

MEETING NOTES

Bakerview Townhomes Condominium Owners' Association (BTCOA)

Special General Meeting of Members (and BBQ)

Sunday, August 8th, 2021, 6:00pm PDT @ 4051 Eliza Ave, #101, Bakerview Townhomes

Submitted by Molly Miller, BTCOA Board Vice President & Secretary

I. Member & Resident BBQ – 4:00 – 6:00 PDT.

II. Board Member Roll Call & Opening Statements

The special general meeting of members was called to order by President, Matt Forner, at 5:55 pm on Sunday, August 8th, 2021. The meeting was held in the parking area outside of unit 4051 Eliza Ave, Unit 101 immediately after the BBQ arranged by the BTCOA Board along with several members of the Association.

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

BTCOA Members present at the Special General Meeting were Devendra & Sangeeta Parsad, Leah Foster & Jorge Pacheco, Jessica Perry-Kennedy, Mark & Tim Tschetter, Kathy Vanerstrom, Andrew & Rosella Swamy and Adrian Stirbu.

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, 12 units or 50% of the units were present, therefore creating a quorum.**

Several tenants, spouses, and significant others of either Board or BTCOA Members also took part in the BBQ/meeting in an effort to meet other members and show their support. These individuals included, Lisa Woo, Coleman & Chole Paige, Rachael Maddalena and Ramona & Bryan Martens.

President of the Bakerview Townhomes Condominium Owners Association, Matt Forner thanked everyone for coming and taking part in the Community BBQ. Matt started off the meeting by introducing himself and partner Rachel, giving a short bio of the two of them, then asked each person present to do the same. A lot was learned by the introduction in our little community, and we are surrounded by a ton of skill, brawn, happiness, and compassion.

Matt advised that he has emailed the BTCOA Contact Form to Owners and Non-Owner-Occupied Residents and asked that all current residents complete this Contact Form. The completion of this form is imperative, so Residence can familiarize themselves with the surrounding people and property within Bakerview Townhomes and help with a block watch and security. It is also required per the BTCOA CC&R's. The Bakerview Townhomes Condominium Owners Association Contact Form has been attached hereto as [Attachment 1](#).

III. Status of Transition from Legacy Management [Matt]:

1) Recap of Transition since May 2021:

- i. Each of the Board members took a turn to describe what their duty includes as part of the BTCOA Board and how much time it takes out of their day-to-day operations. Molly Miller, current BTCOA Vice-President/Secretary reminded everyone that self-management will only work if All Members take a turn as

MEETING NOTES

part of the Board. Current Members of the Board agreed that they would continue with their duties until at least January of 2022.

2) Review of Received Proposals from Formal Management Companies:

- i. Matt Forner took on the task of soliciting for new Property Management Companies. Judy with Elite Management charged \$556.00 per month, plus a percentage of each maintenance contract she solicited and signed, plus misc. sundries (cost of postage, office supplies, etc.). Judy's services appear to be the least expensive around which was reflected in her performance.
- ii. Windermere charges \$600.00 per month plus sundries
- iii. Integra charges \$750.00 per month plus sundries

3) Sense of How Self-Management is Proceeding & Way Ahead:

- i. All members agreed that Self-Management seems to be working well thus far. Many members thanked the Board for their work and continued duties.

MOTION: Mark Tschetter made a motion to approve moving forward with Self-Management of the Bakerview Townhomes Condominium Owners' Association for 1-Year and review progress again during the BTCOA General Meeting in 2022. Leah Pacheco seconded the motion and with no objections, the motion to move forward with Self-Management of the Bakerview Townhomes Condominium Owners' Association was approved for 1-year.

ACTION ITEM – Matt to send out invitation to BTCOA Members & Residents for the General Meeting rescheduled for Sun, Aug 8, 2021, at 7pm. Matt will remind attendees in his invite that Residents will have no voting power (unless designated as a representative for a Member), but Resident inputs are always welcome.

IV. Treasurer's Report [Howard]:

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

- i. Howard reported that as of August 8th, 2021, the balance in the **operating checking account was \$3,517.31** and the balance in the **reserve savings account was \$55,325.89**.
- ii. Howard brought up a concern about our current Banking Institution, Key Bank. He advised that members' dues deposited into our KeyBank account via check or ACH are not identified by name, only by the deposit date and amount. This has made it difficult to identify which Members are making deposits. Both Howard and Matt have investigated this issue with Key Bank and there does not appear to be a resolution to this problem. As of current and after much extra work on Howard's part, payments have been applied to the correct accounts.
- iii. There are several members currently behind in their dues since Self-Management take over. The BTCOA Board will contact each member individually to collect payments.

ACTION ITEM – The BTCOA Board will discuss the pros and cons of changing banks at the next board meeting.

V. Communications (Comm) [Matt]

1) What's the Best Way to Get Communication Out to the Members?

- i. Most of the members advised that email is the best method of communication for BTCOA correspondence. Matt reminded everyone again that the Contact Form needs to be completed and returned ASAP so the database can be updated accordingly.

- ii. Members (& Residents) are reminded that the BTCOA Shared Drive (on Matt's personal Google Drive) has several documents that may be useful for reference. Access to this drive is restricted by permission, but available upon email request to Matt by any Member and Resident at this link:

https://drive.google.com/drive/folders/1qbc_PwZwM4MLwX_SdyUVm_P5Ma9-ABe9?usp=sharing

VI. Maintenance (MX) & Investment (INV):

- 1) Upcoming Significant MX (Molly) – Molly advised that quotes are being obtained for the following maintenance work:
 - i. Gutter & Roof Cleaning
 - ii. Annual Window Washing
 - iii. Tree Removal Along Eliza Ave for the 3 dead Birch Trees
 - iv. Tree Trimming for all the branches hanging over from neighboring properties on the north, south and west fence lines.
 - v. Call for NEW Landscaping Bids by Jan. 2022
- 2) Near Term (next 5 years) Feb. 2020 Reserve Study Investment Recommendations (Matt):
 - i. Matt reviewed the Bakerview Townhome COA (BTCOA) Level 2 Study performed in 2020 by Pacific Crest Reserves, LLC which was part of the Funding Reserve Analysis. This Level 2 Reserve Study includes a field evaluation of the associations' physical assets, a review of current financial, and prior reserve reports. It was noted in this report that material and labor costs appear to be continuing to increase in all construction categories and many associations have reported dramatic cost difference in recent contractor bids on the same projects. Pacific Crest Reserves used a 3% inflation factor however the current impact on building materials is more like 20%. The near-term investment items in line for repair/replacement have been ESTIMATED by Pacific Crest Reserves as follows:
 - 1. 2021: Fence Repair/Replacement - \$20K
 - 2. 2022: Entry & Rear Deck Rot Repair - \$8K
 - 3. 2022: Retention Pond Maintenance - \$8K
 - 4. 2024: Fire Monitoring System AES (Encrypted Radio) Update - \$3K
 - 5. 2025: Entry & Rear Deck Rot Repair - \$9K
 - 6. 2025: Retention Pond Maintenance - \$9K
 - 7. 2025: Tree Trimming - \$6K
- 3) Other Noted MX & INV Issues Not Mentioned in Reserve Study Report:
 - i. The following items of concern have been brought up by current members of the BTCOA and acknowledged in current Inspection Reports completed by both Matt Forner & Molly Miller:
 - 1. Deterioration of Building Trex Decking Material – Molly advised of a class action lawsuit against Trex for delamination of their material. This lawsuit has been settled and closed. Any cost of replacement will be at BTCOA's expense.
 - 2. Exterior Trim is separating at ground level and appears to be missing a base flashing on some buildings.
 - 3. Exterior Dryer Vents need cleaning and Louvers need to be replaced.
 - 4. Deterioration of Paint/Stain on South Facing Decks

MEETING NOTES

5. General Cleaning/Pressure Washing of Building Exteriors

- ii. After reviewing the above-mentioned maintenance and replacement items with members, the majority agreed that an increase in dues is imminent.

ACTION ITEM – *The Board will review the 2021 Budget for any necessary revisions, with focus on the investment reserve account. Their findings will be presented at the Association General Meeting.*

VII. New Business / Open Discussion:

- 1) Adrian Stirbu brought up his concern with the lack of parking available at night for visitors. By his observation, most of the visitor spots are being used by Unit Owners vehicles. He wanted to remind everyone that the garages have room for 2 cars and each unit has 1 driveway parking spot. Junga suggested that the Board send out a notification to ALL Unit Owners as a reminder and help educate the new tenants/Owners that may not be aware of these rules.

ACTION ITEM – *BTCOA Board to send out letters and include the House Rules to ALL Unit Owners.*

- 2) Kathy Vanerstrom asked the Board if they can print the meeting minutes for her. Although she try's, she's not that great with her computer.
- 3) Leah Pacheco would like to organize a community garage sale. It appeared that there were several other members interested in this idea. Matt Forner asked Leah to provide the BTCOA Board with a plan that includes proposed date & hours, proposed parking plan, and proposed locations of said garage sale for review and approval.

With no additional topics or discussions, the meeting was adjourned at 8:19 PM PST.

NEW ACTION ITEMS

Author: Matt Forner

BTCOA BOD Quarterly Meeting, 2nd Qtr 2021, May 31, 2021

As of Jun 10, 2021



BAKerview TOWNHOMES CONDOMINIUM OWNERS ASSOCIATION (BTCOA) CONTACT FORM

Bldg # _____ **Unit #** _____ **Date of Info** _____

Member (or Landlord) Info

Member NAME(s) _____

Mail Address _____

City/State/Zip _____

Cell Phone _____ Alt Phone _____

Email Address _____

For MEMBER Only – Share Your Contact Info with All Members? (*Check for YES*)

Resident (and/or Tenant) Info

Same as Member Info? (*Check for YES – Provide Further Info Below as Pertinent*)

Resident NAME(s) _____

Mail Address _____

City/State/Zip _____

Cell Phone _____ Alt Phone _____

Email Address _____

of Occupants _____ Occupant Name(s)
& Relationship _____

of Pets _____ Pet Name(s) &
Species (w/Breed) _____

Vehicle #1: Year: _____ Make: _____ Model: _____ Lic #: _____ Lic State: _____

Vehicle #2: Year: _____ Make: _____ Model: _____ Lic #: _____ Lic State: _____

For RESIDENT Only -- Share Your Contact Info with All Residents? (*Check for YES*)

Emergency Contacts

Name #1 _____ Relationship _____ Cell Phone _____

Name #2 _____ Relationship _____ Cell Phone _____

BTCOA Board Internal

Emergency Key Provided?; Maintained by Resident Board Member? (*Check for YES*)

Please return completed contact form to: BTCOA Board, PO BOX 32191, Bellingham, WA 98228