6500); retention pond maintenance (~\$8000) per the 2020 Reserve Study; entry and rear deck rot repair/painting (~\$8000) per the 2020 Reserve Study; and the entire complex perimeter fence repair/replacement (~\$20,000) per the 2020 Reserve Study.

Howard & Matt also discussed the need to increase Member dues to \$200/mo starting in Feb 2022 to address anticipated investment shortfalls identified in the 2020 Reserve Study (as previously communicated by Matt to the membership on numerous occasions).

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**MOTION:** Molly Miller made motion to approve the 2022 Budget and increase in Member dues to \$200/mo starting Feb 1<sup>st</sup>, 2022, seconded by John Davis, Frank Schilling & Mark Tschetter. **This motion to approve the 2022 Budget and dues increase passed unanimously by verbal vote.** . [Further, Jessica Thompson (4043-103), and Kathy Vanerstrom (4043-104) communicated to Matt before this meeting their approval of the 2022 Budget and dues increase due to their inability to attend this 2022 AGM.]

#### IV. Southern Fence Repair and/or Replacement

- 1) Matt Forner reviewed the two quotes received at end of Dec 2021 to repair/replace the southern fencing (see attachments):
  - i. JTI Commercial Services, Lynden, WA [[Attachment 1](#)]
    - Option 1: Replace entire 290' of the southern fence with black mesh chainlink and privacy inserts -- approximately \$13K plus tax
    - Option 2: Replace 145' of the western portion of the southern fence with black mesh chainlink and privacy inserts, and replace 145' of the eastern portion with dog ear pickets and postmaster posts – approximately \$14K plus tax
    - Option 3: Repair/replace 72' of damaged section with dog ear pickets and postmaster posts – approximately \$4200 plus tax(\*Note: All option prices above include demo and removal of the existing fence as appropriate to the option.)
  - ii. Northwest Fence, Ferndale, WA [[Attachments 2a & 2b](#)]
    - Part 1: Replace entire 285' of the southern fence with black mesh chainlink and privacy inserts -- approximately \$18-22K plus tax depending whether half or the entire perimeter length includes privacy inserts
    - Part 2: Repair/replace 55' of damaged section with cement set 4x4' standard wood posts and dog eared panels – approximately \$4000 plus tax(\*Note: All option/part prices above include demo and removal of the existing fence as appropriate to the option.)
- 2) Adrian Stirbu commented that more research needs to be done on how and when the fence will be repaired. Frank Schilling stated that the fence panels look to be in good condition and it is the posts that need to be repaired. Mark Tschetter commented that there are 6 total posts that need to be replaced because of failure of the anchoring of these posts (which may or may not be set in concrete). Mark added that about 85% of the panels are in good condition but just need some additional care (e.g. pressure washing). Rachael Maddalena said that she thinks a dog ear fence will look better and match the fence along Eliza Ave. She also thinks the fence portion that needs to be replaced needs to be white which will brighten up the landscaping. Dave Parsad (4039-101) previously passed to Matt via email before this meeting that a standard wood fence panel with lattice top is \$130 each at Lowes. Frank stated that he does not think this type of fencing will be viable nor able to withstand high winds and rain.

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**MOTION:** Molly Miller made motion to set up a committee to further research and recommend options for the southern fence. Mark Tschetter seconded the motion. **This motion to establish a fence committee passed unanimously by verbal vote.** Mark agreed to head the committee, with volunteer members Frank Schilling and Rachael Maddalena, hereby called “The Fence Committee.”

## V. Dryer Vent Replacement

- 1) Frank Schilling stated the Association paid for his dryer vent vanes (louvers) replacement several years ago because his vents were stuck open and birds nested inside and ruined his fan motor – he stressed it is important to maintain these vents. Mark Tschetter owns a Heating, Ventilation, and Air Conditioning (HVAC) company and provided a verbal estimate to attendees on replacement of the dryer vents – the square covers with vanes/louvers can be replaced for approximately \$5 each x 24 units for \$120 plus tax. Matt Forner stated because of the low cost and quick turnaround this action by Mark’s company can be single sourced and no other bids will be needed to replace the vent covers. (*\*Comment: Mark’s company is not charging us labor and only charging for materials to replace all our vent cover vanes.*)
- 2) Mark also obtained a verbal quote from a colleague’s company, Air Health Services of Mt Vernon, WA, to clean all 24 dryer vents for approximately \$1,320.00 plus tax, if accomplished at one time. Matt Forner will get another quote to ensure competitiveness of this verbal quote. Molly Miller stated a special assessment will be needed to be paid by each Member for this vent cleaning action since it is not part of the 2022 Budget.

**MOTION:** Adrian Stirbu made motion and Howard Valentine seconded to accept the single source to Mark Tschetter’s company for the dryer vent cover replacement, to compete the cleaning of the dryer vents with Air Health Services and another company, and to levy a Special Assessment on the Association Membership for the Dryer Vent cleaning. **This motion to replace the vent covers, clean the vents, and levy a Special Assessment passed unanimously by verbal vote.**

UPDATE: Matt received two bids, one from Air Health Services on Jan 25<sup>th</sup> for \$960.00 plus tax, and one from West Mechanical Inc. of Bellingham, WA, on Jan 25<sup>th</sup> for \$1500.00 plus tax. On Feb 8<sup>th</sup>, Matt verbally notified Air Health Services they won their bid to clean the dryer vents. The cleaning will occur on Thursday, Feb 24<sup>th</sup>, starting at 9am. **Each Member will be assessed \$43.48 for this work to be paid with their March 2022 dues.**

## VI. Recap of Sprinkler Incidents on Dec 28<sup>th</sup> & 29<sup>th</sup>, 2022

Commercial Alarm & Detection’s work to repair the broken sprinkler pipes/seals will cost approximately \$7K – an invoice has not yet been received. When these pipes broke, there was some confusion by members regarding how to shut off the water and the alarm system. Matt Forner will ask Commercial Alarm to provide training for a Member/Resident in each building, and Matt will also provide a copy of the key to the sprinkler room to each of these trained volunteers. Matt relayed that Commercial Alarm said they do not issue reports on fixes. Matt will call them again and ask them to provide a report. The reports will be distributed once we receive it.

UPDATE: The Association will be paying a \$2500 deductible as part of our Farmers Insurance claim for damage incurred at 4035-102 and 4051-103. Farmer’s is treating both incidents as the same on our

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claim since they occurred at approximately the same time. Farmer's repair estimate for 4035-102, which was confirmed by their assigned contractor, is \$31,905.57, less our deductible. This estimate does not include water and mold mitigation provided by Service Master, which will be paid directly to Service Master by Farmers. The Board had advised 4035-102 to obtain a quote from a competitor repair contractor to ensure best value, but due to time constraints and lack of ready availability of area contractors (because of the extent of cold damage to businesses and residences across the county on Dec 28-29, 2021, and earlier in December from mass flooding) deferred to this Member to immediately proceed with their repairs with the available contractor provided by Farmers Insurance. Damage assessment to neighbor units to 4035-102, and to 4051-103 and that building's neighbor units is ongoing.

## VII. Visitor Parking

Matt Forner provided a brief summary of the history of problems with visitor parking, but also opined that the issue appeared to be improving recently. Several remedies he listed to address the issue include issuing of fines, issuing of parking passes, assigning parking slots, and use of alternative 'overflow' parking such as in front of the American Family Insurance building (owned by Windermere). Molly Miller opined that parking passes need to be issued soonest. Frank Schilling asked how parking passes would work since there are 24 units, but 11 visitor spots (plus 1 handicapped spot). Frank added that a parking pass can provide a nexus between a unit Owner/Member and a particular vehicle. Rachael Maddalena opined that a parking pass may be a deterrent to unauthorized vehicles. Rachael also opined that the American Family Insurance parking lot seems safer with our recent trimming of the trees. Adrian Stirbu brought up his specific concern about the lack of parking available at night for visitors. Adrian stated most of the visitor spots are being filled by Unit Owner or Resident vehicles, not visitors. He reminded everyone that unit garages have room for 2 cars and each unit has 1 driveway parking spot. Junga Cha suggested that the Board send out a notification to ALL Unit Owners as a reminder, especially for new tenants/Owners that may not be aware of these rules. Leah Foster provided several ideas including taking a survey of Owners/Residents to find out exactly who needs extra parking space. Leah also volunteered to head a committee to address this issue.

**MOTION:** Molly Miller made motion and Howard Valentine seconded to establish a committee to research all aspects of parking issues and provide recommended solutions to the Board. **This motion to establish this committee passed unanimously by verbal vote.** This committee will be led by Leah Foster and hereby called "The Parking Committee."

## VIII. New BTOA Website Update

Matt Forner showed a prototype of the new Association website – [www.bakerviewcoa.org](http://www.bakerviewcoa.org). Updates to the prototype will be submitted by the end of Jan. Our website should be fully operational by March 2022. The total one-time design cost will be \$500-600, including training for a web manager. Annual cost will be \$15 for domain name registration. Monthly costs will be \$24 for Board officer email addresses (\$6/mo each for Google Workspace for the President, Vice President, Secretary, & Treasurer) and \$25 for web hosting by Steam Web Hosting of Mt Vernon, WA -- \$49/mo. Matt is looking into adding an on-line dues payment capability to our website, but this will be cost dependent and likely a pass-thru cost to the Member wanting to use this means for their monthly payments.

Matt asked for assistance from someone who can make updates and manage the website. Jessie Perry-Kennedy volunteered to assume this role. Matt asked if anyone else wants to help as a backup web manager, but said he would assume this role until a backup volunteer comes forth.

## **IX. Request for Greater Member Involvement in BCOA Activities**

We are looking for any and all members to participate in the Association, for instance, someone to head up or assist with the next community BBQ. Rachael Maddalena mentioned possibly establishing a Bakerview Townhomes newsletter as well. Further, Rachael volunteered to lead the next community social event or BBQ, to occur possibly late this spring – to be determined.

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

- 1) Jessie Perry-Kennedy brought up the fact that she pays for a compostable bin and welcomes others to use her bin – she says it is never full when she puts it in front of 4039-103 for collection. The bin has a big yellow sticker that says “COMPOSTE.” [See [Attachment 3](#) for SSC’s guide of acceptable compostable material if you intend to use Jessie’s composte bin.]
- 2) Frank Schilling mentioned that the south side of his unit 4043-101 has some very poor caulking or caulking that needs to be replaced at corners of siding. Matt Forner stated the walk around inspections have noted this caulking problem and that it will need to be addressed in the summer once the weather is adequately dry to allow for re-caulking.
- 3) Matt mentioned having a spot on the website where we can share information and recommendations for service contractors that Members/Residents have had good experience with.
- 4) Rachael Maddalena stated it would be nice to have a bus stop with a rain cover for kids along Eliza Ave to wait for the school bus.
- 5) Frank requested a reminder be sent for dues payments. Howard Valentine said the coupon book provided by the previous management regime served this purpose. Molly Miller recommended reissuing of coupon books to all Members. Matt said reminders via email and text can be sent, but it will be dependent upon an individual Board member issuing these reminders, unless we pay for an automatic service. Howard said he would figure this out with Matt in the near future to establish a reliable dues payment reminder notice.

With no additional topics or discussions, the meeting was adjourned at 7:31 PM PST.