

# Approved

## Darby Estates Condominium Owners Association

### Community Club House

### Open Meeting Minutes

February 16, 2015

#### Attendees:

##### Condominium Board Members

Jeff Duncan – President (excused, tardy)  
Lawrence Wong – Treasurer  
Rita Rukashaza – Secretary  
Mona Hanson – Member-at-Large  
Cheryl Grass – Member-at-Large

##### Access Real Estate Services

Rachel Long

The Board Meeting was called to order at 6:30 pm.

#### Treasurer Financial Report – As of January 31, 2015

	30-Nov-14	31-Dec-14	31-Jan-15	Notes
<b>Reserve Funds</b>	\$519,237	\$532,638	\$532,673	
<b>Operating Funds</b>	\$44,788	\$50,481	\$66,416	
<b>Aged A/R</b>	\$58,701	\$59,852	\$57,716	
<b>Over 90 Days</b>	\$50,122	\$50,270	\$51,457	
<b>Total Current Assets</b>	<b>\$622,726</b>	<b>\$642,971</b>	<b>\$656,805</b>	

#### Management Report

- 1. Outstanding work orders status** – A window crank is being replaced in one of the workout rooms, a vent cover is being replaced in 504 as a bird's nest was in the vent, lights are being replaced in several parking stalls and a door hinge in the maintenance building needs to be tightened. The door handle in 512 has been repaired.
- 2. Delinquency details report** – Currently we are down to around \$21,000 in delinquencies. That will show up on next month's report. That leaves us with one big account, for \$17,529. We found out today that the unit has been sold to the bank. This usually means that we will be getting a 6 month amount and then payment monthly from that time forward. The Board will need to authorize any write-off once the bank has paid the 6 month amount. We have some smaller issues. Two accounts will be turned over to collections after extensive attempts to talk to the owners. In addition, two owners are on payment plans.
- 3. Status of landscaping contractor action** – Rachel has talked to the contractor, who is wrapping up another project and will start with ours in the first week of March. Lawrence asked about the status of their project plan, which had been promised for mid-January.
- 4. Painting of Building 500** – Painting is on-going. Lawrence explained that we are spreading out building hallway and entrance painting so that we do one every year instead of all in one year. The cost of this will come out of Reserve Funds. In addition, the Board must formally approve the amount of any contract as noted in the audit report.

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## Old Business

1. **Janitorial contract** – Cheryl gave her analysis of the janitorial contract. The mats should be shaken out every other week, but the entry ways should be mopped each week. There is no mention of wiping down the sills or the cleaning of the side windows of each entrance. Concerning the clubhouse, mopping the kitchen floors should be included. We want included in the contract the day(s) when the work will be done so people know what day their building will be cleaned. The contract should include a standard hourly rate for extra work. Cheryl will send an email to the Board and Management with all the requested changes, which Rachel will then send on to Northwest.
2. **Lawyer consultation concerning rental cap issue** – Rachel has not yet gotten in contact with the lawyer, but she will do so.
3. **Muddy path behind 512/115 update** – The stepping stones have been removed and True Green has planted bushes and put in beauty bark. The renters have been asked not to walk in that area.
4. **Garbage disposal use flyer** – Rachel pointed out that the flyer should go to the people who actually live here, whether they are owners or renters. It was also pointed out that many people do not open envelopes from Access or DECOA so a flyer under the door might be noticed. Although generally we do not like to communicate under the doors as it may appear to be soliciting, this is a maintenance issue we must deal with. Rita moved that we put the garbage disposal use flyers under the doors or tape it to the door frame. Cheryl seconded the motion. The motion passed 4-1.

## New Business

1. **Window cleaning contract for clubhouse** – Rita moved that we accept the \$300 bid for window cleaning of the clubhouse. Mona seconded the motion. It was approved unanimously. Lawrence suggested that this be put on the annual routine maintenance list.

## Owner Input

One owner asked about the building painting of the interior hallways. It was explained that last year 516 was painted and this year it is 500. Then we will go do 504 next year, 508 the year after and finally 512 and then start over.

**The meeting adjourned at 7:02 pm.**

Submitted by  
Rita Rukashaza, Secretary

**Next meeting: Monday, March 16, 2015 at 6:30 pm.**