

# Approved

## Darby Estates Condominium Owners Association

Community Club House

### Open Meeting Minutes

March 16, 2015

#### Attendees:

##### Condominium Board Members

Jeff Duncan – President  
Lawrence Wong – Treasurer  
Rita Rukashaza – Secretary  
Mona Hanson – Member-at-Large  
Cheryl Grass – Member-at-Large

##### Access Real Estate Services

Rachel Long  
David Long

The Board Meeting was called to order at 6:33 pm.

#### Treasurer Financial Report – As of February 28, 2015

	31-Dec-14	31-Jan-15	28-Feb-15	Notes
Reserve Funds	\$532,638	\$532,673	\$546,724	JAN & FEB Reserve Transfers made in FEB
Operating Funds	\$50,481	\$66,416	\$72,145	
Aged A/R	\$59,852	\$57,716	\$57,210	
Over 90 Days	\$50,270	\$51,457	\$50,960	
Total Current Assets	\$642,971	\$656,805	\$676,079	

#### Management Report

- 1. Outstanding work orders status** – We have one outstanding work order about water that had come through a window. It is not part of the window warranty program but is a seal that is not expensive to repair.
- 2. Delinquency details report** – We are now down to the mechanics of the Board approving the write-offs after foreclosures. The Board members were given copies of the details concerning all delinquencies. Two have gone to collections.
- 3. Status of landscaping contractor action** – The landscaping company is getting together with the planting company to make sure they are both on the same page, and will get us the overall management plan sometime next week.
- 4. Recap of drain backup plumbing-related issues the last 12 months** – There were 9 call outs of plumbers for a total of \$3,435.52. When the plumber can determine that the blockage was caused by the specific unit, in the sink p-trap, he lets management know. We are tracking which plumber call outs are association responsibility and which are owner responsibility. Recently a plumber found the equivalent of a whole stick of butter in a sink p-trap. The owner has accepted responsibility to pay that invoice. Once the blockage has moved to the multi-unit pipes, however, we cannot determine who is responsible. All but two of the blockages have been in first floor units, which makes sense because they would be the first to notice if something was caused by anybody in the condos above them.

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## Old Business

1. **Janitorial contract** – See below, no. 3, Window cleaning.
2. **Lawyer consultation concerning rental cap issue** – Rachel sent an email but has not received a response and has not followed through, but she will do so.
3. **Window cleaning contracts for common areas** – The \$300 job cleaning windows in the clubhouse has been done. The second contract is for all the residence entrance windows, both inside and outside. This would be done when requested and would include all the high windows. The exterior cleaning (\$245) has been separated from the interior (\$265) as the exterior may be necessary to clean more often. The question arose as to the cleaning done to common area windows when all outside windows of units are cleaned once a year. If these are being cleaned during the annual window cleaning, it was questioned whether this separate contract with Northwest is needed. Rachel stated that she would have to check the contract with the yearly cleaners as to whether the residential entrance windows were included. It was felt that the cost of these cleanings by Northwest should be part of the quote as extra costs that would be billed only when the work was requested. Rachel will ask that Northwest roll this quote into their contract for the Board's signature.

## New Business

1. **Window warranty issues** – Cheryl will update a final letter that will be sent to Rachel for distribution to the owners.
2. **Vacation for Aman** – He will be taking two weeks starting on Monday.
3. **Large amount of dog waste found each week** – The person who picks up waste said that the last time it was less. However, it was still far too much, considering the availability of dog waste bins all around the complex. Often the waste was found very close to the bins.
4. **Detention Pond/Storm water Drain Maintenance Contract** – Rachel met with the person from Enviro Northwest concerning the possibility of a preventive maintenance program. The cost would be \$2,750 for the period of May 2015 to April 2016 and be a renewable contract. The contract includes maintenance not only of the ponds and their plantings, but also monitoring the catch basins. They will pressure wash the retaining walls and keep the ivy down. They will use a flat-bottom boat so as not to disturb any sediment. The price includes disposal of any vegetation removed. It is felt that if the ponds and catch basins are properly maintained, we won't have big clean out bills as we have had in the past. Rachel will talk to them about the cleaning of the drainage components (catch basins, pumps, filters, etc.), and if this can be done by them and at what cost, as compared to Bayside, who has done it for us in the past. We would like to have one organization do all of this if possible so there can be continuity and knowledge of the situation under one roof.
5. **Water Usage in Building 500** – For the last 12 months, Building 500 consistently has had the highest water usage, sometimes double the other buildings. To start with, Access will send a letter to the residents of Building 500 asking if they have any running toilets or dripping faucets, explaining the problem. Other investigation will follow.
6. **Possibility of closing car wash stations if City goes to water conservation** – If the city declares a water shortage, we will also comply by turning off the car wash stations and limit irrigation. It was noted that washing a car with a hose is the most wasteful way of cleaning a car and puts contaminants into the drainage system.
7. **Grub Kill** – The Board has approved spraying the lawns with grub kill. Because of the warm winter, the grubs didn't die off, and they will definitely kill the lawns if they are not controlled.

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## **Owner Input**

One owner said there are two methods many condo communities use to control dog waste being deposited, that is by using action-activated cameras aimed at key spots or by requiring DNA of each dog. The Board will discuss.

Another owner asked about the cleaners and the bottom of the doors that have black streaks that are not removed. The other issue she had is that the entrance doors are only spot cleaned instead of being completely cleaned. The door bottom streaks were discussed. A lot seems to be from shoe rubber when the door is kicked open, and this is very difficult to remove. The Board asked Rachel to request a quote from Northwest for cleaning these scuffs, if they can be cleaned. Also, the Board will look into the possibility of installing black kick plates on the doors.

**The meeting adjourned at 7:31 pm.**

Submitted by  
Rita Rukashaza, Secretary

**Next meeting: Monday, April 20, 2015 at 6:30 pm.**